THE CURRICULUM

I. The Lee County School System curriculum shall be determined by
   A. Alabama State Department of Education Courses of Study;
   B. Students’ needs and interests;
   C. Regular evaluation of curriculum effectiveness; and
   D. Alabama statutes, State Board of Education rules, and policies of the Lee County Board of Education.

II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system.

III. The Superintendent shall designate appropriate staff members who are responsible for the development and coordination of the curriculum of the system.

IV. The Superintendent shall cause a program of instruction for all grade levels to be developed and regularly updated.

V. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.

VI. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis.

VII. The Superintendent shall recommend and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading systems, and methods of reporting.

VIII. All course materials and verbal or visual instruction shall conform to the requisites and intent of Alabama law and the state Constitution. All instructional materials, including teachers’ manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents/guardians of the children engaged in such classes.

IX. The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented.

X. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REFERENCE(S): CODE OF ALABAMA
16-3-15, 16-8-9, 16-8-28, 16-9-21, 16-26-1, 16-26-2, 16-35-4, 16-35-5

HISTORY: ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SPECIAL EDUCATION 4.11

The Lee County Board of Education will provide educational and related services to exceptional students who qualify under state and federal guidelines. Such students are encouraged to take full advantage of or to respond to educational programs and opportunities because of a physical, mental, emotional, social, or learning exceptionality as determined by a IEP team which reviews psychological, educational, and/or physical evaluation results provided by qualified specialists. Exceptional students include students with intellectual disability, hearing impairments, speech or language impairments, visual impairments, emotional disability, orthopedic impairments, autism, traumatic brain injury, other health impairments, deaf-blindness, developmental delay, multiple disabilities or specific learning disabilities and students who are classified as gifted.

Upon recommendation of the Superintendent, the Board shall adopt a plan for the provision of education programs for all Lee County School System students with disabilities and for gifted students. The plan for special programs and procedures for exceptional students shall include screening procedures, pre-referral activities, referral procedures, eligibility criteria, program placement, program dismissal, and descriptions of program organization and operations.

The Lee County School System special student education program shall conform to the provisions adopted by the Board and shall function in accordance with the provisions of state and federal law, State Board of Education rules, and other applicable provisions of Board rules.

SHORTENED SCHOOL DAY - Students shall not have a shortened school day due to transportation or other administrative conveniences.

SERVICE ANIMALS ON SCHOOL CAMPUS - The Lee County School System will comply with all state and federal laws, regulations and rules regarding the use of service animals by students with disabilities under appropriate circumstances. Additional information may be found in the Lee County Schools procedures for Responding to Requests on Behalf of a Disabled Student to Bring a Service Animal to School.

GIFTED PROGRAM: STUDENT ACCELERATION - The Lee County School System believes in the philosophy of assisting all students in developing their academic potential. Where potential is concerned, equality resides in providing equally well for the various levels of individual differences. The Lee County Board of
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

Education shall provide gifted students the option of acceleration to progress through course of study objectives at a pace commensurate with their abilities.

REFERENCE(S): CODE OF ALABAMA

16-8-8, 16-13-231, 16-39-1 THROUGH -12

AAC §290-1-4-.01

HISTORY: ADOPTED: APRIL 10, 2012

REVISED: ______

FORMERLY: ___
The Superintendent or designee shall develop, for the Lee County Board of Education’s approval, a plan for at-risk students addressing drop-out prevention. Components of the plans for academically at-risk students may include but are not limited to High Hopes grants/programs, Childrens’ First, Title I, Title VI, Title IV Safe and Drug Free Schools programs, and other state, federal, or local initiatives.

The Board shall also maintain an alternative education program for students who, because of disciplinary problems, cannot be appropriately educated in the regular school environment or who, because of academic difficulty, have been identified as at-risk of academic failure.

The Lee County Board of Education maintains a comprehensive career awareness program in middle schools to help students appreciate the value of a high school education and understand the consequences of not acquiring a high school diploma. The Board places strong emphasis on the utilization of school counselors for early identification of and intervention for students deemed to be at-risk.

**REFERENCE(S):**  
CODE OF ALABAMA  
16-1-13, 16-1-16, 16-13-231, AAC §290-1-4-.01  

**HISTORY:**  
ADOPTED: APRIL 10, 2012  
REVISED: _______  
FORMERLY: ___
The Lee County Board of Education recognizes that homework should be meaningful and reasonable. It should not be a substitute for teaching but should provide reinforcement, practical application, and enrichment of what has been taught. Consideration should be given to the time involved in completing homework assignments. No homework assignment should be made that does not directly support a clearly identified instructional objective.

The Board encourages the use of reasonable homework assignments that both support instructional objectives and expand the scope of instruction limited by the constraints placed on classroom teaching.

Homework assignments should be commensurate with the resources available. Homework should not be used as punishment for disciplinary infractions. Students should receive feedback on homework assignments.

REFERENCE(S): CODE OF ALABAMA

HISTORY: ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
SUMMER PROGRAMS 4.14

The Lee County Board of Education authorizes summer programs when needed. The Superintendent or designee shall determine the building site(s).

Summer program requirements and extended school year services shall be developed by the Superintendent and approved by the Lee County Board of Education.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, AAC §290-3-1-02(8)(c)1-2

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT FEES, FINES AND CHARGES 4.16

I. The Lee County Board of Education shall hold each student responsible for all textbooks and other educational materials issued to him/her. It shall be understood that the parent, guardian or other person having custody of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse or damage in excess of that which would result from the normal use of such materials.

II. Fees may only be charged in courses which are not required for graduation.

III. Principals shall have the authority to waive fees for students with financial limitations who cannot afford the fee.

IV. The Lee County Board of Education maintains that activities for which an admission fee is charged shall be kept to a minimum. The admission charges shall be fixed at amounts permitting the maximum number of pupils to attend, commensurate with the cost of providing such activities.

V. Concession sales at school activities may be operated by student groups or parent groups as approved by the principal.

VI. All income from school activities and concession sales shall be deposited in the appropriate account and shall be disbursed in accordance with Board Policy, accreditation standards, and State Department of Education regulations.

REFERENCE(S):

CODE OF ALABAMA
16-8-7 TO -9, 16-10-6, 16-13-13, 16-36-32, 16-36-35
LEGISLATIVE ACT 98-230

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: NEW
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

DUAL ENROLLMENT

The Lee County Board of Education authorizes the establishment of dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and participating postsecondary levels. The dual enrollment program shall strictly follow all State Department of Education regulations and will be open to all eligible students.

REFERENCE(S):

CODE OF ALABAMA 16-8-8, AAC §290-3-1-.02(10)

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDY/WORK RELEASE PROGRAMS 4.18

For School Approved Programs

The Board has authorized cooperative education/special education transition programs in those areas
of the curriculum which have gained approval from the State Department of Education (e.g. marketing
education, business education, trade and industrial education, etc.) and which conform to the
guidelines for such programs. Carnegie units shall be awarded according to the State Department of
Education regulations. Release of students to participate in cooperative education /special education
transition programs is permissible, provided:

1. Employment is approved and supervised by the appropriate cooperative education/special
   education transition coordinator.
2. Employment is approved in writing by the student's parent/guardian.
3. Employment does not conflict with student's other schoolwork.
4. Employment is an extension of course work.
5. The student is legally eligible for employment.
6. The student follows all guidelines of the cooperative education/special education transition
   program while in the program.

The primary objective of student employment should be to contribute to his/her educational
development and should in no way limit his/her performance in the regular school program. Employment shall be in accordance with applicable state law.

Employment After School Hours

No child under nineteen (19) years of age who is enrolled in any public or private primary or secondary
school system shall work between 10:00 p.m. and 5:00 a.m. on any night preceding a school day. The
Superintendent shall have authority to grant exemptions to the 10:00 p.m. provisions. Students who
are enrolled in certified training programs as authorized by the State Department of Education shall be
allowed to work past 10:00 p.m.

REFERENCE(S):

CODE OF ALABAMA

16-3-18, 16-37-4, 28-8-33 thru -35, 25-8-37
LEGISLATIVE ACT 87-675

HISTORY:

ADOPTED: APRIL 10, 2012

REVISED: _______
FORMERLY: ___
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CLASSROOM INSTRUCTIONAL SUPPORT FUNDS 4.20

I. The distribution of funds for classroom instructional support materials shall be based on projected enrollment, available funds, and Alabama statutes and shall include library enhancement, classroom materials and supplies, professional development, technology, and other classroom instructional support approved by the State Board of Education.

II. Each Lee County School System school shall form a committee to develop a budget for library enhancement, classroom materials and supplies, professional development, technology and any other classroom instructional support funds allocated to the school.

A. The composition and procedures used by such committee will follow Alabama statutes and guidelines.

B. The proposed budget shall outline common purchases, specify the common items which may be purchased and designate a specific allotment per teacher.

C. The proposed budget will be consistent with the plans developed for the school and the Lee County School System.

D. The proposed budget will be submitted for approval by the teachers at each school prior to the close of the current school year.

III. All funds must be spent on classroom instructional support purposes consistent with system and state rules. Funds may be spent on instructional and electrical equipment used in the classroom with students.

IV. Funds should be made available to each teacher before December 1. Unused funds will revert to the system or state.

REFERENCE(S): CODE OF ALABAMA

16-1-8.1, 16-13-231, 16-6B-10, 16-36-29.1

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
The Board shall approve all textbooks used in the Lee County School System. Local textbook committees shall be appointed by the Lee County Board of Education upon recommendation by the Superintendent. The number, size, and composition, which shall include parents, of the committees shall be determined by the Board. The name of each person serving on local textbook committee(s) shall be kept on file by the Superintendent.

The textbook committee(s) of the Lee County School System and the Central Office personnel designated by the Superintendent shall endeavor to ensure that the selection and adoption of textbooks for use within the school system shall be in accordance with applicable provisions of Alabama law.

The Superintendent shall develop procedures based on Alabama statutes for purchasing, managing, selling, and discarding textbooks and other instructional materials. Fees for damage or loss of textbooks may be collected and shall be communicated to students and parents/guardians in School System publications.

REFERENCE(S):

CODE OF ALABAMA
16-36-4 to -19
LEGISLATIVE ACT 98-320

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
The Lee County Board of Education believes that the school library media center is a fundamental part of the educational program. It adheres to the premise that an effective library media program will provide:

1. Equal and maximum access to information resources which extend the limited content of textbooks.
2. Instruction for students in acquiring the research skills necessary for independent learning.
3. Motivation for students to read and enjoy good literature.
4. Encouragement for students to use a variety of media for a lifetime of learning and pleasure.

Each school in the Lee County School System shall maintain a library media center under the direction of a state certificated library media specialist in accordance with accreditation standards. The responsibility for coordinating the selection and purchasing of instructional materials rests with the library media specialist with the final responsibility being vested in the Board.

Individual schools’ library media programs may vary based on different school characteristics, the school’s goals, and student needs. However, some functions will be common in all schools. Those functions include:

1. Equal access to information in the school collection.
2. Provision of supplementary materials to enhance the school curriculum.
3. Integration of information skills instruction with classroom activities.
4. Assistance to teachers in using a variety of media formats to improve instruction.
5. Motivation for students to enjoy good literature and other worthwhile resources.
6. Access to the use of current technologies to improve instructional effectiveness.

The Lee County School System library media specialists and teachers should collaborate to ensure that all students have adequate and equal access to the library media center and its collection.

REFERENCE(S): CODE OF ALABAMA
16-8-8, 16-21-1 TO -2

HISTORY:
ADOPTED: APRIL 10, 2012
REVISED: 
FORMERLY: ___
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIBRARY ENHANCEMENT MATERIALS SELECTION 4.23

I. Objectives of Selection

The primary objective of the Lee County School System library media centers is to implement, enrich, and support the educational program of the schools. The centers shall provide a wide range of materials on all levels of difficulty, with diversity of appeal and the representation of different points of view.

II. Criteria for Selection

A. The standards to determine the propriety of the educational materials shall be pursuant to Alabama statutes.

B. Educational media materials shall be evaluated and selected to implement, enrich, and support the educational programs of the schools.

C. Media, e.g., films, videos, software, print texts, from sources other than the system or a school media center collection must be approved by the principal. Request for Use of Educational Media from Outside Sources forms are available at each school site and shall be used to request permission to use such materials. The content of the curriculum shall determine the need for use of media.

III. Funds shall be spent in accordance with the budget adopted for designated local school or system funds.

IV. A media specialist should be consulted in budgeting all library enhancement funds.

REFERENCE(S):

CODE OF ALABAMA 16-21-1 TO -3

HISTORY:

ADOPTED: APRIL 10, 2012
REvised: _______
FORMERLY: ___
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CHALLENGED MATERIALS

4.30

The following procedures shall be followed when the appropriateness of books or materials is questioned:

I. School/community citizens may register their concerns with the principal of the school where material is being challenged.

II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
   A. Author, compiler, or editor;
   B. Publisher;
   C. Title;
   D. Reason for objection;
   E. Page number of each item challenged; and
   F. Signature, address and telephone number of person making criticism.

III. These procedures shall be followed for Lee County School System school-level reviews:
   A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
   B. Challenged materials shall not necessarily be removed immediately. Challenged materials shall be available pending a final decision.
   C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
   D. The complainant shall be informed in writing concerning the committee’s recommendations.

IV. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
   A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member shall not be selected from the school where the challenged materials originated.
   B. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.
   C. The committee’s review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community.
Efforts shall be made to meet with citizens who register concerns to consider their objections.

D. The committee’s recommendations shall be submitted to the Superintendent.

E. The complainant shall be informed, in writing, after the committee’s recommendation is received by the Superintendent.

F. An appeal to the Lee County Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant’s concern.

REFERENCE(S):

CODE OF ALABAMA

16-8-8

HISTORY:

ADOPTED: APRIL 10, 2012

REVISED: _______

FORMERLY: ___
CONTROVERSIAL ISSUES

The Lee County Board of Education recognizes that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues are an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum provided the following guidelines are observed.

I. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.

II. Teachers shall place major emphasis on HOW to think rather than WHAT to think.

III. Pupils shall have access, insofar as possible, to all materials that are relevant and educationally significant to the issues at hand.

IV. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.

V. Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.

VI. Teachers shall seek to develop in pupils the ideals of truth and honesty.

VII. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear or hostility but with mutual respect for all viewpoints.

VIII. Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions and attitudes and shall encourage pupils to base same on research, tested experience and knowledge as recorded in our cultural heritage.

IX. Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.

X. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

REFERENCE(S):

CODE OF ALABAMA 16-8-28

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
The purpose of the Lee County Board of Education Animals on School Premises policy is to allow animals in the classroom while providing for the health and safety of school staff, students and animals. The policy identifies five (5) categories of animals and the procedures to be followed in order to bring animals on school premises. It specifies conditions under which animals must be removed from school premises.

### ANIMALS ON SCHOOL PREMISES

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>PROCEDURES</th>
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</thead>
<tbody>
<tr>
<td>Animals Used in Educational Presentations</td>
<td>• Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below:</td>
</tr>
<tr>
<td>(single event)</td>
<td>1. Identify the instructional purpose or social/emotional objective of the presentation/event.</td>
</tr>
<tr>
<td></td>
<td>2. Provide statement of animal health and temperament or verify that the animal is part of a presentation conducted by an experienced animal handler who engages in demonstrations in a school setting on a regular basis.</td>
</tr>
<tr>
<td></td>
<td>3. Obtain principal’s/designee’s approval to proceed.</td>
</tr>
<tr>
<td></td>
<td>4. Notify parents of upcoming presentation.</td>
</tr>
<tr>
<td></td>
<td>5. Provide modifications for students who have animal fears or allergies.</td>
</tr>
<tr>
<td></td>
<td>6. Obtain principal’s final approval in writing.</td>
</tr>
<tr>
<td>Cold Blooded Animals Not Handled by Children</td>
<td>• Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below:</td>
</tr>
<tr>
<td>(for 1 semester, renewable)</td>
<td>1. Identify instructional purpose or social/emotional objective.</td>
</tr>
<tr>
<td>and/or</td>
<td>2. Provide statement of animal health and temperament or verify that animal is provided by a certified program or agency.</td>
</tr>
<tr>
<td>Classroom Animals</td>
<td>3. Obtain principal’s signature of approval to proceed to next steps.</td>
</tr>
<tr>
<td>(for 1 semester, renewable)</td>
<td>4. Notify parents of proposed presence of animal.</td>
</tr>
<tr>
<td></td>
<td>5. Provide modifications for students who have animal fears or allergies.</td>
</tr>
<tr>
<td></td>
<td>6. Obtain principal’s final signature of approval.</td>
</tr>
<tr>
<td></td>
<td>• Faculty/Staff member follows established Health Department/standard precautions procedures for cleaning and disinfecting sinks, cages and surfaces.</td>
</tr>
</tbody>
</table>
Animals Excluded from School or Classroom Use
- Poisonous, venomous animals.
- Family pets unless all policy requirements are met.

Animals Exempt from Compliance With Policy
- Trained and certified service animals supporting individuals with disabilities.
- Animals used in K-8 Science Curriculum.
- Invertebrates used in Grades 9-12 Science Curriculum.

Conditions requiring removal of an animal from school premises:

**Injury:** Any animal that causes injury to staff or students must be immediately isolated and removed from the school premises until the situation is resolved. An Injury Report must be completed and the appropriate medical care must be administered.

**Health Issue:** If a student or staff member has an allergic reaction or other health problem because of the presence of an animal, the animal must be immediately removed from the classroom/workspace of the affected individual and removed from school premises until the situation is resolved.

**Aggression:** Any animal that behaves aggressively must be immediately isolated and removed from the school premises.

Animals may not be transported to and/or from school on school buses or via any other transportation provided by the school district.

**REFERENCE(S):**

**CODE OF ALABAMA**

16-8-8

**HISTORY:**

ADOPTED: APRIL 10, 2012

REVISED: ______

FORMERLY: NEW
I. Requests for any Lee County School System group or organization to make a public appearance on behalf of agencies or entities other than the Lee County School System shall be directed to the principal for approval.

II. The parent/guardian shall be notified prior to any such public appearance of the school group on behalf of agencies or entities other than the Lee County School System. Such notice shall state the place to be visited, the date of the public appearance, the time of departure, and the time of return to the school. Any student making a public appearance shall present a note from his/her parent/guardian giving permission for the student to make the public appearance. All documents needed in case of emergency should be provided before the public appearance and should be in the possession of the Lee County Board of Education employee in charge of the public appearance.

REFERENCE(S):

CODE OF ALABAMA

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: NEW
Recognizing that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, the Lee County Board of Education delegates to the Superintendent the responsibility for development of administrative criteria governing field trips. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time except where the school is engaged in an activity, competition, or contest that requires use of school time.

I. All local and in-state field trips must be approved in advance by the school principal with prior notification given the Superintendent. Notification of such travel must be received by the Superintendent at least seven (7) days prior to the anticipated travel date.

II. All out-of-state and overnight field trips must be approved in advance by the principal, the Superintendent, and the Board. Requests for out-of-state and overnight travel must be submitted to the Superintendent at least thirty (30) days prior to the anticipated travel date.

III. Requests for approval of all field trips must be submitted on field trip request forms. Upon approval of any field trip, the school principal shall be responsible for notifying the Superintendent through the submission of a copy of an approved field trip request form. Such notification shall be made at least seven (7) days in advance of the expected travel date for local and in-state field trips with a thirty (30) day advanced notification required for out-of-state and/or overnight field trips.

IV. Before any trip as noted above is taken, a completed and signed parental permission form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed parental permission form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one parental permission form to cover all trips associated with the activity.

V. Lee County School System medication administration procedures and policies shall be followed for students participating in field trips.

VI. Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, Lee County School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to discussions of the trip with students. Private buses/common carriers should be used only when
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

School System buses are unavailable or impractical. When School System buses are used, the following provisions will apply:

A. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the principal or designee with the teacher/sponsor preparing the field trip request form for approval by the principal.

B. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.

C. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperone by the field trip sponsor and approved by the school principal.

D. The principal of each school is responsible for handling the scheduling of such trips.

E. Mileage and other applicable cost factors (driver, substitute driver, etc.) for each field trip will be computed by the Board based on the current, approved rates with billings submitted to schools on a monthly basis.

F. Only adult drivers with a commercial driver’s license will be permitted to drive field trip buses with the cost of paying the driver to be borne by the school or class making the trip(s).

G. The field trip sponsor should return the School System-owned bus in a clean condition as determined by the Director of Transportation.

H. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.

REFERENCE(S):

CODE OF ALABAMA
16-8-8

HISTORY:

ADOPTED: APRIL 10, 2012
FIRST READING OF REVISION: 11/18/2014
REVISION ADOPTED BY BOARD: 12/09/2014
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SCHOOL FUNCTIONS 4.44

All Lee County school functions including field trips, extracurricular events, and recreational activities such as picnics, parties, and excursions under the sponsorship of the school shall have a sponsor and an appropriate number of chaperones as determined by the school principal. A sponsor is a professional Lee County Board of Education employee who is currently certified by the State Department of Education. Chaperones are volunteers approved by the principal.

REFERENCE(S):

CODE OF ALABAMA

16-8-8

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: NEW
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT CLUBS AND ORGANIZATIONS

I. All Lee County School System student clubs and organizations shall be approved by the principal before they can operate within a school.

II. All student clubs and organizations shall comply with the following:

A. All clubs and organizations must clearly establish and adhere to membership criteria that have been approved by the principal.

B. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.

C. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student’s mental or physical health or safety.

D. Dues shall be reasonable and not prohibitive.

E. All meetings shall be held on Lee County Board of Education property, unless waived upon the faculty sponsor’s request and principal’s approval of special meetings and events.

F. A Lee County School System faculty sponsor/designated employee shall be present at all meetings and functions.

G. All social events shall be adequately chaperoned.

H. All monies accruing to any school club or organization shall be accounted for through the school’s internal accounting system.

I. A student club or organization shall not conduct any activity or act which violates Alabama statutes, Lee County Board of Education rules, or the regulations of the local school.

III. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.

IV. Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

REFERENCE(S):

CODE OF ALABAMA

16-1-23, 16-8-8

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: NEW
STUDENT PUBLICATIONS

Lee County School System school principals may approve establishment of a school newspaper or magazine for students.

I. The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school.

II. The principal shall not allow advertisements of intoxicants or tobacco products or other products which would be inappropriate for the intended audience.

REFERENCE(S): CODE OF ALABAMA

16-8-8

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: 
FORMERLY: NEW
ASSESSMENT PROGRAM AND TEST RESULTS 4.60

I. The Lee County School System shall periodically assess student performance and achievement within each school of the system. The assessment programs must be based upon local goals and objectives that are compatible with the state Courses of Study adopted by the State Board of Education. All schools will participate in the state assessment program designed to measure annual student learning and school performance.

II. The Lee County School System will follow recommendations of the State Board of Education for the provision of test adaptations and modifications of procedures as necessary for students in exceptional education programs and for students who have limited English proficiency.

III. Test results shall be treated with confidentiality. Results of student evaluations and test data shall be used solely for the purposes of measuring student performance and for improving the instructional program.

IV. School assessment reports and system accountability reports containing test results for student groups shall be disseminated and/or published as directed by the Alabama State Department of Education.

REFERENCE(S):

CODE OF ALABAMA 16-8-8, 16-8-9, 16-8-10, 16-9-13, 16-9-13
FAMILY EDUCATION RIGHTS AND PRIVACY ACT, NO CHILD LEFT BEHIND ACT OF 2001
PUBLIC LAW 93-380

HISTORY: ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
All mandatory tests administered by or through the State Board of Education and system-administered national norm-referenced achievement tests shall be secured.

I. Lee County School System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.

   A. The testing coordinator shall instruct school test coordinators and principals on test security measures.

   B. Principals shall be responsible for informing the faculty of test security measures.

II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the system shall be reported to the appropriate agency.

III. The testing coordinator shall oversee the destruction of statewide assessment test materials in a secure manner.

REFERENCE(S):

CODE OF ALABAMA

16-8-8, AAC §290-4-2-.04

HISTORY:

ADOPTED: APRIL 10, 2012

REVISED: _______

FORMERLY: ___
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REPORT CARDS 4.71

The Superintendent shall develop procedures relating to the content and issuance of Lee County School System student report cards.

REFERENCE(S): CODE OF ALABAMA

HISTORY: ADOPTED: APRIL 10, 2012

REVISED: 

FORMERLY: ___
CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

TRANSFERS FROM NON-ACCREDITED OR HOME SCHOOLS

To allow transfer of credits and/or determine the appropriate class/grade placement of a student transferring to this system from a non-accredited or home school, the following shall be implemented:

I. Credit for all elective courses shall be accepted without validation.

II. Uncontested credit for core courses of English, mathematics, science and social studies shall be transferred as follows:

   A. Using all available records and nationally standardized tests, if available, the principal or his/her designee shall determine the appropriate placement and then notify the student and the parent/guardian.

   B. Upon agreement by the parent/guardian, the student shall be assigned to the class and/or grade agreed upon.

   C. For any initial core course the student completes successfully in this system, he/she shall be permitted to transfer in that subject area all previous credits earned at a non-accredited or home school. (Example: Successful completion of eleventh grade English in this system would allow the student to transfer ninth and tenth grade English if completed successfully at the non-accredited or home school).

III. Contested credit for core courses shall be transferred as follows:

   If the parent/guardian disagrees with the placement decision, the principal or designee shall supervise the administration of the school's most recent semester examination or other appropriate assessment for each prerequisite to the core course in which the parent/guardian is requesting enrollment. For each test passed, the student shall be placed in the next level core course and credit for the prerequisite course(s) shall be transferred.

IV. In the event of the existence of controversial records/transcripts and/or the absence of any official or notarized records/transcripts, the student shall take placement tests consisting of the system school’s previous semester tests for core courses.

All transfer students must pass state-required examinations and meet all other requirements for graduation. Except in case of bona fide change of residence or other circumstances equally valid for making an exception, a student is not to be graduated from high school unless he has been in continuous attendance therein during the entire high school year immediately preceding the date of graduation.
CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

REFERENCE(S):

CODE OF ALABAMA

16-8-8, 16-28-3, 16-28-6, AAC §290-3-1-.05(2) C 7 and 290-3-1-.06 (10) c

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
The Lee County Board of Education recognizes the importance of the school-community linkage in training individuals for specific occupations; assisting individuals with the transition from school to the world of work; providing an environment for developing proper skills, knowledge, work and safety habits, and pride in achievement. As such, Cooperative Career/Technical Education Programs will be provided to the extent possible to strengthen this linkage. These programs will operate in compliance with general career/technical education policies established by the Board and program standards outlined in current administrative code.

Each cooperative career/technical education program shall provide on-the-job training that:

1. is related to existing employment opportunities which offer promotion and advancement.
2. is related to the student’s occupational objective.
3. does not displace other workers who can perform such work.
4. is conducted in accordance with written training agreements and training plans that incorporate methods for solving problems at work and problems at school.

Criteria for Participation
The following criteria must be met prior to a student’s participation in Cooperative Career/Technical Education Programs:

1. The student and his/her parent(s)/guardian(s) must select the cooperative career/technical course(s) as an elective.
2. The student’s parent(s)/guardian(s) must sign a release form authorizing the school to release his/her child from school to travel to and from the educational job site.
3. All transportation costs must be borne by the student and his/her parent(s)/guardian(s).
4. The student meets prerequisites for the cooperative career/technical course selected as described in the current Lee County School System course catalog.

REFERENCE(S):
CODE OF ALABAMA
16-8-8, 16-37-1, 16-37-4
ALABAMA CAREER TECHNICAL EDUCATION STANDARDS

HISTORY:
ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
SAFETY IN CAREER/TECHNICAL CLASSES

In order to ensure safety of students and personnel in Lee County School System Career/Technical education classes, all laws, regulations, and guidelines established by local, state, and federal agencies shall be followed.

Lee County School System teachers in career/technical classes shall establish safe working conditions and shall promote the development of safety awareness and safe work habits by students. Safety procedures and safe work habits shall be taught and tested in all career/technical classes as specified in the Alabama Course of Study for each content area.

A safety plan shall be posted in each career/technical classroom and shall include methods for encouraging safe procedures in the following areas:

- Continuous supervision of students in the classroom, laboratory, and/or shop environment.
- Ensuring that protection devices are worn by students when appropriate.
- Safe storage of toxic, flammable, or hazardous materials.
- Safe use of electrical devices and avoiding electrical hazards.
- Safety demonstrations, safety instruction, and testing for safety knowledge.
- Periodic inspection of materials, equipment, and tools to ensure safe use.

The goals of safety instruction are to keep students safe while participating in career/technical programs and for transfer of this knowledge to the work place.

REFERENCE(S):

CODE OF ALABAMA

16-37-1, 16-3-12, 16-3-13, AAC § 290-6-1-.04(6)

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
Lee County School System teachers in career/technical classes are expected to keep all machines, equipment, tools, and other items needed for effective instruction in good repair. A program of preventive maintenance of machines, tools, and equipment shall be implemented to prolong the use of the items and to teach proper care and maintenance of equipment. A schedule for the cleaning, greasing, and oiling of equipment, the changing of filters, and other routine maintenance shall be developed by the teacher for all equipment, machines, and tools used in the classroom.

Annual review of needs for repairs, servicing, and other maintenance shall be submitted to designated system personnel. Requests for major repairs or replacement of equipment or tools shall be submitted with estimates of costs for parts, service, or replacements. The teacher using allocated maintenance funds, fees, program funds, or school funds shall pay for routine maintenance and small repairs. Major repairs and appropriate equipment replacement shall be considered in the annual system career/technical budget. The Lee County School System shall maintain a reasonable allocation to fund emergency repair of equipment essential to the instructional program.

Principals and system personnel shall conduct periodic inspection of career/technical shops, laboratories, and classrooms to determine that tools, supplies, and equipment are properly maintained and stored and to see that equipment is kept in good repair and operated safely.

Designated central office personnel shall work cooperatively with teachers and school administrators to annually assess the need for updated equipment, supplies, tools, and materials for career/technical classes. Each teacher shall maintain an accurate inventory of equipment, tools, supplies, furnishings, textbooks, and other materials necessary for instruction in career/technical classes. When equipment is unserviceable or obsolete, the teacher shall notify the school principal. The principal shall notify the designated central office personnel in writing of equipment, tools, or other items in need of disposal. Central office personnel will make arrangements for the removal of such items from the school and for the proper disposal of the items according to state and system regulations.

To maintain the optimum classroom learning environment, each teacher shall:

1. Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the work place.
2. Maintain tools and equipment daily.
3. Maintain an accurate inventory of tools, supplies, and equipment.
4. Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.
5. Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.
6. Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REFERENCE(S): CODE OF ALABAMA

16-37.1, 16-3-12, 16-3-13, AAC § 290-6-1-.10(1-3) revised

HISTORY: ADOPTED: APRIL 10, 2012

REVISED: ________

FORMERLY: ___
LIVE WORK IN CAREER/TECHNICAL PROGRAMS

The Lee County Board of Education recognizes live work as being a valuable tool for students in career/technical programs to assist students in developing workplace competencies as a tool for positive community relations. Live work experiences are authorized by the Lee County Board of Education in career/technical classes when the following guidelines are followed.

Live work is defined as work performed by students as part of the instructional training program. This work may be performed by students at a job site or at school. All live work projects must be pre-approved by the teacher in writing and coordinated with the school principal. Live work projects are not to be performed in competition with private enterprise. The career/technical education programs assume no responsibility for the results of the work being performed by students.

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students. The career/technical teacher is responsible for documenting the live work through a work order, the invoicing of the person/organization for whom the work is performed, and the collection of all charges associated with the live work projects performed by students. The Lee County Board of Education, the school, nor school employees shall receive economic benefit from career/technical education live work projects.

REFERENCE(S):

CODE OF ALABAMA
16-37-1, 16-3-12, 16-3-13, AAC§290-6-1-.04(5)

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
Each Lee County School System career/technical teacher is responsible for assisting graduates in job placement or entry into post-secondary education. Active files will be maintained in each school of opportunities for employment and graduates who are seeking employment. The principal shall designate school personnel to serve as a placement coordinator to maintain records of student placement and to serve as a liaison with businesses and industry representatives when career/technical teachers are not available.

School counselors will maintain active files available to students on colleges, junior colleges, technical schools and other post-secondary training possibilities. In addition, scholarship information will be made available to students.

Each career/technical teacher is responsible for the implementation of a follow-up system to determine employment and/or post-secondary education placement of graduates. A purpose of the follow-up of graduates is to solicit feedback regarding the appropriateness and effectiveness of career/technical programs.

Formal follow-up reports of graduates shall be completed according to schedules established by the Alabama State Department of Education. In addition, career/technical teachers should use informal contacts with employers of graduates to gain information and suggestions for improving instruction in career/technical classes.

REFERENCE(S):

CODE OF ALABAMA
16-37-1, 16-3-12, 16-3-13, AAC 290-6-1-.06(2)

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ____
Title I services will be offered in schools within the Lee County School System that qualify according to state and federal guidelines and legislation. Eligible students are those whom the school identifies as failing or most at risk of failing to meet the state's challenging student performance standards and having greatest academic need for special assistance. The Board requires that the following criteria be met for all qualified Title I programs (Schoolwide or Targeted Assistance) within the School System:

- Improve teaching so that Title I students will meet challenging state content performance standards.
- Implement effective instructional strategies that increase the amount and quality of learning time for at-risk students and that deliver an enriched and accelerated curricula.
- Ensure that school-based planning take place.
- Promote effective parent participation.

**Title I Schoolwide programs** use their funds to upgrade the entire program of the school. Schools are encouraged to use research-based school reform strategies that provide an accelerated and enriched curriculum and increase the amount and quality of learning time. The programs must be integrated with other resources and initiatives. The intent is still to assist disadvantaged children, but this goal will be achieved by upgrading the entire education environment.

**Title I Targeted assistance** programs will target only individually identified students and must use their funds only for programs that provide services for those identified as in greatest need of assistance. However, these targeted assistance programs must meet the same requirements of schoolwide programs such as emphasizing accelerated curricula and extended learning times; coordinating their activities with other school reform activities; and providing adequate professional development for teachers and others serving Title I students.

**Title I Teachers** - Teachers paid from Title I funds are employees of the Board and are subject to the same regulations as other teachers.

**Comparability** - It shall be the policy of Lee County Schools to ensure equivalence among schools with regard to teachers, administrators and other staff. Lee County Schools shall also ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

**REFERENCE(S):**

- IMPROVING AMERICA’S SCHOOLS ACT OF 1994
- NO CHILD LEFT BEHIND ACT OF 2001

**HISTORY:**

- ADOPTED: APRIL 10, 2012
- REVISED: _______
- FORMERLY: NEW
The Superintendent is responsible for appointing a qualified person(s) to provide homebound instruction for eligible students.

Procedures, forms, and regulations for implementing the homebound instruction program of the Lee County School system shall be developed at the direction of the Superintendent by designated personnel and shall be disseminated to appropriate employees, parents, students, and agencies as needed.

REFERENCES:

CODE OF ALABAMA
16-8-8
AAC §290-060-010 (15) (k)

HISTORY:

ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: ___
The following guidelines shall govern the reproduction of copyrighted materials in the Lee County School System:

1. Board employees may reproduce copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code 106.

2. Any reproduction of copyrighted materials will be undertaken either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act. Otherwise, the individual responsible for reproduction may be liable for infringing the copyright under existing laws.

3. The ethical and practical problems caused by the unauthorized copying of any copyrighted materials (printed or video) will be taught to educators and students in all schools of the School System.

4. The Board in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the Board paying any judgment rendered against the employee and paying any attorney's fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the Board for any damages which the Board is liable to pay.

REFERENCE(S):

CODE OF ALABAMA

16-8-8, TITLE 17 US CODE 106

HISTORY:

ADOPTED: APRIL 10, 2012

REVISED: _______

FORMERLY: __
Lee County School District within thirty (30) days of the beginning of the school year will inform a parent of identification of a student for participation in the limited English proficient program. The notification will include the following information:

1. The reason for the identification of the student as limited English proficient and the need for placement in language instruction.
2. The child’s level of English proficiency and the method used for assessment as well as the status of the child’s academic achievement.
3. The method of instruction to be used in the language program and how the class differs in content, goals and method from the regular English class.
4. The way the program will meet the education needs of the child and build on strengths.
5. The way the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation.
6. Specific exit requirements from the program and transition back into the regular English class.
7. Services for a child with disabilities to meet objectives of the individualized education program.
8. The right of parents to have their child removed from a special language program.
9. Options parents have for other kinds of service if they decline enrollment in the program for limited English proficient students.

Parents will also be notified within fifteen (15) days if the system fails to make progress on the annual measurement achievement objectives. All information provided will be in a uniform and understandable format and to the extent practical in a language that parents can understand. The system will implement a parenting program that helps parents understand how they can be involved in their child’s education and be active participants in assisting their children to obtain English proficiency. The parenting program will also inform parents of the state’s challenging standards and the opportunity to meet regularly to make their recommendations for assisting students.

REFERENCE(S): NO CHILD LEFT BEHIND ACT OF 2001, SECTION 112

HISTORY:
ADOPTED: APRIL 10, 2012
REVISED: _______
FORMERLY: NEW