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**STUDENT HANDBOOK**

**2013-2014**

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**Lamar County Schools**

**Lamar County Board Of Education**

Post Office Box 1379

Vernon, Alabama 35592

August, 2013

Dear Parents and Students,

The Lamar County School System recognizes that the children of Lamar County are our greatest assets. With that fact in mind, we seek to provide these children with the educational tools that will help them meet their needs in the future and help them become productive citizens in our society.

In laying out a plan for our future, our mission for the Lamar County School System is "Going Where We Have Never Been.” In order to get where we want to be, we need the help of all of our stakeholders. We all must play a part in this process. Our faculty and staff pledge to give our students the best we can each and every day. Parental support is also a major part of the educational process. We need your support in helping us fulfill our mission.

Our goal for all of our students is for them to leave us college and/or career ready. As we continue to examine ourselves, we strive to have a system in place that is challenging for our students and also lays the groundwork for them to be successful in their chosen field.

We look forward to working with our students, parents, and patrons as we work to achieve our goal. We appreciate the opportunity to serve your child.

Sincerely yours,

Garth Moss

Superintendent

# LAMAR COUNTY BOARD OF EDUCATION SCHOOL CALENDAR

**2013-2014**

**August 13----------------------------------------- Teacher Institute**

**August 14-15 ------------------------------------- Professional Development**

**August 16----------------------------------------- Teacher Workday/Open House**

August 19----------------------------------------- Opening Day of School

**September 2--------------------------------------- Labor Day Holiday**

*September 25*-------------------------------------- 1/2 day students, ½ day PD

October 23 --------------------------------------- 1/2 day students, ½ day PD

**November 11--------------------------------------- Veteran’s Day Holiday**

**November 27-29 ----------------------------------- Thanksgiving Holiday**

December 18-20------------------------------------ Semester Exams

December 20--------------------------------------- Dismiss for Christmas Holidays

**January 6----------------------------------------- Professional Development**

**January 7----------------------------------------- Professional Development**

**January 20---------------------------------------- MLK Holiday**

February 5---------------------------------------- 1/2 day students, ½ day PD

March 5------------------------------------------- 1/2 day students, ½ day PD

**March 24-28--------------------------------------- Spring Break**

**April 18------------------------------------------ Good Friday**

April 24------------------------------------------ Academic Competition

**April 25------------------------------------------ Bad Weather Makeup**

**May 9--------------------------------------------- Bad Weather Makeup**

**May 26-------------------------------------------- Memorial Day**

May 30-------------------------------------------- Graduation

May 23-June 3------------------------------------- Semester Exams

**June 4-------------------------------------------- Teacher Work Day**

\* **STUDENTS ARE NOT IN SESSION ON BOLD DATES**

## Ending of Six Weeks Grading Periods

1st Ends September 26, 2013 (29days) 4th Ends February 21, 2014 (32days)

2nd Ends November 8, 2013 (30 days) 5th Ends April 11, 2014 (30 days)

3rd Ends December 20, 2013 (26 days) 6th Ends June 3, 2014 (33 days)

##  Report Card Distribution Dates

1st October 3, 2013 3rd January 9, 2014 5th April 17, 2014

2nd November 14, 2013 4th February 27, 2014 6th June 5, 2014

**\*\* Testing Dates**

**Alabama High School Graduation Exam------ September 16-20, 2013, December 2-6, 2013, March 17-21, 2014**

**EXPLORE---------------------------------- October 16, 2013**

**PLAN ----------------------------------- October 22, 2013**

**ACCESS for ELLS------------------------- March 24-May 2, 2014**

**AAA------------------------------------- April 14-May 2, 2014**

**ACT Aspire(Grades 3-8)------------------ April 28-May 23, 2014**

**Alabama Science Assessment-------------- April 28-May 23, 2014**

**ACT ------------------------------------ April 28**

**End of Course Test (English 10, Algebra I)Within last 4 week of school**

**LAMAR SCHOOLS DIRECTORY**

**SCHOOL PRINCIPAL PHONE**

South Lamar School Craig Henson 662-4411 Assistant Jason Williams 662-4411

Sulligent High School Lisa Stamps 698-9254

 High School Assistant Matthew Byars 698-9254

 Elementary Assistant Tommy Chism 698-8897

Lamar County High School Vance Herron 695-7717

 Vernon Interm. Assistant Keith Smith 695-8186

Vernon Elementary Tracey Mixon 695-9728

Lamar County School Ken Dawkins 695-7129

of Technology

Questions from parents and students are always welcome. Please contact school building principals for answers to questions regarding concerns at the local school.

**CENTRAL OFFICE STAFF**

**NAME POSITION PHONE**

Garth Moss Superintendent 695-7615

Ken Dawkins Career Tech Director 695-7129

Ken Dawkins Maintenance/Textbooks 695-7129

Tom Howell Special Education 695-6195

Tom Howell LEAD/Educate Alabama 695-7615

Tom Howell 504 695-6195

Karen Tomlin Elem. Curriculum/Instruction 695-7615

Karen Tomlin Professional Development 695-7615

Karen Tomlin Certification/Highly Qualified 695-7615

Karen Tomlin Alabama Reading Initiative 695-7615

Scott Walker Sec. Curriculum/Instruction 695-7615

Scott Walker Attendance/Testing 695-7615

Scott Walker Federal Programs 695-7615

Scott Walker LEP Coordinator 695-7615

Scott Walker Title II/IX Coordinator 695-7615

Wendy Morrison Child Nutrition 695-9125

Greg Norton Transportation 695-7027

Darren Gottwald Technology Coordinator 695-7615

Beverlee Hollis Technology/Data Base Manager 695-9114

**LAMAR COUNTY BOARD OF EDUCATION**

Mr. Jonathan Beasley, President

Mr. Lee Mosley, Vice President

Mr. Terry Goodin

Mr. Banks Hattaway

Mr. Carl Northington

The Lamar County Board of Education meets regularly on the second Thursday of each month at 5:00 p.m. at the Central Office.



**Lamar County Schools Mission Statement**

The mission of Lamar County School System is to ensure the development of healthy and self-reliant individuals, reaching their fullest potential and contributing to their society. We will accomplish our mission through schools which have comprehensive, challenging curricula and competent, dedicated teachers, working and learning together in a comfortable, clean, and safe environment.

**Policy of Nondiscrimination**

It is the policy of the Lamar County Board of Education not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title II/IX Coordinator

PO Box 1379, Vernon, AL 35592

(205) 695-7615

The Lamar County Board of Education is committed to providing appropriate educational services to individuals, birth to 21, who have disabilities under the guidelines of IDEA (Individuals with Disabilities Education Act).

**Emergency School Closing**

**Cancellation or Delay Due to Inclement Weather**

In the event schools must be closed, the Lamar County School System’s Central Office will notify the media to broadcast or televise details of the situation. Please do not call the Central Office, individual schools, or radio or television stations. Necessary details will be broadcast or televised as information is available.

For information about school closings, listen to, or watch your local radio or television stations.

**Parent-Teacher Conferences**

Parents/guardians are urged to contact their child’s teacher or school office to arrange a time for a conference. Conferences must be scheduled in such a way that will not interfere with said personnel’s teaching responsibilities, preferably at the close of the school day.

**Changes in Vital Information**

School personnel must have accurate student information. Parents/guardians must provide correct and reliable information such as names, addresses **(mailing and 911),** telephone numbers, emergency telephone numbers, custody rights, etc. at the beginning of each school year when enrollment forms are filled out. Parents/guardians should contact school officials when any vital information changes during the school year. **Willful intent to mislead by providing false information may result in suspension.**

**Admission to Schools**

**A parent/guardian must be present to enroll a student.**

**RESIDENCE REQUIREMENTS**

A parent(s) or guardian(s) must meet one or more of the following residence requirements in order for his/her child (children) to be eligible for enrollment in a school of the School District:

1. Have established a legal residence within the area served by the School District; or

2. Have established residence in an area served by the School District based on verbal or written agreement.

**AGE REQUIREMENTS**

Children entering KINDERGARTEN must have reached their fifth (5th) birthday ON OR BEFORE SEPTEMBER 2nd.

Children entering FIRST GRADE must have reached their sixth (6th) birthday ON OR BEFORE SEPTEMBER 2nd.

**IMMUNIZATION REQUIREMENTS**

Immunization certificates (Blue Cards) as required by Alabama law, must be presented to the principal before a child can enroll in public school. Certificates are available from local physicians or local health departments. In addition, a ten-year tetanus shot is required in high school. If your child received a tetanus shot for an injury, please contact your doctor or the health department and have this information added to your child’s immunization record. Also, send your child’s school a copy of this documentation.

**PAPERS AND DOCUMENTS REQUIRED**

A child enrolling in school for the first time in either kindergarten or first grade must present to the principal the following: (prior to enrollment)**.**

1. **official birth certificate (hospital records are not acceptable)**
2. copy of a valid social security card
3. current immunization form
4. proof of residence
5. documentation of guardianship, if applicable

**TRANSFER STUDENTS**

All students who transfer into the school system, regardless of age, must present the following:

* **official birth certificate (hospital records are not acceptable)**
1. copy of a valid social security card
2. proof of residence
3. recent report card or release from last school attended
4. proof of immunization form
5. documentation of guardianship, if applicable

All new students will be enrolled on a probationary basis until full admission is granted.

It is the policy of the Lamar County Board of Education to provide all students, including language minority students, migrant students, and homeless students, with meaningful and appropriate educational programs, allowing all students the same benefits and rights pf participation regardless of race, color, disability, sex, religion, national origin, or age. The Board of Education assures that any barriers to the enrollment and education of students will be eliminated.

**HOME SCHOOL TRANSFERS NON-ACCREDITED SCHOOLS**

Students that are transferring from home school settings to schools of the School District will be placed and given credit based on the following procedures established by the Board:

1. Schools that are not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school.
2. Credit for elective courses shall be transferred without validation.
3. Core courses shall be defined as English, mathematics, science, and social studies. Reading will be included at the elementary level only.
4. The principal or his/her designee will determine core course credit by supervising the administration of the school’s most recent semester test for each prerequisite core course in which the parent/guardian is requesting enrollment. For each test the student passes, as determined by the school grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite courses.
5. For any test failed, placement shall be made by school officials, and no credit shall be transferred for the prerequisite course(s) in that subject.
6. In the event of controversial records/transcripts or the absence of records, the student shall take placement tests consisting of the school’s previous semester tests for core courses.
7. All transfer students must pass the Alabama High School Graduation Exam and meet all local board of education requirements.

**STUDENTS OVER TWENTY-ONE**

If a person’s twenty-first birthday is on or before September second (2nd) in any given school year, he/she shall not be admitted to a school within the Lamar County School District without the written approval of the principal and superintendent, except that, in schools housing exceptional education classes designed for the older aged student, the principal is authorized to approve enrollments of exceptional education students in such classes. A person applying for enrollment who would not be able to graduate before his/her twenty-second (22nd) birthday must have the written approval of the principal and superintendent.

**Withdrawal from the School System**

When a student’s parent(s) or guardian(s) moves and establishes residence in another school district, the student shall withdraw in accordance with such rules and regulations as may be prescribed by the Lamar County School System and the local school. It shall be the responsibility of the student and his/her parent(s) or guardian(s) to withdraw in accordance with the following rules and regulations:

1. A signature from each of the student’s teachers, including coaches, band and choral directors, librarians, and other special services personnel, indicating that the student has returned all school property that was assigned to him/her by including those that may have been assessed for damages or lost school property.
2. The parent/guardian or student will be asked to complete a Withdrawal Form, with a copy given to the student or parent/guardian.
3. The student’s immunization form will be given to the student or parent/guardian. School personnel shall make a copy of the form to keep in school files.
4. All state-owned textbooks and all state- or locally-owned library books must be turned in prior to withdrawal.
5. A signature by the principal or designee, indicating that the student has met all requirements for withdrawal from the system.
6. A report card and a partial grade for any fraction of the grading period should be included with the withdrawal form.

**School Opening and Closing Times**

Parents/guardians should note that, with the exception of students who ride buses or attend extended day programs, school personnel are not available to supervise students who arrive prior to or depart later than the times listed below:

**Arrival Times: Departure Time**:

7:35 am Buildings will be open 3:05 pm Dismissal Bell

7:45 am Bell Rings

**Food Service**

The administration of the Lamar County School System believes that good nutrition is very important to learning and that every child has the right to nutritious meals. Lamar County School Lunch Programs are required to meet the USDA Dietary Guidelines for Americans, which recommend that no more than 30 percent of an individual’s calories come from fat and less than 10 percent come from saturated fat. Lunch must provide one-third of the recommended dietary allowances of protein, vitamin A, vitamin C, iron, and calcium.

Competing foods are not allowed in the lunchrooms. Please do not bring food from outside sources (restaurants or snack machines) into the lunchrooms. Students are not allowed to leave campus during lunch or breakfast. Students are permitted to bring lunch from home if the lunch is in a lunch box or plain paper bag. No carbonated beverages or drinks of minimal nutritional value are allowed. If you do choose to send a lunch from home, please make sure it is a nutritious lunch that includes fruits and vegetables.

**Meals must be paid for in advance or at the time of service.** Students may be eligible for free or reduced priced meals in accordance with state and federal rules. Free and reduced priced meals applications are available at local schools and must be completed annually.

Lunch menus are printed in local papers weekly, and posted in all schools.

**BREAKFAST PRICES LUNCH PRICES**

 Reduced Price...$ .30 Reduced Price...$ .40

 Regular Price...$1.00 Regular Price...$2.00

 Board Employee..$1.25 Board Employee..$2.60

 Visitor........ $2.25 Visitor ........$3.25

**Medication**

There are times when your child may need to take medication at school. Whenever possible, it is recommended that medication be administered before and/or after school hours under the direct supervision of the child’s parent or legal guardian. However, if medication must be administered during school hours, the following guidelines will be followed. Medication must have proper authorization before being allowed at school. All medications are kept locked in a central location at each school. Students are not allowed to keep over-the-counter medications such as Tylenol, aspirin, cough drops, etc. on their person. With proper authorization, emergency medications such as inhalers, Epipens, and glucagons may be kept by the student.

# Prescription Medications

1. An authorization form must be completed and signed by the physician (prescriber) and parent/guardian for all prescription medications that are to be administered at school.
2. All medication must be delivered to school by a parent/guardian. Medications cannot be sent to school with a student.
3. Medications must be in the original container, with a readable label that states name, dose, and frequency.
4. Medications will be locked in a central location and dispensed by trained school personnel or the school nurse.
5. Medications cannot be sent home with a student. Therefore, only the amount of medication needed during school hours should be brought to school.
6. Any medication that is not picked up by the last day of school will be destroyed.

# Nonprescription Medications

1. Before nonprescription medications can be administered to a student, an authorization form must be completed, signed, and be placed on file by the parent/guardian.
2. Medications must be in the original container with the student’s name on the bottle. A physician’s authorization is not required for nonprescription medications. Students will only be given doses dependent upon manufactures’ recommendations.

**Emergency Illnesses and Accidents**

If a child becomes ill or is injured at school, appropriate personnel will make a reasonable attempt to notify the parents or guardians. Parents/guardians should provide the school with current emergency phone numbers.

**Emergency Medical Treatment**

If an accident requires immediate medical attention or the service of a doctor and the parent cannot be reached, school officials shall act in loco parentis and take reasonable action. Such action may be to obtain emergency medical services at parental expense.

**Severe Medical Problems**

If a child suffers from severe health problems (epilepsy, diabetes, heart problems, allergies, etc.), the parent/guardian MUST file in the principal’s office a statement or a physician’s letter defining the condition and any limitation placed on the child. Such statement shall be updated yearly or when limitations change.

**Important Information on Meningococcal Disease and Vaccine**

## What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

## How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body’s immune system and pass through the lining of the nose and throat into the blood stream where the cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

## What are the symptoms?

**Fever, Headache, Stiff neck, Red rash, Drowsiness, Nausea and vomiting**

## Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. For more information on this and other vaccine recommendations go to:www.adph.org/immunization

Effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at eleven (11) or twelve (12) years of age.

**School Visitors**

All school visitors, including parents, are required to secure a visitor’s pass from principal’s office upon arrival at a school campus. Further, students are not permitted to bring student visitors from other school systems or spend-the-day guests during regular school hours. **Any person on campus or boarding a school bus without proper authorization will be trespassing and subject to arrest.**

**School Insurance**

The School System provides parents/guardians the opportunity to purchase low-cost student accident insurance for their children. The insurance program is a service to students on a voluntary basis. The Board may require a student in certain curricular or extra-curricular areas to participate in the school accident insurance program or file with the school principal a statement from the student’s parent or guardian that said student is adequately protected against accidents that may occur while participating in said activities. Athletic insurance is available at each school.

**Field Trips**

The following minimal procedures shall be adhered to when conducting field trips and excursions away from school:

1. Students shall be expected to exhibit good behavior and shall be subject to the same code of conduct applicable to regular classroom activities.

1. Students with five or more discipline referrals may not participate in field trips.

3. Students must have a Field Trip Parental Permission Note signed by their parent(s) or guardian(s) on file with school officials prior to departing on each school-sponsored field trip. Students not submitting a signed permission form **SHALL NOT** be permitted to participate in such activity. Blanket permission will be applicable for scheduled athletic events, and academic competitions.

**Checking Students Out Of School**

All parents/guardians or other authorized persons coming to the school to check a student out of school must do so through the principal’s office using the school’s approved check-out plan. Such persons are not to go directly to the classrooms for this purpose. Students will not be released to persons other than the parent or guardian without verifiable written permission, personal contact, or good cause known to the principal. **Students who check out for any reason must not come back on campus for any reason, activities or class, before first reporting to the office. Students must be present over one-half of the school day in order to be counted present***.*

**Emergency Drills**

Special drills will be planned by the local school principal and staff to assure the orderly movement and placement of students and staff in the safest available areas.

**In the event of a school lockdown, to ensure the safety of students and faculty, checkout and/or pick up procedures will be suspended until the lockdown period is over.**

**FIRE DRILLS**

Fire drills will be conducted in each school at least once a month during the school year, with one scheduled during the first month.

**TORNADO DRILLS**

Tornado drills will be conducted in each school at least once a semester during the school year, with one scheduled during the first month. Procedures for tornado drills shall be developed and conducted in accordance with local Civil Defense guidelines.

**Code Red Safety Drills**

Code Red safety drills will be conducted in each school during the first six weeks of each semester.

**REQUIRED PROCEDURE (TORNADO WATCH)**

In the event a tornado watch is issued for areas in which a school of the school district is located, the administrative officials of that school shall take all actions as specified in the approved Civil Defense Plan. When a tornado watch is in effect at the conclusion of the normal school day, students will be released by regular dismissal and transportation plans.

**Required Procedure (Tornado Warning)**

In the event a tornado warning is issued for areas in which a school of the District is located, the administrative officials of that school shall take all actions as specified in the Approved Civil Defense Plan. Under a tornado warning, students will not be released by regular transportation plans provided the warning is in effect at the time set for concluding normal school day activities, except that, students may be released during a tornado warning to respective students’ parents/guardians at the end of the school day, provided said parents/guardians come to the school and assume custody of their child.

**Minimum Standard for Promotion**

In determining the promotion or retention of a student, the records are evaluated. The student’s records contain reading levels in grades 1-6, report card grades, attendance data, and information on special services.

This information is evaluated along with the social, emotional, and physical development of the student; however, the major consideration is given to the student’s performance in the academic areas. The promotion/retention guidelines are to assure that all students are promoted or retained by the same standards.

These guidelines represent an effort to improve the instructional program of the Lamar County Schools as well as a means to meet the very basic minimum competency requirements as directed by the State Board of Education.

**PROVISION I**

Students will be informed and given a copy of the promotion/retention guidelines for their parents at the beginning of the school year, with each new student enrolling thereafter receiving a copy of the guidelines. Statements of review, signed by the parent or guardian stating that they have seen and understand the guidelines, will be returned to the school immediately and will be filed with each student’s records.

**PROVISION II**

Students are expected to be in attendance 180 days. In order for a student to be considered for promotion or to earn credit when excessive absences occur, parents will be required to have a conference with a committee composed of the principal, teacher(s) and the counselor, and to provide justification for the absences. A student with the existence of extenuating circumstances, substantiated by a physician and documented by the principal, could be promoted or given credit if all other requirements are met; such determination is to be made by the committee.

**PROVISION III**

Parents will receive a report card of student’s progress at the end of each six-week period for ALL students (K-12).

**PROVISION IV**

Beginning in the first grade, a student in 1st grade must be reading on a 1.5 level or higher, 2nd grade must be reading on a 2.5 level or higher, and 3rd grade must be reading on a 3.5 level or higher, 4th grade must be reading on a 4.5 level or higher, 5th grade must be reading on a 5.5 level or higher, and 6th grade must be reading on a 6.5 level or higher to be promoted. DIBELS (Dynamic Indicators of Basic Literacy Skills) and other assessment data will be analyzed and considered for students in grades K – 6.

Reading problems have been targeted as the number one reason for retention and special education referrals. Research indicates that up to 40 percent of Alabama schoolchildren will have difficulty learning to read and need specialized help. Without help, these children never catch up. Instead, they spend years struggling only to fall further behind. The research clearly suggests that children at risk for reading failure must be provided early diagnosis and early intervention if the efforts are to have the greatest chance for success. The above provision is an effort to identify struggling readers as early as possible and provide intense intervention methods that will equip the students with adequate skills that will enable them to become successful readers.

**Provision V**

Any deviation from policy must be the decision of a placement committee consisting of:

1. grade level teacher(s) 2. principal
2. reading coach (elem. level) 4. counselor

A committee will determine the placement of cases in question:

A. a student who has repeated a grade and has continued to make little or no progress after all possible remediation efforts has been made.

B. other cases of unusual nature.

The committee may recommend either**:** 1. retention 2. promotion

The recommendation of the committee must be written on the student’s cumulative folder.

**PROVISION VI**

1. A deficiency form may be used by teachers to notify parents that efforts need to be made to aid in the improvement of the student’s work. This form may be sent home beginning with the second grading period.
2. Notice of possible retention may be sent at the end of the fourth or fifth

 grading period in grades 1-6.

**PROVISION VII**

Any student in grades (K-6) that is reading below grade level at the end of the fourth (4th) grading period will be closely monitored for possible retention based on the promotion/retention policy described under Provision IV. In such case, the Lamar County Grade Level Assessment for the sixth (6th) grading period will be administered by a team of (3) three (classroom teacher, reading coach, and other qualified individual).

**Kindergarten**

Kindergarten students should be promoted unless there are indications of immaturity that would prohibit them from coping with the academic expectations of the first grade program. (Retention will be based on teacher judgment and principal recommendation.

**First Grade**

Any first grade student who has met the following requirements shall be considered for promotion into the second grade:

1. Students shall have attained passing grades in accordance with the system wide grading scale of related skills as outlined in the Alabama course of Study for the grade level. Mastery of these skills may be obtained through the use of the adopted basal reading series or alternative methods approved by ARI.
2. Report card grades in reading will indicate the instructional reading level of each student so that parents, teachers, and administrators can pinpoint more accurately the student’s reading progress.
3. A student must have passing report card grades in language arts (including

 Reading) and mathematics.

4. Provision II

1. Provision IV
2. Provision V
3. Provision VII

**Second Grade**

Any second grade student who has met the following requirements shall be considered for promotion into the third grade:

1. Students shall have attained passing grades in accordance with the system wide grading scale of related skills as outlined in the Alabama course of Study for the grade level. Mastery of these skills may be obtained through the use of the adopted basal reading series or alternative methods approved by ARI.
2. Report card grades in reading will indicate the instructional reading level of each student so that parents, teachers, and administrators can pinpoint more accurately the student’s reading progress.
3. A student must have passing report card grades in the following core subjects: language arts (including reading), mathematics, social studies, and science.
4. Provision II
5. Provision IV
6. Provision V

 7. Provision VII

**Third Grade**

Any third grade student who has met the following requirements shall be considered for promotion into the fourth grade:

1. Students shall have attained passing grades in accordance with the system wide grading scale of related skills as outlined in the Alabama course of Study for the grade level. Mastery of these skills may be obtained through the use of the adopted basal reading series or alternative methods approved by ARI.
2. Report card grades in reading will indicate the instructional reading level of each student so that parents, teachers, and administrators can pinpoint more accurately the student’s reading progress.
3. A student must have passing report card grades in the following core subjects: language arts (including reading), mathematics, social studies, and science.
4. Provision II
5. Provision IV
6. Provision V

 7. Provision VII

**Fourth Grade**

Any fourth grade student who has met the following requirements shall be considered for promotion into the fifth grade:

1. Students shall have attained passing grades in accordance with the system wide grading scale of related skills as outlined in the Alabama Course of Study for the grade level. Mastery of these skills may be obtained through the use of the adopted basal reading series or alternative methods approved by ARI.
2. Report card grades in reading will indicate the instructional reading level of each student so that parents, teachers, and administrators can pinpoint more accurately the student’s reading progress.
3. A student must have passing report card grades in the following core subjects: language arts (including reading), mathematics, social studies, and science.
4. Provision II
5. Provision IV
6. Provision V

 7. Provision VII

**Fifth Grade**

Any fifth grade student who has met the following requirements shall be considered for promotion into the sixth grade:

1. Students shall have attained passing grades in accordance with the system wide grading scale of related skills as outlined in the Alabama course of Study for the grade level. Mastery of these skills may be obtained through the use of the adopted basal reading series or alternative methods approved by ARI.
2. Report card grades in reading will indicate the instructional reading level of each student so that parents, teachers, and administrators can pinpoint more accurately the student’s reading progress.
3. A student must have passing report card grades in the following core subjects: language arts (including reading), mathematics, social studies, and science.
4. Provision II
5. Provision IV
6. Provision V

 7. Provision VII

**Sixth Grade**

Any sixth grade student who has met the following requirements shall be considered for promotion into the seventh grade:

1. Students shall have attained passing grades in accordance with the system wide grading scale of related skills outlined in the Alabama course of Study for the grade level. Mastery of these skills may be obtained through the use of the adopted basal reading series or alternative methods approved by ARI.

2. Report card grades in reading will indicate the instructional reading level of each student so that parents, teachers, and administrators can pinpoint more accurately the student’s reading progress.

 3. A student must have passing report card grades in the following core subjects:

 language arts (including reading), mathematics, social studies, and science.

4. Provision II

 5. Provision IV

6. Provision V

 7. Provision VII

**Seventh and Eighth Grades**

A ten-year tetanus shot is required in high school. If your child received a tetanus shot for an injury, please contact your doctor or the health department and have this information added to your child’s immunization record. Also, send your child’s school a copy of this documentation.

1. Students in grades seven (7) and eight (8) will be required to pass (65) all four (4) academic classes (Math, Science, Social Studies, and English) in order to pass to the next grade level.

2. Students that fail one (1) or two (2) academic classes will be required to attend a remedial session of summer school in order to pass. Remediation will consist of Math and Reading to include Reading in the content areas of Social Studies, Science, and Language Arts.)

3. Students that attend remediation sessions regularly and are successful in completing remediation work, will be promoted to the next grade.

4. No student will be automatically promoted to the next grade simply because of the number of years spent at any one (1) grade level.

5. Students who fail three (3) or four (4) academic classes must repeat the grade level, including all classes required for that grade level.

6. Students who fail one (1) or two (2) academic classes will be retained if they do not attend summer remediation sessions and complete them successfully.

**Ninth, Tenth, Eleventh, and Twelfth Grades**

A ten-year tetanus shot is required in high school. If your child received a tetanus shot for an injury, please contact your doctor or the health department and have this information added to your child’s immunization record. Also, send your child’s school a copy of this documentation.

In grades 9-12, students may be required to repeat individual courses based on teacher judgment (final grade average of F). The final average grade shall determine if a student passes or fails. The final course grade average shall be based on the yearly average grade (lst semester and 2nd semester divided by 2), except for those courses that are taught in their entirety in one semester.

In addition, students must earn Carnegie Units in accordance with the following plan in order to move to the next higher grade:

 9th to 10th Grade --- Students must earn at least 5 Carnegie Units.

 10th to 11th Grade ---Students must have earned a cumulative total of 10 Carnegie Units.

 11th to 12th Grade -- Students must have earned a cumulative total of 17 Carnegie Units and are on track

 to graduate.

**ABSENCES:**

Students absent for more than ten (10) unexcused class sessions during a semester must have faculty (student’s teacher or teachers and principal) approval to receive credit for course work.

Failure to meet specific standards identified above, for grades 7-12, do not require or mandate automatic retention of a student. Factors such as age, social maturity, and the previous promotion record must be considered. Nevertheless, the Lamar County School Board supports principal and teacher decisions to retain students that fail to perform at the levels expected. Teachers and principals are free to implement promotion and retention within the limits and flexibility established in “Promotion and Retention Guidelines”. Teachers and principals have sole responsibility for determining those students who are to be promoted or retained.

**PST Problem Solving Team**

Prereferral interventions are individualized plans designed to assist in meeting regular education student's academic and behavior needs. The term PST stands for Problem Solving Team. A student support team is a school based, problem solving group. Team members discuss concerns related to specific needs of teachers and students and offer teachers assistance in resolving problems. The team is composed of regular education teachers, administrators, counselors, parents, and other individuals as needed, including special education teachers.

      Facts related to the PST plan:

* Provide the ability to successfully teach all students in the regular education setting
* Identify both strengths and needs of students
* Address discipline, academic and behavioral needs for students
* Provide immediate support for teacher, parent and/or student concerns that need to be addressed in a timely manner
* Are written to specific individual needs of students and teachers
* Are interventions and strategies that can be evaluated by the level of success
* Should take into consideration learning styles and reasonable accommodations
* Are written for 8 to 10 week periods, but should be altered if unsuccessful
* Enable teachers to work hand and hand with their building principal to ensure PST plans are  implemented appropriately
* Require follow-up meetings to assist in monitoring the success of the plan
* Ensure that appropriate referrals are made for special education services

**Special Education**

Satisfactory completion of the goals and objectives developed for the exceptional student by the members of the IEP Committee will determine if the student is promoted or retained**.**

**GRADUATION CERTIFICATE REQUIREMENTS**

A graduation certificate will be awarded to Special Education students only, who have:

(1) met the 24 Carnegie Unit requirement as established by the state and failed any portion of the Alabama High School Graduation Examination or

(2) passed the Alabama High School Graduation Exam but not accumulated the required number of Carnegie Units for graduation or

(3) completed the prescribed program specified in his/her individual Education Plan (IEP).

Each student with a disability who earns the appropriate number of Carnegie Units, based on the approved state courses of study, and passes all portions of the Alabama High School Graduation Exam or the High School Basic Skills Exit Exam will be awarded the standard or advanced diploma.

CRITERIA FOR PARTICIPATING IN THE GRADUATION EXERCISE (MARCHING)

Students must be eligible to receive an ADVANCED DIPLOMA, STANDARD DIPLOMA, OCCUPATIONAL DIPLOMA, or GRADUATION CERTIFICATE in order to march in graduation exercises. A student, who has attained all graduation requirements with the exception of the Alabama High School Graduation Exam, may be awarded a Certificate of Attendance.

**No student will be allowed to participate in graduation unless he/she completes the 24 required Carnegie Units or meets all requirements of the IEP.**

**ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ACADEMIC ENDORSEMENT**

*(for students entering the 9th grade for the first time in the 2010-2011 school year)*

 English Language Arts.................................4

 Four credits to include the equivalent of:

 English 9................................1

 English 10................................1

 English 11................................1

 English 12................................1

 Mathematics...........................................4

 Four credits to include the equivalent of:

 Algebra I ................................1

 Geometry ................................1

 Algebra II with Trigonometry..............1

 Math Elective.............................1

 Science...............................................4

 Four credits to include the equivalent of:

 Biology...................................1

 Physical Science..........................1

 Science Electives ........................2

 (Anatomy/Physiology, Chemistry, or Physics)

 Social Studies........................................4

 Four credits to include the equivalent of:

 Grade 9...................................1

 Grade 10..................................1

 Grade 11..................................1

 Government.....….........................1/2

 Economics................................1/2

 Physical Education.............................1

 Health Education...............................1/2

 Fine Arts......................................1/2

 Computer Applications\*.........................1/2

 Foreign Language...............................2

 Electives......................................3 ½

(foreign language, fine arts, physical education, wellness education, vocational and technical preparation, & driver education).

* An Online course or experience as required by Alabama’s “First Choice”

 TOTAL..........................................24 Units

\*The 8th grade computer literacy credit has been approved to meet this requirement.

It is recommended that students have an 80 average or above in each of the core courses (English, math, science, and social studies) at the end of the 8th grade year to enter the advanced diploma track.

**A student shall not earn credit toward graduation for a course whose content is subsumed by a course for which credit has already been awarded. Administrative Code Rule 290-3-1-.02 (8)(c)2**

**ALABAMA HIGH SCHOOL STANDARD DIPLOMA**

*(for students entering the 9th grade for the first time in the 2010-2011 school year)*

English Language Arts.................................4

 Four credits to include the equivalent of:

 English 9..............................1

 English 10..............................1

 English 11..............................1

 English 12..............................1

 Mathematics...........................................4

 Four credits to include the equivalent of:

Algebra I...............................1

 Geometry................................1

Algebra II .............................1

 Electives ..............................1Science...............................................4

 Four credits to include the equivalent of:

 Biology.................................1

 Physical Science........................1

 Electives ..............................2

Social Studies........................................4

 Four credits to include the equivalent of:

 Grade 9.................................1

 Grade 10.................................1

 Grade 11.................................1

 Government...............................1/2

 Economics................................1/2

 Physical Education.....................................1

 Health Education.......................................1/2

 Fine Arts..............................................1/2

 Computer Applications\*.................................1/2

 Electives..............................................5 1/2

 (foreign language, fine arts, physical education, vocational

 and technical preparation, and driver education)

* An Online course or experience as required by Alabama’s “First Choice”

 Total.................................................24 Units

\*The 8th grade computer literacy credit has been approved to meet this

 requirement.

**A student shall not earn credit toward graduation for a course whose content is subsumed by a course for which credit has already been awarded. Administrative Code Rule 290-3-1-.02 (8)(c)2.**

**ALABAMA OCCUPATIONAL DIPLOMA**

Effective for students with disabilities, as defined by the Individuals with Disabilities Act, who begin the tenth grade in the 1997-98 school year, students must earn the course credits outlined in Ala. Admin. Code r. 290-3-1-, 06(11)(k) 1.and successfully complete an approved occupational portfolio in order to be awarded the Alabama Occupational Diploma.

 Credits

### English Language Arts…………………………………………………………………4

 Four credits to include the equivalent of:

 Employment English I…………………………..1

 Employment English II…………………………1

 Employment English III ……………………….1

 Employment English IV ……………………….1

### Mathematics………………………………………………………………………………4

 Four credits to include the equivalent of:

 Essential Mathematics I…………………………………1

 Essential Mathematics II………………………………..1

 Algebraic Explorations I …………………………………1

 Algebraic Explorations II…………………………………1

 **Science……………………………………………………………………………………...4**

 Four credits to include the equivalent of:

 Life Skills Science I: Physical Science………………………………1

 Life Skills Science II: Biology ………………………………………….1

 Life Skills Science III: Earth and Space Science ………………….1

 Science Connections IV………………………………………………….1

**Social Studies..……………………………………………………………………………4**

 Four credits to include the equivalent of:

 World History for Living ………………………………………………….1

 United States History for Living I……………………………………….1

 United States History for Living II …………………………………….1

 Economics for Living ……………………………………………………..1/2

 United States Government for Living …………………………………1/2

**Career/Technical Education** **………………………………………………………….2**

Coordinated Studies……………………………………………………………………..1

Cooperative Career/Technical Education………….……………………………….2

Health Education………………………………………………………………………1/2

Physical Education……………………………………………………………………….1

Arts Education ……………………………………………………………………….1/2

Electives…………………………………………………………………………………….2

Totals ……………………………………………………………………………………. 24 Units

**Alabama’s “First Choice”**

*(for students entering the 9th grade for the fist time in the Fall of 2011 or 2012)*

FIRST CHOICE, adopted by the Alabama State Board of Education in May 2008, strives to enable every high school student to reach his/her full potential. It strengthens the curriculum for Alabama high schools and provides numerous safeguards to assist those who struggle academically. Such measures help guide students toward a quality education and obtaining a high school diploma.

**There are two high school diploma options in Alabama, the Alabama High School Diploma and the Alabama Occupational Diploma.**

DIPLOMA OPTION 1: THE ALABAMA HIGH SCHOOL DIPLOMA

Pass all required coursework, including an online course or experience, and 5/5 subject-area tests of the *Alabama High School Graduation Exam* (AHSGE).

THE ALABAMA HIGH SCHOOL DIPLOMA IS AVAILABLE WITH FOUR ENDORSEMENTS:

ENDORSEMENTS REQUIREMENTS

|  |  |
| --- | --- |
| **Advanced Academic Endorsement** (First Choice) | Pass all required coursework, including Algebra II w/Trig., two credits in the same foreign language, an online course or experience, and 5/5 subject-area tests of the AHSGE (Graduating Class of 2013). |
| **Advanced Career and Technical Endorsement** | Pass the same coursework as the Advanced Academic Endorsement with the exception of foreign language, and pass three career and technical education (CTE) courses (or two CTE courses and another course related to student’s career choice), as well as an online course or experience, and5/5 subject-area tests of the AHSGE. |
| **Career and Technical Endorsement** | Pass all required coursework, including an online course or experience, three CTE courses, and 5/5 subject-area tests of the AHSGE. |
| **Credit-Based Endorsement** | Pass all required coursework, including an online course or experience, and 3/5 subject-area tests of the AHSGE, including Reading and Mathematics. Beginning with the 9th-grade class of 2009-10,students must take and pass at least one CTE course prior to graduation. Refer to *Alabama Administrative Code* Rule 290-3-1-.02(8)(g)(4) for students with disabilities. |

DIPLOMA OPTION 2: THE ALABAMA OCCUPATIONAL DIPLOMA

The **Alabama Occupational Diploma (AOD)** may be acquired through the general education curriculum or an alternative that is aligned with the Alabama courses of study. AOD recipients are students with some form of a learning disability. Students who receive the AOD must take the AHSGE but are not required to pass. The AOD is recognized by non-degreed certification programs and some community colleges. Students must also complete an online course or experience.

**State *Diploma Option for Students Who Enter the 9th grade in 2013 and Beyond***

 **State Diploma**

4 Credits: English Language Arts: English 9, 10. 11, 12 or any AP/IB/ Postsecondary equivalent option of these courses

4 Credits Mathematics: Algebra I, Geometry, and Algebra II w/Trig, or Algebra II or their equivalent. Additional course(s) to complete the four credits in mathematics must be chosen from the Alabama course of Study: Mathematics or CTE/AP/IB/Postsecondary equivalent courses

4 Credits Science: Biology and Physical Science. The third and fourth science credits may be used to meet both the science and CTE course requirement and must be chosen from the Alabama Course of Study: Science or CTE/AP/IB/Postsecondary equivalent courses.

4 Credits Social Studies: World History, U.S. History x2, Government/Economics or AP/IB/Postsecondary equivalent courses.

1 Credit Physical Education: LIFE(Personal Fitness) One JROTC credit may be used to complete this requirement.

0.5 Credit Health Education: Alabama Course of Study: Health Education

1 Credit Career Preparedness: Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy)

3 Credits CTE and/or Foreign Language and/or Arts Education: Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.

2.5 Credits Electives

24 Total Credits Required for Graduation

\*Any postsecondary course used as a substitute must be Superintendent approved in advance.

Source: Lamar County Board of Education, Vernon AL

Adopted: April 22, 2013

***Local Diploma Option for Students Who Enter the 9th grade in 2013 and Beyond***

**This will be an Honors Diploma Option. Students who wish to be considered for Valedictorian or Salutatorian and top ten must complete this option.**

 **Honors Diploma**

4 Credits: English Language Arts: English 9, 10. 11, 12 or any AP/IB/ Postsecondary equivalent option of these courses.

4 Credits Mathematics: Algebra I, Geometry, Algebra II w/Trig, PreCalculus or any AP/IB/Postsecondary equivalent of these courses.

4 Credits Science: Biology, Anatomy, Chemistry, Physics or any AP/IB/Postsecondary equivalent courses.

4 Credits Social Studies: World History, U.S. History x2, Government/Economics or AP/IB/Postsecondary equivalent courses.

1 Credit Physical Education: LIFE(Personal Fitness) One JROTC credit may be used to meet this requirement.

0.5 Credit Health Education: Alabama Course of Study: Health Education

1 Credit Career Preparedness: Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy)

3 Credits CTE and/or Foreign Language and/or Arts Education: Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.

2.5 Credits Electives

24 Total Credits Required for Graduation

\*Any postsecondary course used as a substitute must be Superintendent approved in advance.

Source: Lamar County Board of Education, Vernon AL.

Adopted: April 22. 2013

**Criteria for Valedictorian and Salutatorian**

The following are the criteria in determining who may be eligible for the honors of Valedictorian and Salutatorian in the schools of the School System:

1. The student with the highest numerical grade average who qualifies for the Advanced Diploma shall be the class valedictorian. The students with the second highest numerical grade average who qualifies for the Advanced Diploma shall be the class salutatorian.
2. In calculating the numerical grade average, only those numerical grades in courses required (not electives) for the Advanced Diploma shall be computed.
3. The candidate may neither transfer nor drop a subject once enrolled during the entire length of the course.
4. The standing of the candidates must be computed on a numerical basis through the fifth six-weeks of the senior year. If any letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form, or he/she shall not be considered for the position of Valedictorian or Salutatorian.
5. Candidates for Valedictorian and Salutatorian must be enrolled at the high school for twelve (12) full months preceding date of their graduation.
6. Any extraordinary situation or circumstance that may arise will be resolved by the principal.

**Class Rankings**

The board maintains that high schools should keep accurate records concerning class rankings of students. This is especially important for the twelfth graders since colleges and scholarship committees consider rankings in their acceptance process. Confidentiality of all records shall be respected as specified by law. Only the school principal or designee shall be authorized to release class rankings.

**Summer School Credit**

Students who do not pass courses in a logical and sequential order are strongly encouraged to attend an approved summer school to earn the required credits/units necessary for orderly progression through course work. Students may only take two (2) courses per year, a total of six (6) credits in Summer School. The school system will not accept summer school credit from schools and programs that are not approved by the State Department of Education.

**Report Cards**

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parent(s) or guardian(s). Report cards shall be issued at least six (6) times during the scholastic year to all students enrolled in grades K -12 in the schools of the School District. Report cards will be sent home by students on Thursday following the completion of each six week reporting period for grades K-12 as defined by the Annual School Calendar.

Elementary students and parents/guardians are responsible for returning report cards to school personnel within five (5) school days after they are issued. If a report card is lost or damaged beyond use a replacement report card will be completed and reissued for a $5.00 fee. (If applicable)

**System Wide Grading Scale**

Numerical grades are mandatory in grades 4 through 12 in all schools.

The following scale will be used:

 A = 90 - 100

 B = 80 - 89

 C = 70 - 79

 D = 65 - 69

 F = 64 -and below

**Schedule Changes**

Any change of subjects must be cleared through the guidance counselor with approval from the assistant principal or principal within the first week of the semester. A course drop after this time may result in a failure of the course. Schedule changes will begin with seniors and proceed downward by grade.

**Semester and Final Examinations**

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

1. All students in grades 7-12 shall take first and second semester examination for each course in which the student is enrolled. All first and final examinations will be administered as scheduled on the annual school calendar.
2. No teacher shall schedule an examination other than in accordance with the Board approved annual school calendar.
3. A special education student’s IEP may or may not require semester examinations.

**College Entrance Requirements**

Students planning to attend college should be aware that many colleges require an entrance examination. The test most used by colleges in the Southeast is the American College Testing Program (ACT). Further, students and their parents/guardians should be aware that some colleges and universities are now requiring the Advanced Diploma as a basis of admission; therefore, diploma and course selection should be made after careful consideration.

**Textbooks**

**Students will be charged for a lost textbook and for malicious destruction of textbooks or materials**.

*Lost or Damaged Repayment Scale*

100% during first year.

70% after completion of first year.

Reimbursement will be made to students who relocate and return textbooks after payment is made to the School District upon presentation of payment receipt.

**Fees for Elective Courses**

Keyboarding ......................... $20.00 per year

Driver Education ................... $20.00 per year

Vocational Electives (Grades 9-12)... Vocational fees may vary according to course

**Fee Refund Procedure**

Courses dropped during the drop-add period (first week), 100% refund. For in-system transfers, there will be no refund/no additional charge at new school.

**Student Clubs**

Student clubs or organizations sponsored by the school shall be under the direct control of the school principal. Each school club or organization shall be sponsored by a member of the faculty approved by the principal.

**PTA’s And PTO’s**

The Board and local schools encourage the organization and operation of PTA’s or PTO’s at all schools. Parents/guardians are urged to join these organizations and to participate actively in their efforts to assist our schools and children.

**Child Find**

The Lamar County Board of Education urges parents, service providers and concerned citizens to contact Child Find, a program to locate, identify and evaluate individuals with disabilities or individuals from birth to age 21 who are believed to have disabilities. Early intervention in the lives of these individuals may significantly enhance their development and learning potential and can decrease the need for costly special programs.

Early location and identification of individuals with disabilities may also benefit the families as well as the education agencies involved by enabling service providers to plan for the types and degrees of disabling conditions they will be serving. Once individuals with disabilities are identified the education agencies can provide appropriate services and monitor an individual’s progress, anticipate their educational needs and project the need for qualified personnel.

Anyone may make a referral or request information about available educational resources at their local school or education agency or by contacting Thomas Howell, Special Education Coordinator, Lamar County Board of Education at 695-7615, or by calling Child Find’s toll-free telephone numbers, 1-800-392-8020 for ages 3 to 21 and 1-800-543-3098 (Voice and TDD) for ages birth through 2 years. People who use telecommunication devices for the deaf may also access Child Find by calling the Alabama Relay Services at 1-800-548-2546. The Child Find services are available Monday through Friday from 8 a.m. until 5 p.m. When a call is received, Child Find staff then will put the caller in contact with the appropriate local education agency. Child Find is a service of the state Department of Education through the collaborative efforts of its Division of Special Education Services, local education agencies and other education agencies. With this campaign and ongoing Child Find outreach efforts, the Department is working to make physicians, social workers, parents, service providers and the general public aware of the need to identify individuals who have disabilities or who may have disabilities and to refer then to Child Find.

**Special Education Programs**

Services are provided for the following exceptional children and youth in accordance with the federal and state mandates concerning education for the disabled:

SPECIFIC LEARNING DISABILITIES DEAF-BLINDNESS

MULTIPLE DISABILITIES OTHER HEALTH IMPAIRMENT

EMOTIONAL DISTURBANCE HEARING IMPAIRED

INTELLECTUAL DISABILITY VISUALLY IMPAIRMENT

SPEECH AND LANGUAGE IMPAIRMENT AUTISM

ORTHOPEDICALLY IMPAIRMENT TRAUMATIC BRAIN INJURY

DEVELOPMENTAL DELAY

General information or procedures for evaluation and diagnosis is available at local schools. More specific information regarding referral procedures and/or classes may be obtained from Central Office personnel, in Vernon by telephoning 205-695-6195.

**GIFTED PROGRAM**

Through the area of Special Education, an enrichment program for grades 3rd – 6th is available for students in Lamar County who are academically and/or creatively gifted and talented. These are the children who give evidence of high performance capability in areas such as intellectual, creative, artistic, leadership capacity, or in specific academic fields. Students who exhibit these characteristics of giftedness may be referred for assessment by parents, teachers, or by self-referral. Referrals proceed through a screening process prior to individual assessments of aptitude, gifted characteristics, and performance. For more information about the Gifted Program, please contact the Lamar County Board of Education, Special Education Department, at 695-6195.

**Guidance and Counseling Services**

Guidance and counseling personnel help students to become independent problem solvers. Counselors are available at your child’s school for assistance, guidance, and support. If you have questions/concerns regarding the personal, social, educational, or career development of your child, please do not hesitate to contact a counselor assigned to your child’s school.

**Career Technical Education**

Career Technical education programs will be offered at each high school. Career Technical training is also provided at the Lamar County School of Technology in Vernon. The purpose of the Lamar County School of Technology is to broaden the curriculum of the high schools by providing specialized training in several occupational areas.

**Title Programs**

We would like to remind all parents of their involvement in our local schools. When schools work together with families to support learning, children are inclined to succeed not just in school, but throughout life. Three decades of research have shown that parental participation in schooling improves student learning. Such participation of parents and families is critical not only in the very beginning of the educational process, but throughout a child's entire academic career. Title I is a supplementary, federally funded educational program. Eligibility is based on the number of students within each school who are approved to receive free or reduced lunch. The program is implemented in qualifying schools to provide an enriched and accelerated learning environment for students. Achievement of high academic standards is promoted through the services and resources provided by Title I funds. The goal of Title I is to enhance student success by providing a high-quality curriculum and instruction in a supportive and effective learning environment. These funds help our schools provide services and materials to help our students achieve the goals outlined in the No Child Left Behind Act.

**School Curriculum**

Lamar County Schools provide a curriculum that is mandated by the Alabama State Department of Education. The Alabama Course of Study is followed in all applicable subjects. We also provide research-based instruction in the following ways: Alabama Reading Initiative Program, Voyager Intervention, and supplemented with the Accelerated Reading Program.

**Parental Involvement**

Parental involvement is an integral part of the Title I program. Parents are a child’s first teacher and very important in a child’s education. Title I places a lot of emphasis on the parents and how they can help a child succeed in school. We want you to understand what the school is doing and how you can help your child by becoming actively involved in all aspects of the process of the Title I program. Opportunities for active parent participation should include, but not limited to, open house, parent workshops, school-parent compacts, parent-teacher organizations, and conferences.

**Parent Involvement Policy and School-Parent Compact**

Each Title I school receives input from parents for the development of a parent involvement policy and a school-parent compact. The parent involvement policy explains how the school plans to work with parents to review and improve parent programs and describes how parents can become involved in the education of their children. The school-parent compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

The “Parents’ Right To Know,” Title I, Part A, Section 1111(h)(6) of the No Child Left Behind Act of 2001 (NCLB), requires each local education agency (LEA) to notify parents of each student attending a Title I-participating school that they may request information regarding the professional qualifications of their child’s teacher(s).

The information regarding the professional qualifications of the student’s classroom teacher(s) will include, at a minimum, the following:

(i) Whether the teacher has met State qualification and licensing criteria for the grade levels

 and subject areas in which the teacher provides instruction.

 (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

On request, the Lamar County Board of Education will provide each Title I school parent with information regarding the professional qualifications of their child’s teacher(s). This information may be requested from your local principal and disseminated from the office of the Superintendent of Education. A letter will be mailed or hand delivered in a face-to-face meeting to each parent upon request in a Title I-participating school. Title I funds will be used to mail the letters to parents. The request from the LEA can be mailed or hand delivered in a face-to-face meeting as requested by the parent.

This information will also be sent to parents in a uniform format on each school’s letterhead and signed by each school principal. The letter will be mailed to the parents of children in the classroom where the substitute teacher will be assigned for four or more consecutive weeks. Title I funds will be used to fund the cost of mailing the letters to parents.

The Lamar County Board of Education will comply with the requirements related to Parents’ Right-to-Know and Parental Notification. Each school will be provided a copy of this plan, and the LEA will revise the plan each year as necessary.

 **Attestation**

The principal of each Title I, Part A campus must annually attest in writing whether the campus is in compliance with NCLB, Section 1119 (Teacher and Paraprofessional Qualifications). Copies of these attestations are maintained at each Title I, Part A campus and at the main office of the LEA and are available to any member of the general public on request.

**Conclusion**

It is the goal of the Lamar County School System to provide opportunities for children served through supplemental academic services by Title I to acquire the knowledge and skills necessary to meet the challenging state content standards.

Title I plans will be made available to any staff, parent, or the public through your local principal’s office on request. All Lamar County Schools welcome input and suggestions from parents and community members.

**Alternative Program**

The Lamar County Board of Education operates an alternative program for at-risk students at the School of Technology in Vernon. Students are admitted to this program only through the referral of the local school principal and approval of the Alternative Program Placement Committee**.**

**A more structured environment and a more stringent code of conduct are enforced in the program.** The program provides a last chance for success to those students assigned. Failure to succeed behaviorally or otherwise may result in a recommendation to the Board of Education for expulsion from the school system and/or referral to the Juvenile Court.

Students that have been placed in the Alternative Program lose the privilege of going onto the campus of any Lamar County School during school hours except for transportation purposes. This includes participating in all extra curricular activities sponsored by the Lamar County Board of Education. Students who violate this policy may be arrested for trespassing.

Student code of conduct

It is the belief of the Lamar County Board of Education that for meaningful instruction to occur, well disciplined and orderly schools are a must. The Lamar County Board of Education shall not tolerate conduct by any student in the school district which materially interferes with or substantially disrupts achievement of an atmosphere conducive to learning. Violators shall be subject to appropriate disciplinary measures designed to assure that no student interferes with the right of others to receive a quality education.

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student’s explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action. The teacher may make a personal call to the parent(s)/guardian(s) when feasible and/or by schedule a conferences with the parent(s)/guardian(s) and/or other school staff. When the action taken by the teacher is ineffective or the disruption is severe, the student may be referred to the principal or designee. Parents/guardians may be notified by the teacher, of students who consistently exhibit poor work habits, and/or they may be referred to a guidance counselor.

The offenses listed in Classes l, ll, and lll are not inclusive and students may be subject to disciplinary actions for other offenses.

**ACTIVITY STUDENTS AND PROHIBITED SUBSTANCES**

**POLICY-JSA-1**

The Lamar County Board of Education is ever mindful of the dangers drugs and alcohol pose to the health, safety and well-being of those students who participate in sports and other extracurricular activities. Activity Students are recognized as leaders and serve as role models for other students in the school system.

 It is therefore imperative that our Activity Students refrain from any involvement with illegal drugs or alcohol, not only to project a positive image, but also to avoid jeopardizing the health and safety of others who may be involved in extracurricular activities.

All Activity Students are prohibited from possessing, using, selling, transmitting, intending to transmit, or being under the influence of a “prohibited substance,” as defined in the handbook. The following are minimum penalties and a coach, faculty sponsor or other appropriate school official may impose a more severe penalty for a violation if the circumstances so warrant.

**First Violation**

Upon the first violation, the Activity Student shall be suspended from participation in the activity in which he/she is participating for a minimum of two (2) weeks. If the violation relates to the consumption or use of a prohibited substance, to the extent the substance is capable of being detected by a drug test, the Activity Student cannot return to competition until testing negative for the substance by an approved drug test. Further sanctions may be implemented by the coach or sponsor.

**Second Violation**

Upon the second violation, the Activity Student will be suspended from participating in any extra curricular competitive activity for a minimum of eight (8) weeks even if it has to carry over to the next year. If the violation relates to the consumption or use of a prohibited substance, to the extent the substance is capable of being detected by a drug test, the Activity Student cannot return to competition until testing negative for the substance by an approved drug test. Further sanctions may be implemented by the coach or sponsor.

**Third Violation**

The third violation shall result in the suspension of the Activity Student for a period of one full calendar year from the activity. The student before being reinstated to participate will have to test negative for the substance and undergo counseling as prescribed by a professional. Further sanctions may be implemented by the coach or sponsor.

**Fourth Violation**

The fourth violation will result in permanent suspension or being from participation in extracurricular competition in the Lamar County Schools.

Recognizing that participation in an extra curricular competitive activity through membership on a team, band, majorettes, cheerleaders, etc. is a privilege and not a right, Activity Students and their parent(s) or guardian(s) may be requested to give their consent to the code of minimum penalties set forth in this Handbook by signing a written consent form as a condition of the Activity Student becoming a member of the competitive extracurricular group.

**Tobacco Policy**

Any student found to be in violation of the tobacco policy repeatedly will be required to attend Parent Project Classes. The parent must attend with the student. The expense of the class will be the responsibility of the Lamar County Board of Education.

**Classification of Violations**

This code of conduct contains three categories of violations -— Class I (minor), Class II (intermediate), and Class III (major). The principal or his designee shall determine the classification of an offense.

**CLASS I OFFENSES - LOCAL INFRACTIONS**

L1.01 Excessive Distraction

 Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instructional setting. Examples: talking excessively, interrupting class functions, chewing gum, provoking other students, possession of radio, cd player, etc.

L1.02 Illegal Organizations

 Any on-campus activities of fraternities, sororities, secret societies, or non-affiliated school clubs.

L1.03 Minor Intimidation of Student

 Harassment, intimidation, threats or bullying means any intentional written,

 verbal, graphic, or physical act that a person or group of people exhibit

 towards another person or people. Harassment, intimidation, threats or

 bullying also means electronically transmitted acts via the internet, cellular

 phones personal digital assistance (PDAs) or wireless hand-held devices. These

 acts can include different behaviors including overt intent to ridicule,

 humiliate or intimidate another student or school personnel.

 The Lamar County Board of Education is committed to insuring the safety of

 students and staff. Any student who issues a threat of harm against another

 student or staff member or against the school environment in general, shall be

 subject to disciplinary action which may include suspension or expulsion by

 the Board of Education and could be subject to referral to the criminal

 justice system. This includes threats issued during any school related event.

L1.04 Minor (Games) For Money

 Any participation in games of chance for money and/or other things of value.

L1.05 Excessive Tardiness

 Repeatedly reporting late to school or class.

L1.06 Non-Direct Use of Profane Language

L1.07 Non-Conformity to Dress Code

L1.08 Minor Disruption on School Bus

L1.09 Inappropriate Display of Affection

 Including, but not limited to, embracing and kissing.

L1.10 Skipping Class

L1.11 False Info. to School Employee

 Including, but not limited to, forgery of parent’s(s’) name(s), intentionally providing false information to parents, such as changing grades, and concealment of information directly related to school business.

L1.12 Refusal to Complete Assignments

L1.13 Failure to Follow Instructions

 Examples: Failure to carry correspondence home, failure to obey directions in the hallways, assemblies, etc.

L1.14 Unauthorized Use of School Property

L1.15 Littering or Defacing School Property

L1.16 Altering Report Cards

L1.17 Cell phone/Beeper

L1.18 Internet Violation

L1.19 Any Offense per Principal

**CELL PHONE DISCPLINE**

1ST Offense – Loss of cell phone for one (1) day, parent or designee must pick up

2nd Offense – Loss of cell phone for one (1) week

3rd Offense – Suspended from school for one (1) day

After 3rd Offense - Suspended from school for one (1) day per additional violation

REFUSAL TO GIVE UP CELL PHONE TO AN ADMINISTRATOR OR TEACHER WILL RESULT IN SUSPENSION.

Section 16-1-27  **Use of electronic communication devices on school property**

(a)A local board of education may permit any pupil to carry a pocket pager, cellular telephone, or other electronic

 communication device while on school property and may permit any pupil to use a pocket pager, cellular

 telephone, or other electronic communication device, when such use is expressly and specifically permitted by

 the school administrator, teacher, or employee who is acting in a supervisory capacity at the time of the use.

(b) Any pupil found in violation of this section shall be subject to suspension by the board of education.

(c) Each local board of education may adopt a local policy that pertains to pocket pagers, cellular telephones, and

 other electronic communication devices.

(d) Any student found guilty of using a device to photograph or produce video on school campus without the

 expressed written consent of the administration will be subject to disciplinary action by the Lamar County Board of Education. Devices include, but not limited to, cellular phones, computers, video recorders and PDAs. Any postings of YouTube, FaceBook, MySpace or other computer network videos during school hours shall be

 evidence of prohibited use of electronic devices on school premises.

\*\* Note- The disciplinary action for this offense will be subject to the nature of the offense and will be left to the discretion of the administration. **(Acts 1989, No. 89-953, p. 1880, § 1; Act 2006-530, p. 1224, § 1.)**

**Cell Phones in Lamar County Schools**

**Unauthorized use of wireless communication (i.e. cell phones or other wireless communication device) during school hours, unless used for supervised classroom instruction, is prohibited.** Wireless communication devices and cell phones must be turned off during school hours. A wireless communication device may be confiscated if it is out in view, if it rings, or if it is being used in any way without authorization. Confiscated devices may be retrieved only by a parent/legal guardian outside of school hours. Circumstances arising from the unauthorized use of wireless communication may result as a Class II, or in a Class III offense.

Refusal to give up cell phone to an administrator or teacher will result in suspension.

Any student found guilty of using a device to photograph or produce video on school campus without the expressed written consent of the administration will be subject to disciplinary action by the Lamar County Board of Education. Devices include, but not limited to, cellular phones, computers, video recorders, I-Pads, and PDA's. Any postings on YouTube, Facebook, MySpace, Twitter, or other computer network videos during school hours shall be evidence of prohibited use of electronic devices on school property.

\*\*Note- The disciplinary action for this offense will be subject to the nature of the offense and will be left to the discretion of the administration.

**The Lamar County Board of Education is not responsible for any lost, damaged or stolen devices.**

**Personal Computer Use in Lamar County Schools**

**Unauthorized use of personal computers (i.e. lap tops, I-Pads, E-Readers, Kindles, or other personal devices) during school hours, unless used for supervised classroom instruction, is prohibited.**

These devices may only be used under the direct supervision of the classroom teacher. Logging on to the internet is prohibited unless directed by the classroom teacher. Circumstances arising from the unauthorized use of personal devices may result as a Class II, or in a Class III offense.

Refusal to give up the device to an administrator or teacher will result in suspension.

\*\*Note- The disciplinary action for this offense will be subject to the nature of the offense and will be left to the discretion of the administration.

**The Lamar County Board of Education is not responsible for any lost, damaged or stolen devices.**

**Alabama State Department of Education Policy**

**Use of Digital Device During the Administration of a Secure Test**

**Student Policy**

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

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

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

Seclusion and Restraint for ALL Students.

1. Definitions.

(i) Chemical Restraint - Any medication that is used to control violent physical behavior or restrict the student’s freedom of movement that is not a prescribed treatment for the student’s medical or psychiatric condition. Use of chemical restraint is prohibited in Alabama public schools and educational programs.

(ii) Mechanical Restraint - The use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the

 31

student. The term does not include an adaptive or protective device recommended by a physician or

therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation. Use of mechanical restraint is prohibited in Alabama public schools and educational programs.

(iii) Physical Restraint- Direct physical contact from an adult that prevents or significantly restricts a student’s movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.

(iv) Physical restraint that restricts the flow of air to the student’s lungs: Any method (face-down, face-up, or on your side) of physical restraint in which physical pressure is applied to the student’s body that restricts the flow of air into the student’s lungs. Use of this type of restraint is prohibited in Alabama public schools and educational programs.

(v) Seclusion- a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined in paragraph (1 .Xvi) of this rule, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room. Use of seclusion is prohibited in Alabama public schools and educational programs.

(vi) Time-out- A behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when:

(I) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.

(II) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed *45* minutes.

(III) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.

(IV) The time-out space is free of objects that unreasonably expose the student or others to harm.

2. Requirements.

(i) The use of seclusion is prohibited in Alabama public schools and educational programs.

(ii) The use of any method of physical restraint that restricts the flow of air to a student’s lungs is prohibited in Alabama public schools and educational programs.

(iii) The use of mechanical restraint is prohibited in Alabama public schools and educational programs.

(iv) The use of chemical restraint is prohibited in Alabama public schools and educational programs.

(v) The use of physical restraint is prohibited in Alabama public schools and 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. Notwithstanding the foregoing, physical restraint is prohibited in

 Alabama public schools and educational programs when used as a form of discipline or punishment.

(vi) All physical restraint must be immediately terminated when the student is no longer an immediate

 danger to himself or others or if the student is observed to be in severe distress.

**Restraint**

Restraint is used only as a last resort, when someone is hurting self or others, or when harm is imminent.

**Notification**

The Lamar County School District’s policy on Seclusion and Restraint for all Students will be included in the student handbook. Upon entry into a school, each student will receive a handbook containing said policy.

**Staff Training**

The Lamar County School District will ensure that faculty and staff are trained in the use of physical restraint. This training shall be provided as part of a program that addresses techniques and strategies that focuses on:

* Preventing the need for restraint
* Keeping staff and students safe during required restraints
* Identification of antecedent behaviors
* Use of positive behavior supports
* Crisis prevention, de-escalation and conflict management
* Information regarding state regulations pertaining to the use of physical restraint
* Certification for school personnel trainers and re-certification as required by the training program

Schools must maintain written documentation on trainings provided and a list of participants in each training. Records of such training must be made available to the ALDOE and any member of the public upon request.

Administrators will monitor the use of physical restraint to ensure fidelity of implementation. Coaching and follow-up training should be provided on an on-going basis and any situations in which the procedures are not followed should be immediately reported.

**Reporting**

* The use of restraint must be documented and a debriefing session held by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained. This documentation will be provided using an incident report that is completed for each student in each instance in which the student is restrained.
* A monthly summary report will be forwarded to the Lamar County Board of Education from each school. This report and all documentation will be reviewed monthly by central office administrators.
* An annual report shall be compiled and submitted to the board outlining all uses of physical restraint, debriefing sessions and any prohibited use of seclusion and chemical, mechanical, or physical restraint.
* Written parental notification shall be provided within one day when physical restraint is used to restrain their child. This notification will also include a copy of the incident report. Parents will also be notified in advance of the debriefing session that will be held and be afforded an opportunity to attend the session or request that the debriefing session be rescheduled so they may attend.
* Documentation of all instances of physical restraint and any prohibited use of seclusion and chemical, mechanical, or physical restraint will be reported to the Alabama Department of Education (Prevention and Support Services Section) annually.

**Protection Skills**

* Spacing and stance
* Moving backwards
* Protection against kicks
* Protection against strikes
* Releasing a bite
* Hair pull release using finger weave
* Hair pull release using knuckle pressure
* Front choke release
* Forearm choke neutralization
* Object recovery
* Moveable object release
* Neutralizing a bear hug

**Physical Restraint Techniques**

* Basket hold restraint
* Follow down technique and horizontal restraint
* Bear hug restraint
* Two person escort

**CLASS I - ADMINISTRATIVE RESPONSES**

**CLASS I** Administrative responses for Class I violations include but are not limited to the following:

**ELEMENTARY STUDENTS (Grades K - 6)**

1. In-school conference and parental contact when warranted

2. Parental contact and disciplinary action

3. In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before/after school, corporal punishment,

 or suspension at the discretion of the principal or his/her designee.

**SECONDARY STUDENTS (Grades 7 - 12)**

1. In-school conference and parental contact when warranted. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.

2. In-school disciplinary action such as probation, detention, completion of extra

 academic assignments, work assignments before or after school, in-school

 suspension, corporal punishment, or suspension at the discretion of the

 principal or his/her designee.

**CLASS II & III OFFENSES - STATE INFRACTIONS**

|  |  |
| --- | --- |
| 1. Alcohol Possession | 31. Threats/Intimidation |
| 2 . Alcohol Sale  | 32.Tobacco, Possession |
| 3. Alcohol Use | 33.Tobacco, Sale |
| 4. Arson | 34. Tobacco, Use |
| 5. Assault | 35. Trespassing |
| 6. Bomb Threat | 36. Truancy/Unauthorized Absence |
| 7. Burglary/ Breaking & Entry  | 37. Handgun, Possession  |
| 8. Criminal Mischief (Vandalism)  | 38. Handgun, Sale |
| 9. Defiance of Authority  | 39. Handgun, Use |
| 10. Disobedience – Persistent, Willful  | 40. Rifle/Shotgun, Possession |
| 11. Disorderly Conduct - Other  | 41. Rifle/Shotgun, Sale |
| 12. Disruptive Demonstrations  | 42. Rifle/Shotgun, Use |
| 13. Drugs, Possession | 43. Firearm Component, Possession |
| 14. Drugs, Sale  | 44. Firearm Component, Sale |
| 15. Drugs, Use | 45. Firearm Component, Use |
| 16. Cell Phones/Beepers | 46. Explosive/ incendiary or Poison Gas, Possession |
| 17. Fighting | 47. Explosive/ incendiary or Poison Gas, Sale |
| 18. Fire Alarm, Tampering/Setting off | 48. Explosive/ incendiary or Poison Gas, Use |
| 19. Gambling | 49. Other Weapon, Possession |
| 20. Harassment | 50. Other Weapon, Sale |
| 21. Homicide | 51. Other Weapon, Use |
| 22. Inciting Others to create disturbance | 52. Knife, Possession  |
| 23. Kidnapping | 53. Knife, Sale |
| 24. Larceny/Theft/Possession of stolen Property  | 54. Knife, Use  |
| 25. Motor Vehicle Theft/Unauthorized Use | 55. Other/ Unknown Weapon, Possession |
| 26. Profanity or Vulgarity  | 56. Other/ Unknown Weapon, Sale |
| 27. Robbery | 57. Other/ Unknown Weapon, Use |
| 28. Sexual Battery | 58. Other Incidents |
| 29. Sexual Harassment |  |
| 30. Sexual Offenses - Other |  |

**CLASS I I - ADMINISTRATIVE RESPONSES**

**ELEMENTARY (Grades K - 6)**

Administrative responses for Class II violationsinclude but are not limited to the following:

1. Parental or guardian contact and disciplinary action

2. Suspension for one (1) to three (3) school days

3. Recommendation for expulsion

**SECONDARY (Grades 7 - 12)**

Administrative responses for Class II violations include but are not limited to the following:

1. Appropriate disciplinary action

2. Suspension

3. Recommendation for expulsion

**CLASS III - ADMINISTRATIVE RESPONSES**

According to the Alabama State Department of Alabama the following offenses are considered automatic Class III offenses:

|  |  |
| --- | --- |
| 37. Handgun, Possession  | 43. Firearm Component, Possession |
| 38. Handgun, Sale  | 44. Firearm Component, Sale |
| 39. Handgun, Use  | 45. Firearm Component, Use |
| 40. Rifle/Shotgun, Possession  | 46. Explosive/incendiary/Poison Gas,Possess. |
| 41. Rifle/Shotgun, Sale | 47. Explosive/incendiary/Poison Gas, Sale |
| 42. Rifle/Shotgun, Use | 48. Explosive/incendiary/Poison Gas, Use |

**ELEMENTARY (K-6) SECONDARY (7-12)**

The disciplinary action for such offenses will be recommendation for expulsion by the principal as authorized in the procedures established by the Alabama State Department of Education.

**Administrative Action:**

1. Recommendation for expulsion.

**Student Complaints and Grievances**

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

The normal procedure usually followed by any student is to discuss the matter with a teacher directly involved. When the nature of the grievance dictates otherwise, the student upon notifying the teacher directly involved may request a meeting with the school principal. Such meetings should be granted within two (2) working days at a reasonable time and place. One faculty member of the student’s choice or his/her parent(s) or guardian(s) may be present at such meeting.

It is expected that most grievances will be resolved satisfactorily at this level. However, in the event that it cannot be settled by this procedure, then the student through his/her parent(s) or guardian(s) may pursue the grievance to the Superintendent of Schools and to the Board.

 **Harassment**

Any harassment should be reported immediately to a teacher, guidance counselor, or principal. All reported harassment incident(s) will be handled according to the Lamar County Board of Education Policy.

**Lamar County Anti-Harassment Policy**

**Section 1. Harassment, Violence, and Threats of Violence Prohibited.**

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

**Section 2. Definitions.**

 (a) The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:

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

• Have the effect of substantially interfering with the educational performance, opportunities, or benefit

 of a student.

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

• Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at

 a school-sponsored function.

• Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating,

 threatening, or abusive educational environment for a student.

(b) The term “violence’ as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

(c) The term “threat of violence’ as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

(d) The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

 (e) The term “student”, as used in this policy, means a student who is enrolled in the Lamar County School System.

 **Section 3. Description of Behavior Expected of Students.**

 (a) Students are expected to treat other students with courtesy, respect, and

 dignity and comply with the Code of Student Conduct. Students are expected

 and required (I) to comply with the requirements of law, policy, regulation,

 and rules prohibiting harassment, violence, or intimidation; (2) to refrain from

 inflicting or threatening to inflict violence, injury, or damage to the person or

 property of another student; and (3) to refrain from placing another student in

 fear of being subjected to violence, injury, or damage when such actions or

 threats are reasonably perceived as being motivated by any personal

 characteristic of the student that is identified in this policy.

(b) Violence, threats of violence, harassment, and intimidation are prohibited

 and will be subject to disciplinary consequences and sanctions if the

 perpetrator of such action is found to have based the prohibited action on one

 or more of the following personal characteristics of the victim of such

 conduct:

• The student’s race;

• The student’s sex;

• The student’s religion;

• The student’s national origin; or

 • The student’s disability.

**Section 4. Consequences for Violations.**

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy

**Section 5. Reporting, Investigation and Complaint Resolution Procedures.**

 (a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office. 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.

 **(**b) 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. The investigation will

 entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt

 Sue period taking into account the circumstances 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.

 (c) 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 that may

 include any sanction, penalty, or consequence that is available to school officials under the

 Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another

 student of a violation of this policy will be subject to disciplinary sanctions as outlined in the

 Code of Student Conduct.

 (d) The complaint form developed to report violations of this policy will include a provision for

 reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the

 principal’s designee will inform the student’s parent or guardian of the report.

**Section 6. Promulgation of Policy and Related Procedures, Rules, and Forms**.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Lamar County Board of Education’s web site.

The STUDENT HARASSMENT REFERRAL ACTION form and the HARASSMENT REPORT form can be found in the back of the handbook on pages: pp. 54 & 55

**Attendance**

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

1. Illness

2. Weather preventing attendance as determined by the principal

3. Legal requirements

4. Permission by principal

5. Death in the immediate family

1. The principal may excuse other absences if prior permission is given. Parents must make a request and it must be approved.
2. Students that check out of school, excused or unexcused, are not eligible for perfect attendance. Perfect attendance means all day, every day.

**Unexcused Absences**

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

**Excuses**

In accordance with State Law, the parents or guardians must explain the cause of every absence of students under their control or charge. Every student, upon return to school, **must** bring a written excuse from home signed by the student’s parents or guardian for each absence and present it to the principal or his/her designated representative.

The principal or designee shall ensure that the student’s teacher(s) are notified whether the absence is excused or unexcused. All teachers shall cooperate with school principals to ensure that procedures established for notifying teachers are followed. **After the fifth absence, a doctor’s excuse may be required. All written excuses shall be retained for the remainder of the school year.**

**Makeup Work**

If a student is absent for any excused reason as defined above, the student **shall be** allowed to make up assignments and/or examinations missed during said absence or absences. Documentation for the reason of the absence or absences must be provided to the principal or designee within three (3) days following the absence or absences. The student shall be responsible for contacting the teacher or teachers to arrange for make up work. Said student shall contact the teacher or teachers within three (3) days after returning from said absence to arrange to make up assignments and/or examinations. Teachers **shall not** provide make-up work for unexcused absences.

**Unexcused Absence Grading**

Teachers shall not automatically assign zeros to students who are absent for unexcused reasons. Such students shall be assigned a zero for work missed as a result of unexcused absences, only if other students received a recorded grade.

 **Excessive Absences**

Students who are absent for more than ten (10) unexcused class sessions during a semester must have faculty (student’s teacher or teachers and principal) approval to receive credit for course work. Days when students are absent from school due to official suspension **shall not** be counted as a part of the ten (10) days.

**School Participation Absences**

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make up missed assignments and/or examinations in accordance with the makeup work policy.

**Religious Absences**

A student will be excused for religious holidays, not to exceed three (3) days, when the student’s parents or guardians come in person to the school and sign a request for the student to be absent for this purpose. When this procedure is followed, the student’s absences will be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to makeup work missed during such absences.

**Absences for Children of Military Personnel**

The Interstate Compact on Educational Opportunities for Military Children provides, in part, that a student:

… shall be granted additional excused absences at the discretion of the LEA(local educational agency) superintendent or his/her designee to visit with his or her parent or legal guardian who has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting. Notwithstanding the above, the Lamar County superintendent or his/her designee will determine the amount of excused absences per year for this purpose on a case-by-case basis.

**Excessive Tardiness**

In order to protect instruction time, a student who is late to school or any class will be counted tardy which will result in break detention. Students shall be notified at least one (1) day in advance of any assigned detention. Detention will be scheduled during regular break time the week following a tardy. A record of tardiness will be kept by individual teachers and administrators. Intentional failure to attend detention may result in a one (1) day out-of-school suspension. Excused tardiness must be cleared through an administrator.

**Consequences for tardiness will be as follows or as determined by the principal:**

1st tardy - warning

2nd tardy - 1 day break detention

3rd tardy - 2 days break detention

4th tardy - 3 days break detention

5th tardy - 4 days break detention and parent notification

6th tardy - 5 days break detention and parent notification

7th tardy - one (1) day out-of-school suspension

Subsequent tardies - one (1) day out-of-school suspension

Tardy consequences will recycle for the second semester.

**Students Leaving School Campus**

A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions that follow:

1. A student’s parent or guardian may come to the school in person and check his/her child out of school. A student may not be checked out of school by persons other than his/her parent or guardian or someone specifically designated by the student’s parent or legal guardian.

1. A student may bring a written note signed by the student’s parent or guardian and upon approval of the local school principal or designee may be permitted to leave the school campus. All written parental requests shall remain on file in the principal’s office for the remainder of the school year.

3. In emergency situations, the school principal or designee may permit a student to leave the school campus based upon a telephone request from the student’s parent or guardian. In such instances, the principal or designee shall attempt to re-contact the student’s parent by telephone to confirm the request.

Any student violating this policy shall be subject to disciplinary action by the local school principal.

**Truancy**

Truancy is the habitual and unlawful absence from school. In accordance with **The Code** **of** **Alabama**, the parent or guardian is responsible for requiring any student under his/her control or charge and under seventeen (17)years of age to attend school regularly except for legal absences as defined by The Code of Alabama and State Board of Education rules and regulations. Provided a student under sixteen (16) years of age becomes a truant, the parent or guardian of said student may be guilty of a misdemeanor and subject to punishment by law.

Provided the parent or guardian files a written statement in court stating that he/she is unable to control such student, the student may then be subject to action of the juvenile court.

**Release Time**

Students may receive released time from school during the regularly scheduled school day for the purpose of participating in instructional activities co-sponsored by the school and outside agencies and for participating in educational activities not offered by the school.

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

**Early Warning Truancy Prevention Program**

The Early Warning Truancy Prevention Program (EWP)is based on state law and requires that a weekly report be submitted on all unexcused absences of students. The following procedures for handling truancies (unexcused absences) shall be uniformly administered throughout the Lamar County Schools:

**1. First Truancy:**

1. School personnel (teacher, counselor, assistant principal, principal) shall hold a conference with the student to discuss the truancy and subsequent action to be taken by the school and courts should a second, third, and fourth truancy occur.

**2. Second Truancy:**

1. Parents shall be notified in writing by the attendance clerk and or principal that said student was truant and dates of truancies. Students, who have consecutive unexcused absences which make their total unexcused absences three or more, will receive a letter from the principal and a “NOTICE TO APPEAR” in the Early Warning Truancy Prevention Program at the same time.

**3. Third Truancy:**

1. The parent/guardian or person having control of said child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court.

1. Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists. Failure to appear at the Early Warning Truancy Prevention Program meeting shall result in the filing of a complaint/petition for truancy against the child and or parent/guardian if appropriate.

**4. Fourth Truancy:**

1. The attendance officer will file a complaint/petition against the child and or parent/guardian if appropriate.

 **5. Ten Excused Absences:**

1. Students who accumulate ten excused absences may also be required to attend Early Warning Truancy Program. This action will require the approval of the principal.
2. Students that have already attended Early Warning will have a complaint/petition filed against them, or parent/guardian, after the 3rd unexcused absence.

**Excessive Absences and Suspension or Denial of Driver’s Licenses**

Based on Alabama Legislative Act 93-386, a student who drops out of school prior to age 19 or who does not maintain an acceptable attendance record will be denied an Alabama driver’s license/learner’s permit or have his/her Alabama driver’s license/learner’s permit revoked. At the time of application to the Alabama Department of Public Safety for a driver’s license/learner’s permit, the student must present a Diploma, Certificate of Graduation or documentation that he/she:

1. is enrolled in a secondary school, or

2. is enrolled and making satisfactory progress toward the GED certificate, or

3. is participating in an approved job training program approved by the State Superintendent of Education, or

4. is gainfully and substantially employed, or

5. is a parent with care and custody of a minor or unborn child, or

6. has a physician’s statement that the parents of the person depend on him or her as their sole source of transportation, or

7. is exempt from this requirement based on statute 16-28-1 of **The Code of Alabama**.

**Suspension of Current Driver’s Licenses/Learner’s Permits**

Students 16 years and older who have a driver’s license/learner’s permit who withdraw or who are absent from school for 10 consecutive days or 15 days total for unexcused reasons during a semester shall be reported by the school authorities to the Department of Public Safety. The Department of Public Safety shall notify such persons that their driver’s licenses/learner’s permits will be sus­pended on the 30th day following notification unless re‑enrollment occurs or one of the other condi­tions is documented.

Students and/or parents/guardians should contact their school principal for additional information prior to making application to the Department of Public Safety for driver’s license/learner’s permit.

**Parent’s Responsibility For Their Child’s Conduct**

The Board hereby advises parents/guardians of their responsibility for the conduct of their child(ren) based on Legislative Act No. 93-672 which amends Section 16-28-12 of **The Code of Alabama**. The Act has important implications for parents and students of the School System. Applicable sections of **The Code of Alabama** now reads as follows: Section I—Title 16, **Code of Alabama**, 1975, is amended to read as follows:

(A) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in 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, shall be fined not more than one hundred dollars ($100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

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

In an effort to implement and communicate the basic principles of the Act, the Board endorses the following operational procedures:

Parents/guardians and students shall be informed of the intent of Act 93-672 and Title 16-28-12 of The Code of Alabama through the printing of the basic principles in student handbooks and/or in school newsletters. Such information should be communicated at the beginning of each school year.

The basic principles are as follows:

a. Parents/guardians must enroll their children, i.e. all children between the ages of 7 and 16 shall be required to attend school. b. Parents/guardians are responsible for the regular attendance of their children.

c. Parents/guardians are to compel their children to properly conduct himself/herself in accordance with the policies of the Board related to student behavior.

d. Parents/guardians should be informed that inappropriate conduct or behavior on the part of their child(ren) may result in suspension from school and such suspensions will be reported to the Superintendent and District Attorney by school administrators.

e. Parents/guardians may be subject to prosecution by the District Attorney on the third suspension of their child pursuant to Section 16-28-12 of The Code of Alabama. Parents/guardians may be referred to the District Attorney’s Office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

School principals and/or the Superintendent are responsible for reporting violations of this Act to the District Attorney’s Office.

**Married Students**

Married students are eligible to attend the schools of the school system and participate in regular school programs. Such students must maintain a responsible relationship to the school and other students and shall be expected to abide by all rules and regulations applicable to all students.

**Pregnant Students**

Students who become pregnant while enrolled in the local schools shall notify the school principal as soon as possible after the pregnancy has been confirmed. A pregnant student shall provide the principal a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student. An additional statement from her physician shall be provided each six weeks, verifying that she is physically able to continue in school. A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements and rules and regulations as all other students. However, the physical education program shall be adapted to special needs of pregnant students. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy.

**Privacy and Property Rights: Student Searches**

Federal and State laws and recent court rulings uphold the authority of school officials to conduct reasonable searches and seizures of property where there are “reasonable grounds.” The law permits the county board of education, its employees, agents, or designees to conduct reasonable searches of students and seizure of student property to protect the health, safety, and welfare of all students. Searches may include the student’s person, school lockers, automobiles and other personal belongings while on campus. Such student searches shall be in accordance with Board policy.

**Interrogation and Searches by School Officials**

### School Property

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

### Individuals

School officials may make searches of a student and attendant personal possessions if there is reasonable cause to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the policies of the Board. If a student is searched, it shall be in private by a school official (or their designee) of the same sex with a professional staff member of the same sex present. In all cases, the principal or his/her designated representative shall make every attempt to notify the student’s parent or legal guardian prior to the search.

### By Law Enforcement Agencies

**In accordance with the State Department of Education’s Administrative Code, 290-030-010-06, local law enforcement agencies may make unannounced visits for the purpose of detecting the presence of illegal drugs at various school sites. In all cases such visits must be based on the following guidelines:**

 **1. Such visits must be requested by and approved by the Superintendent and principal.**

 **2. Such visits must be based on reasonable cause suspicion that illegal drugs are or have been present at the respective school site.**

 **3. Such visits instigated by authority granted by this provision shall be used only to search school facilities.**

**Interrogation by Public Officials**

**Law Enforcement Officials**

When law enforcement officers make it known that they wish to talk to a student while under supervision of the school**,** the studentwill be called to the office of the principal and in the presence of the officers, the school principal or his/her designated representative shall attempt to notify by telephone the student’s parent or guardian of the situation. The student will then be informed that he/she has three (3) choices:

1. The student may converse by phone with his/her parent or guardian.

2. The student may decline to talk with the officers until his/her parent(s)/guardian(s) is present.

3. The student may talk with the officers either in or outside the presence of a school official.

In case an arrest warrant is presented by law enforcement officers, the school principal or his/her designated representative shall make every effort to notify the parents or legal guardians of the student in question prior to the student’s removal from the school premises.

### Department Human Resources Officials

When Department of Human Resources officials make it known that they wish to talk with a student while under the supervision of the school, the principal or his/her designated representative shall seek to determine if the visit relates to child abuse or neglect. If so, the Department of Human Resources official shall be permitted to talk with the student in accordance with the following procedure.

**Procedure for Handling Child Abuse/Neglect**

All educators are required to report immediately suspected cases of child abuse/neglect to the Department of Human Resources. The following guidelines are suggested if child abuse/neglect is suspected.

1. The educator should immediately notify the principal.

2. The principal/educator should consult with the school attendance supervisor.

DHR caseworkers will proceed to investigate the reported case. Ifthe investigation is to begin at the school, the DHR caseworkerwill report to the school office and identifyhimself/herselfto the principal or designated representative.Child abuse/neglectinvestigations are highly confidential and the student’srights to privacy must be respected. Only those persons necessaryto conduct the investigation should be present in any interview.After an evaluation/intervention has been made, the caseworker will provide feedback to the principal and arrangemonitoringprocedures as needed. Educators will report furtherincidents ofabuse/neglect regarding that child to the assigned caseworker.

**Special Information Regarding Neglect Cases:**

1. Teachers should document and date specific instances or examples of neglect. Example: On Wednesday, January 14, 1995 John Doe came to school with no coat, wearing unclean clothes and shoes with large holes.

2. Keep a running account of the above examples over a period of time.

3. Contact the parents and express concern over the neglect and make suggestions as to how they can help or seek help by calling Child Welfare at DHR.

**Right to Privacy Considerations**:

1. A student’s school record continues to be protected by the terms of the Family Rights and Privacy Act and the policies of the Board. The School District needs a parental release form, court order or other legal document that gives school personnel the permission to release information in school records to DHR caseworkers.

1. In return, DHR personnel should share needed information with school officials. The school principal or counselor could be designated as a confidential person to receive this information and use it in the best interest of the student.

**Student Records**

A cumulative record shall be kept on each student enrolled in the schools of the School District. The cumulative records shall be kept on approved forms. The local school principals shall be responsible for developing a plan that will ensure that such records are kept up to date and accurate. The Board shall provide files for each school, to assist local school principals in ensuring the safe keeping of student records. The cumulative student records shall be considered confidential and as such only the following individuals shall have free access to such records:

1. Teachers and other school officials of the School District who have a legitimate educational interest.

2. Appropriate community agencies involved in handling individual student health and safety concerns.

3. Reports to state agencies that are required to carry out the educational program, such as athletic eligibility reports, school leaver reports, etc.

Any other persons wishing to review student cumulative records shall do so in compliance with applicable laws. School officials are not permitted to take such files away from the school campuses.

**Off-Campus Conduct**

The authority of school officials to control student conduct off school grounds and outside school hours is well settled in the law. When students engage in off-campus conduct that has a direct negative impact on the school, its employees, or student body, such conduct is subject to review and action by school officials.

**Due Process**

Students shallbe treated with fairness in all discipline mattersand shall be accorded procedural due process when the disciplinemeasures of corporal punishment, short and long term suspensionor expulsion are applied. Before being punished for violationof a Board policy or local school rule and regulationthe localschool principal or designee shall ensure that students are accorded the following minimal due process procedures:

1. The student shall be given oral/written notice of the charge(s) against him/her.

2. The evidence supporting the charge(s) shall be explained to the student.

3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s)

The disciplining authority (principal or teacher, etc.) may impose appropriate discipline measures immediately following the informal due process hearing stated above. When a student is facing possible long-term suspension (morethan10 days) or expulsion, the Board shall ensure that the following due process procedures are accorded the student:

1. The right to a hearing.

2. The right to be represented by counsel.

3. The right to cross-examine witnesses.

4. The right to a written record of the Board’s decision.

Prior to the application of the above procedures to a special education student, (except gifted or speech impaired) said student’s I.E.P. Committee shall be convened to determine if the student’s behavior is related to the handicap. In the event it is determined that the student’s handicap is not related to the behavior warranting punishment, the student shall be treated as any other student, except that, a special education student may not be suspended or expelled for more than ten (10) school days without beingprovided an alternative education program.

**Corporal Punishment**

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

Teachers shall be supported by the Board and administration in their efforts to teach good citizenship by requiring proper conduct. While teachers shall be reasonable in student-related demands, they need not tolerate disrespectful, boisterous, rough, and violent outbursts of language and temper on the part of students.

In all cases, corporal punishment shall be administered in accordance with the following guidelines:

1. In cases where a student maintains innocence of the offense, a

 brief but adequate statement of the reasons and supporting

 evidence shall be given orally to the student with an opportunity for the student to explain his/her side. Based upon all facts, if the situation warrants it, corporal punishment may then be

 administered without delay.

2. A teacher or principal may administer corporal punishment only in the presence of a teacher, administrator, or other school board

 employee (preferably the same sex as the offender), who should be

 informed beforehand of the reasons for the punishment.

3. The instrument used in corporal punishment should be wisely

 selected.

4. Corporal punishment should not include more than three (3) licks

 administered to the buttocks. Other forms of corporal punishment

 are not permitted in the schools of the School District.

5. Utmost care, tact, and judgment shall be exercised, and all cases

 of corporal punishment shall be documented by the person

 administering the punishment and delivered to the principal in a

 timely fashion.

6. School principals or teachers who have administered corporal

 punishment shall provide the student’s parents or guardians, upon

 written request, an explanation of the reason(s) and the name of

 the witness.

7. Corporal punishment shall be administered in the office of the

 principal or in such place or places as may be designated by the

 principal.

8. Corporal punishment shall not be administered in the visual

 presence of other students in the classroom.

9. Those administering corporal punishment shall consider the age,

 size, sex, and overall physical condition of the student.

10. Corporal punishment shall not be administered in anger or with

 Malice.

The local school principal and professional staff shall utilize all practical ways and means of helping students with problems and of inducing them to accept and act upon conduct standards approved for the school before resorting to corporal punishment.

**Suspension**

Any form of Suspension is defined as the temporary removal of a student from a school for violation of school rules or regulations. The principal has the authority to suspend a student from school for up to ten (10) days. The decision to suspend will be based upon a violation(s) of the Student Code of Conduct. The suspension will be in accordance with prescribed Board Policy, and will result in ending the exemption status and participation in school sponsored activities.

**Expulsion**

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations for a period of time prescribed by Board Policy relating to Due Process. The principal has the responsibility to recommend student expulsion to the superintendent for Board action.

**Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm**

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission. (Act 94-78)

**Firearm and Weapons**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term deadly weapon: means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger, or any club, baton, billy, black-jack, bludgeon, or metal knuckles.) (Act 94-817)

In accordance with the Gun‑Free Schools Act of 1994, a student who brings or possesses a firearm or a reasonable facsimile of a firearm and presents it as a real firearm, or weapon as defined below on school property or to any school sponsored activity, will be expelled from school for not less than one calendar year. Such student shall be referred for criminal or juvenile prosecution.

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days

from the date the person is eligible and applies for a permit or license. If a

person over age 14 possesses a driver’s license on the date of conviction the driver’s license will be suspended for 180 days. (act 94-820)

**Automobile and Motorized Vehicle Use By Students**

Students **MUST HAVE A VALID** driver’s license and evidence of liability insurance before they are authorized to bring a vehicle on school premises. Further, students may be required to purchase a parking permit. Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.

Theft or damages incurred to vehicles parked on campus shall not be the responsibility of the local school nor the Lamar County Board of Education.

**Student Transportation and School Bus Conduct**

**Any person boarding a school bus without proper authorization will be trespassing and subject to arrest.**

**Lamar County School Bus Drivers will not open the bus door if any adult is within 20 feet of the bus. Drivers have been instructed to drive off if an adult is within this “Safe Zone”. Law enforcement will be notified of the incident.**

School buses are considered as an extension of the classroom and all students are required to conduct themselves on buses in a manner consistent with established standards for classroom behavior. In accordance with established law, student transportation at public expense is a privilege and not a right. Students may have bus-riding privileges suspended or revoked for failing to follow established school bus rules and regulations.

The following regulations shall apply to all students riding school system‑owned or leased buses:

1. Students are responsible to the bus driver while riding the bus.

2. Students are subject to their school’s student code of conduct while

 Riding school buses.

3. Students shall not ride school buses on trips other than regular runs

 Without filing permits with the principal that have been authorized by

 their parent(s)or guardian(s) for such trips.

4. Students shall be required to get on and off buses only at stops

 approved for them and at no other stops without the written approval of

 the principal.

5. Students should adhere to the following rules while riding school buses:

a. be on time at the designated pickup sites;

b. stay off public roads while waiting for the bus;

c. wait for the bus to stop before attempting to board;

d. keep all body parts inside the bus at all times;

e. assist in keeping the bus safe and clean;

6. Students shall refrain from loud talking or behavior that may divert the driver’s attention;

7. Students shall refrain from damaging the bus (pay for any damage to

 seats, windows, etc.);

8. Students should not bring bottles, food, etc., onto the bus on regular

 routes;

9. Students should leave no books, lunches, etc., on buses;

10. Students shall keep aisles of the bus unobstructed at all times;

11. Students shall help with the comfort and safety of smaller students;

12. Students should not throw anything out of bus windows;

13. Students shall remain in their seats while on the bus;

14. Students shall remain quiet when the bus is approaching a railroad

 crossing;

15. Students shall, in case of a road emergency, remain in the bus or follow

 the driver’s instructions; and

16. Students shall not bring balloons or glass containers on a bus.

**Students should adhere to the following requirements when exiting and crossing in front of the bus:**

1. Make certain that the bus has come to a complete stop, that the door is still open and that the stop signal is extended;

2. Cross in front of the bus within sight and hearing of the driver, look both ways, and stay out of the line of traffic until the path across the roadway is free from danger;

3. Proceed across the roadway upon signal from driver or bus patrol; and proceed with extreme caution across four‑lane roadways.

**Dress Code**

**The following dress code is applicable at all schools:**

1. Students must wear shoes unless special permission is granted by the principal.
2. Apparel, which renders one’s appearance as suggestive or indecent, shall not be worn. Skirts and dresses should be worn at a mid-knee or below. No strapless or spaghetti strapped clothing or clothing that exposes the mid-riff or back will be worn.
3. Shorts of mid-knee length may be worn by students in grades 5 through 12 during the school day. Slacks, jeans, or Capri pants must reach the

knee or below. Shorts for students in grades K-4 must be appropriate to the age and maturity of the child.

1. The waist of pants must be worn at the waistline. (No sagging pants.)

5. Clothing with inappropriate designs, symbols, slogans or pictures is prohibited, including that which condones violence, racism, or the use of drugs or alcohol. This includes clothes displaying slogans and pictures related to wrestling and inappropriate rock or music groups.

6. No visible body piercing jewelry is allowed other than earrings worn in the ear.

7. Hats, caps, unapproved headwear, sunglasses, and gloves are prohibited

 without special permission of the principal in grades K-12.

8. Apparel deemed by the principal to be gang related, shall not be worn.

9. Clothing must be in good taste for the age, maturity, and size of the student.

10. When the dress, appearance, or actions of an individual substantially disrupts the teaching-learning process, the principal has the authority to take disciplinary actions regarding such dress, appearance, and behavior.

11. Coaches of athletic teams may make requirements beyond these with regard to athletes.

12. Stretch pants and other tight-fitting apparel are not allowed.

13. Pajamas and other sleepwear are not allowed.

Notification of Rights under FERPA

**for Elementary and Secondary Schools:**

The Family Educational 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.

2) 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 make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

3) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

4) Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write 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.

5) 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 interests. 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.

6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School* *District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;

2. Mental or psychological problems of the student or student’s family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of* –

 1. Any other protected information survey, regardless of funding;

 2. Any non-emergency, invasive physical exam or screening required as a condition of

 attendance, administered by the school or its agent,and not necessary to protect the

 immediate health and safety of a student,except for hearing,vision,or scoliosis

 screenings, or any physical exam or screening permitted or required under State law.

1. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

*Parents who believe their rights have been violated may file a complaint with*:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

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

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

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

The Lamar County School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.

STUDENT HARASSMENT REFERRAL ACTION

**School Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **GENERAL INFORMATION**

Last Name: First: Grade:

Time of Incident: Date of Incident: Date of Referral:

Reported by: Title of Reporter: Location of Infraction:

**HARASSMENT REFERRAL ACTION**

Harassment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Infraction: Explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Infraction:**

**\*\* *NOTE: PARENT MUST BE CONTACTED IN REGARD TO THIS INCIDENT BEFORE REFERRAL WILL BE PROCESSED.***

Parent Notification by phone: Date(s) \_\_\_\_\_\_\_\_\_ Parent Notification by Letter: Date(s)\_\_\_\_\_\_\_\_\_\_\_

 Date/time Date/time Date/time Date/time Name of Previous Parental Contact:

 Verbal Warning: Date(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Conference with Student: Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Silent Lunch: Date(s) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** In-Class Displacement: Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference with Parents: Date(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ After-School Detention: Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Action(s) Explain:

**ADMINISTRATIVE ACTION**

Consultation with Student in Office: Date(s)\_\_\_\_\_\_\_\_\_ Code of Conduct Information Given: Yes No

Warning Issued for Offense: Yes No Method: Verbal Written Phone

Phone # called:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If written, Copy of Referral Letter placed in student file: Yes No

Parent Notification Method Used: 1st Class mail Certified Mail Student Delivery

Please Check:

In-School Suspension (ISS): \_\_\_\_\_ No. of Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inclusive Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Out-of-School Suspension **(0SS): \_\_\_\_** No. of Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inclusive Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

After-School Detention (ASD): \_\_\_\_\_ No. of Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inclusive Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guidance Counselor Referral **(GCR): \_\_\_\_\_\_\_** Name of Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Action (Explain):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Harassment Consequences, reprisals, retaliation, or false accusations actions explained.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Harassment Report**

School System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-

***INFRACTION REPORTED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT \_\_\_\_\_\_PARENT \_\_\_\_\_\_\_\_***

*Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***DESCRIPTION***

***OTHER RELATED INFORMATION***

HARASSMENT. A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board. To constitute harassment, a pattern of behavior may do any of the following:

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

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

 student.

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

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

 e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating,

 threatening, or abusive educational environment for a student.

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Alabama State Department of Education Revised 09/11/07**

**SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION**

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| --- |
| **STUDENT INFORMATION****Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year \_\_\_\_\_\_****List any known drug allergies/reactions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Height(inches)\_\_\_ Weight(lbs) \_\_\_** |
| **PRESCRIBER AUTHORIZATION****Name of Medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for Taking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Dosage \_\_\_\_\_\_\_\_\_\_\_\_Route \_\_\_\_\_\_\_\_\_\_\_\_ Frequency/Time(s) to be given \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Begin Medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stop Medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date Date****Special Instructions:**Does medication require refrigeration? Yes □ No □Is the medication a controlled substance? Yes □ No □Is self-medication permitted and recommended for this student? Yes □ No □If yes, do you recommend this medication be kept “on person” by the student? Yes □ No □**Potential Side Effects/Contradictions/Adverse Reactions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Treatment Order in the event of an adverse reaction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(Attach additional sheet or use the back of this form if necessary)***I hereby affirm that this student has been instructed in the proper self-administration of the prescribed medication (s).****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature of Prescriber *(please print)* Date Phone Fax** |
| **PARENT AUTHORIZATION**I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to delegate to unlicensed school personnel the task of assisting my child in taking the above medication. 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 about the medication.Medication must be registered with the principal, his/her designee, or the school nurse. It must be in the original, unopened, sealed container and be properly labeled with the student’s name, prescriber’s name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature of Parent Date Phone Cell** |
| **SELF-ADMINISTRATION AUTHORIZATION**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 Cell** |

ACKNOWLEDGMENT

#### I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_enrolled

 (Please Print)

in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_school and my parent(s)/guardian

 (please Print)

hereby acknowledge by our signatures that we have received and read, or had

 read to us, the foregoing school handbook.

(Signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student

(Signed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**911 Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: The student is to sign the above statement. If the student lives with both parents, both parents are to sign the statement. If the student lives with only one parent or guardian, only one is to sign with the student.**

**Please detach this page after signing and have the student return it to the homeroom teacher.**

**Board Of Education**

**Mr. Jonathan Beasley, President**

**Mr. Lee Mosley, Vice President**

**Mr. Terry Goodin**

**Mr. Banks Hattaway**

**Mr. Carl Northington**

**Superintendent of Education**

Mr. Garth Moss