

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

# **Lawrence County Schools Vision Statement**

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

# **Lawrence County Schools Mission Statement**

**“Excellent Instruction, Every Class, Every Day”**

## **Belief Statements**

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

**Family Education Rights and Privacy ACT (FERPA)**

**Annual Notice for Disclosure of School Directory Information**

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

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

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

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

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

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

## **NOTICE OF NONDISCRIMINATION**

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

Any person having inquiries concerning the Lawrence County Board of Education's compliance with the regulations implementing the Title VI, Title IX, and Section 504 of the Americans with Disabilities Act is directed to contact the appropriate person designated as the compliance officer below.

**Name:** Ms. Donna Flannagan

**Title:** 504 Compliance Officer

**Telephone #:** (256) 905-2400

**Location:** Lawrence County Board of Education

**Name:** Dr. Gina Baggett

**Title:** Title IX Compliance Officer

**Telephone #:** (256) 905-2492

**Location:** Lawrence County Board of Education

**Parents Right-to-Know**  
(Teacher Qualifications)

### **ESSA, Section 1112 (c)(6)**

#### **(6) PARENTS RIGHT-TO-KNOW-**

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

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

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

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

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

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

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

# LAWRENCE COUNTY SCHOOL SYSTEM

## Code of Conduct

### PHILOSOPHY

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

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

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

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

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

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

#### A. Students

1. Attend all classes daily and are punctual in attendance.
2. Come to class with appropriate working materials.



3. Are respectful of all individuals and property.
4. Refrain from using profane and inflammatory statements.
5. Conduct themselves in a safe and responsible manner.
6. Are neat and clean.
7. Are responsible for their own work.
8. Abide by the rules and regulations of the school and those of each classroom teacher.
9. Seek changes in an orderly and organized fashion.

**B. Parents**

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

**C. Teachers/Staff**

1. Are regular in attendance and on time.
2. Are prepared to perform their duties with appropriate materials.
3. Are respectful of all individuals and property.
4. Refrain from profane and/or inflammatory statements.
5. Conduct themselves in a safe and responsible manner.
6. Are neat and clean.
7. Abide by policies, rules, and regulations set forth by the Board and the individual school.
8. Seek changes in an orderly and organized fashion.
9. Strive to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal action including but not limited to:
  - a. Referral to an appropriate agency for general assistance;

- b. Conference and/or contracts among administrators, parents or guardians, teachers, and students;
- c. Referral to appropriate agencies for specific problems;
- d. Referral to special education programs;
- e. Continual improvement of professional knowledge and skills;
- f. Demonstration of a positive, cooperative attitude toward parents, students, co-workers, and the total school program; and,
- g. Availability to students, parents, administrators, and co-workers.

**D. Administrators**

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

**II. STUDENT RIGHTS AND RESPONSIBILITIES**

**A. Due Process for Students**

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

- 1. School rules must be clearly stated and related to the educational purposes of the school.
- 2. School rules must be fair and specific so students know what they may or may not do.
- 3. Students, parents, guardians, and school staff must be informed of the rules affecting behavior and discipline. The Code of Conduct will serve to inform the above of the rules and procedures set forth.

4. When disciplinary action is involved, school personnel and students must comply with required procedures.
5. Each student or parent will be required to sign a receipt when issued the handbook. The signed receipt will be placed on file and kept in the student's cumulative record throughout his/her attendance with the Lawrence County School System. (In K-3, the parent/guardian will sign for the student.)
6. The student's or parent refusal to sign or return in 10 days the receipt will be noted and a written report will be filed in his/her cumulative record.

**B. Student Jurisdiction By The School Board**

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

**C. Admission to Lawrence County Schools: (6.1)**

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

6.1.2 Admission to Schools

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

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

transportation to and from school or homebound instruction outside of the county limits of Lawrence County.

*c. Homeless Students –*

(i) *Enrollment.* Homeless students will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Homeless students may also be entitled to other accommodations under federal law.

Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for the remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

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

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

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

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

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

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

**D. Attendance (6.1)**

**1. Student attendance**

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

**2. Attendance Requirements for Grades K-12**

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

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

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

**Excused Absences**

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

**1. State approved absences**

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

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

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

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

When the number of parent notes/explanations has exceeded 10 per year or 5 per semester, only state approved absences will be accepted. All other absences will be unexcused.

Students must submit written excuses within 3 days of returning to school, or the absence(s) will be counted as unexcused. Students with unexcused absences cannot make up work and will receive zeros for grades and tests. Students in grades 1-6 with more than 10 unexcused absences in one school year will not be promoted.

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

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

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

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

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

**E. Truancy Prevention Program**

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

**1. Compulsory School Attendance Requirements**

**a. School Attendance/Responsibility of Parents**

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

**b. Responsibility for Explanation of Absences**

In all absences, which occur without prior permission of the principal, the parent or guardian is responsible for providing an explanation in writing

as soon as practical. “As soon as practical” has been interpreted by the Alabama State Department of Education as a period of three days (§16-28-15, Code of Alabama, 1975). Failure of the parent or guardian or other persons having charge or control of a child to furnish a satisfactory explanation in writing shall result in the child being considered a truant with the knowledge of the parent, guardian, or person in control of the child (§16-28-15, S16-8-7, Code of Alabama, 1975).

c. Excused/Unexcused Absences

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

2. **Reporting Truancies (6.1.5)**

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

a. First Truancy/Unexcused Absence (Warning)

1. The parent, guardian, or person having control of said child shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.

2. Parent/Guardian shall also be provided with a copy of Alabama’s compulsory attendance laws and advised of penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

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

c. Third/Fourth Unexcused Absence Truancy (**Schools will email Truancy Officer names of students with 3<sup>rd</sup> and 4<sup>th</sup> unexcused absence**)

1. The parent, guardian, or person having control of the child shall attend a conference/phone conference with the attendance officer.

2. Attendance at this conference/phone conference shall be mandatory except where prior arrangements have been made or an emergency.

3. Receive letter/phone call from Truancy Officer stating the on the 5<sup>th</sup> Unexcused absence student and parent will attend Early Warning with the Lawrence County Judicial System. **(Documented in I-Now)**

- e. Fifth Unexcused Absence/Truancy
  - 1. Attend Early Warning with Lawrence County Judicial System.
  - 2. Failure to appear at the early warning program shall result in the filing of a complaint/petition against the parent under *Code of Alabama (1975), 16-28-12(c)* (failure to cooperate), or a truancy against the child, whichever is appropriate.
- f. Seventh Unexcused Absence, but Within Ten (10) School Days (Court)

**File complaint/petition against the child and/or parent/guardian, if appropriate.**
- g. Child under Probation
  - 1. The juvenile probation officer should notify the school attendance officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute.
  - 2. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
- h. Unexcused Tardies or check-outs
  - 1. Students with 10 or more Unexcused Tardies (late to school) or unexcused check-outs from school may be referred by the individual school administration to truancy officer for referral to Early Warning in the Lawrence County Judicial system.
  - 2. This will be on a school referral basis only and not tracked by system as per unexcused absences.

### 3. **Early Warning or Intervention Programs**

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

### 4. **Coordination with Law Enforcement**

City and county law enforcement officials play a critical role in the enforcement of school attendance laws. It is recommended that the juvenile courts and city and county school officials meet with law



enforcement representatives to establish priorities and procedures for the handling of truants. Law enforcement officers are encouraged to take truants in custody and take them to their parents, the juvenile intake office, or the nearest age-appropriate school as ordered by the juvenile court judge.

**F. Student Drug Testing Program**

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

**G. Dress Code**

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

1. All students shall be expected to dress and groom themselves in a manner which reflects good taste. Dress and appearance of the student shall be a basic responsibility of the parent or guardian and the student.
2. However, any article of dress or any manner of basic style or make-up that is determined by school officials to be disruptive of the educational process or to present a safety problem or to damage school property shall not be permitted.
3. Students, who for religious reason, cannot dress in prescribed physical education attire shall be given an opportunity to choose, in cooperation with physical education instructor, an alternative attire appropriate for the objectives of the physical education program and the religious beliefs of the individual.

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

**H. Textbooks (7.2)**

Textbooks will be purchased and distributed in accordance with State Department of Education regulations. Only textbooks recommended by the local textbook committee will be approved by the Board, upon the recommendation of the

Superintendent. The local textbook committee will be appointed by the Board and will consist of members, including parents, who will serve a term of one year. Students are loaned textbooks for the duration of the course that requires the textbook and are responsible for the care of the textbook. Students must reimburse the Board for the cost of any textbooks that are lost or damaged beyond reasonable wear and tear. [Reference: ALA. CODE §16-36-62 (1975)]

**I. Search and Seizure (6.16)**

Although loaned or rented to the student for the student's convenience, lockers are school property. Authorized school personnel may conduct general housekeeping inspection, with or without notice, of school property, and any prohibited material discovered therein can be used as evidence against the student in school disciplinary proceedings. Principals, including acting or assistant principals, or designee, may search or authorize a search of the property of any student, including vehicles, in their respective schools, but this search may be only upon facts supporting a reasonable suspicion to believe the student is concealing prohibited material. When a specific search is conducted, except pursuant to life, health, and property, the student shall be invited to be present during the search, which shall be witnessed by one other school official. Illegal items or other possessions reasonably determined to be a threat to health and safety or security may be seized and retained by the school. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from the student's possession.

**J. Vehicle Registration and Parking (6.23)**

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

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

## **K. Sexual Harassment (6.11)**

The policy of the Lawrence County Board of Education forbids sexual harassment of or by any of its students or employees.

### **1. Unwelcome Conduct of a Sexual Nature**

- a.** Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against; comments regarding physical or personality characteristic of a sexual nature; and, sexually-oriented kidding, teasing, and jokes.
- b.** Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student or employee has indicated, by his or her conduct, that it is unwelcome. In order to avoid ambiguity and uncertainty, students or school board employees who consider conduct by other students or school board employees to be unwelcome are encouraged to advise the alleged harasser in writing that such conduct is unwelcome.
- c.** A student or employee who has initially welcomed such conduct by active participation or otherwise must give specific notice to the alleged harasser that such conduct is no longer welcome in order for such subsequent conduct to be deemed unwelcome. In order to avoid ambiguity and uncertainty, students or employees are encouraged to give such specific notice in writing.

### **2. Sexual Harassment**

Definition – For purposes of this policy, sexual harassment means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or third parties, when:

- a.** Submission to the conduct is made explicitly or implicitly a term or condition of the student's education, including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education;
- b.** Submission to or rejection of the conduct is used as the basis for decisions affecting the student's academic performance, participation in school-sponsored activities, or any other aspect of the student's education;
- c.** The conduct has the purpose and effect of unreasonably interfering with a student's academic performance or participation in school-sponsored activities or creating an intimidating, hostile, or offensive education environment.

The following are examples of conduct that may constitute sexual harassment, depending on the circumstances:

Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;

Repeated unwelcome solicitations of sexual activity or sexual contact;

Unwelcome, inappropriate sexual touchings;

Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to the student's educational status.

### **3. Sexual Harassment Prohibited**

Sexual Harassment Prohibited – Sexual harassment in any form that is directed toward students is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action.

### **4. Reporting by Students**

- a. Students or their parents or guardians who reasonably believe that other students or school board employees in the Lawrence County School System are guilty of sexual harassment as defined in this policy are encouraged to report such to the principal of their school.
- b. Students or their parents or guardians are also urged to report any unwelcome conduct of a sexual nature by fellow students or school board employees, whether or not such conduct interferes with the student's educational performance or creates a hostile or offensive educational environment. Such reports should be made in writing.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Students or school board employees who retaliate against one whom has filed such charges are subject to the sanctions below.

### **5. Sanctions for Student**

Any student found to have engaged in sexual harassment shall be subject to sanctions including, but not limited to, warning, suspension, or expulsion, subject to applicable procedural requirements.

## **L. "No-Fight" Policy**

The Lawrence County Board of Education is obligated to provide a safe and orderly environment that is conducive to teaching and learning; therefore, it is the policy of this school system that fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle will not be

tolerated. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, harassment, disorderly conduct, or criminal coercion (Refer to Title 13A of the Code of Alabama, 1975).

The superintendent, working cooperatively with the local police and/or sheriff, the district attorney, and juvenile court, shall enforce this “no-fight” policy for all students in grades 7-12 within the system. These procedures will be followed:

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

**M. Student Harassment Policy (6.25)**

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

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

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

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

**N. Cell Phones: (6.21)**

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

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

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

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

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

Punishment:

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

2<sup>nd</sup> offense: Take phone to be returned to parent only after being held till Tuesday after a weekend. Parent may pay \$20.00 to acquire early.

3<sup>rd</sup> offense: Take phone to be returned to parent only after being held till Tuesday after a weekend. Parent may pay \$20.00 to acquire early. 1 day ISS or suspended.

4<sup>th</sup> offense: Principal punish for Defiance of Authority.

**Grades 5-12 or to be selected by individual school based on grade levels at schools.**

**(Decided by administration) See local Procedures**

**Lawrence County Schools**

**Personal Technology Acceptable Use Guidelines**

Lawrence County Schools is pleased to be able to offer our students the opportunity to bring technology devices for use during the school day. We believe that the tremendous value of technology as an educational resource far outweighs the potential risk.

Adherence to the following guidelines is necessary for a student to maintain use of personal devices during the day:

**Users may, in accordance with guidelines:**

1. Use personal cell phones and mobile devices (laptops, eReaders, ipads, etc.) during class changes, lunchtime, and while on buses. Cell phones and mobile devices should be off and not visible or in use during class unless allowed by the teacher for an instructional activity. Students may be allowed by teacher to use cell phone as a calculator, camera, notebook, internet use, etc for instructional use.
2. Communicate electronically via tools such as email and text during allowed times.
3. Use the resources for appropriate educational purpose with permission from teacher.

**Users will, in accordance with guidelines:**

1. Observe all district internet and network security practices.
2. Report security risk or violations to teacher or administrator.
3. Follow copyright laws (e.g., not making illegal copies of materials).
4. Not use any device as a cyber bullying tool.
5. Not play audio devices (during allowed time) without having headphones or ear buds. Even with this, the volume should be kept at a level as not to disrupt.
6. Use all devices in compliance with all applicable laws.
7. No students may at any time use electronic device in a manner that constitutes threatening, harassment, or bullying towards another student or school board employee. Consequences for violation of this code may include confiscation of the device, examination for evidence, as well as other consequences provided in the Code of Conduct.
8. No student may at any time use electronic device to video, record audio, or make a picture of another student or teacher while at school or school related event without prior approval of administration. Consequences for violation of this code may include confiscation and examination of the device and may result in suspension or other consequences.

**Consequences for Violation(s):**

Violations of the acceptable guidelines may result in disciplinary actions and limited or loss of privilege to use personal technology devices. Further disciplinary action may be imposed in accordance with Student Code of Conduct including but not limited to In-School Suspension, COPS, and confiscation of the device. Devices that are confiscated for inappropriate use will be held in the office until Tuesday after the weekend following the violation. Parents who wish to retrieve a device before the end of the time period may do so by paying a \$20.00 fine.

1. Students will be disciplined for personal technology use during class time or other times as designated by the principal or during assemblies, including pep rallies, programs, award programs, PE or library time, etc.
2. Students may not alter in any way an electronic device without permission of school official while the school official is discussing the unauthorized use of electronic device. Students are expected to comply with request to “turn in” the device.
3. Electronic devices, including cell phones, are subject to being searched if they are believed to contain evidence of a violation of board policy or school rules. This search should include an administrator.
4. The Lawrence County BOE will not be responsible for any lost, damaged, or stolen electronic devices brought to school.

**Supervision and Monitoring:**

The use of District-owned information technology resources is not private. School administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with these guidelines. Administrators reserve the right to examine devices (personal and school-



owned) in order to further the health, safety, discipline, or security of any student. This will only be done with just-cause provisions set in probable cause issues of search and seizure. They may also use this information in disciplinary actions. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to regulate the time of access and priorities among competing acceptable uses. As this is a pilot program, the district reserves the right to modify these guidelines as needed throughout this year.

**Disclaimer of Liability:**

The district or school shall not be responsible for any materials encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parent, if a minor); for any inaccurate information disseminated over the network, for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer, electronic device, or network; or for any damage or loss incurred by a user or any subsequent party by the use of software or files obtained over a computer network. The district or school shall not be liable for any damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system or equipment.

**Student Disclaimer:**

With the increased access to informational technology and the privilege that comes with technology, student responsibility to appropriately use technology, as well as monitor his/her behavior and acceptable use of the resource, is also increased. Parents should determine whether their child is able to accept the responsibility associated with the use of personal technology devices before allowing their child to bring such devices to school.

**School/District Disclaimer:**

The permitted class use of personal technology devices shall not be allowed in such a way as to give an educational advantage to students with access to such devices or to give an educational disadvantage to students who do not have access to such devices.

**Alabama State Department of Education Policy: Use of digital Device During the Administration of Secure Test.**

**Student Policy**

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

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

**III. STUDENT DISCIPLINE**

**A. Formal Disciplinary Actions**

**1. In-School Suspension (ISS)**

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

**2. Disciplinary Probation**

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

**3. Disciplinary Work Assignments**

The principal has the authority to assign supervised activities related to the upkeep and maintenance of school facilities for a reasonable and specified period of time. Work assignments shall not interfere with the student's regular class schedule. All efforts should be exhausted to notify parents prior to the student's placement in a work assignment and tell them they will be responsible for transportation.

**4. Corporal Punishment**

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

**5. Physical Restraint**

Any employee of the board of education (including bus drivers) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself/herself, other students, teachers, administrators, parents, or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules and must be done in a reasonable fashion to protect all parties involved. Law officials may be called to assist in the enforcement of this action.

**B. Suspension**

**1. Out of School Suspension**

Suspension is defined as temporary removal of a student from a school for violation of school rules or regulations. The principal/designee has the authority to suspend a student from school. The suspension will be in accordance with the prescribed board policy. (See Suspension page 33)

**2. School Bus Suspension**

The principal has the authority to deny a student the privilege of riding a school bus. The denial to ride the bus, based on the misconduct of

the student, will be for a reasonable and specified period of time. The parent(s) will be notified prior to the suspension from the bus. A bus driver may not expel a student from the bus for misbehavior while in route to and from school, but may refuse to allow the student to ride again until such misconduct has been corrected.

**3. After-School Suspension**

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

**4. Alternative School – Judy Jester Learning Center**

The alternative school in Lawrence County is designed and implemented to benefit those students who have exhibited problems adjusting to traditional education settings. It offers an opportunity for placement of such students in a separate setting and provides an atmosphere conducive to changing patterns of inappropriate academic behavior and/or inadequate effort. The number one goal is to assist students in the development of self-esteem, self-control, improved socialization skills, a positive attitude toward learning, and increased academic achievement. Students are admitted according to “at-risk” criteria, upon referral by school personnel. Each school should have a committee of school officials and/or other professionals to make recommendations for admittance. Students in grades 9-12 will be admitted.

Students not adhering to the rules and regulations of the alternative school will be referred to their parents and/or juvenile authorities.

**5. COPS**

The Center of Opportunity for Problem Students in Lawrence County is designed and implemented to benefit those students who have exhibited problems adjusting to traditional education settings and rules in lieu of suspension or expulsion. It offers an opportunity for placement of such students in a separate setting and provides an atmosphere conducive to changing patterns of inappropriate behavior and/or inadequate effort in academics. Students not adhering to the rules and regulations of the COPS will be referred to their parents and/or juvenile authorities.

**C. Expulsion**

**1. Responsibility**

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations for a period of time prescribed by the board of education relating to due process. The principal has the responsibility to recommend student expulsion to the superintendent for board action. (See Expulsion of Student page 34)

#### **IV. CLASSIFICATION AND ACTIONS FOR VIOLATIONS**

Violations of the Code of Conduct are grouped into two classes: Local District Codes and State Codes.

In the following classes of violation and disciplinary procedures, the principal or his/her designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary action, by making personal calls to the parent or guardian when feasible, and by scheduling conferences with parents or guardians and other school staff. Only when action taken by the teacher is ineffective or if the student disruption is sufficiently severe should he/she be referred to the principal or his/her designee. School personnel should notify a student's parent/guardian if a student is disruptive or violates codes.

##### **A. Local District Codes - Violations/Offenses**

###### **1. Violations/Offenses**

###### **1.01 Excessive distraction of other students**

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

###### **1.02 Illegal organization**

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

###### **1.03 Minor intimidation of a student**

The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act, which creates a well-founded fear.

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

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

###### **1.06 Use of profane or obscene language.**

###### **1.07 Nonconformity to dress code (see Dress Code).**

- 1.08** Minor disruption on a school bus.
- 1.09** Inappropriate public display of affection including, but not limited to, embracing and kissing.
- 1.10** Theft or possessing stolen property less than \$100.00 value.
- 1.11** Unauthorized absence from class.
- 1.12** Continued refusal to complete class assignments.
- 1.13** Failure to follow instructions.  
Examples: Failure to carry correspondence home, failure to obey direction in the hallways, etc.
- 1.14** Littering of school property.
- 1.15** Cheating.
- 1.16** Intentionally providing false information to a school board employee including, but not limited to, student information data and the concealment of information directly related to school business.
- 1.17** Excessive Absences
- 1.18** Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances, if any exist. It is the responsibility of the teacher to handle LEA offenses. Repeated offenses may be considered as a State Code offense.
- 1.19** Cell Phone or Electronic device offense
- 1.20** Defiance of School Authority
- 2.** Disciplinary Actions/Local District Codes
  - a.** Students in Grades K-12
    - 1)** First Offense for Grades K-12  
An in-school conference and parental contact will be made when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses. Administration discretion.
    - 2)** Subsequent Offenses for Grades K-12  
In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before or after school, detention (ISS), bus suspension, or other appropriate disciplinary actions may be used at discretion of the principal or designated person. Special circumstances may warrant a recommendation to the school board's hearing officer for an alternative educational program apart from the normal setting.

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

1. Alcohol, Possession
2. Alcohol, Sale
3. Alcohol, Use
4. Arson
5. Assault
6. Bomb Threat
7. Burglary
8. Criminal Mischief
9. Defiance Authority
10. Disobedience
11. Disorderly Conduct
12. Disruptive Demonstration
13. Drugs, Possession
14. Drugs, Sale
15. Drugs, Use
16. Electronic Pagers
17. Fighting
18. Fire Arms
19. Gambling
20. Harassment
21. Homicide
22. Inciting Others
23. Kidnapping
24. Larceny/Theft
25. Motor Vehicle Theft
26. Profanity or Vulgarity
27. Robbery
28. Sexual Battery
29. Sexual Harassment
30. Sexual Offenses
31. Threats/Intimidation
32. Tobacco, Possession
33. Tobacco, Sale
34. Tobacco, Use (including electronic cigarette or vaping mechanisms)
35. Trespassing
36. Truancy
37. Handgun, Possession
38. Handgun, Sale
39. Handgun, Use

40. Rifle, Possession
41. Rifle, Sale
42. Rifle, Use
43. Firearm, Possession
44. Firearm, Sale
45. Firearm, Use
46. Explosive, Possession
47. Explosive, Sale
48. Explosive, Use
49. Weapon, Possession
50. Weapon, Sale
51. Weapon, Use
52. Knife, Possession
53. Knife, Sale
54. Knife, Use
55. Other, Possession
56. Other, Sale
57. Other, Use
58. Other Incidents

#### **Disciplinary Actions – State Code- Violations/Offenses**

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

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

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

## **V. PROCEDURES FOR DISCIPLINARY ACTIONS**

### **A. Due Process**

Students shall be treated with fairness in all discipline matters and shall be given procedural due process when the discipline measures of corporal punishment, short and long-term suspension, COPS, or expulsion are applied. Before being punished for a

violation as defined in the Student Code of Conduct, the local school principal or designee shall ensure that the students are given the following minimal due process.

### Informal Hearing

1. The principal shall ascertain the facts and decide the appropriate punishment
2. The student shall be given oral or written notice of the charge(s) against him/her.
3. The evidence supporting the charge(s) shall be explained to the student.
4. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).
5. When the consequences of the above results in expulsion, out of school suspension, or COPS referral, the principal shall make every effort to notify parent(s) or guardian(s).

The principal or assistant principal may impose appropriate discipline measures immediately following the informal due process hearing. When the consequences of the above results in expulsion, out of school suspension, or COPS referral, a student or Parent must give notice within 24 hours of a request for a Formal Hearing to appeal the decision of the principal or Assistant Principal.

### Formal Hearing

When a Formal Hearing is requested or the proposed punishment is Long-term out of school suspension (more than 10 days), Long-term COPS, or expulsion, the principal **shall** schedule a hearing within 5 school days with the Superintendent or his/her designee. Notice shall be given to the student and his/her parents of the date, time and place of the hearing by principal or designee. Said Notice shall be given orally or in writing.

The hearing shall be guided by the following guidelines:

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s)
4. The Superintendent or his/her designee shall ascertain the facts and review the appropriateness of the proposed punishment.
5. A record shall be kept of the hearing.
6. The student shall be entitled to legal counsel and to have witnesses to testify in his/her behalf.
7. In the event that the proposed punishment is expulsion, the decision of the Superintendent or his/her designee shall automatically be reviewed by the Lawrence County Board of Education at its next meeting. All other decisions concerning punishment made by the Superintendent or his/her designee shall be final.
8. At the conclusion of the hearing, the Superintendent or his/her designee shall prepare a written report. Once copy of the report shall be sent to the student and his parents, and one copy shall be kept on file in the Central Office.

Prior to the application of the above procedures to an exceptional student (except gifted or speech impaired), said student's IEP committee shall be convened to determine if the student's behavior warranting punishment is related to the handicap. In the event it is determined that the student's behavior is not related to the handicap, the student shall be treated as any other student, except that, an exceptional student may not be suspended or expelled for more than ten (10) days without being provided an alternative educational program.

## **B. Out of School Suspension (6.19)**

1. Authority



The school principal or his/her designee has the authority to suspend students from school.

**2. Notification**

Prior to suspension, the student will be made aware of the charges and given an opportunity to respond to them. Notice will be sent to the parent(s) or guardian stating the reason(s) such action was taken. Immediate suspension of a student is justified when his/her presence would threaten himself/herself, endanger school property, or seriously disrupt the orderly educational process. Principals are given the authority to have law enforcement agree to remove uncooperative students. If immediate removal is necessary, every reasonable attempt will be made to contact the parent(s) or guardian by the principal. The necessary notice and conference will follow at a later time.

**3. Length**

The suspension of a student is not to exceed ten (10) days except as follows:

- a.** Any student suspended more than one time during a school year may be referred to the superintendent or his/her designee for a conference prior to the student's readmission to school. The referral to the superintendent will not alter the number of days that the student is suspended by the principal or his/her designee unless extenuating circumstances agreed upon by the superintendent or his/her designated person and the principal warrant such an alteration. For students who are suspended and referred to the superintendent, the superintendent or his/her designated person(s) will schedule a conference with the parent(s) or guardian and the student. The problem will be resolved within eight days unless extenuating circumstances, such as physical or mental examination for incarceration by court action, warrant additional time.
- b.** Any student who has been determined eligible for special education (exception Gifted) may be suspended or expelled but all procedural safeguards set forth in Public Law 94-142 must be followed. When a special education student is referred to the superintendent for suspension or expulsion, the Admission, Review, and Dismissal Committee of Special Education must review the student's record and the individualized educational plan. The purpose of the review is to determine if the pupil is in the least restrictive environment and if the incident is related to the handicapping condition. Written recommendations concerning placement will be given to the superintendent or his/her designee.

- c. If an incident or violation causes the principal or his/her designee to recommend the expulsion of a student, the suspension shall remain in effect until such time that action is taken as outlined in the “Expulsion of Students” section of this policy. If a student is suspended from school and is not referred to the superintendent’s office, he/she must comply with the full length of the suspension unless the principal approves an alternative.
  - d. If a student poses an immediate threat to the welfare of the school local law enforcement should remove the student from campus.
4. Terms
- a. If a student attends a special school in addition to his/her regular and is suspended from either school, the suspension will include both schools. The principals of both schools and/or their designees must notify each other of all suspensions.
  - b. During the suspension period, suspended students cannot attend school functions or enter school property for any reason at any time.
  - c. When a student is suspended, his/her teacher must be notified immediately concerning the date of suspension and the number of days suspended. Teachers are not to give make-up work to students who are suspended from school.
  - d. A student who has been suspended from school is not eligible to enroll in any other school in the system until such time that he/she has completed the suspension period. The superintendent or his/her designee and the principal will discuss the student’s transfer.

**C. Expulsion of Students (6.20)**

In accordance with the Alabama state law requiring compulsory attendance, the Lawrence County Board of Education makes the final disposition of an expulsion recommendation. The school principal is initially responsible for determining that an offense for which expulsion may be warranted has been committed.

The procedure listed must be followed:

**1. Notification**

- a. Immediately following any incident or violation of a school regulation, which may result in a recommendation by the principal to expel a student, the principal is authorized to suspend the student for as many as ten school days pending a hearing for expulsion with superintendent or his/her designee. The student and the parent(s) or guardian has the right to any information or data obtained by the

principal's investigation of the incident, and will be made available upon request.

- b. After the completion of the full investigation of a violation, which may result in a recommendation of expulsion, the principal will, based on the facts, specify whether or not to recommend student expulsion. He will immediately notify the student and the parent(s) or guardian of the findings and the reason for the recommendation. The principal will attempt to give this notice to the student and parent(s) or guardian in a personal conference. He will also confirm this notice in a certified letter to the parent(s) or guardian. The principal's conclusions will be based on the documentation of the facts pertaining to the incident. Documentation will include all available information.
- c. Documentation
  - 1) An operational definition of the offense(s)
  - 2) A detailed description of the offense(s)
  - 3) The time, date, and location of the alleged offense(s).

The above documentation shall be forwarded to the superintendent or his/her designee.

## **2. Parent Conference with Superintendent or his/her Designee**

After notification by the principal, the parent(s) or guardian of the student may request an administrative hearing to determine if a mutually agreeable alternative to expulsion is appropriate.

Such an alternative may be:

- a. Placement in the Lawrence County Learning Center COPS, if available. The date of admission to the center and the length of time spent at the center will be determined through the admission procedures.
- b. Placement of special education students on a two (2) day schedule in home study.
- c. Voluntary withdrawal of the student from the Lawrence County School System for a period of not less than one semester and not more than one regular school term, not including summer school.
- d. Placement of the student in a juvenile facility by a governmental agency independent of the Lawrence County School System. The school board should concur that the action is adequate as an appropriate remedy for the problem. Under this arrangement, there must be mutual agreement between the school board and the agency in terms of the extent to which the action resolves the problem. The school board, in compliance with civil law, will have the right and

responsibility to determine the action, which constitutes the resolution of the problem.

**\*NOTE:** In accordance with *Laws of Alabama Relating to Education, Code 16*, all incidents involving drugs, alcohol, weapons, threats of physical harm, or physical harm will require a mandatory administrative hearing within five school days of the incident investigation.

### **3. Disposition**

If the matter is not resolved at the administrative hearing and the principal makes the decision to recommend expulsion of a student, he/she will request the matter be placed on the agenda for the next school board meeting, unless such a meeting occurs too soon to provide time for the parent(s) or guardian and student to comply.

- a. The superintendent or his/her designee will give notice by registered mail, hand delivery, or orally to the parent(s) or guardian that expulsion is recommended. The superintendent's notice will state the exact time and place of the hearing and inform the student and parent(s) or guardian that the student has the right to attend the hearing, the right to be represented by an attorney or to have other representation, and the right to present matters relating to the recommended expulsion.
- b. The notice from the superintendent's office will be mailed or called at least five days prior to the meeting at which the student's expulsion will be recommended.

### **4. Terms**

- a. The expulsion of a student will prohibit the student from attending any school in the Lawrence County School System during the period of the expulsion.
- b. A student may lose his/her academic credit if:
  - 1) He/she is expelled prior to taking six-weeks or semester examinations.
  - 2) He/she is removed from the school attendance roll through the expulsion process.
- c. A student cannot request make-up work if he/she is expelled from school.
- d. During the expulsion period, expelled students cannot attend school functions or enter school property for any reason at any time.

## **VI. Exit Ceremony**

A student must be a candidate to receive a Diploma to participate in the exit ceremony as a member of that school year's graduation class. Graduation Exercises is a privilege that may be revoked with certain circumstances.

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

### ***USE OF INFORMATION TECHNOLOGIES***

Students and employees are provided with opportunities to access a variety of information technologies. The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of Lawrence County Schools and provide adequate security to protect confidential data from being compromised. Information technologies in Lawrence County Schools include all computers owned by the District as well as hardware, software, electronic data communication networks, modems, telephone lines, etc. associated with these systems. The guidelines in this policy apply not only to all students and employees of Lawrence County Schools but also to all other persons who may use or attempt to use an electronic communication resource owned by the District.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the Mission Statement and instructional goals of the Lawrence County Schools.

All technology resources will be used in accordance with any and all District policies and procedures, as well as with local, state and federal laws and/or guidelines governing the usage of technology and its component parts.

All technology devices and equipment, regardless of purchase date or location are subject to this policy.

### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### **II. TERM OF THE PERMITTED USE**

Users who submit to the School, as directed, a properly signed agreement and follow the Policy as agreed will have computer network and Internet access during the course of the current school year only. Users will be asked to sign a new agreement each year during which they are students or employees of the School District before they are given an access account.

### **III. ACCEPTABLE USES**

**A. Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

#### **B. Unacceptable Uses of Network.**

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages, offer for sale or use any substance the possession or use

of which is prohibited by the School District's Student Discipline Policy, view, transmit or download pornographic materials or materials that encourage others to violate the law, intrude into the networks or computers of others, and download or transmit confidential, information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies), employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the Internet, upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism, participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others, don't impersonate another user.

**C. Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### **IV. INTERNET SAFETY**

**A. General Warning; Individual Responsibility of Users.** All users and students' parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Students should consult with their parents and teachers if they are unsure about whether or not a site is acceptable. Employees should consult with their supervisor or the technology office if unsure about the acceptability of a site. If a user finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

**B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**C. "Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the District's computer network or the Internet to gain unauthorized access to any computers, networks or computer systems or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or

municipal ordinance, is strictly prohibited. When discovered, hacking or other illegal activities may be reported to local, state, or federal authorities.

**D. Confidentiality of User and Student Information.** Personally identifiable information concerning students and employees may not be disclosed or used in any way on the Internet without the permission of the legally appropriate persons. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

**E. Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material which is illegal or inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **V. PRIVACY**

Network and Internet access is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

## **VI. FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment. A user can violate this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Determination of the severity of any violations and the appropriate disciplinary action shall be at the discretion of the appropriate district and school officials

## **VII. WARRANTIES/INDEMNIFICATION**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its

computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

## **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or her/his parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

## **USER GUIDELINES**

Any questions about these guidelines, their interpretation, or specific circumstances should be directed to district-level technology personnel or the superintendent's office.

### **Computer and Network Access**

1. Users must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside Lawrence County Schools.
2. Students and employees of Lawrence County Schools must not attempt to modify technology resources, utilities and/or configurations or to breach any technology resource's security system.
3. Employee and student owned computers used on District's property are subject to all terms and conditions of this policy. User owned devices are subject at any time to inspection for viruses, security risks or content that violates of Lawrence County Schools policies. Devices found to be unsafe or in violation of policy will be removed from the network immediately.
4. All wireless switches, routers or other devices must be approved and installed by the District Technology Office.
5. The configuration of wireless devices will be performed only by technology office staff or technology office designees, and wireless configurations and uses must be approved by the technology office.
6. BE PREPARED to be held accountable for your personal actions. Exemplary behavior is expected for all users at all times.
7. DO notify a teacher (students) or the system administrator (staff) if materials that violate the school system's computer/internet policy or code of conduct are encountered.
8. Do not use technology devices or the Internet to hurt, harass, attack or harm other people or their work.



9. Do not damage District and School owned technology devices or networking equipment in any way.
10. Do not degrade the performance of the network through the posting of electronic chain letters or other useless information.
11. Do not use the Internet for illegal activities (i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang activities, etc.).
12. Do not install software or download unauthorized files, games, programs, or other electronic media.
13. Do not violate copyright laws.
14. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
15. Do not share a password with another person.
16. Do not reveal the personal address or phone number of anyone, including the user's.
17. Do not access other person's work, folders, or files without specific, verifiable permission from that person or the technology office or Superintendent.
18. Do not re-post non-academic personal communications without the original author's prior consent.
19. Students may not use school technology devices to access third party email such as Hot Mail, AOL Mail, etc. without permission from the teacher related to school activities. Staff members will be allowed access to third party mail at appropriate times.
20. Students may not download from the Internet except for class work and only with approval from a teacher.

### **Administrator Access and Passwords**

No student may have administrator access or use or make changes to any devices or equipment that is logged in as an admin.

### **Software**

1. Duplication of any copyrighted software is prohibited unless specifically allowed for in a license agreement.
2. Backup copies of software shall only be made if allowed in the license agreement.
3. If a single copy of a given software program is purchased, it may only be used in one computer at a time. Multiple loading or loading the contents of one disk into multiple computers (1987 Statement on Software Copyright) is not allowed. If more than one copy of the software is needed, a site license, lab pack, or network version must be purchased.
4. Only district-level personnel or a local school designee shall sign license agreements for a school in the District or for the District itself. Any district-wide agreement that is signed will be distributed to all schools that will use that software by the appropriate persons.

5. Only district-level technology personnel may install software for use on the local area networks. Students and staff members are not authorized to install network software.
6. Software belonging to students, teachers or other individuals may not be loaded into computers without prior written authorization from district technology personnel.
7. Individuals are not authorized to make copies of any software or data without permission from their supervisor or technology office personnel.
8. Illegal copies of software may not be created or used on school equipment.

## **Email**

1. Electronic mail capability among District users exists for the purpose of enhancing their communication in order to better perform tasks associated with their positions and assignments. Therefore, all users who have access to the District network shall adhere to the following guidelines when sending or receiving messages via electronic mail (e-mail).
2. Personal use of electronic mail is permitted as long as it does not violate Lawrence County Schools' policies and/or adversely affect others or the speed of the network.
3. Employee access to e-mail is for employee use in any educational and instructional business that he/she may conduct.
4. Electronic mail should reflect professional standards at all times.
5. Lawrence County Schools' e-mail accounts may not be used:
  - a. to transmit sensitive data;
  - b. to transmit advertising material (other than school-related advertisements);
  - c. to transmit inappropriate personal observations about the school system, its employees or students;
  - d. to transmit materials of a private nature including private, commercial, political or religious material;
  - e. to transmit content used to promote discrimination on the basis on race, color, national origin, age, marital status, gender, political affiliation, religion, disability, or sexual preference;
  - f. to transmit offensive text or pictures (e.g., pornography, racism, sexism, obscenities, insults, sarcasm); content that may be reasonable considered offensive, threatening, or intimidating; defamatory statements, rumors, and gossip about organizations or individuals;
  - g. to transmit solicitation of donations or subscriptions to political causes;
  - h. to attempt or successfully send anonymous messages; and
  - i. to acquire political or personal gain.
6. The following apply to the sending of mass e-mails:

Only Central Office Administrators, technology staff and school principals may distribute mass e-mail to the entire District, Mass emails to the District shall be limited to school-related topics
7. The need for student email accounts (for special projects) will be evaluated by the technology department at the request of the instructor.
8. Because all computer hardware and software and content created and distributed electronically belongs to the Board of Education, users have no right to privacy

with regard to e-mail communications stored or transmitted on school system computers/networks.

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

### **Children's Internet Protection Act**

To ensure compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act, Lawrence County Schools has implemented an Internet filter, on all computers with Internet access, which blocks adults and minors from accessing visual depictions that are obscene or that portray child pornography or that are harmful to minors. In addition, this filtering technology is intended to prevent access to other matter, which would be inappropriate for minors, including visual depictions and/or non-visual descriptive matter.

As set forth in more detail throughout this policy, it is also the intent of Lawrence County Schools to:

Monitor the online activities of minors for appropriate use

Prohibit the use by all students of direct electronic communications, except through such communication avenues provided by Lawrence County Schools

Prohibit unauthorized online access by students, including "hacking" and other unlawful activities.

Prohibit the unauthorized disclosure, use and dissemination of personal identification information regarding minors and their guardians.

### **For Students**

The Lawrence County School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the Schools' teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

It is the responsibility of students and their parents or guardians to read and understand the terms and guidelines of this Policy. Upon reviewing, signing, and returning this Policy, students will be given the opportunity to enjoy Internet access at School and are agreeing to follow the Policy.

If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and her/his parents or guardians.

Please review this entire agreement regarding your computer, network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If this Policy is violated, the student's access will be denied or withdrawn and he or she may be subject to additional disciplinary action.

Please refer to the most recent Board Policy Manual for additions, changes or clarification of these terms.

*Legal References:* Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554) Communications Act of 1934, as amended (47 U.S.C. 254[h],[i]) Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

## **VIII. Alabama Laws**

### **A. Compulsory Attendance and Behavior Law**

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

Amending Section 16-28-12, Code of Alabama 1975, requiring each local board of education to adopt and distribute to parents, guardian, and others a written policy of its school behavior standards; requiring parents, guardians, and others to document receipt of the plan; and specifying partial application to non-public schools.

#### **BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:**

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

“(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal/teacher of the public school he or she attends

or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.”

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

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

## **B. Laws of Alabama Relating to Parents and Students**

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

### **1. Suspension of Driver’s Licenses**

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

### **2. Mandated Behavior Policies**

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

### **3. Possession of Weapons**

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

**4. Parental Liability**

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

**5. Controlled Substance**

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

**6. Mandated Disciplinary Programs**

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

**7. School Discipline**

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

**8. Mandated Rules Concerning Behavior/Discipline**

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

**9. Assault Upon School Board Employee**

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

**10. Driver's License/Attendance**

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

**11. Defacing/Destroying Public Property**

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

- (a) more than \$1000 is guilty of a Class C felony.

(b) \$250 up to \$1000 is guilty of a Class A misdemeanor.

(c) less than \$250 is guilty of a Class B misdemeanor.

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

## 12. Gun Free Schools

**Alabama Act 95-756** “. . . requires the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.”

These students “. . . shall not be allowed to attend regular school classes in any public school in the state during the expulsion period.”

The Act also requires that “the school principal shall notify the appropriate law enforcement authority . . .” and “the school principal shall notify the parents of students who violate the firearm-free school environment provided for in this act.”

## IX. MEDICATION AT SCHOOL

### LAWRENCE COUNTY SCHOOL HEALTH SERVICES MEDICATION AT SCHOOL

#### MEDICATION AT SCHOOL

Goal: To safely assist students with medication at school in order to maintain an optimal state of wellness, thus enhancing the educational experience.

#### Parent’s Responsibility:

- **Contact your School Nurse.**
- The correct School Medication Prescriber/Parent Authorization (PPA) form must be used. This form is dated 5/2014. According to the Alabama State Department of Education, this is the only form the school can accept. The PPA can be printed from the School Health Services section of the Lawrence County Schools website, [www.lawrenceal.org](http://www.lawrenceal.org)
- All prescription medication/special procedure doctor orders must be delivered to the School Nurse by the first day of school. Current doctor orders are required at the beginning of each school year.
- The school nurse **will not** administer any medication/special procedure without a doctor order.
- It is the responsibility of the parent to bring all doctor orders, medications, and other needed medical supplies to the School Nurse by the first day of school.
- **If the orders and medical supplies are not brought to school, the parent will be responsible to come to school and administer their child’s medication/special procedure every day until the orders are received by the School Nurse. This also applies to self-administer medications.**
- Personally bring your child’s medication to school. Students cannot transport medication.
- Do not bring medication to school that is prescribed for three times a day. It should be given in the morning just before leaving home, upon returning home from school, and just before bedtime. ( Example: antibiotics)
- The school cannot stock Over-the-Counter (OTC) medication. (Example; Tylenol, Advil). OTC medications can be authorized by the parent for chronic illnesses. The

School Nurse has the authority to request a doctor's authorization for OTC medication. The parent must supply the OTC medication.

- Sign the School Medication Prescriber/Parent Authorization form.
- Bring prescription medication in its original container from the pharmacy with the prescription label intact. Inhalers must be in the prescription box.
- Bring OTC medication in the original, unopened, sealed container with the manufacturer's labeling plus the student's name.
- Medications that are controlled substances will be counted and documented by the School Nurse or Medication Assistant and parent.
- Do not bring more than a six weeks supply of medication at one time.
- Notify the School Nurse of medication changes including discontinued orders. The School Nurse cannot implement changes in a medical order from the parent or guardian. A written doctor order is required. A new School Medication Prescriber/Parent Authorization form must be signed if medication orders change during the school year.
- The School Nurse will notify the parent when the student is out of medication or the medication is expired. All expired medications will be properly disposed. It is the Parent's responsibility to bring additional medication to school. If the medication is not brought in a timely manner, the prescribing doctor will be notified.
- Pick up any unused medication at the end of the school year. All medication not picked up will be discarded by the School Nurse.
- **Self-administer Medications: Discuss with your child's doctor**
  1. Lawrence County School Health Services will allow the self-administration of diabetic medications, asthma inhalers, and epi-pens.
  2. The doctor, parent, and School Nurse must all approve for the student to self-administer.
  3. The School Medication Prescriber/Parent Authorization (PPA) form must be appropriately completed for self-medication. The yes box for self-administration must be checked, and the parent must sign in two places: parent authorization and self-administration authorization.
  4. There is also the question regarding whether the student is to keep the self-administration medication "on person". In order to keep the medication on person the student must be able to independently administer his/her medication without the aid of the school nurse. Consideration needs to be given to students who ride the bus and/or participate in extracurricular activities to keep their emergency medications (asthma inhalers, epi-pens, and diabetic medication) on person so he/she will have access to their medication after school hours.
  5. Exception: If a student rides the bus and will potentially need their medication while on the bus, but is not capable of self-administering the medication, the student can be authorized to keep the medication "on person" in his/her backpack and the Bus Driver can be trained to assist the student with the medication. Example: asthma inhaler, epi-pen.
- **Emergency PRN Medication: Glucagon, Epi-Pen, Solu-cortef, Diastat, Asthma Inhalers, etc.** Discuss authorization to keep medication "on person" and "self-administer" with the School Nurse and your child's doctor. Discuss plan of care in an emergency situation, on the school bus and extracurricular activities. Understand critical importance of keeping medication "on person" during times of crisis management.

#### Student's Responsibility:

#### **Self-Administered Medication: Insulin, Asthma Inhalers, etc.**

- Contact School Nurse when needed.
- Keep medication "on self" at all times at school.
- Knowledge of time, dosage, route, and skill to administer own medication.
- Ability to safely bring and keep medication "on self" at school every day.
- Do not share medication.
- Demonstrate knowledge and skill to School Nurse.
- Sign the Medication Self-Administration Documentation and/or Medication Authorized to Keep on Person Documentation.

#### **Emergency PRN Medication:**



## **Glucagon, Epi-Pen, Solu-cortef, Diastat, Asthma Inhalers, etc.**

- Contact School Nurse when needed.
- Understand authorization to keep medication “on self” at all times at school.
- Understand plan of care in an emergency situation.
- Understand critical importance of keeping medication “on self” during times of crisis management.
- Understand plan of care for the school bus.
- Understand plan of care for extracurricular activities.
- Demonstrate knowledge and skill to School Nurse.
- Sign the Medication Self-Administration Documentation and/or Medication Authorized to Keep on Person Documentation.

## **COMMUNICABLE DISEASES:**

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

### **School Return Requirements:**

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

### **General Guidelines for School Return:**

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

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

### **Absences due to communicable diseases:**

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

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

## **HEAD LICE:**

**Recommended guidelines for students with head lice in order to return to school: Return to school determination is made on a case-by-case basis and may differ from these guidelines.**

**These guidelines are not all inclusive.**

### **Reassessment and Readmission Guidelines:**

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

### **Follow-Up Guidelines:**

- The student may be reassessed for head lice at one week, two weeks, and three weeks from the original screening assessment by the School Nurse or UAP.

- A positive finding of a head louse on reassessment constitutes calling the parent/guardian to pick-up the student. The treatment process, reassessment, readmission, and follow-up guidelines will be implemented again until the student remains clear of lice three weeks after a positive assessment.

**Absences due to head lice:**

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

**IMMUNIZATIONS**

- **Immunization Requirement:** At the time of registration all students entering or re-entering school are required to present a current original ADPH Certificate of Immunization (Blue Slip) or a Certificate of Medical Exemption, or a Certificate of Religious Exemption **prior** to enrollment. All students must have a certificate to begin school on their first day of school every school year.

**X. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

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

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

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

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

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

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

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

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

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

**XI. Gifted Students**

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

Definition of Gifted

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

Teachers, counselors, administrators, parents, or guardians, peers, self, or any other individual with knowledge of the student’s ability may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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

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

**XII. Section 504 of the Rehabilitation Act of 1973**

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

**XIII. Safety Commitment of Lawrence County Schools**

Safety and health in our school district must be a part of every operation. Without question, it is every employee's responsibility at all levels.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of department heads, principals, supervisors and employees. It also requires cooperation in all safety and health matters, not only between management and employees, but also between employees and their co-workers. Only through such a cooperative effort can an effective safety and health program be established and preserved.

The safety and health of every employee is a high priority. Management accepts responsibility for providing a safe working environment and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join together in promoting safety and health and taking every reasonable measure to assure safe working conditions in this school system.

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regular used mode of communication.

**XIV. Child Nutrition for Code of Conduct**

**Meal Tray Requirements**

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

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

**Nutrition Education Promotion**

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

**Charged Meals**

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

**Lunchroom Behavior**

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

