



# Student Handbook

Approved: June 11, 2024

---

## ***INTRODUCTION***

The Lee County Board of Education believes that for students to be able to receive effective quality instruction, schools should be safe, orderly, friendly, and professional. This handbook of policies and discipline procedures has been developed to help students, parents, and school personnel understand the behavior that is expected in our schools and to explain the consequences for violating the rules.

The policy of the Lee County Board of Education is to adhere to due process when carrying out the procedures contained within this handbook. Furthermore, the School Board and the educational staff employed by the School Board will comply with the elements of due process. A responsibility of the principal will be to familiarize their staff with the due process procedures and provide each staff member with a copy of this handbook.

## **SUPERINTENDENT**

**Dr. Mike Howard**

## **LEE COUNTY BOARD OF EDUCATION MEMBERS**

**Ralph Henderson, President (District 5)**

**Larry Patterson, Vice President (District 6)**

**Mark Tomlin (District 1)**

**Dr. Rusty Courson (District 2)**

**Richard Brown, Sr. (District 3)**

**Roger Keel (District 4)**

**Napoleon Stringer (District 7)**

---

## ***NON-DISCRIMINATION STATEMENT***

It is the policy of the Lee County Board of Education not to discriminate on the basis of sex, race, religion, creed, color, age, national origin, disability, migrant, homeless, neglected/delinquent, or English language learners in its educational program, activities, or employment. The Board further provides equal access to the Boy Scouts and other designated youth groups. Inquiries or complaints regarding compliance may be directed to the Lee County Board of Education, 2410 Society Hill Road, Opelika, AL 36804, 334-705-6000.

### ***CONTACT INFORMATION***

Beauregard Elementary	334-705-6011
Beauregard High	334-705-6010
Sanford Middle	334-705-6040
Beulah Elementary	334-705-6021
Beulah High	334-705-6020
Lee County Learning Center/Alternative School	334-664-4080
Loachapoka Elementary	334-705-6031
Loachapoka High	334-705-6030
East Smiths Station Elementary	334-664-4061
Smiths Station Freshman Center	334-664-4063
Smiths Station High	334-664-4060
Smiths Station Junior High	334-664-4070
South Smiths Station Elementary	334-664-4062
Wacoochee Elementary	334-664-4072
West Smiths Station Elementary	334-664-4050
Lee County Board of Education	334-705-6000

Maintenance Department	334-705-4170
Technology Department	334-705-4210
Transportation Department	334-705-4120

## ***ABSENCES/TRUANCY***

The major reasons that students dropout of school are poor attendance, truancy, and failure to move up in grade classification. Students must attend school to achieve. ***Code of Alabama compulsory Attendance law, Code of Alabama (1975) 516-28-3***, requires parents/legal guardians or other persons having charge of any virtual or traditional student officially enrolled in Alabama public schools (K-12) must provide the school, within three (3) school days of each and every absence (or consecutive absences), a written explanation of the reason(s) for each absence. Failure to furnish such explanation shall be evidence of the student being truant each day he/she is absent. The student shall be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's School Attendance Manual. All laws regarding school attendance shall be strictly enforced by the Lee County Board of Education.

### **TRUANCY INTERVENTION PROCESS**

#### **1. First truancy/unexcused absence (warning)**

Upon the first unexcused absence, all Lee County Schools use the automatic call out system that will contact the parent on the day of their students' absence to notify parent(s)/legal guardian(s) that the student is considered unexcused absent on that day. The parent(s)/legal guardian(s) is notified by letter from the school principal or his/her designee on the student's truancy status, the Alabama Attendance Law, how to submit excuses electronically, and their PowerSchool Parent Portal information. It is the responsibility of the parent(s)/legal guardian(s) to ensure that the school has the correct contact numbers and address for their students.

#### **2. Third unexcused absence (conference)**

Upon the third unexcused absence, the parent(s)/legal guardian(s) shall be notified by letter from the school principal or his/her designee on the student's truancy status and be required to attend a meeting with school officials where an Attendance Contract will be signed. Students shall be referred to the Early Warning Program if unexcused absences continue.

#### **3. Fourth unexcused absence**

Upon the fourth unexcused absence, the parent(s)/legal guardian(s) shall be notified by letter from the school principal or his/her designee on the student's truancy status and be required to attend a mandatory Early Warning Meeting with District Attendance Officers. The parent(s)/legal guardian(s) are subject to the participation in the Early Warning Program provided by the Family Court of Lee County. The parent(s)/legal guardian(s) and student are informed of the Alabama State Compulsory Attendance Laws and consequences of further unexcused absences.

Failure to appear at the Early Warning meeting or participate in the Early Warning program may result in the filing of a petition against the parent(s)/legal guardian(s) under Code of Alabama § 16-28-12 (failure to cooperate), and /or a truancy charge against the student, whichever is appropriate

#### **4. Fifth unexcused absence**

After the fifth unexcused absence, the parent(s)/legal guardian(s) shall be notified by letter that of a scheduled school home visit w/Social Worker & District Attendance Officer and that they are subject to the participation in the Early Warning Program to include the Helping Families Initiative provided by the Lee County District Attorney’s Office. The parent(s)/legal guardian(s) and student are informed of the Alabama State Compulsory Attendance Laws and consequences of further unexcused absences. Failure to appear at the Early Warning Program may result in the filing of a petition against the parent(s)/legal guardian(s) under Code of Alabama § 16-28-12 (failure to cooperate), and /or a truancy charge against the student, whichever is appropriate.

**5. Upon additional unexcused absences**

Additional unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

- Any student ordered to court with a truancy petition could be adjudicated to CHINS (Children in Need of Supervision) by a court judge. A judge can order additional supervision and services through East Alabama Mental Health, Department of Human Resources, or alternate placements outside the home setting. Additional fees and community service may also be ordered by a judge.
- Any custodial adult who is prosecuted for failing to require a student to attend school may be jailed for up to one (1) year or fined up to \$500.00 or both.

**ADDRESS, STUDENT CHANGE OF**

It is the responsibility of the parent/guardian to give the school his/her new address in writing and provide approved two new proofs of residence to the school office within 5 days of the change of address.

**ADMISSION REQUIREMENTS**

Students enrolling in Lee County Schools shall be required to bring the following documentation: an updated immunization record, withdrawal documents or proper student records from previous school, two proofs of residency, and a photo identification of the accompanying parent/guardian. A parent/guardian must accompany any new student for enrollment procedures. Transfer students from an alternative school setting may also be assigned to the attendance zone alternative school. Migrant, homeless, foster children, English language learners, neglected/delinquent students may not be denied or delayed enrollment because of a lack of documents.

A school may request as part of the enrollment procedures a social security number as a unique student identification number for the student and/or a birth certificate for age verification. The disclosure of either a social security number or a birth certificate is a voluntary action on the part of the parent/guardian.

**AEROSOL SPRAY AND PERFUME**

Lee County Schools strive to promote a safe environment for staff and students. In this regard, we ask that staff as well as students refrain from wearing heavy perfume or using scented body sprays while at school. Perfumes and aerosol sprays have been known to trigger asthma attacks as well as migraine headaches.

## **ALTERNATIVE SCHOOL (EFFECTIVE FALL 2024)**

This alternative school setting is designed to be a short-term placement to serve secondary students who are at-risk or are experiencing social-emotional, transitional, behavioral, or environmental problems that are impacting their ability to focus on their academic success. The focus of this program is to provide a temporary, short-term, supportive environment in which students can successfully work towards earning academic credits.

### **Staff**

Principal

General Education Teacher

Special Education Teacher

Para-professional

### **Student Placement**

Students are assigned to the Lee County Learning Center (LC2) only by the Director of Student Services. Recommendations may be made for placement consideration by any secondary school principal. Upon recommendation by the school principal, a disciplinary hearing will be scheduled by the Director of Student Services within a reasonable time frame (ideally no longer than five business days) upon receipt of the recommendation. Hearings will be conducted in the New Perspectives annex of the Lee County Board of Education office (2410 Society Hill Road; Opelika AL 36804). At the hearing, the school representative will be present to share all evidence supporting an alternative school placement. The student and parent/guardian will also be present to hear the allegations being made, as well as to present any statements in opposition to the recommended placement. The Director of Student Services will serve as the system hearing officer and be responsible for the final decision. Discipline hearings are not dialogues between parties. School representatives will present factual evidence. Student/Parent/Guardian may present statements in support of placement, in opposition to placement, or on behalf of the student. The family may be represented by counsel at this hearing, but will be required to notify the Director of Student Services 48-hours in advance if this is the case. No appeal process will exist beyond the Director of Student Services for alternative school placement.

Initial alternative school placements at the Lee County Learning Center may be up to 45 school days. If a student transfers into the Lee County School System while serving in an alternative program at another system/school, he/she will serve the number of days assigned by the previous school system in the Lee County Learning Center. Any student entering the Lee County School System with an excessive discipline record, previous violations of a serious nature, or returning from a treatment/juvenile facility/DYS may be subject to having a probationary period of 20 to 45 days in alternative school as determined by the Director of Student Services.

If a student receives special education services, LC2 placement will be addressed in his/her IEP. A special education student's IEP will be implemented at LC2. All special education students will have a transition plan implemented to facilitate smooth re-entry into the regular school program.

Students assigned to LC2 may not attend/participate in extracurricular activities and are prohibited from entering any other Lee County Schools campus until the alternative placement has been completed. Students in alternative school may not be transported by a Lee County School bus to or from school with the exception of the Loachapoka school zone. Parents will be responsible for providing transportation for the student for the duration of the LC2 placement. The total number of days assigned by the Director of Student Services must be completed before an exit conference may be held. Partial days due to check-out or late arrival do not count as time toward completing alternative school assignments. The LC2 principal has the discretion to either award successful or unsuccessful days based on the actions of the student each day. If successful, then that day will be subtracted from the overall total of days required; however, if unsuccessful, the student and parent will be notified that an additional day will be added. If the student continues to have unsuccessful days, then the Director of Student Services has the authorization to amend the placement and recommend the student be expelled (expulsion procedures must then be followed).

Before returning to a home-base school, satisfactory progress and completion of assigned time must be presented at an exit conference. Exit conferences will be held at the Lee County Learning Center with a minimum participation of student, parent/guardian, Lee County Learning Center principal, and Director of Student Services. Following the exit conference, the student and the parent must attend a readmittance meeting with the school Principal to discuss expectations.

\*NOTE: Students reentering the local school will be placed on a 6-week probation period. If behavior, attendance, or grades suffer during the probation period, the student may be replaced at the alternative school for an additional 20 days.

### **Goals of Lee County Learning Center**

1. To provide the opportunity for a student to complete his/her education
2. To foster maximum positive changes in attitude and behavior
3. To assist local school administrators by providing options for student discipline

### **Curriculum**

The student will remain in courses that are already scheduled to be taken to the extent possible. The majority of academic work will be completed online using Edgenuity course options. Supplemental work may be assigned by Lee County Learning School instructors. The LC2 principal will be responsible for following the Lee County Schools posted pacing guides to assign appropriate Edgenuity objectives for the duration of the student placement. Other online resources may be used as approved by the Director of Student Services when the Edgenuity course is not available. This may include ACCESS, ALEX resources, or other ALSDE-approved material for covering the course of study objectives. Satisfactory academic progress is a requirement for exiting the alternative school program.

### **Safety Expectations**

Any person entering the Lee County Learning Center may be subject to metal detection screening and searches. All vehicles on the premises may be subject to searches at the discretion of the principal and without warning. All Lee County Schools Code of Conduct Expectations will be strictly enforced. Any violation of the Code of Conduct will carry consequences. Consequential dispositions are limited as a placement in the Lee County Learning Center alternative school program is a final option before student expulsion. Hours of operation will be from 8:00 am - 2:00 pm CST each day. Students will not be allowed to report to the Alternative School location any sooner than 10 minutes early and must be picked up no later than 10 minutes after dismissal time.

## ***ASBESTOS***

The Lee County Schools follow the standard practices of the Operations and Maintenance Program as established under 763.91 of the AHERA (Asbestos Hazardous Emergency Response Act) Rule by the United States Environmental Protection Agency. Asbestos management plans are located in each school office and are available for viewing during regular school office hours. Asbestos concerns may be directed to the Lee County Maintenance Department at (334) 705-6000.

## ***ATHLETIC PARTICIPATION***

Each school in the Lee County School System has an excellent athletic department, which offers varied types of participation to all of our students. We are proud of these extracurricular activities and encourage each student to play on the team he/she desires. Sportsmanship, teamwork, and citizenship are valuable traits gained through athletics. A [student athletic interest survey](#) is available and may be accessed through the Lee County Schools website ([www.lee.k12.al.us](http://www.lee.k12.al.us)) or by contacting your school principal.

If a student drops out of the athletic program, he/she will be placed in a physical education class for the remainder of that term. Core courses and academic classes take precedence over all athletic events and activities unless administrative approval is granted when necessary for travel to games, etc. Homeschool students are eligible to participate under the requirements and conditions set by the Alabama High School Athletic Association.

## REQUIREMENTS

1. Students entering the tenth, eleventh, or twelfth grades are to have passed, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units, during the last two semesters/terms in attendance and summer school.
  - a. Four core curriculum courses are to be included in those units passed and averaged. (English, mathematics, science, and social studies are core curriculum courses.)
  - b. Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
2. Students entering the eighth and ninth grades are to have passed during the last two semesters/terms in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
3. Students entering the seventh grade for the first time are eligible.

According to the Alabama High School Athletic Association and State Board of Education, a new unit or subject is one that has not been previously passed. A semester/term is half of a school year as defined by the local school system. It is the school system's intent to have each athletic participant follow Alabama High School Athletic Association's rules and regulations.

## GUIDELINES

1. Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester/term by meeting the academic requirements.
3. Only one unit (or subject) of physical education per year may be counted.
4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the grade average.
5. An accredited correspondence course may be accepted by the school system but is to be completed before the school year starts.
6. For eligibility purposes, no special education, extra work, make-up work, tests, review, etc. may be given for the purpose of making a student eligible.
7. To be eligible, all students (including repeaters and hold-backs) are to be enrolled in a specified number of new units at the school they represent.
  - a. Ninth, tenth, and eleventh grade students should be carrying at least six new units (three per semester on a 4x4 block schedule).
  - b. Seniors that are on track for graduation with more than the required number of units earned should be carrying



at least five new subjects.

- c. The eligibility of a student who has attended another school during the preceding year is to be established by a transcript from that school before the student is permitted to participate at the new school.

## ***ATTENDANCE***

Regular school attendance is important to all students enrolled in Lee County Schools. It is the policy of Lee County Schools that course content and grading procedures are to be structured so that regular attendance is necessary in order to successfully complete course requirements. An accurate record of attendance shall be maintained by the homeroom teacher or designated person. This record will be used by the principal and other appropriate personnel to enforce the Compulsory Attendance Law.

Lee County Schools shall inform each student's parent or guardian of the following requirements of ***Alabama Code 16-28-12 (1975)***:

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 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 concur himself or herself as a pupil in accordance with a 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 guilty of a misdemeanor and, upon conviction, this offense is punishable by a fine of up to \$500 or a sentence to hard labor for the county for a period not to exceed 12 months or both. The absence of a child without the consent of the principal or teacher of the school he/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

Administrators and teachers will make reasonable efforts to encourage attendance by students and inform parents when there are attendance problems. The final responsibility, however, rests with each student and his/her parent/guardian.

### **Parental Responsibilities**

- To enroll their child; Every child between the ages of six and seventeen years shall be required to attend school.
- To ensure regular attendance by his/her child; Attendance requirements as set forth in the Early Warning Program will continue to be followed to ensure regular attendance.

### **Student Responsibilities:**

- To attend all classes daily and on time;
- To provide appropriate documentation for all absences;
- To request, complete, and turn in on time all make-up work given for excused absences.

### **Student Rights:**

- To be informed of and oriented to attendance policies and procedures;
- To appeal decisions pertaining to absences;
- To be given make-up work and a reasonable length of time for completing and turning it in.

Parents can routinely monitor absences by accessing their student's information on the Parent Portal on the LCS website for grades K-12. If a parent has a question or concern about an absence, the parent should contact the school as soon as possible. SchoolCast sends calls, texts, and emails to notify parent(s)/legal guardian(s) of a student's absence from school.

## **WRITTEN EXCUSE**

Within three (3) days of the student's return to school, the parent(s)/legal guardian(s) of students must provide documentation for absence(s), which includes the following:

1. Written statement from the parent, doctor or legal representative stating the reason of the absence (this can be submitted online through the FormSite link)
2. The date of the absence(s)
3. The parent's official signature (or electronic signature)

Parent(s)/legal guardian(s) may submit parent written excuses when students miss school, with a limit of 10 days per year (5 per semester), and may be required to submit an excuse for late check-ins and early check-outs. A student is considered absent from class if thirty (30) minutes or more is missed. If a student fails to attend school without submitting a timely excuse from a parent, medical professional or legal authority, the student and parent(s)/legal guardian(s) are subject to court intervention.

## **EXCUSED ABSENCES**

Absences are excused for the following reasons:

- Illness of the student
- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the student as determined by the Superintendent/designee
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the principal/designee
- Prior approval from the principal with consent of the parent(s)/guardian(s).

## **UNEXCUSED ABSENCES**

Any absence that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with **five (5)** unexcused absences during the school year may be referred to Early Warning Court in the proper court of the jurisdiction. Absences are unexcused for the following reasons:

- The student and parent fail to provide the excused absence written statement with required information to the school officials within three (3) days (including the return date) of the student's return to school.
- Failure to meet requirements for excused absences (see Excused Absences).

## **EXCUSED ABSENCES FOR MILITARY-CONNECTED STUDENTS**

Lee County Schools may grant additional days of excused absences to military-connected students whose parent/guardian is called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting. The conditions under which the local school may approve excused absences are:

1. The absence must be pre-approved by the principal or designee; and
2. The student must be in good standing; and
3. The student must have a prior record of good attendance; and
4. Missed work must be completed and turned in within the school's allotted time period; and
5. The absence may not be during standardized testing dates

***Note: The state of Alabama does not recognize trips or vacations as excused absences. All other absences are unexcused. Repeated unexcused absences or a pattern of absences will not be tolerated and may be considered a violation of the Alabama attendance law.***

If a high school student exceeds ten (10) unexcused absences in a course or courses in a semester, he or she may not receive credit for that semester of work. If a student in grades 1st - 8th exceeds ten (10) unexcused absences in a school year, he or she may not be promoted to the next grade level. The promotion-retention committee and the principal for grades 1st - 8th will consider exceptions.

Students cannot represent the school in any activity on any school day unless they are in attendance at least half-day (checked in by 11:30; not checked out before 11:30) on the day of such participation. This rule applies not only to home school events but also to events out-of-town within a distance that would normally permit a student to attend at least a part of a day. In the latter event, all participating students will report to school as usual and will be dismissed at a time designated and pre-arranged by proper school authorities.

Students who are on homebound status are not permitted to attend any extra-curricular activities while on homebound status unless they have the approval of the principal or assistant principal.

### ***BUS PROCEDURES***

It is illegal for unauthorized individuals to enter a school bus. Violators will be prosecuted. Parents/guardians are not authorized to enter a school bus. Concerns should be directed to the principal at the school office.

To maximize safety and assure consideration of others, bus drivers and school officials must set high standards of student conduct. Public School Transportation is a privilege and certain behaviors are expected of students who participate in the school transportation program. The driver of the school bus will assume such authority for control of students who are transported to or from school as may be assigned by the principal. The bus driver will maintain student discipline and responsible conduct of all students who participate. To protect the privacy of other students on the bus, parents will not be allowed to view bus video. Parents are responsible for their child's safety and behavior at the school bus stop.

## **PROCEDURES, POLICIES AND RIDER NOTES**

Although we would love to accommodate everyone's request regarding door service, it is simply impossible and unsafe to do so. The State of Alabama and Lee County practices the policies/procedures for the National Center for Safe Routes to School and the Pedestrian and Bicycle Information Center. We also strive to follow guidelines and procedures set forth by the National Highway Traffic Safety Administration. Lee County Schools Transportation Department and Local Schools will parallel and follow the same "Class I, II, III and IV violation definitions" found consistently within the school system when administering discipline. There are times in which the bus discipline ladder will exceed that of the local school, due to the safety concerns that exist on a school bus. The following procedures are just a few which are often questioned by many:

- Bus Stops shall be located 300 feet apart except in specially approved situations where safety is an obstacle.
- Students must be at the bus stop for a 10 min. window (5 min before and 5 min after expected/projected pickup). Buses will not wait in the roadway for any child to load a bus, for that puts all others on the bus at risk
- Students are to be picked up and dropped off daily at the same location unless special accommodations are made by local school administration
- Lee County Schools shall minimize backups in a school bus and only perform when necessary. If required, perform pickups before backup and drop offs after backup

- Generally, buses will not travel down cul-de-sacs unless picking up children with disabilities
- There must be a safe location to turn the bus around without accessing private property
- All stops should provide sufficient visibility for both students and drivers
- Students should remain 12 feet from the physical “bus stopping position” while waiting on bus for pickup
- Acceptable walking distances for children from home to the bus stop are up to .2 tenths of a mile, depending on the location/ environment
- Parents will ensure the child’s safety between the home and the school bus stop (Parents should be at the bus stop to assist all K-3 children during a.m. pickup and p.m. drop-off)
- Any system in the U.S. reserves the right to deny transportation to anyone living within 2 miles of the school in which the child attends
- If a bus stop is not active for a two-week period, the stop will be discontinued until the district is notified of its need to serve. At this time, it could take up to 3 days to reactivate service
- Although transportation needs are accommodated within 2-3 days, the school system may need up to 10 days to provide transportation for new riders.
- Due to confidentiality, no parent is allowed to view any bus video unless court ordered

It is imperative that the above-mentioned guidelines, procedures and policies be followed to ensure safety for all students who are transported. Please make it known that although we wish to transport your child to school, safety is our primary concern. Please ensure you and your child understands the rules, discipline policy, and bus stop procedures in which Lee County exercises. Bus rider rules and discipline policies can be found both here on the website and in the student handbook. Lee County will cease to transport any child who cannot follow safe transportation procedures. Your cooperation as a student and parent is greatly appreciated.

## **BUS RULES**

1. Stay off the roadway while awaiting a bus.
2. When crossing in front of the bus, stay 10’ feet from the bumper and wait for the driver's signal before crossing.
3. Obey and cooperate with the bus driver (bus drivers may assign seats for students).
4. Be at the bus stop on time (times may vary as much as 10 minutes due to traffic, inclement weather, or other unforeseen situations).
5. Be seated immediately after boarding and remain seated properly.
6. Do not scuffle with or harass other students.
7. Do not commit careless or willful acts which may cause injury to others.
8. Do not fight, quarrel, yell, or use profanity.
9. Keep all body parts and belongings out of the aisle and feet on the floor (bags, backpacks, and other items must be in lap).
10. Keep all body parts inside the bus and ensure no objects are thrown out of the bus.

11. Do not eat (food or candy), drink, or chew gum. Water is acceptable in warmer months.
12. Keep the bus clear of trash by not littering.
13. Ride to and from school on the bus assigned, unless administrative approval is given.
14. There should be no sounds coming from any electronic device that can be heard by neighboring students or the driver.
15. Students will be picked up and dropped off at their residence or designated stop only.
16. Students are assigned to a particular bus and should not ride another bus without a note from their parent/guardian that has been approved by their school's administration.

## BUS DISCIPLINE

Students are expected to honor three fundamental behavior clusters while riding any school bus: respect, responsibility, and safety for oneself and others. Discipline shall fall into one of four classes of offenses and in alignment with the Student Code of Conduct. Although discipline may fall into a category of minor, intermediate, major, or severe, the school administration may deem that consequences should be more severe than the ones outlined in this section.

## DISCIPLINE LADDER FOR SCHOOL BUS

### Grades K-6 (Minor Offense) CLASS I AND/OR II VIOLATIONS

1 <sup>st</sup> Minor Offense to administrator (3 <sup>rd</sup> referral) --	<i>1 Day off Bus</i>
2 <sup>nd</sup>	<i>2 Days</i>
3 <sup>rd</sup>	<i>3 Days</i>
4 <sup>th</sup>	<i>1 Week</i>
5 <sup>th</sup>	<i>2 Weeks</i>
6 <sup>th</sup>	<i>1 Month</i>
7 <sup>th</sup>	<i>6 Months</i>
8 <sup>th</sup> (10 <sup>th</sup> referral)	<i>1 Year</i>

### Grades K-6 (Intermediate/Major/Severe Offense) CLASS III AND/OR IV VIOLATION

1 <sup>st</sup> Major Offense	<i>1 Day off Bus</i>
2 <sup>nd</sup>	<i>1 Week</i>
3 <sup>rd</sup>	<i>1 Month</i>
4 <sup>th</sup>	<i>1 Year</i>

### Grades 7-12 (Minor Offense) CLASS I AND/OR II VIOLATIONS

1 <sup>st</sup> Minor Offense to administrator (3 <sup>rd</sup> referral) --	<i>1 Day off Bus</i>
2 <sup>nd</sup>	<i>1 Week</i>

3 <sup>rd</sup>	2 Weeks
4 <sup>th</sup>	1 Month
5 <sup>th</sup> (7 <sup>th</sup> referral)	1 Year

#### Grades 7-12 (Intermediate/Major/Severe Offense) CLASS III AND/OR IV VIOLATION

1 <sup>st</sup> Major Offense	1 Week off Bus
2 <sup>nd</sup>	1 Month
3 <sup>rd</sup>	1 Year

Note: Any discipline action may be increased at the discretion of the local school administrator, but not decreased. Once a discipline ladder and consequence is used, you cannot use it again.

### **CELL PHONES AND ELECTRONIC DEVICES**

With the implementation of 1:1 school issued devices in the 2021-2022 school year there is not a need for students to use personally owned devices at school for teaching and learning. Therefore, while devices may be allowed on campus, they may not be allowed to connect to the Lee County Schools network and it should not be assumed that they may be used in the classroom or on campus during the regular school day.

### **WHERE/WHEN/STORAGE**

1. Students may only use their device in the classroom when instructed to do so by their teacher.
2. Students may not use their device to text or update personal sites/accounts during school hours.
3. Students may not use their device in common areas (hallways, cafeteria, etc.) unless specifically instructed to do so by a teacher or school administrator.
4. Students may only use their device in the library/media center with the permission of the media specialist.
5. Students may use their device while on school buses as described by the transportation policy.
6. Students should not ask teachers or staff to store their device.
7. Administrators should not be asked to retrieve devices left in school lockers.

### **NETWORK/INTERNET ACCESS/ELECTRICAL**

1. Students may not be able to access the school's wireless network, and therefore must use personal data plans, to access the web if they choose to bring their own device to school. BYOD/Guest privileges may be revoked for students found to be visiting websites which are blocked by the District's filter.
2. Personal devices may only connect to the school's 'BYOD/Guest' network. Although some devices may not be able to connect to the 'BYOD/Guest' network, the school will not alter network settings in order to allow such devices to connect.

3. No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network. All schools are not currently equipped to support all students connecting to the wireless network.
4. Students should bring devices fully charged to school. Access to electrical outlets for charging should not be expected.

## **THEFT/LOSS/DAMAGE/TROUBLESHOOT/INSPECTION**

1. The school/District will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices.
2. The school/District will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School/District staff, including Technology staff, will not configure, troubleshoot, or repair student devices.
4. School resource officers may be called upon to examine or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of district and school policies, as well as any local, state, or federal laws.

### ***CHEATING AND HONOR CODE***

If a student is caught cheating on an assignment or test, they will receive a zero or other appropriate disciplinary measures, and their parents will be contacted.

### ***CHECK-IN AND CHECK-OUT***

## **CHECK-IN**

In order to minimize disruptions to classroom activities and the educational process, we request that early checkout be reserved for essential purposes only, such as medical appointments or genuine family emergencies. Parents or authorized adults who need to check students out of school are required to personally visit the school's office for this purpose. Please be aware that only adults listed on the student's official enrollment record will be allowed to perform checkouts. Your cooperation in adhering to these procedures is greatly appreciated for the safety and well-being of all students.

Additionally, high school students will be allowed to check out three (3) times per semester with a verified note. The school will not accept phone calls requesting a student to check out. The approved contact must personally come to the office to check out the student. All check-outs must be approved by a school administrator or their designee. Should a student fall ill during school hours and wish to leave, they must first be assessed by the school nurse. The nurse will then contact parents or guardians to make arrangements for the student's safe transportation home. It's imperative that students follow this protocol to ensure their well-being and to maintain a conducive learning environment for all. Furthermore, any student leaving campus without officially signing out through the school's office may face disciplinary consequences for unauthorized absence, commonly known as skipping. Students with unexcused check-outs may not receive credit for missed work. Any exceptions to this policy must be approved in advance by the principal.

Caution: Please note that excessive tardiness and/or check-outs may result in academic penalties and possible action taken by the Lee County Truancy Officer, as per the policy of the Lee County Board of Education.

## **CHECK-OUT**

All students must remain on campus at all times or disciplinary action will be taken. This is from the time the student arrives on campus in the morning until school is dismissed in the afternoon. If a student becomes ill during the school day and wishes to go home, he/she must request permission to check-out in the principal's office. The office will notify parents so arrangements may be made for getting home. A student who leaves campus without signing out through the office may be subject to disciplinary actions for skipping.

Students will be allowed to check-out three (3) times per semester with a verified note. The parent may come to the office and check-out the student personally. All check-outs must be approved by a school administrator or his/her designee. A student with an unexcused check-out may not receive graded credit on missed work. Any exceptions to this policy must be approved in advance by the principal. Caution: Please keep in mind that excessive tardies and/or check-outs may result in academic penalties and possible action taken by the Lee County Truancy Officer as is the policy of the Lee County Board of Education.

---

### ***COMMUNICABLE DISEASES***

---

Every student enrolled in the Lee County School System must have received vaccinations for various communicable diseases as indicated on the immunization record. No student should come to school if he/she is known to have an illness or condition that is highly contagious. This may include, but is not limited to, conjunctivitis (pinkeye), chickenpox, COVID-19, flu, strep throat, etc. If it is discovered that a student has one of these illnesses/conditions, he/she will be sent home and will not be allowed to return until the school is provided with a written note from a physician or an appropriate healthcare provider, or until cleared by the school nurse. Please see the next page for more details.

## **HEAD LICE**

There are no scheduled head checks at school. If a student is suspected of having lice they will be referred to the school nurse. The school nurse will verify presence of live bugs or viable nits and notify the parent. The school nurse being the most knowledgeable professional in the school community, will provide guidance to parents/guardians regarding "best practices" for pediculosis management. The goal is to contain infestation, provide health education for treatment, prevent overexposure to hazardous chemicals and minimize school absences





---

*A Tradition of Excellence – A Vision for Tomorrow*

---

Dear Parent or Guardian;

Communicable diseases are those diseases that may be transmitted from person to person and are the most common cause of school absences. If your child wakes up not feeling well and/or with a temperature, please keep them home. Not only are they not at their best to learn, but they might very well infect their peers, teachers and other staff.

Here are a few guidelines to follow during the school year:

**Students should stay home from school if they have:**

- Fever of 100.5 degrees or more
- Undiagnosed rash
- Vomiting, nausea or abdominal pain
- One or more episodes of diarrhea
- Complaints of severe earache, with or without fever
- Severe sore throat with symptoms indicating possible strep throat
- Persistent cough
- Any sore oozing fluid or pus

**Students should remain home:**

- **FOR 24 HOURS AFTER** their temperature **RETURNS TO NORMAL**, without medication.
- **FOR 24 HOURS AFTER** vomiting and diarrhea have **ENDED**.
- **FOR 24 HOURS AFTER** their **FIRST DOSE** of **MEDICATION** with a diagnosis of **STREP** throat.

It is important that these symptoms are recognized quickly and steps are taken to stop them from spreading to safeguard the health of all students and staff. If you have any questions or concerns you may contact the nurse at your child's school.

Sincerely,

Jessica Richardson  
Lead Nurse  
Lee County Board of Education

### ***CORPORAL PUNISHMENT***

The Lee County Board of Education does not permit the use of corporal punishment as a consequence for inappropriate behavior. However, school personnel are not prohibited from using appropriate physical contact or intervention in response to emergencies or other circumstances that reasonably require such actions.

### ***CREDIT FLEXIBILITY***

In addition to traditionally completing courses, students may now pursue high school credit via three Credit Flexibility options:

- Credit Recovery
- Credit Advancement/Virtual Learning
- Dual Enrollment/Dual Credit

Students may apply for Credit Flexibility in courses that count as either academic or elective credit toward high school graduation. Any course that appears in the Lee County School High School Course Description Handbook is eligible, except where the course is managed by an approved third party e.g., Advanced Placement.

Students may also apply for Credit Flexibility for courses that count as either academic or elective credit toward high school graduation which do not appear in the Lee County Schools High School Course Description Handbook e.g., a Southern Union State Community College or Chattahoochee Valley Community College, an ACCESS course.

There is no limit to the number of courses or credits that a student may apply to earn through Credit Flexibility.

### ***CUSTODY REQUIREMENT***

Each student must attend school in the district where the student maintains a bona fide residence with the custodial parent(s), legal custodian, or legal guardian (court decrees). Students entering the Lee County schools from other attendance areas must have a withdrawal form from the previous school, an up-to-date immunization slip, and two verifications of residence that he/ she lives in Lee County within the school district with parent/custodian/guardian. A parent/custodian/guardian should accompany a minor during admission procedures. Parents, note that once a student's custody/guardianship is awarded to another person, the parent gives up all rights to the student while he/she is in school. The school must communicate with the custodian/guardian regarding all matters including academic performance and attendance.

### ***DETENTION***

## TEACHER DETENTION

Each classroom teacher has the authority to assign students in his/her classes to detention after school for minor offenses. The parent is responsible for providing transportation if a student is assigned detention. A reasonable attempt will be made to notify parent(s) prior to the assignment of a student to detention. If the parent is notified on the day of the misbehavior, the student will be assigned detention on that day; if not, the student will be assigned detention following notification of the parent(s). Each teacher will be responsible for supervising his/her own detention.

## ADMINISTRATIVE DETENTION

The administration has the authority to assign students to a designated area before school or at the end of the regular school day. The parent is responsible for providing transportation in these cases. A reasonable attempt will be made to notify parent(s)/guardian prior to the assignment of a student to detention. If the parent is notified on the day of the misbehavior, the student will be assigned on that day; if not, the student will be assigned following notification of the parent(s)/guardian. The administrator or his/her designee will be responsible for supervising the administrative detention.

### *DISMISSAL DURING SCHOOL DAY*

In extreme cases of emergency, early dismissal of school will be decided at the Central Office level only. Each school will be contacted as soon as possible.

### *DISCIPLINE / CODE OF CONDUCT*

The Lee County Board of Education believes that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline. The Lee County Board of Education [Code of Student Conduct](#) can be found [here](#).

As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures described for violations of responsibilities shall apply to students in Grades K-12. To assist school personnel, parents, and students in maintaining an environment conducive to learning, the [Code of Student Conduct](#) is designed to accomplish the following:

1. Describe the responsibilities of the school personnel, parent(s)/guardian(s), and students.
2. Standardize procedures for administering formal disciplinary actions using a progressive discipline model by the principal and/or assistant principal.
3. Identify types of violations and describe alternative procedures for disciplinary actions by the principal and/or assistant principal.
4. Explain due process procedures relative to disciplinary action.
5. Explain attendance requirements.

## ***DONATIONS / FEES / MONEY***

Donations may be accepted by the schools in Lee County followed by a letter of notification and appreciation sent to the donor. Selling goods on school grounds is against school policy. It is against school policy for an individual or group to sell or distribute any goods or materials on school grounds which are not school sponsored and which have not been approved through the principal's office. All money collected in the school must be deposited in the office. A receipt will be given for the money. All bills will be paid by check. This is the plan required by law.

Local schools may set reasonable fees for non-required courses for labs, shop materials, and equipment. No fee shall be collected for courses required for graduation. Students who owe money for fees, fines or lost books can be subject to loss of privileges, delayed graduation, and/or referral of the parents to Small Claims Court.

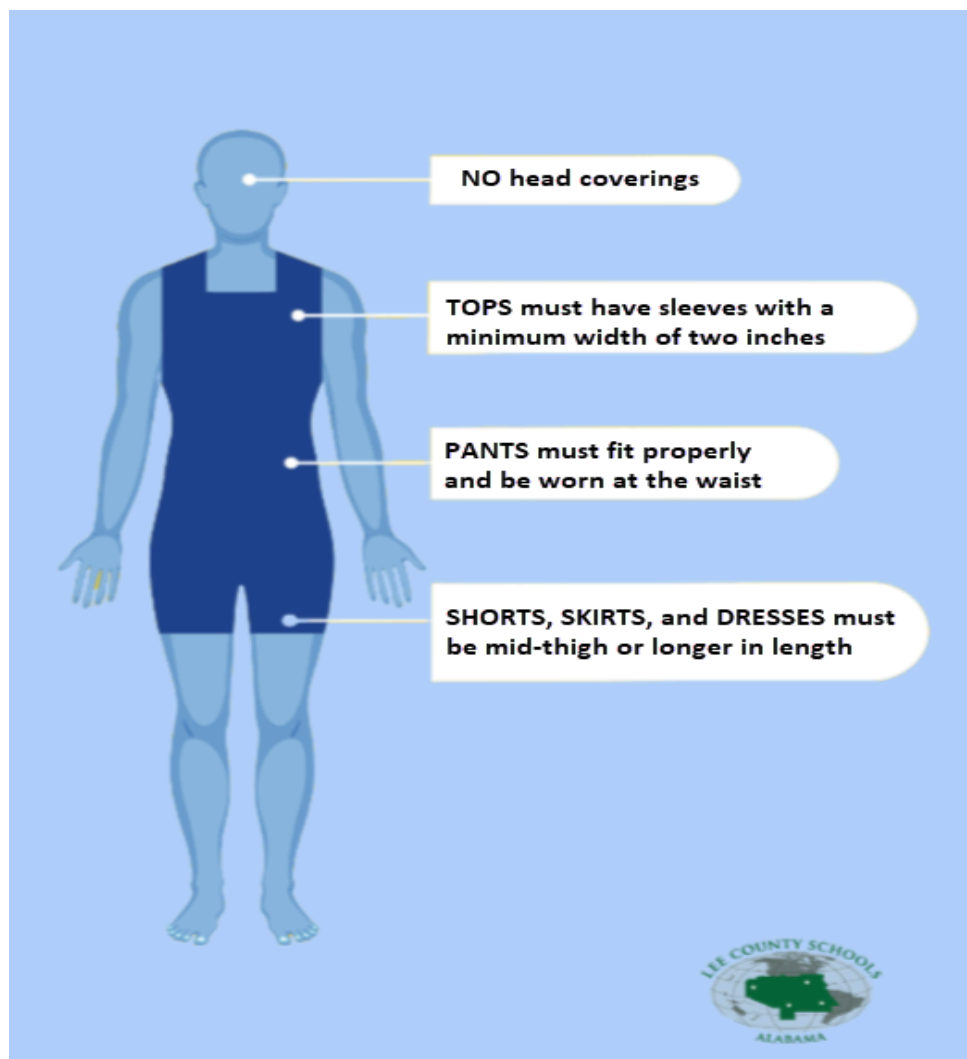
## ***DRESS CODE***

The student dress code is applicable during regular school hours and at school-sponsored events. Students are expected to dress appropriately for school, maintaining cleanliness, neatness, and good grooming. Attire should not pose a health or safety risk, nor should it disrupt the learning environment for themselves or others.

Generally, the following attire is considered unacceptable:

- Shorts or mini-skirts above mid thigh which includes gym shorts
- Clothing with holes, tears, or rips above mid thigh
- Beachwear or bathing apparel
- Pajamas or house shoes
- Cut-off sweats
- Clothing exposing backs, fronts, or midriffs
- Pants and shorts must be worn at the waist without sagging
- Headwear such as hats, caps, visors, headbands, bandannas, hoods or sunglasses
- Tank tops outside of allowed standards
- Net jerseys without a shirt underneath
- Apparel associated with gangs
- Clothing featuring suggestive slogans, pictures, or advertisements for alcohol or tobacco
- Any garments disruptive to the educational process deemed by school administration.
- Leggings/Yoga pants are permitted with a shirt that covers both the front side and back side of the student.

Students found in violation of the dress code will be required to contact their parents for appropriate clothing to be brought to them (students may be placed in In-School Suspension while awaiting proper attire). The administration reserves the right to make the final determination regarding the appropriateness of a student's attire. Parents are ultimately responsible for ensuring their child's adherence to the dress code. Repeated violations may lead to further disciplinary action.



### ***DRIVER'S LICENSE (STATE LAW)***

In order to qualify for and maintain an Alabama driver's license or learner's permit a student between the ages of 16 to 19 must be either enrolled in a public school, enrolled in a GED program, enrolled in a job training program approved by the State Superintendent of Education or exempted for circumstances beyond the control of the student as defined by State Department of Education guidelines. The principal/Lee County Schools Student Services Department will verify the enrollment status of a student upon signed written request. The principal/Lee County Schools Student Services Department will notify the Department of Public Safety when a student has more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single semester. The student may appeal the determination of his/her enrollment status by providing written notification to the appropriate principal/Lee County Schools Student Services Department of the intent to appeal. The notice must state the reasons for the appeal and be filed within fifteen (15) days of the Board's issuance of enrollment status. Except as stated herein, the Board will treat the appeal procedurally the same as the process for long-term suspension or expulsion of a student. School dropouts may not get a driver's license or can have their driver's license revoked for not attending school. A student must be picked up by a parent or legal guardian to take the driver's license test. Being allowed to drive an automobile to school is a privilege, not a right. The school administration reserves the right to search a vehicle at any time. Vehicles parked on a school campus are subject to search.

## ***DROPPING A SUBJECT / SCHEDULE CHANGING***

Schedule changing can be done only under the supervision of the principal and guidance counselor. A schedule change is considered official when the information has been entered in the computer software system.

## ***DUE PROCESS***

Due Process, at a minimum, shall include the right to notice of the violation or violations of policy or regulation alleged against the student and an opportunity to be heard in response to such charges. The student shall also be informed of the punishment for said violation(s). Refer to Lee County Schools Board Policy 4.7.4

## ***EXCEPTIONAL STUDENTS***

### **CHILD FIND**

Lee County Schools is in the continuous process of identifying and locating children in need of special education services. If you think your child may need such services, contact your child's teacher or the school principal to request an evaluation for special education services.

Parent requests for special education testing may be referred to the school level Response to Intervention Team for review. A formal intervention plan must be implemented either before or during the special education referral process. The success of the intervention plan is one of many determining factors of eligibility for special education.

### **DISCIPLINE**

Lee County Schools will follow the Individuals with Disabilities Act (IDEA) statutes regarding discipline of special education students.

### **GIFTED EDUCATION**

The Lee County Board of Education offers a gifted program that ensures services to all students at each grade level cluster are of comparable quality and duration; and provides a differentiated program in content, process and product. Referrals will be accepted for grades K-6. Lee County Schools conducts Child Find activities for all 2<sup>nd</sup> grade students in the system to determine eligibility for the gifted program.

Gifted students are those who perform, 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.

A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Lee County Schools screen all referrals to determine if formal and informal assessments should be administered to continue the decision-making process concerning eligibility. Students referred for the gifted program who do not meet the screening criteria will not continue the eligibility process. In addition, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the following three areas:

- Aptitude** – Aptitude should be assessed through individual or group tests of intelligence or creativity.
- Characteristics** – A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
- Performance** – At least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, grades, products, work samples, and/or portfolios.

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

A variety of service delivery options are available for gifted students throughout Lee County such as: resource room pull-out programs, content area classes, seminars, independent study, dual enrollment, cluster grouping, and curriculum compacting.

Because gifted learners have abilities and needs different from typical learners, gifted program offerings differ from typical education in content, process, product and learning environment.

If you have any questions or would like to obtain additional information regarding the gifted program, contact the gifted program director at 334-705-6000.

**EXEMPTIONS FROM EXAMINATIONS**

As a reward for excellent attendance and academic achievement, students who meet certain criteria may choose to exempt end of term exams. It is the strong belief of Lee County administrators that all ninth-grade students should take all first term exams regardless of each school’s exemption policy. All seventh and eighth graders will be required to take semester examinations. Schools may choose not to exempt students from exams. The district exemption policy is as follows:

- A average with no more than two (2) absences;
- B average with no more than one (1) absence;
- C average with no absences.

**EXTRACURRICULAR ACTIVITIES / PARTICIPATION**

Extracurricular activities in Lee County Schools include, but are not limited to the following: assemblies, clubs and organizations.

All students in the Lee County School System are encouraged to develop an interest and become active participants in the extracurricular programs offered in our schools. Good grades, good attendance and acceptable conduct must be prerequisites for participation in any extracurricular activity. Any student that is suspended from school forfeits their right to participate in extracurricular activities during the suspension time. Each school may have additional requirements for participation in extracurricular activities. (See Athletic Participation in this handbook for eligibility requirements.)

Each school handbook shall contain a written identification of any school sponsored club. The description will include: a mission statement that clearly defines why the organization exists, goals of the club, and an explanation of the organization's

work. This statement shall be updated and reviewed annually by the club sponsor(s), as well as approved annually by the school principal.

## ***FERPA STATEMENT***

### Lee County Notification of Rights under FERPA for Elementary and Secondary Schools

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

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will decide for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA. The name of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

## ***FIELD TRIPS***

The responsibility and authority for planning field trips rest with the classroom teacher and must be approved by the principal, must be tied to classroom instruction, must be an extension of the classroom, and must be accompanied by the objectives for the



activities. A minimum of two-week notice is necessary if the excursion is to be approved. Students must have written parental permission to participate in any field trips. All field trips must have adequate adult supervision.

**FIREARMS (FEDERAL ACT)**

Lee County Schools in compliance with the Gun-Free Schools Act of 1994, the No Child Left Behind Act of 2001 (NCLB), and Section 16-1-24.23 of the Alabama Code will expel any student from school for a period not less than a calendar year for bringing a “firearm” on school property or to any school-sponsored event. Due process procedures will be followed according to the guidelines outlined in the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act. The superintendent may modify such expulsion requirements for a student on a case-by-case basis. The school principal will also contact law enforcement for any student found in possession of a firearm on school property or at any school-sponsored event. A “firearm” is defined in Section 921 of Title 18 of the United States Code and for this policy “firearms” has the same meaning: *A device that is designed to, or may be converted to expel a projectile by the action of an explosive, the frame receiver of any such weapon, the muffler or silencer of a firearm or any other destructive device.* Possession of a firearm will be considered a major disciplinary offense.

**FUNDRAISING (LIMITS, ETC.)**

All fundraising projects and activities conducted by any group within, connected with, or in the name of the schools in the Lee County System shall contribute to the mission statements of the individual schools. They will not be in conflict with the overall instructional program. Funds derived from student body activities shall be expended to benefit the student body. All programs for raising money by organizations and classes must be approved by the principal. The administration of each school will determine the number of fundraising activities that will be allowed during a school year. Any person/organization which is not affiliated with the school may not participate in fundraising on the school campus unless the receipts are intended for the school. “Junk Food” fundraising projects are a violation of our Wellness Policy and will not be allowed.

**GRADE PLACEMENT BY CARNEGIE UNITS (HIGH SCHOOL) / GRADUATION REQUIREMENTS**

Grade placement is determined by the units completed. This placement is done as follows:

Tenth Grade	7 units
Eleventh Grade	14 units
Twelfth Grade	21 units

**GRADING SCALE**

The Lee County School System follows a standardized grading system which is as follows:

A (90 – 100)	C (70 – 79)	F (below 60)
B (80 – 89)	D (60 – 69)	

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

The following information can found by visiting: <https://www.alabamaachieves.org/graduation-requirements/>

Title	Description
<a href="#">AHSB Requirements – Class of 2024 and 2025</a>	This is the current version of the AL SBOE-Approved Alabama High School Graduation Requirements.
<a href="#">AHSB Requirements – Class of 2026 and 2027</a>	This is the current version of the AL SBOE-Approved Alabama High School Graduation Requirements.
<a href="#">AHSB Requirements – Class of 2028 and Beyond</a>	This is the current version of the AL SBOE-Approved Alabama High School Graduation Requirements.
<a href="#">AHSB Requirements – College and Career Readiness Indicators</a>	This is the current version of the AL SBOE-Approved College and Career Readiness Indicators.
<a href="#">AL High School Graduation Requirements – Additional Guidance</a>	Additional Guidance to LEAs regarding changes/updates to the Alabama HS Graduation Requirements.

GRIEVANCE PROCEDURE FOR STUDENTS / PARENTS

Local school decisions are made at the discretion of the local school administration. However, from time-to-time there may be instances that could result in a parent or student seeking a ruling from a higher level. Regardless, a specific grievance ladder should be followed. If a student or parent has a grievance about decisions made by the administration, faculty, or staff, he/she should proceed in the following sequence: (1) building administration, (2) the appropriate Director or Coordinator, (3) the appropriate Assistant Superintendent, (4) the Superintendent, and (5) the Board of Education.

GUIDANCE SERVICES

The School Guidance Counselor Department encompasses services supporting academic success, understanding strengths and areas of growth, identifying interests, and achieving realistic goals. The guidance department offers various services for elementary and high school students:

- Consultation with counselors to discuss plans and concerns.
- Whole group guidance lessons related to social-emotional wellness for grades K-6.
- Test administration and interpretation.
- Access to information on education, vocational options, and personal matters.
- Referrals to specialized external agencies for additional support.

## **HALL PASSES**

No student is to leave any class, study hall, library or physical education class without the teacher's hall pass. If a student needs to go to the office, he/she should go to the teacher first. With teacher approval, he/she will give the student the hall pass. The teacher will be the screening agent for students who leave the room. The student and the teacher shall be accountable for a student's leaving a classroom without a hall pass.

## **HOMEWORK**

The Lee County Board of Education does hereby acknowledge the importance of coordination and integrating homework assignments as a meaningful component of the overall instructional program. However, the Board recognizes the necessity to provide each individual teacher and building principal the authority to coordinate instructional assignments within their domain. With this philosophical base in mind, the following homework guidelines are recommended:

1. To the Teacher – Each classroom teacher has the authority to determine actual homework assignments. Homework assigned will be a meaningful part of the instructional program to reinforce classroom instruction and to encourage the use of effective study skills. If students consistently neglect homework assignments, parents will be informed by the teacher.
2. To the Student – The student is responsible for completing homework assignments on time.
3. To the Parent – Parents are responsible for providing a specific time and place for the student to do homework. Remember, homework is designed to provide maintenance of skills for students.
4. To the Principal – The principal has the authority to establish further guidelines for the individual school as determined by testing schedules, after school functions, etc.

## **HONOR GRADUATES**

Each school will determine honor graduates by using grades and academic achievement.

### **VALEDICTORIAN**

The valedictorian is the student with the highest four-year cumulative numeric academic average in his/her senior class. To be considered for this award, a student must have been in attendance in that particular school for three years including his/her senior year.

### **SALUTATORIAN**

The salutatorian is the student with the second highest four-year cumulative numeric academic average in his/her senior class. To be considered for this award, a student must have been in attendance in that particular school for three years including his/her senior year.

## ***HONOR ROLL - ACADEMIC***

Students achieving an A or A-B average in all content areas will be on the academic honor roll.

## ***IMMUNIZATION***

The Alabama State Department of Public Health requires that all students have a current Certificate of Immunization on file in the school office. This is an Alabama State Law. These certificates must be obtained from the Health Department or physician's office. For more information visit: <https://www.alabamapublichealth.gov/immunization/>

## ***INSPECTION***

The Lee County Board of Education and the administration at each school in the county retain the right to periodically inspect school property or items brought on the school premises. This includes property inspection audits of technology equipment, computer hardware and software.

## ***INSURANCE***

All students will be given the opportunity to buy low cost accident insurance at the beginning of each school year. Insurance requirements as determined by the Alabama High School Athletic Association must be met before a student can participate in athletics. The Lee County Board of Education strongly encourages students who participate in extracurricular activities to purchase school accident insurance.

## ***INTERNET USE***

The internet is available for use by Lee County students. Since certain information on the internet is inappropriate for public school use, all teachers and school staff reserve the right to decide what is appropriate or inappropriate for students using this resource. Students who abuse the use of the internet will be disciplined or may lose the right to use the internet. An internet User Contract must be signed by teachers and students before being allowed access to the internet.

The Lee County School System is committed to providing students and staff with technological resources to prepare them for today's rapidly advancing society. In accepting these resources, all users are accountable for their proper and responsible utilization. Users must adhere to system policies, as well as local, state, and federal laws on technology usage.

To ensure that students understand and adhere to the guidelines regarding responsible internet use, the Lee County School System has implemented the following steps:

1. **Education on Legal and Ethical Practices:** All students and employees in the system will be taught about the legal and ethical practices of software and hardware usage.

2. **Distribution of Guidelines:** A copy of the guidelines will be distributed to every user and prominently displayed in areas where technology resources are being used.
3. **Accountability for Abusers:** All abusers will be held accountable for their actions, emphasizing the importance of exemplary behavior from all users at all times.
4. **Prohibition of Harmful Actions:** Users are not allowed to harm the computers or network in any way, ensuring the integrity of the technology resources.
5. **Restrictions on Unauthorized Modifications:** Students and employees are prohibited from attempting to modify technology resources, change restrictions associated with their accounts, or breach any security systems.
6. **Monitoring and Reporting:** Users are expected to report any policy violations or security issues to the principal or the Lee County Schools Technology Director, promoting a culture of accountability and transparency.

By implementing these steps, the Lee County School System aims to educate, monitor, and enforce responsible internet use among students to create a safe and productive online environment.

All technology resources in Lee County Schools, regardless of when they were acquired or where they are located, are subject to these guidelines. Any queries about these guidelines, their interpretation, or specific situations will be referred to the system's technology director before any action is taken. Those found violating this policy will face consequences in line with similar disciplinary situations, including but not limited to:

1. Loss of access
2. Additional disciplinary measures aligned with current practices for inappropriate language or behavior
3. Legal action, if deemed necessary.

The internet offers a vast array of resources from a global network of computers that greatly enrich the educational experience. Students can explore the internet to access information and materials from numerous sources such as libraries, museums, databases, and educational websites. While the internet provides valuable information, some sites may contain content inconsistent with the school's educational goals. Lee County Schools aim to offer free and equal access to internet resources, with the expectation that faculty, staff, and students will use information suitable for instructional purposes. Internet access is a privilege that comes with the responsibility to act respectfully and responsibly. All users are expected to abide by school rules and guidelines for appropriate technology use, including maintaining considerate and responsible online communications.

In Lee County Schools, all educational materials, including internet resources used in classrooms, are carefully reviewed. Students granted independent internet access must agree to behave responsibly and have written permission from a parent or guardian. A signed Technology Resource Contract will be kept on record at the student's school.

As online communications are often public, users must exercise caution to uphold appropriate and responsible interactions. To safeguard system integrity and ensure responsible use, the system technology director and authorized personnel may review files and network communications when necessary.

While the school is not obligated to monitor off-campus internet/cell phone activities, any threats of violence or disruptive behavior that impact the school environment may result in disciplinary action ranging from student conferences to expulsion. In extreme cases, law enforcement may be involved.

## ***ITEMS PROHIBITED***

### **DANGEROUS WEAPONS AND FIREWORKS**

Any student who exhibits or is in possession of a gun, knife, club, or any other weapon will be subject to immediate suspension and possibly face further consequences pursuant to the Code of Conduct. Fireworks are not allowed on school property. Any student using or in possession of fireworks is also subject to suspension. For further information pertaining to other items not to be brought on school premises, refer to Discipline/Code of Conduct.

### **DRUGS AND VAPES**

Possessing or using alcohol or drugs at school is a severe violation of policy and will lead to instant suspension or expulsion, and lead to the possibility of being charged with a crime. Possessing or using vapes on school grounds is a major violation of policy that carries a major disciplinary consequence as outlined by the Code of Conduct, and carries the possibility of being charged by the local law enforcement agency.

### **PERSONAL PROPERTY**

Personal possessions such as money, clothing, jewelry, etc. are the responsibility of the individual student. These articles should be kept in the student's possession at all times. It is recommended that students not bring large sums of money or valuable personal property to school.

## ***LEAVING SCHOOL GROUNDS***

Students must check-out through the main office before leaving school grounds during the school day. Failure to do so will result in appropriate disciplinary action. No student is allowed to transport another student off campus in his/her personal vehicle without the written permission or the direct confirmation of a parent/guardian and approved by the administration. This includes leaving campus before school starts in the morning.

## ***LOCKERS***

The use of lockers is a privilege not a right. They will be assigned to students as soon as possible and should be kept neat, orderly and locked at all times. They are provided for the convenience of students and should be cared for in the same manner as all school property. Students should report immediately all malfunctions or problems concerning lockers to the principal's office. Lockers are issued to students on a yearly basis from the school. Students should not give their locker combination to anyone. Students should not leave money or valuables in their lockers. The school will not be responsible for items stolen from a student's locker. The administration reserves the right to periodically check lockers any time for health and/or safety reasons. The administration also reserves the right to check an individual locker if reasonable suspicion exists. Students are responsible for all items in their lockers.

## LUNCHROOM

**Children need healthy meals to learn.** Lee County Schools District-Beauregard Schools, Beulah Schools, Loachapoka Schools and Smiths Station Schools offer healthy meals every school day. Starting January 2024, Lee County Schools became eligible for the Community Eligibility Provision (CEP). In a CEP school, all students have access to nutritious breakfast and lunch each day at no cost, regardless of income.

The Lee County Board of Education Child Nutrition Program (CNP) is in compliance with the State Department of Education Wellness Guidelines. The Elmore County School Board recognizes that students need adequate, nourishing food in order to learn, grow, and maintain good health. All meals served meet patterns established by the National School Breakfast and Lunch Program and the United States Department of Agriculture (USDA). Our goal is to assist in reducing the concerns of obesity in school age children in addition to providing appetizing meals to sustain our students in their academic endeavors.

Students who need substitutions or special diets must have a Medical Statement/Diet Prescription form completed by a state recognized medical professional, which is available through the school nurse or the school office.

**All Lee County Board of Education students will receive breakfast and lunch reimbursable meals at NO CHARGE.  
Free/reduced applications are NOT required.**

Category	Breakfast	Lunch
All Students	Free	Free
BOE Employee	\$3.25	\$4.75
Child Visitor	\$3.25	\$4.75
Adult Visitor	\$4.00	\$5.00

Menus are posted on Lee County Board of Education's website under Child Nutrition. Menus are subject to change based on food availability.

Students may purchase extra food items in each cafeteria. À la carte items and pricing vary among schools.

**No glass items/containers or carbonated drinks are allowed in the school cafeteria. Foods and drinks brought into the cafeteria in competitive packaging, i.e. fast foods, are prohibited.**

À la carte items will be available and parents have a couple of options to pay for these:

1) online at [www.paypams.com](http://www.paypams.com) or 2) with cash or personal check.

### CHECK POLICY

1. The total amount of the check will be deposited into your child's lunch account and cannot be used to pay for other school items such as field trips, library fees, etc.,

2. Lee County Child Nutrition Program recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, CNP has contracted with Checkredi, LLC, for collection of returned checks.

i. Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a lunchroom, he/she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the service fee for returned checks established by law may be debited from the same account.

ii. If the check and fee are not collected electronically, Checkredi will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Checkredi, P.O. Box 3829, Huntsville, AL 35810.

## **CHARGE POLICY**

All students will receive breakfast and lunch reimbursable meals at no charge.

- À la carte items and/or second meals may not be charged for any reason.
- Employees of Lee County Board of Education are not allowed to charge a meal.
- Guests/Visitors of Lee County Board of Education are not allowed to charge a meal.

## **OFFER VERSUS SERVE SCHOOL MEALS**

In accordance with the Healthy and Hunger Free Kids Act of 2010 (HHFKA), Lee County Public Schools implements the follow an offer versus serve procedure in the School Breakfast and Lunch Program in grades K-12. In an effort to reduce food waste, offer versus serve (OVS) allows students to decline some meal components and to choose those food items they would like to eat. As such, it is incumbent upon students and cafeteria staff to understand meal pattern requirements and reimbursable meal requirements. Signs and posters are available in the school food service lines for students to picture what meal components are required during breakfast and lunch. Students are offered 4 items for breakfast and 5 components for lunch. If you would like additional information about offer versus serve, please check our district's website.

## **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation\*), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250- 9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

\*This language was added pursuant to the May 5, 2022, USDA memorandum. However, the inclusion and applicability of this language is currently under challenge in the matter of The State of Tennessee, et al. v. USDA, et al., Case No. 3:22- cv-00257, and may be subject to change.



### ***MAKE-UP WORK***

Make-up work, which includes tests, will be administered to a student whose absence was due to illness or other reasons coded as excused. The student should be prepared to take any missed tests and turn in any assignments on the day that he/she returns to school unless it has been an extended illness and then the student will have up to three days for each day of absence to make-up the work unless otherwise approved by the principal. It is the student's responsibility to turn in all assignments and take any missed tests within the designated length of time. As determined by the teacher and/or principal, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within the above guidelines. Make-up work must be completed before the end of a grading period unless otherwise approved by the principal.

It is the responsibility of the students and/or parent/guardian to collaborate with the teachers to ensure make-up assignments and tests are completed for the period of the suspension.

### ***MANDATORY REPORTING – 2006 ALABAMA CODE – SECTION 26-14-3***

All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopath, optometrists, chiropractors, podiatrists, nurses, public and private K-12 employees, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, employees of public and private institutions of postsecondary and higher education, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report orally, either telephone or direct communication immediately, followed by a written report, to a duly constituted authority.

### **ERIN'S LAW**

On June 4, 2015, Governor Bentley signed into effect legislative law HB 197, known as Erin's Law. This law requires all public school systems to provide age appropriate child sexual abuse prevention education in grades ranging from Kindergarten to 12th grade.

In the Lee County School System, the school counselor and other educational professionals will be presenting lessons to each student in 1st, 3rd, 5th, 7th, and 9th grades to meet the requirements of Erin's Law. Lee County Schools has decided to utilize the curriculum, Safer, Smarter Kids and Safer, Smarter Teens. This curriculum was chosen to teach children to recognize child sexual abuse, equip them with skills to reduce their vulnerability, and encourage them to report the abuse. This will in turn educate and empower students with knowledge and skills to stay safe. For more information or questions about this law, visit [www.erinslaw.org](http://www.erinslaw.org).

For more information about the lessons being presented, please visit [www.safersmarterkids.org](http://www.safersmarterkids.org) and [www.safersmarterteens.org](http://www.safersmarterteens.org) or contact your school counselor.

### ***MARRIED STUDENTS***

Marital, maternal, or paternal statues will not affect the rights and privileges of students to receive a public education offered by any school in this school district. Pregnant students will be permitted to continue in school in all instances where continued attendance has the sanction of the expectant mother's physician. By application of the student with parental consent, pregnant and/or married

students may be offered a teen pregnancy options program. No administrative hearing is necessary. Placement shall be based upon parental/student application, principal's recommendation, and the approval of the superintendent's designee.

### ***MEDIA CENTER / LIBRARY***

The Media Center/Library is an important part of a student's school life. The Media Center/Library is under the direction of a full-time librarian who earnestly solicits the help of every student in taking proper care of all library materials. Students may come from classes with an individual pass from their teacher. Students may use the library during their lunch period with permission. All books and other library materials are to be checked out before they are taken from the Media Center/Library. This is done at the main desk. The list price will be charged for lost books. A fine will be charged on overdue books. Students are not to leave the Media Center/Library until permission is given by the librarian.

### ***MEDICATION POLICY***

The intent of the Lee County Board of Education is to comply and to cooperate with the guidelines from the Alabama Department of Education, Alabama Board of Nursing and Alabama Law regarding administration of medications in the school. Only the school nurse or a certified medication assistant who has completed the Alabama Board of Nursing Medication in the Schools Training, under the direction of the school nurse, may administer medication in the schools. Possession, use, or distribution of prescription or over-the-counter medication may result in disciplinary action. Please read the "Medication in the School Setting", "School Medication Prescriber/ Parent Authorization Form" and "Over the Counter Medication Authorization" in the Appendices. A School Medication Prescriber/Parent Authorization Form may also be downloaded from the Lee County School Website, under the Health Services tab.

### ***OFF CAMPUS CRIMES***

Students involved in violent crimes, or crimes involving a weapon, drugs, or harm of others off campus may be subject to disciplinary action from the school.

### ***PARENT / TEACHER CONFERENCES***

Parents are asked to call and schedule conferences through the office. A teacher's time and responsibilities during the day are carefully structured; therefore, conferences need to be scheduled when the teacher is available. Physical interference from parents that interrupts the educational process during the school day will not be tolerated. If necessary, parents will be removed, charged with trespassing, and/or banned from the school. (Refer to information on visitors in this handbook for further explanation). Contact your child's teacher or school principal, in writing, to request an evaluation for special education services.

## ***PHYSICAL RESTRAINT***

As a part of the policies and procedures of the Lee County School System, the use of physical restraint is prohibited in the Lee County School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Lee County School System and its educational programs. The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

Select Lee County Board of Education personnel maintain annual certification to utilize de-escalation and restraint procedures as described in the Managing Crisis Safely Restraint Trainer Program. All Lee County Board of Education teachers and administrators receive annual training on the Lee County Seclusion and Restraint board policy, behavior prevention and de-escalation techniques, and positive behavioral intervention strategies.

## ***PLAYGROUND / ATHLETIC FIELD USE AFTER SCHOOL***

The Lee County Board of Education will not be responsible or liable for any accidents or injuries occurring on the playground or athletic fields after school hours.

## ***PROMOTION / RETENTION CRITERIA***

The Board of Education recognizes that the process of making decisions as to placement, promotion, or retention of students should involve consideration of a variety of factors including academic progress, age, maturity, and capacity for learning. The decision as to whether a student is promoted or retained should be made on the basis of which grade provides the student a better chance of progressing in his educational development.

### **9-12 PROMOTION / GRADE PLACEMENT**

Classification of students by grade level will require a minimum number of credits prior to the beginning of the school year as follows:

- A. Sophomore- Seven (7) credits; Junior- Fourteen (14) credits; Senior- Twenty-One (21) credits.
- B. Grade placement from HomeSchool to a Lee County School will require documentation from HomeSchool Association and course equivalencies. A placement test may be administered.
- C. Grade placement for a transfer student will depend upon recommendations from the previous school.

# K-8 PROMOTION / RETENTION CRITERIA

## General

The institution of these promotion/retention policy guidelines is to assure that all students are promoted or retained by the same standards.

## Provision I: Academic Concern Form

1. An Academic Concern Form will be used for teachers to notify parents that a conference must be held to address interventions to student's work
2. Students and parents/guardians will be informed of these promotion/retention policy guidelines through the Board's policy manual and each local school's student handbook. At the beginning of each school year, each student (as well as each new student enrolled after the beginning of the school year) will be given a copy of the local school's handbook containing these guidelines.

## Provision II: Reports to Parents

1. Parents will receive a mid-quarter report and a report card at the end of each grading period.
2. An Academic Concern Form must be sent at the end of the semester for grades kindergarten through eighth.

## Provision III: Promotion/Retention/Attendance

1. Students in grades kindergarten through eighth may be candidates for retention if they have accumulated 10 or more unexcused absences per year.

## Provision IV: Promotion/Placement Committee

1. The decision regarding the promotion/retention of a student in the elementary/junior high grades (1-8) shall be made by the Promotion/Placement Committee and the principal. Each case shall be considered individually and a decision made which, in the professional opinion of the committee, is in the best interest of the student. The Promotion/Placement Committee shall consist of:
  - A. School Level Administrator
  - B. Current Teacher(s)
  - C. Counselor
  - D. Special Education Teacher (if appropriate)
2. The following factors should be considered when grade retention of a student is considered:
  - A. Teacher assessments
  - B. Progress in subjects
  - C. Data from formal achievement and ability assessments
  - D. Progress in alternative placements
  - E. Attendance
  - F. Previous retention
  - G. Maturity: chronological age, physical and emotional maturity, behavior and other factors that might affect the

student or classmates

H. Achieving below designated grade level as indicated on report card

3. Grade placement from HomeSchool to a Lee County School will require:

- A. Pre-assessment: norm referenced assessment
- B. Most recent state assessment information
- C. Grades from current year and last year's grades from official transcript
- D. Documentation from Home School Association of correct grade placement

**Provision V:**

A student may be retained under the following conditions:

- A. If a student has an average grade below 60% in any two of the following three subjects – math, language arts;
- B. If a student has an average grade below 60% in math, language arts in combination with a failing grade in science or social studies;
- C. If a student has an average grade below 60% in any combination of three of the following subjects: science, social studies, spelling, physical education, band, or health;
- D. The principal has the authority to make academic grade adjustments;
- E. If the student is in the Special Education Program, the Individualized Education Plan (IEP) Team will make the decision regarding retention.

**Provision VI:**

Grade placement for a transfer student: Lee County Schools will follow recommendations from previous schools for grade placement of transfer students.

---

***PTA / PTO***

---

Parent-Teacher Association (PTA) or Parent-Teacher Organization (PTO) officers' names should be listed in each school's handbook. Meetings, dates, times, and locations should be published by building principals.

---

***REPORT CARDS / PROGRESS REPORTS***

---

Parents should note that a nine-week grading period is used. Report cards are sent out after the completion of each grading period. Progress reports will also be sent out at the mid-point of each nine-week grading period. The parent/guardian should place responsibility on the child to keep him/her informed of progress. Additionally, grades, progress reports, and report cards are also available for viewing on the online student information system portal. Please contact the school's registrar for assistance.

Parent-teacher conferences may be scheduled by contacting the teachers. We aim to ensure that you have timely access to your child's progress and academic achievement. If you have any questions or need further assistance with the online grading and attendance system, please do not hesitate to contact your school's registrar.

## **Criteria for Establishing Residency**

A student who is entering the Lee County School System must be registered at the school in his/her attendance zone. For school enrollment purposes, the primary domicile of the parent, who is the parent with physical/residential custody, or the court appointed legal guardian, is the legal residence. The legal residence shall be the true, fixed, permanent home principal and principal establishment which the student and parent or legal guardian intend to return each evening.

Due to state law, the school system is required to have every student re-identify every year in order to keep the student data correct. Lee County Schools uses an online system to complete this called PowerSchool Enrollment. For more information, please visit our website or call your school office for assistance.

The attendance supervisor will make a home visit if Lee County Schools officials receives one of the following complaints:

1. Student does not reside every day with a parent or guardian.
2. Guardianship papers have not been properly filed.
3. Parent/legal guardian does not live within Lee County's attendance zone.

If the Residency Verification Officer cannot confirm residency and/or guardianship, the principal will notify the parent/legal guardian that the student will be immediately withdrawn from school. The Parent/legal guardian may appeal this decision by notifying, in writing, the Superintendent. A hearing panel will be convened and shall consist of the superintendent (or designee), Residency Verification Officer, and building Principal. If the panel upholds the student's suspension, the guardian will be informed.

If the parent/legal guardian fails to cooperate with the attendance supervisor, the school principal will be informed that confirmation was not possible, and immediate withdrawal from school will be required.

Guardianship papers must be renewed annually through the Lee County Probate Judge's office. A copy must be presented to the school principal.

## **Proof of Residency**

All Lee County students must live in one of the four attendance zones of Lee County School District with a parent, parent with residential/physical custody or a court adjudicated guardian. The burden of proof in documenting residency is the responsibility of the parent/legal guardian. It is the responsibility of the parent/legal guardian to notify each respective school in which their child attends when there is a change in address, change in residency status, and/or change of contact phone numbers and/or email addresses previously provided as their child's contact information. By request of Lee County Schools, it is the responsibility of the parent/legal guardian to provide current proofs of residency for their student(s). Submitted documents must be in the name of the parent/legal guardian, or custodial parent; with the primary residence listed for the address. The proofs (originals and downloaded forms) must be clear, legible, signed if applicable, not altered, dated, show residence address and parent/legal guardian's name. Additional documentation may be required.

Parents who have legal custody or guardianship of a child may register a student in Lee County Schools. The parent must reside in the attendance area/zone for which registration is completed. Two proofs are required to prove residency. One proof is from each of the categories below.

The first proof connects parent/legal guardian to property in Lee County. For the first proof, parents may submit one of the following items:

- Current Warranty Deed
- Recent Mortgage Statement
- Recent Property Tax Invoice
- Recent Mobile Home Tax Invoice
- Current Rental/Lease Agreement that covers the school year of enrollment.

For the second proof helps to prove that the parent/legal guardian may be currently living at the given address. The parent/legal guardian is to submit a current utility bill in the parent/legal guardian's name. The utility bill may not be more than two months old. The utility bill may be one of the following:

- Electric Bill
- Water Bill
- Cable/Internet Bill
- Telephone Bill – Landline
- Gas Bill

Any parent/legal guardian who is engaged in a trailer rental or lot lease must provide a current lease agreement. If the lease expires during the school year, a renewed active lease must be provided to each child's school at the time of expiration or renewal. Leases that extend on a month-to-month basis require a Residency Affidavit which is to be filed for each child.

### **Residency Affidavit**

The parent/legal guardian must complete a residency affidavit if the parent/legal guardian is unable to provide the required proofs of residency listed above because of the following conditions:

- Lease is expired and/or rent is on month to month basis; or
- Currently living, temporarily or permanently, with another Lee County homeowner; or
- Currently living, temporarily or permanently, on the property of a Lee County property owner; or
- Current living arrangement does not allow for the submission of the required proofs and they wish to enroll a student(s) or continue the enrollment of a Lee County School student

***Residency Verification for parent/legal guardians who are unable to prove residency by providing a mortgage, rental agreement, warranty deed, or property tax information and a utility bill in their name should bring the following documentation to the Lee County Board of Education for authorization to enroll in Lee County Schools:***

1. A notarized Parent/Resident Affidavit signed by the parent and homeowner for each child being enrolled.
2. Homeowner proofs of residency:

Homeowner must provide one of the following proofs to connect the homeowner to the property:

- Current Warranty Deed
- Recent Mortgage Statement
- Recent Property Tax Invoice
- Lease/Rental Agreement

Homeowner should provide one of the following to prove that he/she currently lives at the given address:

- Current power bill
  - Current water bill
  - Current home phone bill (landline)
  - Current gas bill
  - Current cable/internet bill
3. A parent/legal guardian should prove residency by providing two pieces of mail that have gone through the US Postal Service to the current residence within the past two months.

Examples of mail that Lee County Schools will accept are:

- Driver's License (if the second proof is dated)
  - Utility Bill (water, gas, electric, sewage, internet or cable)
  - Bank Statement
  - Medical Bill/Insurance
  - Car Insurance
  - Vehicle/Voter Registration
  - Credit Card Bill
  - Cell Phone Bill
  - Letters from any Federal, State, or Local Government Agency (Examples: Courts, Subpoenas, Voter Registration, Department of Human Resources, Food Stamps, Child Support Services, Internal Revenue Service, Department of Defense, Veteran Affairs, Social Security Administration, Employment Records etc.)
4. A home visit by the Residency Verification Officer may occur at any given time to verify the said living arrangements.

### ***SAFETY PROCEDURES***

Each school has a safety plan addressing safety procedures and responsibilities for incidents such as, but not limited to, intruders, weather, evacuations, and fire. Drills are conducted monthly on each school campus to acquaint students with the proper procedures for each situation. Evacuation procedures will be posted in each room and in hallways, cafeterias, and gymnasiums. The drills are intended to be educational with the purpose of acquainting students with procedures to help save lives, including their own, in an actual emergency.

### ***SEARCH AND SEIZURE***

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of their person and property. Such guarantees are not unlimited and must be balanced by the school's responsibility to



protect the health, safety and welfare of all students. Lockers, although rented to the student for the student’s convenience, are school property. Searches and general housekeeping inspection with or without notice of school property may be conducted by authorized school personnel and any prohibited material discovered therein can be used against the student in school disciplinary proceedings. Principals, including interim or assistant principals, central office staff, and School Resource Officers may search or authorize a search of the student or the property of any student, including vehicles, in their respective schools, based upon facts supporting reasonable suspicion to believe the student is concealing prohibited material.

Items in violation of school system policy and illegal items or other possessions reasonably determined to be a threat to the health and safety or security of others 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. The reasonableness of a search or the extent of intrusion on a student’s person will be determined by the age and maturity of the student and the *nature* of the offense involved. In all cases, the administrator will have the search witnessed by another staff member.

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

***SMOKING / USE OF TOBACCO***

In accordance with the Pro-Children’s Act and the Alabama Administrative Code, tobacco is prohibited on school campuses. The use of tobacco products is prohibited on school property, including buildings, vehicles and any other property owned by the board of education. Students are not permitted to carry tobacco products, cigarette lighters, nor matches with them at any time while on school property or on a school-sponsored activity. Students caught using or in possession of tobacco while in the school building, on campus, or at any function sponsored by the school will be subject to disciplinary action. This includes any form of electronic smoking device/vape.

***STUDENT ELECTIONS***

All student elections should be handled in a professional manner with the following ideas to be used as guidelines:

- 1. To conduct election campaigns in a positive, mature manner with respect shown for the opponent at all times;
- 2. To elect officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs;
- 3. To expect the elected student to exhibit appropriate conduct at all times;
- 4. To use ballots for all elections and keep them on file until the end of the school year.

***STUDENT HARASSMENT / BULLYING***

- A. Bullying is the use of force, coercion, hurtful teasing or threat, to abuse, aggressively dominate or intimidate. The behavior is often repeated and habitual. One essential prerequisite is the perception (by the bully or by others) of an imbalance of

physical or social power. Bullying behavior is reasonably perceived as being motivated by any characteristic of a person, including, but not limited to, race, sex, religion, national origin, and/or disability.

- B. No Student shall engage in or be subjected to harassment, bullying, violence, threats of violence, or intimidation on school property, on a school bus, or at a school-sponsored function by any student(s). Students who violate this policy will be subject to disciplinary sanctions.
- C. Students sending electronic messages (social media, e-mail, text messages, etc.) that contain threats of violence at school or a school-sponsored event that are deemed to be harassing by administration, or disrupt the normal school process, may be subject to disciplinary action. Law enforcement may also be contacted.
- D. Complaints alleging violations of this policy must be made on Lee County Schools board-approved complaint forms. The reporting forms can be found on the district website and are also available from the school principal and guidance counselor. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- E. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- F. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions.

## ***STUDENT RECORDS***

Student records are administered in compliance with PL-380 Education Amendment of 1974. Student records will be maintained by the schools and will be used in making appropriate educational decisions for the students. All information regarding students and their families will be collected, maintained, and distributed under safeguards of privacy. These records may be obtained through informed consent, verification of accuracy, limited access, selective discard, and appropriate use. The Superintendent will institute specific procedures for the implementation of this policy as dictated by the Right to Privacy Act.

## ***Multi-Tiered System of Supports (MTSS) – RESPONSE TO INSTRUCTION (RTI)***

### **What is MTSS (RTI)?**

Multi-Tiered System of Supports (MTSS), MTSS (RTI) is a framework that helps educators provide academic and behavioral strategies for ALL students with various needs. It grew out of the integration of two other intervention-based frameworks: Response to Intervention

(RTI) and Positive Behavioral Intervention and Support (PBIS). Response to Instruction will continue to be implemented at Lee

County Schools and will operate interchangeably using both names MTSS and RTI as directed by the State Department of Education. Each Local Education Agency (LEA) was directed to develop its own MTSS (RTI) Plan based on the framework provided in the Response to Instruction: Alabama’s Core Support for all students and PBIS Rewards.

Lee County Schools will focus on instruction – strategic core instruction, and focused interventions. As we work through this implementation, a district MTSS (RTI) Team will refine screening tools, progress monitoring tools, goal setting forms, and data management systems that complete the MTSS (RTI) process for Lee County Schools.

MTSS (RTI) tiers help schools to organize levels of support based on intensity so that students receive necessary instruction, support, and interventions based on need. The necessary forms for documentation included in this packet are the most currently revised forms. These forms, in turn, can then be provided as PST documentation toward a Special Education referral should MTSS prove unsuccessful for any student.

## ***SUSPENSION***

Students may be suspended from school for committing infractions of school rules and policies. It should be noted that the objective of suspension from school is not to punish the student but rather to enable sufficient time to consider what has occurred. A conference is held to decide the proper course of action. Students are strongly encouraged to stay informed regarding their class assignments while on suspension from school for the purpose of maintaining academic progress. All suspensions and actions taken as a result of suspensions will be decided at the discretion of the Director of Student Services or their designee. Suspended students may forfeit their right to hold school or club offices or be exempt from exams. A student may be suspended from school, all school related activities, and off campus school activities if he/she violates school rules and regulations. A suspension may be from one to ten days. The maximum sanction for a repeated offense of similar or dissimilar nature may be expulsion.

### **PROCEDURES FOR SUSPENSION**

The principal or his/her designee will give written notice to the pupil of the intention to suspend and the length of the suspension. This notice will include the reason(s) for the suspension. The parent or guardian will be notified of the suspension by telephone, if possible. The parent or guardian, together with the student, will then be asked to come to the school for a conference with the administrator. This conference will be, in no instance, later than the date the student is scheduled to re-enter school.

### **EMERGENCY SUSPENSION**

If a student’s presence poses a continuing danger to person or property or is a threat to the orderly educational process, the principal may remove the student from the premises.

### **SCHOOL BUS SUSPENSION**

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding the school bus based on the misconduct of the student on the school bus. This action will be for a reasonable and specified period of time.

## ***TARDIES***

In order to promote the concept of timeliness and responsibility in students and to prevent disruption in the classroom, the following procedures will be followed in regard to tardiness:

- Students are expected to be in classes promptly. Students are not allowed to be out of class without the permission of the teacher
- Students are allowed sufficient time to pass from one class to the next and should not be tardy except in cases of emergency. If an emergency should arise, the student must get an admittance slip from an administrator or designee. In the event the student needs more than the specified time, the student should report to his/her class first and obtain the permission of the teacher.
- A tardy is defined as absence from the classroom when the tardy bell rings. An unexcused tardy may result in disciplinary action.
- Work missed due to an unexcused tardy may not be made up.
- A student is tardy to school if the student arrives any time after the tardy bell for first
- period or after the student's first class begins. Any student who is tardy to school must report to the Attendance Office for a pass before going to class.
- No student is permitted to enter class after the tardy bell has rung without an appropriate slip issued by an administrator or the attendance office. (Each school has its own local procedure regarding tardiness.)
- Tardiness due to personal illness, illness in the family, death in the family, or other emergencies may be approved if a written note or telephone call from the student's parent(s)/legal guardian(s) or the person responsible for bringing the student to school is presented at the time of arrival.
- Oversleeping, clock failure, missed rides, etc. will not be considered an excused tardy. In all cases, the person in charge of issuing the admittance slip may, in his/her absolute discretion, verify any such note or call.

School administrators are authorized to determine appropriate management and disciplinary techniques to be used when students are tardy to school or classes. Such discipline may include a mandatory parent- administrator conference, ISS, loss of parking permit, community service, out of school suspension, denial of credit, alternative placement, and/or a petition filed with the Lee County Juvenile Court.

#### ***TELEPHONE USE***

No student will be permitted to use the telephone except in cases of emergency. In such cases, the office telephones may be used. The school cannot provide a message service. Messages that are considered unimportant will not be delivered to students. The school telephone system is reserved for school business.

#### ***TESTING***

The state of Alabama requires all students to participate in the Alabama Comprehensive Assessment Program. These assessments are intended to measure student achievement and growth. Families will be made aware of testing dates as they occur. Such tests include the PreACT, the ACT with Writing, WorkKeys, PSAT, Advanced Placement exams, the ASVAB, DIBELS, AAA, STAR, and ACCESS for ELLs.

#### **ACAP Digital Device Policy**

##### **Alabama State Department of Education Digital Device Policy for Alabama's Comprehensive Assessment Program (ACAP) Testing**

Students shall not possess or use any digital device when they are participating in ACAP testing. The possession or use of a digital device by a student participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE. If a student is observed in possession of a digital device during the administration of an ACAP test, the device may be confiscated. If a student is observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), testing for the student shall cease, the device may be confiscated and searched

for any information related to the ACAP. Additionally, the student shall be dismissed from testing, and the student’s test shall be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the LEA in accordance with the LEA’s disciplinary policy.

***TEXTBOOKS***

Textbooks issued to students are the property of the State of Alabama and the Lee County School System. Students are responsible for the proper care of textbooks. Proper care includes keeping the book clean inside and out. The student and parents/guardians are responsible for any loss, abuse, or damage more than that which would result from normal use. Costs for replacement of lost textbooks and/or charges for damage to textbooks will be based on the current replacement cost. Any student who has not paid for lost or damaged textbook(s) from the previous year(s) will not be issued textbooks for the new school year. If a student/parent fails to pay for textbooks, it is the school’s legal right to submit the problem to small claims court.

***TRESPASSING***

Unauthorized persons or students on school property before, during or after school hours are trespassers and will be subject to legal prosecution (this will include students dropped off at school before school hours). A suspended or expelled student will not be allowed to come on school property, to attend on-campus or off-campus activities, to participate in any school sponsored activities, or to enroll in any other public school in Lee County until the suspension or expulsion is properly cleared. Unsupervised students in unauthorized areas of campus during non-school hours may be considered trespassing.

***VIDEO***

Lee County Schools are equipped with video cameras. The video from these may be used by school administration and school resource officers to investigate incidents that occur. To protect the privacy of students, parents/guardians will not be allowed to view video.

***VISITORS***

School policy is to accept only those visitors who have legitimate business at the school. Visitors must register in the main office upon arriving on campus. Parents are always welcome to visit the school. However, the administration asks that parents make an appointment through the principal’s or counselor’s office. Parents are also required to register in the main office immediately upon arriving on campus. Parent visitation and length of visitation on the campus will be determined by the principal. (Please, refer to the information on parent–teacher conferences in this handbook for further explanation). Students are expected to extend appropriate courtesy at all times and assist visitors in any manner possible. Students of one attendance area or school are not to visit other schools during school hours except for school sponsored events. Students who are found in violation of this are subject to disciplinary action and may be considered trespassing. (Reference Lee County Schools Board of Education Policy 9.60)

---

### ***WELLNESS PLAN***

---

The Lee County School District is committed to providing school environments that promote and protect a student's health, well-being, and ability to learn by supporting healthy eating and physical activity. The school district will provide healthy meals that meet nutritional requirements; promote physical activity; follow nutritional standards for all foods available on campus; and monitor school-based activities to promote student wellness. The Wellness Plan requires a reduction in the amount of fat and sugar in your child's school-sponsored breakfast/lunch. It also regulates what can be given out in the classroom.

---

### ***WITHDRAWAL OF A STUDENT***

---

A student who is leaving school or is transferring to another school is to notify the office and obtain a withdrawal form before reporting to homeroom for his/her last day of school. Subject area teachers will indicate grades up to that date and sign the withdrawal form. Before a student is considered to be officially withdrawn, he/she must clear through his/her homeroom and subject area teachers, remove his/her belongings from the locker, return lock, clear with the physical education instructor and the media center/library, return textbooks, return any school issued device, and pay or arrange for any outstanding debts. An official transcript of credits will not be sent to the school to which the student is transferring until all records are cleared.

# APPENDICES

**BUS REGISTRATION**

**APPENDIX A**

**STUDENT'S NAME** *(Please print)* \_\_\_\_\_

PARENT'S NAME (Please print) \_\_\_\_\_

SCHOOL (Circle one):    PRIMARY/ELEMENTARY    INTERMEDIATE/MIDDLE    HIGH

GRADE LEVEL \_\_\_\_\_

STUDENT'S ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ EMERGENCY CONTACT # \_\_\_\_\_

*The information on this form is correct and true to the best of my knowledge. I know and understand the rules of the bus and realize if the rules are not followed the student will be subject to disciplinary action.*

PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## BUS RULES

1. Stay off of the roadway while awaiting a bus.
2. When crossing in front of bus, stay ten feet from bumper and wait for driver's signal before crossing.
3. Obey and cooperate with the Bus Driver (bus drivers may assign seats for students).
4. Be at the bus stop on time (times may vary as much as 10 minutes due to traffic, inclement weather, or other unforeseen situations).
5. Be seated immediately after boarding and remain seated properly.
6. Do not scuffle with or harass other students.
7. Do not commit careless or willful acts which may cause injury to others.
8. Do not fight, quarrel, yell, or use profanity.
9. Keep all body parts and belongings out of the aisle and feet on the floor (bags, backpacks, and other items must be in lap).
10. Keep all body parts inside the bus and ensure no objects are thrown out of the bus.
11. Do not eat (food or candy), drink, or chew gum.
12. Keep bus clear of trash by not littering.
13. Ride to and from school on the bus assigned unless administrative approval is given specifying an alternate bus for that student.
14. There should be no sounds coming from any electronic device that can be heard by neighboring students or the driver.
15. Students will be picked up and dropped off at their residence or designated stop only.

## APPENDIX B





## MEMORANDUM

TO: Parents of Lee County School Students

FROM: Dr. Mike Howard, Superintendent

SUBJECT: Technology Resources

To ensure the safety and privacy of our students, it is necessary for every student's permanent record to include a signed acknowledgement of having received and read the Lee County Schools Policies and Master Discipline Plan. The *Lee County Schools Student Personal Responsibility Agreement for the Use of Technology Resources* is part of this plan. By implementing the attached *Lee County Schools Guidelines Regarding the Legal and Ethical Use of the Internet and Technology Resources for Students*, we can provide a secure and educational learning opportunity for your child.

In addition, we have implemented regulatory procedures to protect our students during any photography or video camera activities. By signing the acknowledgement of having received and read the Lee County Schools Policies and Master Discipline Plan, you are also agreeing to the *Lee County Board of Education Student Media Release and Web Publishing Agreement* so that we may also include this information in your child's permanent record.

Having these Policies and Agreements in place will assist our efforts in providing the safe and private learning environment we all desire for our students. If you object to your child following any of these policies as stated, please submit a written request to your school's Principal as outlined in the following agreements.



## Student Personal Responsibility Agreement for the Use of Technology Resources

**USER:** By signing the “Student – Parent(s) / Guardian Acknowledgement” form I agree to the Student Acceptable Use Guidelines located in the [Student/Parent Device Policy](#). I understand that the Internet is a worldwide group of multiple computer networks. I agree that Lee County Schools do not control the content of these Internet networks. I understand that if I violate the Acceptable Use Guidelines the following may occur:

1. Loss of access
2. Additional disciplinary action to be determined in line with existing practice regarding inappropriate language or behavior.
3. Legal action when applicable.

**PARENT/GUARDIAN:** By signing the “Student – Parent(s) / Guardian Acknowledgement” form I state that I have read and agree to the Lee County Schools Guidelines Regarding the Legal and Ethical Use of Internet and Technology Resources, and hereby give permission for my child to independently access the Internet. I understand that my child will maintain this privilege as long as the procedures described in the [Student/Parent Device Policy](#) are followed.

\* If you object to this Agreement for the Use of Technology Resources, you must submit a written request to your school’s Principal asking that your child not be allowed to access the Internet other than mandatory curriculum and instructional sites.



## **Student Media Release and Web Publishing Agreement**

### **Media Release Agreement**

By signing the “*Student –Parent(s) / Guardian Acknowledgement*” form included with the *Policies and Master Discipline Plan*, I hereby grant the Lee County School System permission to use my child’s name and/or voice and any or all of the audio or video footage in any of the Lee County School System’s media based productions and/or affiliated media based productions.

*\* If you object to this Media Release Agreement, you must submit a written request to your school’s Principal asking to remove your child from all public media releases.*

### **Web Publishing Agreement**

By signing the “*Student –Parent(s) / Guardian Acknowledgement*” form included with the *Policies and Master Discipline Plan*, I hereby grant permission for my child’s work, which may or may not be accompanied by the child’s first name and/or photographs, to be electronically displayed and produced by the Lee County School System and published on the Lee County School’s website ([www.lee.k12.al.us](http://www.lee.k12.al.us)) and/or affiliated websites.

*\* If you object to this Web Publishing Agreement, you must submit a written request to your school’s Principal asking to remove your child from being published on the Lee County and School Web Pages in one or all of the following ways:*

- Permission to publish Student’s First Name in School Internet Publishing
- Permission to Publish Student’s Photograph (s) in School Internet Publications
- Permission to publish Selected Student Work in School Publications

**APPENDIX E**



---

*A Tradition of Excellence – A Vision for Tomorrow*

---

Dear Parent/Guardian:

This letter is to inform you of the Lee County Schools medication guidelines established by the State Department of Education and Alabama Board of Nursing.

*Prescription Medicine:* If your child should need a prescription medication during school hours, including afterschool activities, you (parent/guardian) have the following choices:

1. You may come to the school and give the medication to your child at the appropriate time(s).
2. You may obtain a Prescriber Parent Authorization (PPA) from your child's school or from the Lee County Schools website. Your child's healthcare provider **MUST** complete all areas of the prescriber section and sign the form. The form must include the medication needed, dosage, reason given, potential side or adverse effects, and the number of times per day the medication is to be administered. You (parent/guardian) should also sign the form in the parent authorization section for the school nurse to administer the medication. A new form must be completed if your child's medication, dosage or times administered should change during the school year. If your child's healthcare provider feels that your child can self-administer his/her medication and has instructed your child on self administration and safety, he/she may sign for your child to self-administer certain medications (asthma/emergency medications e.g. Epi-pens). The school nurse will have you and your child complete the Medication Self Administration documentation and demonstrate proper administration and safety of that medication before they can be allowed to self-administer medication during school hours and activities. If your child's healthcare provider feels your child should keep his/her medication on person, you and your child will also have to complete the Medication authorization to keep his/her medication on person before your child will be allowed to self-carry medication during school hours and activities. Parents of students who self-carry/self-administer medications are responsible to notify the school nurse and complete the appropriate forms.
3. You may discuss with your healthcare provider an alternative schedule for administering medication (e.g. outside of school hours).

**All medications delivered to the school must be in the original container with a pharmacy label (in English) stating your child's name and instructions on the container that match the Prescriber/Parent Authorization Form.**

---

All Schools Accredited by Cognia



- **Over-the-counter (OTC) Medicine:** If your child should need an OTC medication during school hours, you (parent/guardian) must fill out the PPA form and return it to the nurse's office. After the student has received their 10th dose of an OTC medication, the medication will either need to be picked up or we will need a PPA form with the doctor's signature in order to continue administering. OTC medication must be age-appropriate and will be given per the manufacturer's recommendations. Students under the age of 12 will not be given adult-strength OTC medication unless your child's healthcare provider completes the PPA form. The school nurse will not give aspirin or medication containing aspirin (e.g. Pepto Bismol, Excedrin) unless your child's healthcare provider has completed the PPA form. The PPA form should be completed for all OTC medications and the medication should be in their original unopened container. Students may self-administer sunscreen without written consent of their parents. However, if school staff is asked to apply sunscreen, a PPA form must be completed.
- Lee County Schools Nursing Staff will not administer herbals or supplements. All medications must be FDA-approved.
- There are certain medications or procedures that the State Department of Education and the Alabama Board of Nursing have deemed can only be given or done by the licensed nurse in the school setting. Please contact the school nurse if you have any questions or need additional information. First doses of all medication must be given at home and the student needs to remain at home for 24 hours.
- Lee County Schools do not keep any medication (e.g. Aspirin, Tylenol, Antacids, Neosporin, etc.) to administer to students or staff. Lee County Schools first aid supplies/medications kept in the Nurse's office are limited to Vaseline, saline solution, and rubbing alcohol/alcohol pads. Lee County Schools require that siblings needing the same OTC medication at school have their own separate bottle of medication and all previously stated guidelines must be followed per child. Your child's safety is our number one concern and there will be no exceptions to these guidelines. Lee County Schools follow the Alabama Board of Nursing Medication Curriculum. All nurses and medication assistants receive annual training/monitoring.

If you have questions about the guidelines or other issues related to the administration of medication in the schools, please contact the school nurse at your child's school.

Thank you for your cooperation,

**Lee County Schools Nursing Staff**

**STUDENT INFORMATION**

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_  
☐ No known drug allergies—if drug allergies list: \_\_\_\_\_ Weight: \_\_\_\_\_ pounds

**PRESCRIBER AUTHORIZATION** (To be completed by licensed healthcare provider)

Medication Name: \_\_\_\_\_ Dosage: \_\_\_\_\_ Route: \_\_\_\_\_  
 Frequency/Time(s) to be given: \_\_\_\_\_ Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Stop Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason for taking medication: \_\_\_\_\_

Potential side effects/contraindications/adverse reactions: \_\_\_\_\_

Treatment order in the event of an adverse reaction: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**Is the medication a controlled substance? Yes ☐ No ☐Is self-medication permitted and recommended? Yes ☐ No ☐

If "yes" I hereby affirm this student has been instructed  
 on proper self-administration of the prescribe medication.

Do you recommend this medication be kept "on person" by student? Yes ☐ No ☐

Printed Name of Licensed Healthcare Provider: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_

Signature of Licensed Healthcare Provider: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT AUTHORIZATION**

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the School Nurse to talk with the prescriber or pharmacist should a question come up with the medication.

**Prescription Medication** must be registered with School Nurse or trained Medication Assistants. Prescription medication must be properly labeled with student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate.

**Over the Counter Medication** must be registered with the School Nurse or Trained Medication Assistant, OTC's in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

**SELF-ADMINISTRATION AUTHORIZATION**

(To be completed ONLY if student is authorized to complete self-care by licensed healthcare provider.)

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self-administration of prescribed medication(s).

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_