

# 2021-2022 Academic Year Calendar



July 2021						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
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August 2021						
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September 2021						
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October 2021						
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31						

November 2021						
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December 2021						
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Aug. 2	Teacher Work Day
Aug. 3	Teacher Work Day
Aug. 4	Institute/Local PD
Aug. 5	District PD
Aug. 6	1st Day of School
Sept. 6	Labor Day/No School
Oct. 7	1/2 Day for Students/Parent Conf.
Oct. 8	End of 1st 9 Weeks/Prof. Learning
Oct. 11-15	Fall Break
Nov. 11	Veterans Day/No School
Nov. 22	E-Learning Day
Nov. 23-26	Thanksgiving Break
Dec. 17	1/2 Day for Students
Dec. 17	End of 2nd 9 Weeks
Dec. 20 - Jan 1	Christmas Break
Jan 3	Teacher Work Day
Jan 4	Local/District PD
Jan 17	MLK Holiday/No School
Feb. 21	President's Day/No School
Mar. 11	End of 3rd 9 Weeks
Mar. 24	1/2 Day for Students/Parent Conf.
Mar. 25	Professional Learning
Mar. 28 - Apr. 1	Spring Break
May 27	Teacher Work Day

<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Teacher Work Day	<span style="background-color: #00BFFF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Professional Day
<span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Holiday/System Closed	<span style="background-color: #FFA500; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Half Day for Students/Teacher PD
<span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> School in Session	<span style="background-color: #FFB6C1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> E-Learning Day

<i>Progress Reports Go Home</i>		<i>Report Cards Go Home</i>	
1st 9 Weeks	Sept. 9, 2021	1st 9 Weeks	Oct. 21, 2021
2nd 9 Weeks	Nov. 18, 2021	2nd 9 Weeks	Jan. 7, 2022
3rd 9 Weeks	Feb. 10, 2022	3rd 9 Weeks	Mar 17, 2022
4th 9 Weeks	Apr. 21, 2022	4th 9 Weeks	June 6, 2022

<i>Student Half-Day Dismissal Time</i>	
Elementary Grades K-5 Schools	11:10 am
High Schools Grades 6-12	11:30 am

178 Instructional Days / 187 Teacher Days

January 2022						
Su	M	T	W	Th	F	Sa
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February 2022						
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March 2022						
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April 2022						
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May 2022						
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June 2022						
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## EQUAL EDUCATIONAL OPPORTUNITIES

No student will be unlawfully excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status.

**Name of Title VI Coordinators:** Bill Tribble, Executive Director of Human Resources & Operations

**Name of Title IX Coordinators:** Bill Tribble, Executive Director of Human Resources & Operations

**Name of Section 504 Coordinator:** Melissa Reynolds, Director of Special Education

**Address:** Limestone County Board of Education  
300 South Jefferson Street  
Athens, Alabama 35611

**Telephone number(s):** (256) 232-5353

Bill Tribble – extension 5252

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Bill Tribble – [Bill.Tribble@lcsk12.org](mailto:Bill.Tribble@lcsk12.org)

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A Publication of the Department of Curriculum



# **GENERAL INFORMATION**





**THE LIMESTONE COUNTY STUDENT HANDBOOK DOES NOT CONTAIN ALL OF THE  
LIMESTONE COUNTY SCHOOL SYSTEM POLICIES.**

In an effort to communicate with students and parents of Limestone County Schools, the first student handbook was adopted April 6, 1987. This handbook is revised annually by the Limestone County Board of Education.

**Jurisdiction of the School Board**

The Limestone County public school students are subject to the policies of the Limestone County Board of Education and the rules and regulations of the individual schools, provided that such rules and regulations do not conflict with the herein student code. Students are subject to those policies during the school day and regular school activities, while on transportation furnished by the school system to and from school or related activities, and at other activities where appropriate school personnel have jurisdictional control over the student. Those include but are not limited to school-sponsored events, field trips, and athletic functions.

The application of control over the student by the Board extends to the school grounds, including the vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of students, faculty, visitors, and school employees. However, threatening behavior is not restricted to school property or school related events, nor is any violation so restricted, if the conduct demonstrates the existence of a threat to discipline and good order on school property or at school sponsored events. The local school principal shall exercise authority granted by the Board to implement proper control over the students of said local school in accordance with policies of the school board. Administratively, the local principal shall be under direct supervision of the Superintendent.

**Vision**

In partnership with families and the community, we will create a world-class school district focused on empowering ALL students for life and work in the 21st Century.

**Mission**

High expectations and high achievement for ALL

# Roles and Responsibilities

In order for effective instruction to occur, there must be cooperative relationships among students, parents and educators.

## **Parents or Guardians Should:**

- 1) Provide the local school with an up-to-date Alabama immunization card, birth certificate, social security card, proof of residency and custody papers (guardianship for educational purposes must be renewed on a yearly basis as mandated by state law and cannot be for the express purpose of changing school zones).
- 2) Ensure that their child attends school in the appropriate school zone.
- 3) Maintain regular communication with the school authorities concerning their child's progress and conduct and participate in parent/teacher conferences as necessary.
- 4) Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- 5) Provide their child with the resources needed to complete class work.
- 6) Encourage student completion of homework activities.
- 7) Provide conditions conducive to effective study activities at home.
- 8) Assist their child in being healthy, neat and clean.
- 9) Bring to the attention of school authorities any problem or condition which affects their child or other children of the school.
- 10) Discuss report cards and work assignments with their child.
- 11) Maintain up-to-date home, work and emergency telephone numbers at the school, including doctor, hospital preference, and emergency health care form.

***Parents are responsible for notifying school personnel of any changes in the student's personal information.***

## **Students Should:**

- 1) Attend all classes daily and be punctual in attendance.
- 2) Be prepared to come to class with appropriate working materials.
- 3) Be respectful to all individuals and property.
- 4) Refrain from profane or inflammatory statements.
- 5) Conduct themselves in a safe and responsible manner.
- 6) Be neat and clean.
- 7) Be responsible for their own work.
- 8) Abide by the rules and regulations of the school and each classroom teacher.
- 9) Seek changes in an orderly and recognized manner.

### **School Personnel Should:**

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

### **Handbook**

The student must document receipt of the code of student conduct with his/her signature on the acknowledgment form found in the handbook.

### **Student Rights Are:**

- 1) To be informed of laws and local board of education and individual school rules and policies regarding rules of conduct.
- 2) To be informed as to the specific grounds of the violation(s) of the local board of education's code of student conduct.

### **The Right to Learn**

#### **Student Responsibilities Are:**

- 1) To abide by laws and local board of education and individual school rules and policies regarding the right to learn.
- 2) To take advantage of appropriate opportunities provided for learning.
- 3) To avoid hindering the teaching process.
- 4) To seek assistance if needed, to aid learning.
- 5) To obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy, and participation in school programs and activities.

#### **Student Rights Are:**

- 1) To be informed of laws and local board of education and individual school rules and policies regarding free speech.
- 2) To express disagreement in a constructive manner taking into account the rights of others, consistent with the established educational process.

### **Free Speech**

#### **Student Responsibilities Are:**

- 1) To abide by laws and local board of education and individual school rules and policies regarding free speech.
- 2) To be courteous of the views of others.

#### **Student Rights Are:**

- 1) To be informed of laws and local board of education and individual school rules and policies regarding free speech.
- 2) To express disagreement in a constructive manner taking into account the rights of others, consistent with the established educational process.

## **Student Publications**

### **Student Responsibilities Are:**

- 1) To abide by laws and local board of education and individual school rules and policies regarding student publications.
- 2) To communicate in a respectful manner consistent with good educational practices.
- 3) To seek accurate and complete information on the topics approved for publication.
- 4) To observe the accepted rules for responsible journalism under the guidance of faculty members.

### **Student Rights Are:**

- 1) To be informed of local board of education and individual school rules and policies regarding student publications.
- 2) To participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with that educational process.

## **Assembly**

### **Student Responsibilities Are:**

- 1) To abide by laws and local board of education and individual school rules and policies in regards to assembly.
- 2) To seek approval, plan, and conduct meetings consistent with local board of education rules.

### **Student Rights Are:**

- 1) To be informed of laws and local board of education and individual school rules and policies regarding assembly.
- 2) To assemble in a lawful manner for a lawful purpose with prior approval by local school officials.

## **Participation in School Programs and Activities**

### **Student Responsibilities Are:**

- 1) To abide by laws and local board of education and individual school rules and policies regarding school programs and activities.
- 2) To be courteous and responsible at all school programs and activities.

### **Student Rights Are:**

- 1) To be informed of laws and local board of education and individual rules and policies regarding school programs and activities.
- 2) To develop or participate in student programs and activities consistent with local board of education and individual school policies.
- 3) To seek office in any student organization.

## **Respect for Person, Privacy, and Property**

### **Student Responsibilities Are:**

- 1) To abide by laws and local board of education and individual school rules and policies regarding respect for person, privacy, and property.
- 2) To respect the recognized privacy rights of others.
- 3) To attend school and related activities without bringing items prohibited by law or local board of education policy or which detract from the educational process.
- 4) To respect the property rights of those at school and the general public.

**Student Rights Are:**

- 1) To be informed of laws and local board of education and individual school rules and policies regarding respect for person, privacy, and property.
- 2) To retain privacy of personal possessions on his/her person, in lockers, or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or local board of education policy.

## Alabama Laws Pertaining to Education

- 1) Each parent/guardian having control or custody of a child required to attend school who fails to require the child to regularly attend school or fails to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education, shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

ACT 94-782 Code ~ Alabama 1975. Section 16-28-12

- 2) 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 an 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 94-784 Code ~ Alabama 1975. Section 16-1-24.1

- 3) Assault "with intent to cause physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty, he or she causes physical injury to any person" is a Class C felony (assault in the second degree).

ACT 94-794 Code ~Alabama 1975. Section 13A-6-21

- 4) 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.

ACT 94-817 Code ~ Alabama 1975 Section 13A-11-72

## Limestone County Board of Education Policies

For the policies that serve as the foundation for this handbook, please refer to the Limestone County Board of Education Policy Manual. This manual can be found on the district's website ([www.lcsc12.org](http://www.lcsc12.org)) and at each local school.



## **Annual Notification of Rights – The Family Educational Rights and Privacy Act**

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. 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.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational 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.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 20202-4605**

## Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Limestone County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Limestone County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Limestone County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Limestone County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **the first 15 days of school** by email [ferpa@lcsk12.org](mailto:ferpa@lcsk12.org) or the address below. Include the student's name, date of birth, grade level and school name in all correspondence.

Human Resources and Procedures Attn: FERPA  
300 S Jefferson Street Athens, AL 35611

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

### **Limestone County Schools has designated the following information as directory information:**

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Classroom paper and electronic publications
- School paper and electronic publications
- District paper and electronic publications
- Classroom, school and district websites
- Yearbook
- Newspaper Publications
- News Station Reports
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)



## Survey Notification - The Family Educational Rights and Privacy Act

Notification: Parents must be notified at least annually at the beginning of the school year of their rights under FERPA, including:

- The right to **consent** to the administration of surveys **funded** in whole or in part **by ED** that contain questions from one or more of 8 protected areas.
- The right to **opt out** of the administration of any survey, regardless of the survey's funding, that contains questions from one or more of 8 protected areas.

Eight Protected Areas include:

- 1) political affiliations or beliefs of the student or the student's parent;
- 2) mental and psychological problems of the student or the student's family;
- 3) sex behavior or attitudes;
- 4) illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) critical appraisals of other individuals with whom respondents have close family relationships;
- 6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7) religious practices, affiliations, or beliefs of the student or student's parent; or
- 8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The notification must also advise parents of:

- The right to opt their children out of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
- Any non-emergency, invasive physical examination or screening that is: 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students.
- Specific or approximate dates scheduled for these types of activities.
- The right to inspect surveys and instructional materials.



# ***ATTENDANCE***

## **Compulsory Attendance**

Alabama attendance law states that every child between the ages of 6 and 17 years of age shall be required to attend a school or be instructed by a competent tutor for the entire length of the school term in every scholastic year. Acknowledging the importance of regular school attendance and to be in compliance with daily attendance requirements of the Alabama State Board of Education, regular attendance shall be required. Failure to do so will result in action by the legal system.

Amendment: Each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state.

## **Student Responsibilities Are:**

- 1) To abide by laws and local board of education and individual school rules and policies regarding attendance.
- 2) To be punctual and regular in attendance.
- 3) To promptly request and complete make-up assignments for excused absences or tardies.
- 4) To attend school in the appropriate school zone. The parent/guardian may be required to produce proof of residence such as a current utility bill in order to attend a particular school.

## **Student Rights Are:**

- 1) To be informed of local board of education and individual rules and policies regarding school attendance including policies and rules regarding absences, tardies, truancies and related programs, checkouts, make-up work, and school-sponsored activities to be
- 2) To be provided with make-up assignments for excused absences or tardies.

Students who choose not to participate in school-sponsored field trips and other activities will still be required both to attend school during the event and to complete assignments determined by the teachers and principals.

## **Student Absences**

Student absences are classified as excused or unexcused. Absences for the following reasons will be deemed excused with supporting documentation submitted within 3 school days:

- Personal illness  
(Limit of 10 days per year without doctor's excuse)
- Hospitalization/ Medical or dental appointment of student
- Emergency (approved by principal)
- Death in immediate family
- Court subpoena
- Religious holiday (with prior written approval by principal)
- Absence approved by principal (absence must be approved 5 days in advance)

Absences for reasons other than those listed above and for those lacking the appropriate supporting documentation will be deemed unexcused. Supporting documentation will not be accepted after 3 school days upon the student's return to school. Excessive unexcused absences from school may result in a loss of academic credit and/or a referral to legal authorities.

## **Chronic Absenteeism**

To address problems with chronic absenteeism, students in Grades K-12 who accumulate 18 or more absences, by definition *chronically absent*, will not be allowed to participate in non-academic school activities (e.g., prom, in-school games, dances, and field days). Principals will use discretion when chronic illnesses or extended hospital stays are involved.

## Field Trips

To address problems with chronic absenteeism, students in Grades K-12 who accumulate 5 or more absences per semester will not be allowed to participate in field trips. Principals will use discretion when chronic illnesses or extended hospital stays are involved.

## E-Learning Days

E-Learning Days are an opportunity for students to meet class requirements through online engagement of class material and assignments while they are away from the building. Parents/guardians may request up to three (3) days per semester as E-Learning Days. Educational trips, non-school related athletic competitions, and college and/or career visits are examples of acceptable E-Learning Days.

Student requirements to participate in E-Learning Days:

- Request to use an E-Learning Day made by parent/guardian a minimum of five (5) calendar days prior to the 1st day of online learning (Principals may use discretion. Forms may be found on district and school websites.)
- No unexcused absences for the entire school year, excessive absences (5 or more in a school year), or excessive tardiness (5 or more in a semester)
- Minimum average of 80 in each class prior to the request
- No Class II or Class III discipline write-ups during the semester the request is made
- Students may not take E-Learning Day during the first 5 days of the school year or during the last 10 days of both semesters.

Students have a maximum of five (5) days to complete and submit class assignments, acquire teacher signatures for submitted work, and submit E-Learning Day Form to front office. It is the student's responsibility to acquire the signature of each teacher on the E-Learning Day Form once assignments are submitted. Once all teachers have signed the form, student will submit the completed form to the front office. If all requirements are met, the E-Learning Day will not count as an absence for the student.

## Guidelines for Makeup Work

### For all grades

Federal Law requires adherence to 504s, IEPs, PLPs, etc. and accommodations contained within these always supersede the following guidelines.

Students have three school days to bring in a written excuse for an absence.

Additional days to make up work may be granted to a student with administrator approval.

Makeup tests/exams must be of comparable rigor and quantity of questions to the missed test/exam.

### Grades K – 5

For either excused or unexcused absences:

Teachers will make available any missed work to students in grades K-5 and/or their parents. It should be completed by the student and returned to the teacher by the end of the 5th school day following the absence. All work will be accepted, graded, and the grade earned posted into the gradebook management system.

### Grades 6 – 12

Excused Absences:

It is the responsibility of students in grades 6-12 to contact the teacher(s) to arrange for all make-up work. Students are permitted 5 school days to complete and submit their make-up work. Work is due before the end of the 5<sup>th</sup> day. Submitted work is accepted, graded, and posted into the grade book management system. Unsubmitted work will earn a 0%.

Unexcused Absences:

The student whose absence is unexcused is not entitled to make up the graded work missed. If a daily or test grade is recorded on the day of absence, the student whose absence is unexcused receives a zero

for a grade. If no grade is recorded for other students, no grade will be recorded for the student who is absent.

## Truancy

Habitual/excessive unexcused absences from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The following Early Warning timeline will define the truancy status of a student:

1. 1<sup>st</sup> truancy/unexcused absence – Warning
2. 3<sup>rd</sup> unexcused absence – parent and administrator conference
3. 5<sup>th</sup> unexcused absence – parent and SRO conference
4. 7<sup>th</sup> unexcused absence – court

Only doctor notes will be accepted for student absences once a case has been filed in truancy court.

## School Participation Absences

Students who are away from school because of participation in school sponsored activities shall be marked present and allowed to make up school work missed. Permission of the principal shall be obtained by the student who is participating in school sponsored extra-curricular activities which requires the student to be away from school any given day.

## Perfect Attendance Awards

Perfect Attendance Certificates shall be awarded to students on the basis of attendance at school each and every day that school is in session; the school day is to consist of the time beginning with the opening of the school day and continuing until the close of school that day.

The time for the beginning of school, the closing of the school day, and the length of the school day shall be determined by the Limestone County Board of Education.

It is the intention of the Limestone County Board of Education that each student in the Limestone County School System who is prompt and regular in attendance for all the days of school required by law, and for each and every period of each school day, be awarded a Perfect Attendance Certificate in recognition of this notable achievement. No child shall be denied such certificate because of being tardy or absent due to the late arrival of the school bus, or upon attendance of a school-sponsored event with the prior permission of the principal, and/or being exempted from a class by the school principal.

## Tardiness

A student shall be seated at his/her assigned station for work at the time appointed for the school day or class to begin or be recorded as tardy for the day of class. Chronic tardiness is a Class I Disciplinary Violation.

## School Hours

### Elementary Schools (PK-5)

Start time:	7:35 A.M.
Dismissal:	2:40 P.M.
Checkout time to be considered present:	11:10 A.M.
Half-day dismissal time:	11:10 A.M.

### High Schools (6-12)

Start time:	7:55 A.M.
Dismissal:	3:05 P.M.
Checkouts are considered by class periods	
Half-day dismissal time:	11:30 A.M.

## **Student Enrollment**

Students enrolling in Limestone County Schools should provide the following documentation:

- Immunization/health records/Alabama IMM
- School records/transcripts/withdrawal records from former school
- Guardianship/custody requirements
- Proof of residency (e.g., electric, phone, or water bill in name of parent or guardian)

## **Pre-K Admission**

Pre-K admissions will follow the most recent guidelines published by the Department of Early Childhood Education. Priority for admission to the school system's Pre-K program will be given to students who reside within the attendance zone served by the school where the program is located. If the available spots are not filled by those students, the Superintendent, or his/her designee, has the discretion to offer admission to students who reside in the attendance area for the Limestone County School district. All students in the Limestone County OSR Pre-K program must be residents of the State of Alabama.

## **Kindergarten Enrollment**

A child must be five years old on or before September 1<sup>st</sup> to be eligible to attend public kindergarten. Documentation includes certificate of immunization, guardianship/custody documents, and proof of residency.

A parent/guardian may elect to write a request to the superintendent's designee that their child(ren) in grades K-12 attend another school within the Limestone County district. The Limestone County School System shall provide notice of the procedures and timeline for acceptance of applications no later than July 1 of the upcoming school year. This notice shall include a listing of which schools have available space and which of these schools parents may choose to request a transfer for. Transfer requests are subject to certain stipulations. See your counselor for additional information.

## **School/District Choice**

A parent/guardian may elect to write a request to the superintendent's designee that their child(ren) in grades K-12 attend another school within the Limestone County district. The Limestone County School System shall provide notice of the procedures and timeline for acceptance of applications no later than July 1 of the upcoming school year. This notice shall include a listing of which schools have available space and which of these schools parents may choose to request a transfer for. Transfer requests are subject to certain stipulations. For additional information on School/District Choice, visit the district website at <https://www.lcsk12.org> and click on *Enrollment* and *School/District Choice*.

## **Virtual School**

The Limestone County Virtual School provides students in grades 9-12 who reside within areas served by Limestone County Schools the option to complete a program of study designed to lead to graduation and receipt of a diploma through an online, virtual platform. Virtual schooling offers students many benefits as they relate to flexibility with time and program customization. Students also assume increased responsibility in personal time management, organization, self-direction, and personal discipline to complete the course and school requirements. Qualifying students must have a minimum GPA of 3.0. Additional information on the Limestone County Virtual School can be found on the district website ([www.lcsk12.org](http://www.lcsk12.org)) under *Enrollment*, *Student Enrollment* and *Virtual School*. Students currently enrolled in Limestone County Schools should visit their high school counselors.

# ACADEMIC PROCEDURES

## Textbooks

At the time of textbook distribution to the student, each student is assigned numbered textbooks by their respective teachers. The care of a textbook is the responsibility of the student to whom it is assigned and each student shall inscribe his name inside the front cover of the textbook so that the book may be identified in the event of misplacement.

All textbooks furnished free of charge to pupils shall remain the property of the State or the Limestone County School System, as the case may be, and when distributed to the student, shall be retained for normal use only during the period that the student is engaged in a course of study for which the textbook is selected. At the completion of each course of study or otherwise at the instruction of the principal or teacher in charge, the textbook shall be returned as directed.

“Code of Alabama, 1075 §16-36-69(c) in relevant part, provides that “[i]f the parent, guardian, or person having custody of the child to whom the textbook was issued fails to pay the assessed damages within 30 days after notification, the student shall not be entitled to further use of the textbooks until remittance of the amount of loss or damage has been made.” Textbooks will not be issued until reimbursement is made for the lost book. For loss or damage, the pupil will be assessed a variable of; 1) Full price if new when issued. 2) Seventy-five percent of full price for books that had already been used two years before the current issuance. 3) Fifty percent for books that had already been used three years or more before the current issuance.

## Accelerated Reader

The purpose of Accelerated Reader is to build a culture of reading throughout the school. The purpose is not to provide reading instruction or to use for assigning grades. Rather, it is to encourage and promote reading by using a point system tied to individual goals. Points received are designed only to be used for motivational purposes. Accelerated Reader seeks to motivate students to read by allowing them to independently choose books to read in an effort to increase their personal reading time. For that reason, Limestone County Schools will not use Accelerated Reader for assigning grades.

## Elementary Academic Emphasis

Elementary academics build the foundation for continued academic success. Research indicates that reading achievement is a determining factor for success in all subject areas. In an effort to help each student reach his or her potential, grades K – 3 place an emphasis on reading. In addition, the intermediate grades increase the emphasis for each individual subject area in preparation for high school academics. Each year students begin to assume a higher level of responsibility for their own work.

## Honor Roll Requirements Grades 3 - 5

Limestone County Schools will adhere to the following guidelines for honor roll eligibility in grades 3-5 in all numerically graded subject areas:

- 1) The “A” honor roll will consist of all “A’s”.
- 2) The “B” honor roll will consist of all “A’s” and “B’s”.

The following areas will be given a grade as stated, but not included in the academic honor roll:

- Art and Music will be given a letter grade of S, N, or U

## Report Card Grades K-5

The evaluation of a student's achievement is an important function of the individual classroom teacher and the school system as a whole. The grading system for the Limestone County Schools is divided into two nine-week grading periods for each course of study per term. Each parent will receive a progress report in grades K -5 from each teacher per course at the end of the fourth week during each nine-week grading period. Grades for each nine-week period are structured as follows:

### Grades K-2:

Kindergarten through Grade 2 students will receive a standards-based report card, using the following grading scale:

- 3- Full mastery of the standard
- 2- Partial mastery of the standard
- 1- Insufficient progress towards mastery

### Grades 3-5:

90-100	A	Excellent	80 – 100	S	Satisfactory
80-89	B	Good	60 – 79	N	Needs to Improve
70-79	C	Average	59 – below	U	Unsatisfactory
60-69	D	Poor/Unsatisfactory			
0-59	F	Failure			
	I	Incomplete			

- Grade 3 students will receive a numerical grade in the following subjects:
  - English Language Arts
  - Mathematics
  - Physical Education
- Grades 3 students will be given a letter grade of S, N, or U in Science and Social Studies
- Grades 4-5 students will receive a numerical grade in the following subjects:
  - English Language Arts
  - Mathematics
  - Science
  - Social Studies
  - Physical Education
- Grades K-5 students will be given a letter grade of S, N, or U in Visual Arts and Music.

An incomplete grade is given only in those cases where illness or any other excused absence has kept a student from completing the required course of study and assignments for a given course. In the event that a student fails to complete the necessary make-up work within four weeks in any course where an incomplete is received, the grade will be computed as is. Report cards will be distributed no later than four school days after the completion of each nine-week grading period. Each teacher must record and post in the student management grading system a minimum of one (1) evaluation per week during the nine-week period with the exception of kindergarten - Grade 2 teachers. Report cards for K-2 are standards-based and do not reflect numerical grades. Each evaluation must be independent of any other evaluation previously given. Grades and permanent record folders are confidential. Only authorized personnel are allowed access.



## Kindergarten Readiness

While there is no perfect formula that determines when children are truly ready for kindergarten, the list below includes but is not limited to, skills that should be addressed prior to kindergarten.

Prior to entering Kindergarten:

- Students are expected to know how to manage bathroom needs independently.
- Students are expected to have experienced taking turns and sharing with others.
- Students are expected to demonstrate age-appropriate self control.
- Students are expected to have age-appropriate experiences using scissors and writing instruments.

## Promotion Requirements Grades K - 5

### Introduction

Grades and reporting in Limestone County Schools are based on the district and state curriculum standards. This system of grading and reporting:

- Aligns to the Alabama Common Core State Standards
- Provides teachers with resources to communicate in a more exact and consistent manner
- Provides parents with comprehensive information about how their child is learning
- Incorporates research-based best practices in student grading and reporting progress.

### Standards Based Instruction

Students concentrate on true mastery or skill. Teachers concentrate on teaching essential standards that every child must learn. Each lesson taught is connected to a standard, and learning targets mark progress toward meeting a standard. Learning goals are clear, and opportunities to meet them are varied.

### Standards Based Grading

Standards based grading (SBG) is an assessment and feedback method that helps teachers stay focused on the goals of the class, aligns all parts of the curriculum to the course goals, and gives students specific, actionable feedback about their strengths and weaknesses. It is a grading system that focuses on the content, skills and standards that students must learn. When recording scores, the concern is not with a cumulative grade on a test, but rather the level of mastery a student has achieved on each concept. When clear learning goals are established, teachers can be clear with students about how well they are mastering the content. SBG provides more detailed information about a student's individual learning progression rather than comparing a student's progress to other students. An additional purpose for this type of achievement reporting is to strengthen the school-to-home partnership by informing parents about their child's progress throughout the year. In Limestone County Schools, it is our goal to provide assessment and grading equity across all schools through the use of formative and common assessments that guide mastery of the standards.

### Standards Based Grading Guiding Principles:

- Standards based grading and reporting should be clear and meaningful to all stakeholders.
- Grades should reflect academic standards demonstrating what students know and are able to do.
- The teaching of shared standards and providing multiple opportunities/ methods to determine proficiency are necessary.
- Quality instructional activities and assessments are key to the process.

### Limestone County Grading Standards K-2

**3-** Full mastery of the standard – A student has consistently and **independently** achieved the standard. (Standard met)

**2-** Partial mastery of the standard – A student is **developing** an understanding of the standard, but may need additional instruction and support. (Standard developing)

1- Insufficient progress towards mastery – A student has **minimal** understanding of a standard and requires specific instructional intervention, remediation, and support. (Standard not met)

### **K-2 Limestone County Standards Based Factors of Consideration and Promotion Standards**

K-2 students will be promoted to the next grade upon successful completion of a full year program. Students failing to meet the standards of  $\frac{3}{4}$  scoring a 2 or 3 in ELA on the priority standards and/or  $\frac{3}{4}$  scoring a 2 or 3 in the Math priority standards will be retained for one additional year. Social, emotional, and physical maturity will **also** be considered by the Problem Solving Team at the local school when a determination of promotion or retention is needed.

#### **Supporting Data:**

##### **Assessments**

**Report Card (Progress Reports/ Standards Based Progress)**

**Chronological Age**

**Attendance (Days Present and Days Absent)**

**Special Services and Referrals**

**DIBELS 8**

**Renaissance Star Reading and Math**

**Formative Assessments (Student Portfolio of work samples)**

#### **Kindergarten Promotion Standards**

**Each student must demonstrate understanding of the following standards.** Students failing to meet the standards of  $\frac{3}{4}$  scoring a **2 or 3** in ELA on the priority standards and/or  $\frac{3}{4}$  scoring a **2 or 3** in the Math priority standards will be retained for one additional year in kindergarten. **Students must pass ELA and Math for promotion.**

#### **ELA**

1. I can name upper and lowercase letters. (RF.K1d/AL.20d) **(2 or 3)**
2. I can produce letter sounds. (RF.K3a/AL.22a) **(2 or 3)**
3. I can apply grade level phonics in decoding words. (RF.K3/AL.22) **(2 or 3)**
4. I can read high frequency/ sight words. (RF.K3c /AL.22c) **(2 or 3)**

#### **MATH**

1. I can write numbers 0-20. (KCC.3/AL.3) **(2 or 3)**
2. I can count and represent at least 20 objects. (KCC.3/AL.4) **(2 or 3)**
3. I can fluently add/subtract within 5. (KOA.5/AL.12) **(2 or 3)**
4. I can solve addition and subtraction word problems within 10 using objects, fingers, or drawings. (KOA.2/AL.9) **(2 or 3)**  
Word Problem Types - Add To, Result Unknown and Take From, Result Unknown

**(3)= Score students must have for proficiency**

#### **First Grade Promotion Standards**

##### **ELA**

1. I can use phonics and word skills to decode words. (AL.22.a-f) **(2 or 3)**
2. I can read grade level text with accuracy and fluency. (RF.1.4) **(2 or 3)**
3. I can apply strategies to comprehend grade level text. (RL/IL1.1) **(2 or 3)**
4. I can read high frequency words. (AL.22g) **(2 or 3)**

##### **MATH**

1. I can add and subtract fluently within 10. (1.OA.6a/AL.6) **(2 or 3)**
2. I can add and subtract within 20 using objects or drawings. (1.OA.6a/AL.6) **(2 or 3)**
3. I can count, write and represent numbers to 120. (1.NBT.1/AL.10) **(2 or 3)**
4. I can represent two-digit numbers using tens and ones to 100. (1.NBT.2/AL.11) **(2 or 3)**

**(3)= Score students must have for proficiency**

## **2nd Grade Promotion Standards**

### **ELA**

1. I can read grade level text with accuracy and fluency. (AL.21a-c/RF.2.4 a-b) **(2 or 3)**
2. I can apply strategies to comprehend grade level text. (AL.21.a-f/RF.2.4) **(2 or 3)**
3. I know and can apply grade level phonics and word analysis skills in decoding words. (AL.20.a-f/RF.2.3) **(2 or 3)**
4. I can read high frequency words. (AL.20f/RF.2.3f) **(2 or 3)**

### **MATH**

1. I can fluently add & subtract within 20 using mental strategies. (2.OA.2./AL.2) **(2 or 3)**
2. I can add & subtract within 100. (2.NBT.5/AL.10) **(2 or 3)**
3. I can represent three-digit numbers using hundreds, tens and ones to 1,000. (2.NBT.1/AL.6) **(2 or 3)**
4. I can add/subtract ten and one hundred to any given number between 100 and 900 without having to draw or count by ones. (2.NBT.8/AL.13) **(2 or 3)**

**(2 or 3) = Score students must have for proficiency**

## **Promotion Guidelines- Schedule and Notification of Progress**

### **To keep Parents Informed with Printed Materials.**

1. First day of school - Student Handbooks/handbook forms are sent home with students.
2. First nine weeks - Report Cards. At 4 1/2 weeks of each nine week grading period – progress reports will be sent home to parents.
3. Second nine weeks - Parent conference scheduled for those students performing below grade level.  
**Mid-term meeting #1**
4. Third nine weeks - Parent conference scheduled for those students performing below grade level.  
**Mid-term meeting #2**  
  
End of third nine weeks- Signed District Letter of probability that the student will be retained K-5. Letter does not mean the student is being retained, just that notification was received by the parent.
5. Fourth nine weeks- Parent conference scheduled for those students performing below grade level proficiency. - **Mid-term meeting #3**  
**End of grading period meeting to determine placement, promotion, or retention.**

### **Standards Based Grading and Retention of Students**

Students receiving additional support to meet standards will be monitored closely during the school year. Decisions on retaining students will be made using numerous data collection pieces and evidence of student proficiency standards for their grade level. When retention is considered, a conference between the school and parents will be held. In all instances, retention decisions will be made by a building team, consisting of school administrator, the student's teacher(s), and support staff. Recommendations for promotion or retention will be based upon a number of factors including but not limited to the following: attendance; social, emotional or physical development; and academic achievement. Retention decisions should be made only after a careful and systematic review of documentation of student progress and intervention activities over time.

### **LCS AL-MTSS/RTI K-5 Factors of Consideration**

#### **Supporting Data:**

#### **Assessments**

#### **Report Cards (Progress Reports/Standards Based Progress)**

#### **Chronological Age**

#### **Birthday**

#### **Attendance (Days Present and Days Absent)**

#### **Special Services and Referrals**

#### **DIBELS 8**

**Renaissance Star Reading and Math  
Formative Assessments (Student Portfolio of work samples)  
RTI Documentation  
Teacher Observations  
Maturity, motivation, and history of intervention**

School readiness, early identification, and appropriate remediation and learning supports along the educational continuum can help lessen the need for retention.

Commencing with the 2021-2022 school year, third grade students shall demonstrate sufficient reading skills to be promoted to fourth grade. (HB388 Alabama Literacy Act)

**Retention Process**

Parents and guardians will be notified of potential or definite retention by way of District form letters. Potential retention means that students have a nine weeks or semester proficiencies below the levels needed to be promoted in the subject. Principals and teachers will make the final decision concerning promotion and retention of a student.

**When looking at my student's progress, how can I help him/her?**

- Start with what students are doing well-mastery. Discuss what they know and are able to do.
- Review the standards that need additional support-nearing mastery or remediation. What do they still need to learn?
- Practice skills at home. If needed, teachers will be able to provide resources that parents can use with their students.

**Elementary Transfers from Home Schools**

In order to allow transfer of academic units and/or determine appropriate class/grade level placement of a student transferring to a Limestone County school from a non-accredited or home school, the following shall be implemented:

**Elementary Grades 1-5**

1. Using all available records, universal screening assessments, and nationally standardized tests, if available, the principal or his/her designee shall determine the appropriate placement and then notify the student and the parents/guardians.
2. Limestone County will use the following assessments; DIBELS 8, Star Early Literacy, Star Reading and Math, PNOA (Primary Numbers and Operations Assessment), and Scantron Performance Series, as well as, provided assessments to determine student placement. The principal or his/her designee shall determine the appropriate placement and then notify the student and the parents/guardians.
3. Upon agreement by the parent/guardians, the student shall be assigned to the class/ and or grade agreed upon.
4. A student must meet grade level proficiency of the previous grade to be placed in the appropriate grade level.

## Third Grade

Each student should pass English Language Arts and math and demonstrate the following skills:

- 1) Read and comprehend literature and informational texts at the 3<sup>rd</sup> grade level with fluency, automaticity, and accuracy.
- 2) Write narrative and descriptive paragraphs using appropriate expression of language, principles of grammar and usage, and mechanics application.
- 3) Represent and solve multiplication and division problems using strategies within 100.
- 4) Know from memory all multiplication facts of 2 one-digit numbers (e.g.,  $8 \times 3$ ,  $9 \times 9$ ).
- 5) Know how to perform operations in the conventional order when there are no parentheses to specify a particular order.
- 6) Use place value to round to nearest 10 or 100.
- 7) Add and subtract fluently within 1000.
- 8) Explain equivalence and compare fractions by using symbols how each part relates to the whole ( $\geq$ ,  $\leq$ , or  $=$ ).
- 9) Tell, write, and measure time to the nearest minute.
- 10) Measure and estimate liquid volume and masses of objects using standard units of grams, kilograms, and liters.
- 11) Represent and interpret data using a picture graph and bar graph. Use graphs to solve one-and-two step "how many more" and "how many less" problems.
- 12) Measure lengths using rulers marked with halves and fourths of an inch and plot on a scale.
- 13) Recognize and measure concepts of area and relate area to multiplication and addition.

## Fourth Grade

Each student should pass three of the five units which must include mathematics and English Language Arts and demonstrate the following skills:

- 1) Read and comprehend literature including stories, dramas, and poetry at 4<sup>th</sup> grade level with fluency, automaticity, and accuracy.
- 2) Read and comprehend informational texts including history/social studies, science, and technical texts at the 4<sup>th</sup> grade level with fluency, automaticity, and accuracy.
- 3) Write with satisfactory performance informative or explanatory, narrative, and opinion pieces on topic with supporting views.
- 4) Demonstrate command of the conventions of standard English grammar and usage when writing and speaking.
- 5) Solve multistep word problems using addition, subtraction, multiplication, and/or division.
- 6) Multiply a four-digit number by a one-digit number and multiply 2 two-digit numbers (e.g.,  $4856 \times 5$ ,  $52 \times 35$ ).
- 7) Add and subtract fractions.
- 8) Divide a four-digit number by a one-digit number with or without a remainder.

## Fifth Grade

Each student should pass three of the five units which must include mathematics, and English Language Arts and demonstrate the following skills:

- 1) Read and comprehend grade-level literature and informational texts including history/social studies, science, and technical texts independently and proficiently.
- 2) Read with sufficient accuracy and fluency to support comprehension and retelling.
- 3) Write informative, explanatory, and narrative texts to examine a topic and convey ideas and information clearly.
- 4) Demonstrate command of the conventions of standard English grammar and usage when writing and speaking.
- 5) Use parentheses, brackets, or braces in numerical expressions and evaluate expressions with these symbols.
- 6) Read, write, and compare decimals to thousandths.
- 7) Use place value, understanding to round decimals to any place.
- 8) Multiply fluently multi-digit whole numbers.
- 9) Add and subtract fractions with unlike denominators including mixed numbers.
- 10) Solve real-world problems involving multiplication or division of fractions and mixed numbers.



## REPORT CARDS GRADES 6-12

The evaluation of a student's achievement is an important function of the individual classroom teacher and the school system as a whole. The grading system for the Limestone County Schools is divided into two nine-week grading periods for each course of study per term. Each parent will receive a progress report in grades 6 – 12 from each teacher per course at the end of the fourth week during each nine-week grading period. Grades for each nine-week period are structured as follows:

<b>90-100</b>	<b>A</b>	<b>Excellent</b>
<b>80-89</b>	<b>B</b>	<b>Good</b>
<b>70-79</b>	<b>C</b>	<b>Average</b>
<b>60-69</b>	<b>D</b>	<b>Poor/Unsatisfactory</b>
<b>0-59</b>	<b>F</b>	<b>Failure</b>
	<b>I</b>	<b>Incomplete</b>

An incomplete grade is given only in those cases where illness or any other excused absence has kept a student from completing the required course of study and assignments for a given course. In the event that a student fails to complete the necessary make-up work within four weeks in any course where an incomplete is received, the grade will be computed as is. Report cards will be distributed no later than four school days after the completion of each nine-week grading period. Each teacher must record and post in the student management grading system a minimum of one (1) written evaluation per week during the nine-week period. Grades and permanent record folders are confidential. Only authorized personnel are allowed access.

### Secondary Promotion Requirements

**Determination of promotion for grades 6-8 is at the discretion of the school, following the criteria listed in the student handbook and the Alabama Course of Study. The following guidelines should be considered for determination of promotion:**

- 1) Each child must pass 6 units which must include English, literature/reading, mathematics, science, and social studies.
- 2) Each athlete must comply with the eligibility requirements of the Alabama High School Athletic Association.

**These additional items should be taken into consideration for grades 6-8:**

- 1) Would the child benefit from repeating? Decisions should be discussed by all who come in contact with the child, but final consideration should rest with the classroom teacher and principal.
- 2) Do the grades indicate that the child is failing? Grades should reflect the child's academic ability on grade level or in compliance with his/her IEP and/or LEP.
- 3) Has every remediation attempt been made and documented?
- 4) Is there documentation that the parents have been informed of the child's status?
- 5) Has the student been referred to the Problem-Solving Team (PST)?
- 6) Has the student been referred or tested for special education services?

In an effort to encourage students to graduate on time, within a four-year period, high school students in grades 9-12 will be placed in a 9th grade homeroom their first year, 10th grade the second year, 11th grade the third year, and 12th grade the fourth year. Students are expected to make reasonable progress by passing courses in logical and sequential order. For a student to be considered a candidate for graduation during the 12th grade year, he or she must be able to complete the state-required 24 Carnegie Units and all other state and local requirements. Students not meeting all requirements for graduation at the end of the fourth year may be retained in the 12th grade.

# ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

Clarified May 2020

<i>(Alabama Administrative Code 290-3-1-02(B) and (B)(a))</i>			
Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.			
COURSE REQUIREMENTS			
<b>English Language Arts</b>	<b>Four credits to include:</b>	<b>Credits</b>	
	English 9	1	
	English 10	1	
	English 11	1	
	English 12	1	
English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.			
<b>English Language Arts Total Credits</b>		<b>4</b>	
<b>Mathematics</b>	<b>Three credits to include:</b>	<b>Credits</b>	
	Algebra I or its equivalent/substitute	1	
	Geometry or its equivalent/substitute	1	
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1	
	Mathematics-credit eligible options may include: Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
	<b>One credit from:</b>		
Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		1	
<b>Mathematics Total Credits</b>		<b>4</b>	
<b>Science</b>	<b>Two credits to include:</b>	<b>Credits</b>	
	Biology	1	
	A physical science (Chemistry, Physics, Physical Science)	1	
	Science-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
	<b>Two credits from:</b>		
Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		2	
<b>Science Total Credits</b>		<b>4</b>	
<b>Social Studies*</b>	<b>Four credits to include:</b>	<b>Credits</b>	
	World History	1	
	United States History I	1	
	United States History II	1	
	United States Government	0.5	
	Economics	0.5	
Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.			
Civics Exam Requirement	Effective with the 2018-2019 school year, students are required to earn a passing score on the Civics Exam		
<b>Social Studies Total Credits</b>		<b>4</b>	
<b>Physical Education</b>	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	1	
<b>Health Education</b>		0.5	
<b>Career Preparedness</b>		1	
<b>Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education</b>		3	
<b>Electives</b>		2.5	
*Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.			
<b>Total Credits</b>		<b>24</b>	



# GRADUATION REQUIREMENTS

(12th Grade Students of 2021-2022 School Year)

## COURSE REQUIREMENTS:

Alabama High School Diploma

4 credits English

4 credits Mathematics

4 credits Science

4 credits Social Studies

½ credit Health

1 credit Beginning Kinesiology

1 credit Career Preparedness

3 credits CTE and/or Foreign Language  
and/or Arts Education

2 ½ credits electives

24 Total Minimum Credits

## ONLINE EXPERIENCE

All students are required to successfully complete an online experience. This graduation requirement can be met by either taking an online (ACCESS) course or by participating in online experiences embedded into courses that fulfill this graduation requirement (English 10-12 and Career Preparedness).

## Limestone County Seal of Academic Honor

The *Limestone County Seal of Academic Honor* was created to recognize those students willing to challenge themselves by enrolling in more rigorous coursework. To earn a *Limestone County Seal of Academic Honor* affixed to the Alabama High School Diploma and be recognized at graduation with a stole, a student must successfully complete all state requirements and the following additional requirements:

- Complete a minimum of 10 Honors/AP/Dual Enrollment Courses
- Graduate with a minimum weighted grade point average of 3.5

## Academic Honesty

Students are responsible for completion of their own work. Instances of academic dishonesty at the elementary level will be addressed by the classroom teacher/principal. Students who demonstrate academic dishonesty in grades 7-12 will receive no credit for the work in question and be subject to disciplinary consequences.

## Advanced Placement (AP)

Advanced Placement courses are accelerated in rigor and pace and allow students to complete college level studies while in high school. Students who score a 3, 4, or 5 may earn college credit. Students should check with their colleges of choice for qualifying scores. When calculating the grade point average on a four point scale, one point (1.0) will be added for Advanced Placement courses. Interested students should visit their high school counselor for additional information and course availability.

## **Child Find**

Child Find is a statewide effort by the Alabama State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21.

Early Intervention and Special Education Services work closely with community service agencies, parents, and local schools to locate children with disabilities.

For information about Child Find for students Ages 3-21, contact your local school and/or Director of Special Education.

## **Counseling Program**

School counselors function in a manner consistent with the educational philosophy and mission of the school system and the school. As a member of the educational team, each counselor has special responsibilities for helping all students meet their needs. School counselors should provide a comprehensive counseling and guidance program for students; consult and collaborate with teachers, parents, and staff to enhance their effectiveness in helping students; and follow the Minimum Standard for Comprehensive School Counseling and Guidance Programs in Alabama. Parent signature on the handbook acknowledgment form grants permission for counselors to provide services to students as accorded by guidelines set forth by the State of Alabama.

## **Credit Advancement**

Credit Advancement is an opportunity through which eligible students in grades 9-12 may obtain core course credit based on proficiency or mastery of content. To prove course mastery, the student takes two exam-only versions of the course. The students must receive an 80 or above on both exams to receive course credit by “testing out” of the course. Credit Advancement courses are not weighted and not NCAA approved. Students may attempt the assessments for Credit Advancement only one time per course. Interested students should visit their high school counselor for additional information and program requirements.

## **Credit Recovery**

Students who failed a course during the regular school year may be eligible to complete remediation to make up the lost credit through a method called Credit Recovery. Students complete individualized learning plans that are standards-based, utilize instructional software, and concentrate on student deficiencies. Rather than repeat the entire course, students in credit recovery courses complete skill-specific diagnostic tests to determine skill-specific goals. Students focus on objectives not previously mastered as indicated on these pretests. Students then work at their own pace to complete the lessons. The maximum final grade for a credit recovery course is 60 points on a 100 point scale. Credit recovery courses are not recognized by the NCAA. Interested students should visit their high school counselor for additional information and program requirements.

## **Dual Enrollment**

Eligible high school students may enroll in the LCS Dual Enrollment Program, a program that allows high school students to enroll in high school and college courses concurrently, receiving both high school and college credit. Students may attend classes on either the high school campus or on the college campus. The Dual Enrollment option is different from the Accelerated HS Student Option or Early College in that students are earning BOTH high school and college credit. Core dual enrollment courses and dual enrollment foreign language courses are weighted one point (1.0) when calculating GPA on a 4.0 scale. Interested students should visit their high school counselor for additional information and program requirements.

## **Gifted Education**

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For 2<sup>nd</sup> Grade Child Find, Limestone County School System will use a Screening Process. The total number of points on the screening determines if the student passes through the Screening Process.

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

To make a referral, contact the Counselor at your child's school.

## **Homebound Services**

All requests for homebound services must be made to the Director of Special Education by the student's attending physician.

## **Home School/Private School (non-accredited) Transfer Students**

All home schooled/private schooled (non-accredited) students in grades K-8 who are transferring into the Limestone County School System must provide official transcripts and available standardized test scores. If after a review of the official transcripts and available standardized test scores, the grade level placement cannot be determined by the local school, the student must take the appropriate placement tests at a designated location. All home schooled/private schooled (non-accredited) students in grades 9-12 who are transferring into the Limestone County School System shall follow the *Alabama Administrative Code* (AAC) procedures for credit transfers of students from non-accredited schools.

## **Honor Roll Requirements Grades 6 – 12**

Limestone County Schools will adhere to the following guidelines for honor roll eligibility in grades 6-12:

- 1) The A honor roll will consist of all A's.
- 2) The B honor roll will consist of all A's and B's.

## **Honor Students**

Honor students will be determined by meeting the requirements of the Limestone County Seal of Academic Honor or by maintaining an average of 90.0 or above from the first term of the 9th grade through the first term of the 12th grade. All subjects are counted equally (excluding student aide) according to credit. Honor students will be recognized at graduation ceremonies. Students earning the Limestone County Seal of Academic Honor will be recognized by wearing a stole, and students who have maintained an average of 90.0 or above will be recognized by wearing a gold cord.

## **Library Regulations**

Any books lost, damaged, or abused shall be replaced at the expense of the student or the student's parents. No additional library materials may be checked out until reimbursement is made for the lost materials.

## **Limited English Proficiency**

Public schools must comply with their obligation under Title VI of the Civil Rights Act of 1964 to provide alternative language programs and/or services necessary to ensure that National Origin Minority (NOM) students with limited English proficiency have meaningful access to the school's programs. Under Federal Law school systems are prohibited from discriminating against a student on the basis of natural origin.

## **NCAA Requirements for College Athletics**

Some courses taught in the Limestone County School System may not meet the NCAA eligibility requirements. It is the student's responsibility to ensure the NCAA Initial-Eligibility Clearinghouse has the documents to certify eligibility. For further information and NCAA forms, students are encouraged to talk with their coaches and counselors.

### **No Pass/No Play**

Athletics and other extra-curricular activities are valued parts of our schools. Students must maintain high academic standards in order to participate in these activities. For the immediate preceding school year:

- High School - Students entering grades 10-12 must have passed 6 subjects that total 6 Carnegie units of credit with a minimum composite numerical average of 70 (must include the four core: English, Math, Science, and Social Studies).
- Middle School – Students entering grades 8-9 must have passed 5 new subjects with a minimum composite numerical average of 70 in those five subjects.

### **PHYSICAL RESTRAINT**

The Limestone County Board of Education authorizes the use of physical restraint for students on any school property or location where the District has supervisory responsibility of students. The use of physical restraint is authorized in those situations in which a student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions. The use of chemical restraint, mechanical restraint, and seclusion is prohibited.

The Board's full policy regarding the use of physical restraint is contained in the Limestone County Board of Education Policy Manual at Section 6.18 "Physical Restraint". This policy manual can be accessed on the Board's website ([www.lcsc12.org/system\\_documents](http://www.lcsc12.org/system_documents)) and is also available for review at each local school.

### **PowerSchool Parent Portal**

Limestone County Schools provide PowerSchool Parent Portal as a communication tool connecting parents/guardians and schools. Using the PowerSchool student information system, the Parent Portal provides online access to student schedules, assignments, class grades and attendance information. PowerSchool Parent Portal allows parents/guardians access to all their children at one time with one username and password. A unique access ID and password is assigned to each student. This information may be picked up by the parent/guardian at the local school. A PowerSchool link is visible on each local school's website for easy access to the Parent Portal.

### **Problem-Solving Team (PST)**

The Problem-Solving Team (PST) is a mandatory, best practice, problem-solving team implemented at the local school level. Team members help to guide general education intervention services for all students who have academic, behavioral, and/or attendance difficulties. The team is composed of regular education teachers, administrators, counselors and other individuals as needed, including special education teachers. Through collaboration, educators are given the opportunity to address concerns and find solutions with greater perspective. Parents can request additional information and training through the local school principal.

## **Secondary Outside Reading**

The Limestone County Schools Secondary Outside Reading Program was created to supplement and enhance the language arts curriculum. English teachers chose the novels based on literacy merit, interest level, and readability. For the 2021-2022 school year, only students enrolled in 11th and 12th grade AP and dual enrollment English courses are required to complete this assignment. Requirements must be completed by the first day of school with students prepared for discussion and testing. Students and parents should visit the local school website for the reading list specific to that school.

## **Semester Exams**

A cumulative semester exam is given in each academic course at the end of first semester (Weeks 1 – 18) and second semester (Weeks 19 – 36). Semester exams will count no more than 10 percent of the final semester average. A student may exempt a December or May semester exam by meeting one of the following conditions in the course:

- 90 or above average with 5 or fewer excused absences during the semester,
- 80 or above average with 3 or fewer excused absences during the semester, or
- 75 or above average with 2 or fewer excused absences during the semester.

Exemptions are determined by class period. One unexcused class absence during the semester will prevent a student from exempting the semester exam in that course. The only exception is any student who enrolls in an AP course (not advanced/honors) and completes the appropriate AP exam in that course is exempt from the May semester exam even if the number of absences exceeds the above guidelines.

## **Teacher-Parent Conferences**

A parent must contact the principal's office of the local school to arrange a teacher-parent conference. All parents are encouraged, when questions arise regarding instruction of their child, to schedule a conference with the student's teacher. The conference must be conducted during a time scheduled by the teacher and parent and approved by the principal.

Two formal parent-teacher conference dates are planned during the school year, one in the fall and one in the spring. Schools will notify parents of these conferences.

## **Visitors to the School**

Parents of currently enrolled students or prospective students who wish to schedule a school or classroom visit should adhere to the following guidelines:

- Make the request to the principal at least 24 hours prior to the proposed visit;
- State the purpose of the visit;
- Sign in at the main office and be escorted to the classroom;
- Stay no longer than one class period;
- Refrain from engaging the attention of the teacher or students through conversation or other means as the regular school program must continue during such visits; and
- Return to the office for a brief conference with the principal at the end of the visit.

Parent(s) of only one student will be scheduled to observe at a given time.

## Academic Fees

The 2021-2022 fees for elective courses are listed below:

Driver Education (due by 30th school day)	\$50.00
Band 1 – 4 (marching and/or concert)	\$100.00 per yr. (\$50 per semester)
Jazz Ensemble (8 <sup>th</sup> grade)	\$10.00
Jazz Ensemble (High School)	\$10.00
Percussion (Middle School)	\$10.00
Percussion I (High School)	\$10.00
Percussion II (High School)	\$10.00
Food, Wellness, & Dietetics	\$25.00
Agricultural Education	\$20.00
Advanced Placement Test Fee	\$95.00
*(AP test fee may be waived or reduced based on guidelines received from the Alabama State Department of Education.)	
Lockers	\$6.00/yr
Parking Permit	\$25.00 per year
ACT Prep	\$25.00
Art I	\$15.00
Art II	\$15.00
Art III	\$15.00
Art IV	\$15.00
AP Studio Art 2D	\$25.00
Middle School Chorus	\$10.00
High School Chorus I	\$15.00
High School Chorus II	\$15.00
High School Chorus III	\$15.00
High School Chorus IV	\$15.00
Middle School Theatre	\$15.00
Theatre I	\$15.00
Theatre II	\$15.00
Theatre III	\$15.00
Literature, Mythology and Fable	\$10.00 (per semester)
Multimedia Design	\$20.00
Finance Academy Courses	\$20.00
Career Technical Center	\$15.00/department + materials/supplies/dues
ACCESS Science Classes	\$25.00
Keyboarding (Middle School)	\$15.00
Advanced Placement Biology	\$25.00
Advanced Placement Chemistry	\$25.00
Advanced Placement Environmental Science	\$25.00
Advanced Placement Physics	\$25.00
Student Transcripts	\$1.00 each beginning with the 5 <sup>th</sup> transcript request/No charge for the final year-end transcript
Emergency Medical Technician Program (EMT)	See School Counselor

# ADDITIONAL INFORMATION

## Transportation

The Limestone County Board of Education provides transportation for every student in the school system. Transportation is also provided for children with special needs. Each student transported by the county must comply with all rules and regulations. The rules are as follows:

- 1) Observe classroom conduct.
- 2) Be courteous.
- 3) Do not use profane language.
- 4) Keep the bus clean.
- 5) Cooperate with the driver.
- 6) Do not use tobacco products of any kind.
- 7) Do not damage bus or equipment.
- 8) Stay seated.\*
- 9) Keep head, feet, and hands inside the bus.
- 10) Do not fight, push, or shove.
- 11) Do not tamper with bus equipment.
- 12) Do not bring pets onto the bus.
- 13) Do not bring flammable materials onto the bus.
- 14) No food or drink will be permitted on the bus.

\*The bus drivers are authorized to assign seats.

**Failure to follow the bus rules will result in disciplinary action.**

## Bicycles –

Bicycles may be ridden to schools within the system. The responsibility for securing bicycles is left to the rider. Improper use of bicycles, such as riding in bus loading areas, or in areas reserved exclusively for pedestrian traffic, constitutes grounds for the loss of bicycle privileges at any school within the system.

## Vehicle Registration and Parking

Students who meet the requirements and accept responsibility of driving private motor vehicles to school are permitted to do so, on the condition that they follow the parking and usage regulations as prescribed by the individual school. Parking regulations will vary from school to school within the system, depending upon available space. The protection of all students is a major concern where vehicular movement occurs on or near a school campus. Students and parents are encouraged to exercise caution when in such areas. Failure to adhere to the regulations provided in this code and by the individual school could result in forfeiting the privilege of parking a private motor vehicle on the school premises, or in the case of a parking violation, having one's vehicle towed from the premises at the operator's expense.

The following parking regulations will apply to all schools within the system:

- 1) Parking upon the school grounds shall only be allowed in areas specifically designated for such purpose.
- 2) A school-issued parking permit must be displayed in the vehicle.
- 3) During the hours of the school day when classes are in session, no student will be allowed in the designated parking areas on the school premises without the expressed permission of the principal or the principal's designated representative.
- 4) No student who parks his automobile on a public street or in an area off the school premises shall be allowed to return to his automobile during that part of the school day when classes are in session without the expressed permission of the principal or the principal's designated representative.
- 5) Any students needing to drive to the Limestone County Career Technical Center must adhere to/follow the current driving procedures. This includes Work Based Learning students.

## **LIMESTONE COUNTY SCHOOLS MEDICATION ADMINISTRATION PROCEDURES**

Medical treatment is the responsibility of the parent/guardian and the family physician, no medication will be given at school except in extreme cases.

- **Parents/guardians should treat minor illnesses at home.** For example, if a student has a cold severe enough to require frequent medication, the student should remain at home.
- **Medication prescribed three times a day should be given at home-** just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception is medication that must be given before or with meals.
- **Prescriber/Parent Authorization** forms, per Alabama State Law, are required for any medication administration during the school day. The ALSDE form is located on the LCS website @ lcsk12.org, under DEPARTMENTS, HEALTH SERVICES, and then PARENTS. (This includes OTC medications). No “CBD” products of any type will be given at school. Forms must be up to date for the current school year and medications cannot be kept at the school while waiting on a complete PPA.
- **All medications must be brought by the parent/guardian and signed in with the school nurse.** The current prescription bottle must be labeled with the child’s name and must indicate specific directions. The time to be given must be a specific time during the school day. Changes in medication or medication dosage will require a new PPA form and a new prescription bottle. Over-the-Counter medication must be in the original, unopened bottle/container and will not be administered without a completed PPA.
- **Medication will be dispensed as specified on the PPA** until the parent/guardian requests, in writing, to discontinue, or if medication is discontinued by physician or until the supply is depleted.
- **Parents/guardians are responsible for picking up any remaining medication** at end of the school year. Any medication left at the school by close of the last school day for students, will be discarded, per Alabama State Law.

### **Body Fluid Procedures**

It is the position of the Limestone County School System that students entering Pre K-12<sup>th</sup> grade show independence with self-care skills. It is considered age appropriate behavior upon school entry to expect “toileting independence.” If a student has special needs and does require assistance with diapering or toileting, this should be discussed with the teacher and school nurse. Toileting needs will be addressed both during the time period the student is being evaluated for services and after the student is found to qualify in his/her Individualized Education Plan or Section 504 Plan. In the best interest of both the student and the employee, the school nurse or other school staff member designated to assist the student with toileting needs will do so in the presence of another staff member whenever possible.

#### Environmental/Safety Concerns

Exposure to other’s body fluids is not safe practice. All body fluids are considered potentially infectious and can transmit a variety of communicable diseases. Therefore, it is not viewed as staff responsibility to change or clean a student if feces and/or urine are involved. In the case of stomach contents (vomit), the school custodian has been instructed in the proper procedure for cleanup. If a student vomits, the parent will be notified to pick the student up from school.

#### Parent Responsibility-General Education Classes

If a student does not make it to the bathroom and soils his/her clothes with urine or feces, the parent will be called to come to the school to clean the student, dress the student in clean clothes and take the soiled clothing off campus. Once cleaned, the student may return to the classroom. In cases where the student self-cleans, the same procedures apply.



Soiled clothes must be stored in a plastic bag until the items can be picked up by the parent. Clothing soiled with the body fluids cannot be transported via the school bus and will be available for the parent pick up for one additional day after the incidence had occurred. Otherwise, the soiled clothing will be discarded.

## Annual Screenings and Programs

The School Nurse provides several opportunities throughout the school year to educate, screen, and evaluate students in Limestone County Schools. These programs include, but are not limited to, control of communicable diseases, hand washing, vision, hearing, and health and hygiene classes. The "Always Changing Program" is presented to 5<sup>th</sup> grade. Scoliosis screening is provided for grades five through nine as required by state law. (Section 16-29-1, Code of Alabama 1975)

## Drug Testing

In an effort to create and maintain a safe, drug free environment for students, the Limestone County Board of Education requires that students who desire to drive or park a vehicle on school property and students in grades 7-12 who participate in extra-curricular activities (Board-sponsored sport, band, club, and cheerleading squad) sign a consent form to participate in random drug testing paid for by the district. Student driving privileges and participation in student extra-curricular activities are dependent upon the results of the drug screening. Failure of the student and the custodial parent or guardian to sign the consent form makes the student ineligible to drive and/or participate in extra-curricular activities. Drug testing is administered on site by a board approved company. (See LCBoE Drug Testing Policy, p. 69.)

## Limestone County School System Health Procedures When Your Child Should NOT Be at School

Many parents are concerned about when to keep children who have been ill home from school. These are a few of the most common reasons children should stay home or may be sent home from school.

1. **Fever:** Your child should stay home if he/she has a fever of **100 degrees (orally)** or higher and should be fever free for 24 hours without the use of medication before returning to school.
2. **Vomiting and/or Diarrhea:** Your child should stay home if he/she has vomited or has had two or more episodes of diarrhea prior to the start of the school day. Children with vomiting or diarrhea will be sent home at the school nurse's discretion. Your child should be free from vomiting or diarrhea for 24 hours before returning to school.
3. **COVID 19:** Limestone County School System will continue to follow ADPH guidelines for COVID 19. Please monitor your child's symptoms and report to the school nurse if your child develops signs and symptoms of COVID 19 or if your child or household member tests positive for COVID 19.
4. **Coughing/Sneezing/Nasal Drainage:** Your child should not come to school with excessive coughing, sneezing, and nasal drainage. If your child has been kept awake at night with these interruptions, or if your child needs frequent medication for these symptoms, please allow the child to recover at home.
5. **Head Lice:** Children with Live bugs will not be allowed in school until their hair has been treated and all steps have been taken to prevent re-infestation. The student will be excused **one day** per semester for live bugs. An adult must bring the student to school and the student must be screened by the school nurse prior to returning to class.

6. **Pinkeye:** Conjunctivitis can be very contagious. If the white of your child's eye is red and has a thick yellow or greenish colored drainage, you should keep your child at home and contact the doctor. Your child must remain home until treatment is started.
  - **Drainage due to allergies is usually clear and involves both eyes simultaneously.**
  - **Pinkeye can involve only one eye at a time.**
  - **Children with pinkeye are usually light sensitive, and complain of itching, burning in the eye(s), swollen eyelids, and dried discharge on eyelids upon awakening.**
7. **Rashes:** Any child that has an undiagnosed rash should not attend school. If your child has a weeping/drainage rash that cannot be covered he/she needs to remain at home until the area is dried.
8. **Ringworm:** Ringworm is a fungal infection of the skin, hair and nails. Ringworms must be covered with a clean dressing while the child is at school. Ringworm of the head (hair) will need to be evaluated by a physician.
9. **Strep Throat:** If your child has been diagnosed as having Strep Throat (this requires a special test by a health care provider), your child should stay home for 24 hours after the antibiotic therapy has been started by a physician.
10. **Unvaccinated Children:** During an epidemic or a threatened epidemic of any disease that is preventable by an immunization required by the Department of Public Health, children who have not been immunized may be excluded from the school until (1) they are immunized against the disease, unless they present valid evidence or prior disease, or (2) the epidemic or threat no longer constitutes a significant public health danger.

**Please keep emergency phone numbers up to date in the school office.**

**Remember: Any medication that is to be given during school hours requires a Prescriber/Parent Authorization Form to be signed by the prescribing doctor as well as the parent. (See the medication administration procedures section regarding the administration of medications during school hours.)**

# Additional General Information

1. **SchoolMessenger Notification System** – Limestone County Schools provide the SchoolMessenger Notification System as a communication instrument to parents. This system is utilized for emergency notifications, district wide announcements and local school announcements.
2. **Early Arrival** – The Board and its employees are not responsible for the health and safety of students who arrive at the school grounds prior to the established time for the opening of school on any given school day.
3. **Elementary Parties** – Class parties conducted by the classroom teacher in elementary school classes throughout the system (K-5) may be conducted during the last hour of the school day on Christmas and on two other occasions to be determined by the school.
4. **Eligibility to Work** – Work Permits are no longer required for minors to be employed. Instead, employers are required to purchase a Certificate: Class I, to employ minors age 14 or 15 and/or Class II, to employ minors age 16 or 17. Additionally, schools will issue an “eligibility to work” form certifying that students under age 16 have satisfactory grades and attendance in order to be employed. Children under the age of 14 may not work. For acceptable work hours per age group or for more information, contact The Alabama Department of Labor, Child Division or visit [www.labor.alabama.gov](http://www.labor.alabama.gov).
5. **Emergency Drills** –
  - a. Fire drills shall be conducted by each school under the supervision of the principal once a month during the school year.
  - b. Tornado drills shall be conducted at each school under the supervision of the principal once per season during the school year.
  - c. Lockdown drills shall be conducted at each school under the supervision of the Safety Director once each semester.
6. **Fire** – Should a fire occur affecting a school, children could be temporarily evacuated from the school building or school may be released early.
7. **Gift Deliveries** – Schools do not accept deliveries of flowers, balloons, or other gifts for students.
8. **Hazardous Materials** – Should a hazardous materials accident occur affecting a school, children could be temporarily evacuated from the school building or school may be released early.
9. **Head Lice** – School officials will make the final decision regarding whether or not a child may return to school.
10. **School Closings** – In case of severe weather or other natural emergencies, official announcements regarding school closings may be heard over local radio and television stations. Parents are encouraged to tune in to applicable stations when such occasions warrant. Decisions regarding delays or cancellations are released to the public in time for broadcast during the 5:00 PM and 6:00 PM newscast or no later than the 10:00 PM newscast. If no decision is announced during the 10:00 PM newscast, the next time for decision will be announced at 5:30 AM. If after a delay the decision is made to cancel the entire day the decision to cancel school will be released to our news media partners at 7:30 AM. In the case of early dismissals, buses will run routes.
11. **School Insurance** — School medical insurance for students will be available to all students on a voluntary basis. Information regarding such insurance will be distributed at the beginning of each school year and those parents who elect to secure such insurance are encouraged to read their policy carefully.

12. **Severe Weather** – Should severe weather, such as an ice storm or flood occur or should there be a threat of severe weather, school may be released early.
13. **Telephone** – The office telephones at each school within the System are not for student use except in emergency situations as determined by the principal.

**STANDARD OPERATING GUIDE  
FOR  
LIMESTONE COUNTY SCHOOLS**

**RADIOLOGICAL EMERGENCY  
AT  
BROWNS FERRY NUCLEAR PLANT**

**Effective 2021-2022**

**Revised May 2020**

**Limestone County Emergency Management Agency**

**(256) 232-2631**

# LIMESTONE COUNTY SCHOOLS RADIOLOGICAL EMERGENCY PROCEDURES

## PURPOSE

There are five Limestone County Schools located within the 10-mile Emergency Planning Zone (EPZ) of Browns Ferry Nuclear Plant. Those schools are Blue Springs Elementary School, Clements High School, Tanner Elementary School, Tanner High School, and the Career Technical School. In the event of a radiological emergency at the Browns Ferry Nuclear Plant, the following procedures will be followed by the Superintendent of Education and the administrations of each school.

## OPERATIONS

The actions below should be taken at each of the Emergency Classifications listed below:

### A. ALERT

The Superintendent and Director of Transportation for Limestone County Schools will be notified when an ALERT is issued at the Browns Ferry Nuclear Plant.

All school bus drivers will report to their respective schools, with their buses, where they will remain on standby.

The Director of Transportation will report to the EOC and keep the Superintendent abreast of the situation.

### B. SITE AREA EMERGENCY

The administrations of the affected schools will be notified to activate emergency procedures and follow the Emergency Action Plan.

## EMERGENCY ACTION PLAN

Should activation of this plan be necessary, the Superintendent of Education or his designee will disseminate emergency information to all schools. This information should be given immediately to the Principal or Assistant Principal.

In the event of a **Site Area Emergency** being issued at the Browns Ferry Nuclear Plant, the Superintendent will order school administrations to take one of the Protective Actions below:

### A. PRECAUTIONARY RELOCATION

NOTE 1: All Teachers and Instructional Aides will ride buses to the relocation sites with their students.

NOTE 2: All School Bus Drivers will report immediately to their designated schools.

NOTE 3: During relocation, all buses will be escorted by law enforcement officers.

NOTE 4: If immediate relocation is necessary, school staff may drive buses.

The following lists actions to be taken at each school:

#### 1. BLUE SPRINGS ELEMENTARY SCHOOL

Buses will take ALL students, faculty, and staff to Ardmore High School.

Students will remain there until parents pick them up.

**2. CLEMENTS HIGH SCHOOL**

Buses will take ALL students, faculty, and staff to Ardmore High School.

Students will remain there until parents pick them up.

**3. TANNER ELEMENTARY SCHOOL**

Buses will take ALL students, faculty, and staff to Ardmore High School.

Students will remain there until parents pick them up.

**4. TANNER HIGH SCHOOL**

Buses will take ALL students, faculty, and staff to Ardmore High School.

Students will remain there until parents pick them up.

**5. CAREER TECHNICAL SCHOOL**

ALL Clements and Tanner students will be taken to Ardmore High School.

Students will remain there until parents pick them up.

ALL other students will be returned to their home school.

**6. SUGAR CREEK ELEMENTARY SCHOOL**

Bus Riders will be transported home, with the exception of those students living in the Elk Estates, Lakeside Estates, Lentzville, O'Neal, and Temperance Oak communities. Those students will remain at Sugar Creek until parents can pick them up.

**7. WEST LIMESTONE HIGH SCHOOL**

Bus Riders will be transported home, with the exception of those living in the Elk Estates, Lakeside Estates, Lentzville, O'Neal, and Temperance Oak communities. Those students will remain at West Limestone until parents can pick them up.

Students may leave in their personal vehicles, with the exception of those living in the Elk Estates, Lakeside Estates, Lentzville, O'Neal, and Temperance Oak communities. Those students will remain at West Limestone until parents can pick them up.

**8. STUDENTS WHO ATTEND THE FOLLOWING SCHOOLS WILL BE TRANSPORTED HOME BY BUS OR MAY LEAVE IN THEIR PERSONAL VEHICLE:**

- a. ARDMORE HIGH SCHOOL
- b. CEDAR HILL ELEMENTARY SCHOOL
- c. CREEKSIDE ELEMENTARY SCHOOL
- d. CREEKSIDE PRIMARY SCHOOL
- e. EAST LIMESTONE HIGH SCHOOL
- f. ELKMONT ELEMENTARY SCHOOL
- g. ELKMONT HIGH SCHOOL

h. JOHNSON ELEMENTARY SCHOOL

i. PINEY CHAPEL ELEMENTARY SCHOOL

## **B. SHELTER IN PLACE**

Shelter In Place may be used as a primary or temporary protective action, depending upon the characteristics of the accident and the status of weather and road conditions. Should the order be given for Shelter In Place, the principal will ensure that all students and faculty remain inside the facility. All doors, windows and outside air intakes should be closed. This order should remain in effect until the principal is given other instructions. (Shelter In Place is preferred if evacuation will result in transporting students through an area that may be contaminated.

Students will NOT be permitted to leave school while Shelter in Place is in effect.

# **CLASSIFICATION OF NUCLEAR POWER PLANT EMERGENCIES**

## **NOTIFICATION OF UNUSUAL EVENT**

This class provides early and prompt notification of events that are in process or have occurred which indicate a potential degradation of the level of safety of the plant or indicate a security threat to facility protection has been initiated. No releases of radioactive material requiring offsite response or monitoring are expected unless further degradation of safety systems occurs.

## **ALERT**

An ALERT class is indicated when events are in process or have occurred which involve an actual or potential substantial degradation of the level of safety of the plant or a security event that involves probable life threatening risk to site personnel or damage to site equipment because of HOSTILE ACTION. Any releases are expected to be limited to small fractions of EPA Protective Action Guideline exposure levels.

## **SITE AREA EMERGENCY**

A Site Area Emergency is declared when events are in process or have occurred which involve an actual or likely major failure of plant functions needed for protection of the public or HOSTILE ACTION that results in intentional damage or malicious acts; (1) toward site personnel or equipment that could lead to the likely failure of or; (2) that prevent effective access to equipment needed for the protection of the public. Any releases are not expected to result in exposure levels which exceed EPA Protective Action Guideline exposure levels beyond the site boundary.

## **GENERAL EMERGENCY**

A General Emergency is declared when events are in process or have occurred which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity or HOSTILE ACTION that results in an actual loss of physical control of the facility. Releases can be reasonably expected to exceed EPA Protective Action Guideline exposure levels offsite for more than the immediate site area.



# **CODE OF STUDENT CONDUCT**



# Knowledge and Observation of Rules of Conduct

Students are responsible for abiding by laws and local board of education and individual school rules and policies regarding rules of conduct, including sexual harassment.

## CLASSIFICATION OF VIOLATIONS AND SANCTIONS

It is fundamental that an orderly school have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes a violation of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II, and Class III) which range from the least serious to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events. Violations apply to off campus behavior that would foreseeably create a risk of substantial disruption within the school environment or that invades the legal rights of other members of the school community, including posts on social media.

### Class I Violations

- 1.01 Distraction of other students
- 1.02 Intimidation of a student/hazing/harassment
- 1.03 Unauthorized organizations
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene manifestation (See 2.08)
- 1.06 Non-conformity to dress code
- 1.07 Disruption on a school bus or at school bus stops
- 1.08 Inappropriate public display of affection
- 1.09 Cutting class or truancy
- 1.10 Refusal to complete class assignments
- 1.11 Failure to follow appropriate directives from a local board of education employee
- 1.12 Unauthorized use of school or personal property
- 1.13 Littering of school property
- 1.14 Inappropriate use of technology
- 1.15 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

### Class I Sanctions

1. Conference with the student
2. Verbal reprimand
3. Withdrawal of privilege(s)
4. Parent conference(s)
5. Demerit(s)
6. Temporary removal from class
7. Detention
8. In-school suspension
9. Other sanction(s) as approved by the local board of education to include corporal punishment
10. Placement in the Alternative Education Program

### Class II Violations

- 2.01 Refusal to follow appropriate directive from a local board of education employee
- 2.02 Vandalism/property damage to include throwing objects that can cause bodily injury or property damage
- 2.03 Theft of property
- 2.04 Gambling
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Threats/extortion/coercion/blackmail
- 2.07 Trespassing
- 2.08 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person) (See 1.05) to include name-calling, ethnic slurs, or derogatory statements

- addressed publicly to others that may precipitate disruption of the school program or incite violence
- 2.09 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.10 Unauthorized leaving of the school premises
- 2.11 Written or verbal proposition to engage in sexual acts
- 2.12 Inappropriate touching of another person
- 2.13 Possession of and/or use of matches or lighters; possession of or igniting of firecrackers/fireworks/devices
- 2.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

## **Class II Sanctions**

1. Temporary removal from class
2. Detention
3. In-school suspension
4. Placement in the Alternative Education Program
5. Out-of-school suspension
6. Transfer
7. Referral to outside agency
8. Recommendation of expulsion
9. Any sanction(s) included in Class I and other sanction(s) as approved by the local board of education

## **Class III Violations**

- 3.01 Arson
- 3.02 Robbery
- 3.03 Theft of property
- 3.04 Burglary of school property/breaking and entering
- 3.05 Criminal mischief
- 3.06 Making a bomb threat
- 3.07 Sexual offense or harassment
- 3.08 Fighting
- 3.09 Inciting or participating in major student disorder by use of passive resistance, noise, threat, fear, intimidation, coercion, violence, picket, sit-in, boycott or walk-out
- 3.10 Unjustified activation of fire alarm system or fire extinguisher
- 3.11 Assault on another person (student, teacher, staff member, visitor, etc.)
- 3.12 Possession of any weapon, knife, gun, instrument or article that might be injurious to a person or property
- 3.13 Preparing, possessing and/or igniting explosive device
- 3.14 Possession, sale, and/or use of a tobacco product including vaping devices/e-cigarettes
- 3.15 Unlawful sale, purchase, furnishing or giving, or possession of a drug or drug paraphernalia or alcoholic beverage
- 3.16 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.17 Crimes as defined under the laws of the city, state of Alabama, or United States

## **Class III Sanctions**

1. Out-of-school suspension
2. Transfer
3. Placement in the Alternative Education Program
4. Referral to outside agency, including the criminal justice system
5. Recommendation of expulsion
6. Restitution of property and damages where appropriate
7. Any sanction(s) included in Classes I and II and other sanction(s) as approved by the local Board of Education

Note: Students who are suspended out of school will not be allowed to participate in class or school field trips during that semester. Students who are assigned in-school suspension (ISS) for 4 or more incidents will not be allowed to participate in class or school field trips during that semester.

## **Principal's Responsibility to Maintain Order**

Principals are charged with the responsibility of general student conduct and behavior regulations. Such discipline may include suspension from school. The principal or assistant principal shall notify the parent prior to sending the student home during the school day. If the parent cannot be contacted, the student shall be kept at school until the end of the school day.

### **1) In-School Suspension**

In-school suspension is a structured disciplinary action in which the student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. The student will be required to do assignments developed by the student's regular teachers. Parents will be notified by the principal whenever a student is assigned to in-school suspension. The removal of a student from class under these procedures for the remainder of the subject period or school day with placement in another room or place on the school premises shall not be considered a short-term suspension and shall not come under the rules and procedures governing suspension.

### **2) Student Suspension (including Students with Disabilities)**

In order to maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected violation of school or school system rules, standards, or policies, principals may temporarily suspend a student pending a conference with the parent or guardian of the student and a final disciplinary decision. Suspension may also be imposed as a disciplinary measure as provided in the Code of Student Conduct. Suspensions will be counted as excused absences. Make up work will be permitted for such absences unless permitting such work under the circumstances would be impractical or impossible, would serve no purpose, would place school personnel at risk of harm, or would be unreasonable in light of the grounds for the suspension. Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act ("IDEA") and its implementing regulations. (LCBoE Policy 6.19)

### **3) Student Expulsion**

Students may be disciplined up to and including expulsion for certain offenses as permitted by the Student Code of Conduct. Students shall be given due process of law to the extent required by federal and Alabama law. The Superintendent shall develop procedures for student disciplinary actions. Any expulsion decision may be appealed to the Board of Education. A student who withdraws from school prior to the Board's consideration of a proposed expulsion may not re-enroll in the school system until the Board holds a hearing or other appropriate proceedings regarding the recommended expulsion. Expulsion of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act ("IDEA") and its implementing regulations. (LCBoE Policy 6.20)

# Student Disciplinary/Expulsion Procedures

## ***DUE PROCESS***

When punishment for a violation of Board policies or school regulations is being considered, a student shall have the right of the following minimum due process procedures (at the local school):

1. The student shall be given oral or written notice of the charges against him or her.
2. The evidence against the student shall be explained to him or her.
3. The student will have the opportunity to state his or her opposition to the charges and present his or her own version of the facts.

## ***Central Office Disciplinary Placement Committee***

The local school administration may refer the student disciplinary action to the **Central Office Disciplinary Placement Committee**. Pending the Placement Committee hearing the student may be suspended pending further disciplinary action for up to ten (10) school days.

When the student is suspended pending further disciplinary action, the following procedures will be followed before the Central Office Disciplinary Placement Committee:

- 1) **Notice of Charges:** The student and the student's parent or guardian shall be notified in writing of the specific charges against the student. These charges must be stated clearly enough for the student and the parent to understand the grounds of the charges and to be able to prepare a defense.
- 2) **Notice of Nature of Evidence:** The student and the student's parent or guardian shall be advised of the nature of the evidence against the student.
- 3) **Notice of Hearing:** The student and the student's parent or guardian shall be notified of the date of a hearing to be held before the Placement Committee within 10 school days of the imposition of short-term suspension. The date of the hearing may be postponed at the request of the parent/guardian on the showing of reasonable grounds.
- 4) **Notice of Right to Present Evidence:** At the time notice of the hearing is given to the student and the student's parents or guardian, they shall be informed of their right to present evidence to rebut the charges at the hearing.
- 5) **Hearing:** The local school administration shall present the case for the school advocating alternative placement or long-term suspension/expulsion of the student and shall present evidence through witnesses and/or documentary evidence relevant to the charges.
- 6) **Adult Representation:** The student, or his or her parent or guardian, may be represented and/or assisted at the hearing by a lawyer or other adult. A parent or guardian who is unable to attend the hearing may designate another adult to assist the student in the parent's absence. Notification of the representative's identity shall be given 24 hours in advance of the hearing.
- 7) **Right to Present Evidence:** At the hearing the student's parent, attorney, or adult representative shall have the right to present evidence to refute the charges.
- 8) **Expulsion/Suspension Order:** The *Central Office Disciplinary Placement Committee's* decision shall be based on evidence presented at the hearing. If the evidence supports the charges against the student, a decision of alternative placement or an expulsion order appropriate to the charges and the facts established may be issued. Written notice of the decision shall be sent promptly by the Superintendent's office to the student, the parent, and the local school administration. Long-term suspension/expulsion requires approval of the Superintendent's Student Disciplinary Committee.
- 9) **Punishment Imposed.** Once a disciplinary recommendation is made by the Central Office Disciplinary Placement Committee, the discipline recommended by this committee shall be imposed on the student unless and until the Superintendent's Student Disciplinary Committee or the Board of Education imposes a different punishment or determines that there should be no punishment at all.

### ***Composition of Central Office Disciplinary Placement Committee***

1. The Central Office Disciplinary Placement Committee will schedule hearings on an “as needed” basis.
2. The committee will be comprised of four individuals to be selected on a rotational basis from this pool: Hearing Facilitator (Assistant Superintendent or designee), a central office certified staff member (Director or Coordinator), and two Assistant Principals selected on a district-wide rotating basis.
3. No assistant principal from the same school as students receiving a due process hearing will serve on the committee reviewing that particular student.

### ***Superintendent’s Student Disciplinary Committee***

For the purpose of these procedures, the following definitions will be used:

- Expulsion with alternative placement – student is removed from the current educational service for a period of up to one year and remanded to the Limestone County Alternative School to receive instructional services
  - Expulsion without placement – student is removed from the current educational service and receives no instructional services other than those required by law
1. All recommendations of long term suspensions or expulsions shall be referred to the Superintendent’s Student Disciplinary Committee (SSDC).
  2. The SSDC shall be comprised of the Superintendent and/or two other Central Office Administrators appointed by the Superintendent.
  3. The SSDC shall either uphold the recommendation of the Central Office Disciplinary Placement Committee, overturn the decision of the Central Office Disciplinary Placement Committee, or impose a lesser or different punishment than recommended by the Central Office Disciplinary Placement Committee.
  4. The SSDC has the discretion to either hold a hearing or reach a decision based on the record without holding a hearing.
  5. The SSDC shall send written notice of its decision to the parent/guardian of the student.

### ***Appeal to Board of Education***

1. A student or his or her parent or guardian may appeal to the Board of Education a decision to expel a student made by the Superintendent’s Student Disciplinary Committee (SSDC).
2. The appeal must be in writing and must be provided to the Superintendent’s office within seven (7) calendar days of receipt of the written decision of the SSDC by the student or a parent or guardian of the student.
3. A letter is deemed received by the student or his or her parent or guardian: (i) on the day the written decision is received by the student or his or her parent or guardian; or (ii) two days after the decision is placed in the mail and addressed to last known address of the student or his or her parent or guardian, whichever occurs first. It is the responsibility of the student or his or her parent or guardian to ensure that the mailing address on record is accurate.
4. If a timely appeal of an expulsion is received by the Superintendent’s office, the Superintendent shall schedule a hearing before the Board of Education. The Superintendent’s office shall notify the student and/or the student’s parent(s) or guardian(s) of the date, time and location of the hearing.
5. At the hearing, the student shall have the right to representation by his or her parent(s) or guardian(s) and/or an attorney. The Superintendent and/or his representative shall present the case for upholding the expulsion. The student and/or his representative(s) shall be permitted to present any witnesses or other evidence, and shall have the right to cross examine any adverse witnesses. The Board shall have the discretion to make evidentiary and other decisions relating to the conduct of the hearing in order to ensure a fair, efficient, and orderly hearing. Members of the Board may ask questions of any witness.
6. After holding a hearing, the Board of Education shall either uphold the decision of the SSDC, overturn the decision of the SSDC, or impose a lesser or different punishment than imposed by the SSDC.
7. Written notice of the decision of the Board of Education shall be sent to the student and/or his or her parent(s) or guardian(s).

## **Expulsion**

Any student 14 years of age or older who has been convicted of a felony and whose continued presence in school constitutes a clear threat to the safety of other students or employees may be permanently expelled from attending the Limestone County Public School System. The procedure for long-term suspension/expulsion of students shall be followed in the expulsion of any student.

## **Alternative School**

The Alternative School was created and operates so that students who face disciplinary action may have an alternative to expulsion or other long-term removal from the school system. **The school hours are from 7:45 a.m. to 2:45 p.m.** Parent(s) or legal guardian(s) must accompany the student to the school and remain with the student during the placement meeting on the first day of the Alternative School Assignment. **Transportation to and from the Alternative School must be provided by the parents/guardians or by an adult family member.** Students are not allowed to drive or walk to or from campus.

The following code of student conduct will be maintained during placement at the Alternative School:

- a. Student will sit in desk properly.
- b. Desks cannot be moved for any reason.
- c. Student's work areas will remain clean.
- d. Student will not leave his or her desk for any reason without permission.
- e. Student will work on home school assignments during class hours. Sitting without working does not constitute a work day.
- f. Rebellion, disrespect, and refusal of orders are not tolerated.
- g. There will be no eating or drinking except during the lunch break.
- h. Students are allowed one supervised bathroom break in the morning and one in the afternoon.
- i. Students will observe the same dress code stated in the student handbook.
- j. All rides will be arranged ahead of time. Students may not use the telephone.
- k. Students are not allowed on any school campus or at any Limestone County school activity until the term of Alternative School placement has been completed.
- l. Students will not compete in any extra-curricular activity while placed in Alternative School.

**Any misconduct or violation of the rules will result in disciplinary actions and additional days added to Alternative School assignment.**

## **Enrollment of Suspended Students**

Any student who has been suspended from a school of this System is not eligible to attend any other school within the System until eligible to return to his or her regular school. Any student who has been suspended from another System will not be permitted to enroll in the system until eligible to re-enroll in his or her former System or until the Board or the Superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

## **Detention**

Any teacher or principal may detain a student before or after regular school hours, or on a Saturday, as long as the parents of such student have been given one day prior written notice. In emergency situations, parents must be contacted immediately. Lunch detention is permitted; however, students must be allowed to eat lunch. Parents shall be notified when students have been assigned lunch detention.

## **Anti-Harassment**

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Students who violate this policy will be subject to disciplinary sanctions. Complaint forms are available in the offices of the school principal and counselor.



## **State Law on Safe School and Drug Free Schools Alabama Code 16-1-24.1 (Edited)**

- A. The legislature finds a compelling public interest in ensuring that schools are made safe and drug-free for all students and school employees. The legislature finds the need for a comprehensive safe school and drug-free school policy to be adopted by the State Board of Education.
- B. The principal shall notify appropriate law enforcement officials when any person violates Board of Education policy concerning drugs, alcohol, weapons, physical harm to another person, or threatened physical harm to a person. If any criminal charge is warranted arising from the conduct, the principal is authorized to sign the appropriate warrant. If that person is a student enrolled in any public school in the State of Alabama, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing at the earliest possible date, which shall not be later than five (5) school days.
- C. 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 of this state until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.
- D. Any person determined to be guilty of an offense involving drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, may be readmitted to the public schools of this state upon such conditions as the local board of education shall prescribe for preservation of the safety or security of students and employees of the local school board, which may include, but are not limited to, psychiatric or psychological evaluation and counseling.

**Students and parents should be aware that all threats to do physical harm will be taken seriously regardless of the intent. Any physical threats will result in no less than an outside suspension.**



## ***Jamari Terrell Williams Student Bullying Prevention Act Policy***

6.25.1 Prohibition – No student shall engage in or be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator’s authority and decision.

### 6.25.2 Definitions

In this policy, these terms shall have the following meanings:

- a. “Bullying” means a continuous pattern of intentional behavior that takes place on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions 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 policy. To constitute bullying, a pattern of behavior may do any of the following:
  1. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
  2. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  3. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
  4. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  5. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- b. “Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- c. “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- d. “Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- e. “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- f. “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- g. “Student” means a student who is enrolled in the Limestone County School System.

### 6.25.3 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 (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, 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, bullying, 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 student:
  1. Race
  2. Sex
  3. Religion
  4. National origin
  5. Disability

6.25.4 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.

6.25.5 Reporting, Investigation, and Complaint Resolution Procedures – Complaints alleging violations of this policy may be made on a Board-approved complaint forms available in the handbook, on the website, , or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

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 is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

Upon receipt of the complaint, the principal or the principal's designee will 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 a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may 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.

A person reporting a violation who is not satisfied with the outcome of the investigation may appeal the decision in writing to the Superintendent or designee.

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 may 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 may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

- 6.25.6 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 on the district and school websites, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.
- 6.25.7 Construction of Policy – This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on bullying, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow bullying, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of bullying, violence, threats of violence or intimidation not specifically listed herein. Students who engage in bullying, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

[Reference: Ala. Code §16-28B-1, *et seq.* (1975)]



## ***Suicide Awareness and Prevention***

- 6.27.1 Program Authorized – To the extent that the Legislature appropriates funds or the Board provides funds from other sources, the Superintendent is authorized to develop a program to implement the following statutory requirements of the Jason Flatt Act in an effort to prevent student suicide:
- a. Foster individual, family, and group counseling services related to suicide prevention.
  - b. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
  - c. Foster training for school personnel who are responsible for counseling and supervising students.
  - d. Increase student awareness of the relationship between drug and alcohol use and suicide.
  - e. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
  - f. Inform students of available community suicide prevention services.
  - g. Promote cooperative efforts between school personnel and community suicide prevention program personnel.
  - h. Foster school-based or community-based, or both, alternative programs outside of the classroom.
  - i. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
  - j. Engage in any other program or activity which the Board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
  - k. Provide training for school employees and volunteers who have significant contact with students on the Board policies to prevent harassment, intimidation, and threats of violence.
  - l. Develop a process for discussing with students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
  - m. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing inservice training programs or as a part of required professional development offered by the school system.

Students may be required to participate in curricular activities developed to implement the statutory requirements of the Jason Flatt Act and are encouraged to participate in any other activities or strategies developed by the Board for that purpose.

- 6.27.2 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.

[Reference: Ala. Code §16-28B-8 (1975)]





# Student Dress Code

The Limestone County Board of Education believes good grooming and personal appearance are essential elements in the educational process. Students are expected to dress in a manner that ensures their health and safety. Grooming and dress must not distract from or interfere with the educational process.

**Appropriate dress and appearance of the student is the responsibility of the parent/or guardian and the student.**

## **General Guidelines**

### **Jewelry and Body Piercing**

Students will not wear or have in their possession any jewelry, ornaments, or accessories that distract from the educational process or that might be used as a weapon. Includes but is not limited to: wallet chains, oversized chains and/or clothing chains.

### **Pants, Shorts, Dresses and Skirts**

- Appropriate dress for students must be worn that does not reveal the body in an inappropriate manner, e.g. clothing must not be too tight, bare at the midriff or sides.
- Shorts, skirts, and dresses too short in length are not allowed. A general guide to length is that the item should fall below the tips of the fingers when arms are fully extended to the side; however, due to physical differences in some students, this guide may mean some items are still too short. The entire hemline of athletic-cut shorts should fall below the fingertips.
- Leggings, jeggings, and yoga pants must be covered by garments that fall to mid-thigh and are an appropriate length for the wearer as described above and as determined by the Principal
- Pants or shorts worn below the waistline or those that display what is or appears to be an undergarment are not allowed. No pajamas.
- Pants should not be oversized, too tight, sagging, or revealing. Pants legs must be worn at the same length.
- Undergarments or undergarment areas are not to be exposed at any time.

### **Shirts, Blouses, and Tops**

- Shirts or tops must cover the stomach, back area and chest area completely at all times.
- A student's attire must cover all undergarments or undergarment areas.
- Strapless, off the shoulder tops, spaghetti straps, tops with strap areas less than three inches wide, sheer or see-through clothing are not allowed.
- Tops with large arm holes or cutout sleeves are not allowed.
- Clothing must not include pictures, writings, symbols, etc., promoting, acknowledging, or suggesting drugs, tobacco products, alcohol, sexual activities, gangs, groups, individuals, or activities that would be considered potentially dangerous, disruptive, or hazardous to the student, to other students, or to the school environment.

**Footwear**

Shoes or sandals will be worn at all times. No hard cleated shoes, house slippers, or foot apparel determined to be dangerous or a safety hazard may be worn.

**Head Coverings and Sunglasses**

- Except for religious purposes, hats and head coverings may not be worn in school buildings. Includes but is not limited to: caps or hats, bandanas, headbands/sweatbands, combs or picks in the hair that can be construed as weapons.
- The wearing of nonprescription sunglasses is not allowed.

**Additional**

- All belts must be fastened. Suspenders must be worn over the shoulder and fastened.
- No compression type apparel may be worn as outer garments.
- Holes in all clothing items must fall below the tips of the fingers when arms are fully extended to the sides.
- Students, who for religious reasons, do not choose to dress in prescribed physical education attire shall be given the opportunity to choose alternate attire in keeping with religious beliefs and the goals and objectives of said class.
- Personal appearance or attire that interferes with or distracts from the instructional program or that creates a health hazard is not allowed.
- The Principal may allow exceptions in dress for a specific activity, e.g., athletic events, drama productions, celebrations, etc., but exceptions are only for those activities.
- Elementary principals are urged to use discretion according to student age and size.

**Appropriate dress and appearance of the student is the responsibility of the parent/or guardian and the student.**

**The Principal or designee will have final authority as to neatness and cleanliness of wearing apparel, and whether or not such apparel is disruptive, distracting, or in violation of health and safety rules.**

## **DRUG TESTING POLICY**

The Limestone County Board of Education (the Board) recognizes extracurricular students as assets to our sports and academic education process. Extracurricular students are major players in reaching the Board's goal to provide education to students. This policy statement sets forth the Board's position on testing extracurricular students for drugs. The Board reserves the right to depart from this policy when it deems it appropriate except where prohibited by law. The guidelines contained in this document may be changed by the Board at any time. Students, however, will be informed of any changes.

The purpose of this policy is to create and maintain a safe, drug free environment for student athletes to reduce the likelihood of injury to students, to minimize the likelihood that school property will be used for improper activities and to protect the reputation of the school system.

The Board requires that all students that participate in all extracurricular activities (defined as "male or female students in grades 7-12 who participate in any Board sponsored sport, band, club, and cheerleading squad") report to all practices and competitive events without prohibited substances in their system. Prohibited substances are defined as amphetamines, barbiturates, cocaine, marijuana, opiates, THC, alcohol and anabolic steroids. No student athlete shall use these prohibited substances while participating in any extracurricular practices or competitive events. Student must inform their coach or assistant coach when they are legitimately taking medication which may affect their ability to practice or compete in order to avoid creating safety problems and to remain in compliance with this policy.

### **ENFORCEMENT PROCEDURES**

All students will be required to submit to an initial consent form. Once the student is randomly selected, a sample will be collected and split. If the first test is positive for a prohibited substance, the second half of the first sample collected will be tested. If the second half of this split sample is positive, the student will be ineligible from participation in extracurricular activities for one calendar year from the time of the positive test. If the second half of the split sample is negative, another sample will be collected for testing. If that test is positive, the student will be ineligible from participation in extracurricular activities for one calendar year from the time of the positive test. If the second test is negative, the student will be allowed to participate. Student athletes who refuse to take the test will be declared ineligible from participation in extracurricular activities for one calendar year from the time of the called test. The Board shall bear the cost of all fees in regard to testing of student athletes.

In the event any random test is positive, the testing laboratory shall notify the designee of the result. The designee shall then inform the students and his or her custodial parents to explain the results of the test. A meeting should be held for that purpose within 24 hours of notification. If the random test is positive, the student will be barred from participation in student athletics for one calendar year from the time of the positive test.

Students who participate in more than one sport will be required to comply at one testing procedure at the beginning of the school year regardless of the number of sports. However, each such student will be subject to random testing at any time during the year.

The results of testing will not be made known to any school official other than those with a need to know. The principal and coach and/or sponsor will be notified in cases where the student is no longer eligible to participate in extracurricular activities.

### **CONSENT FORM**

Each student athlete will be required to sign a consent form before participation in extracurricular activities for any school year. At the time that the consent form is provided, over the counter drugs and prescription drugs used by the student are to be listed on the consent form. By this form, the student shall consent to sampling, testing and analysis of urine for the initial testing round and at any time the student is randomly selected for drug testing during the school year. Failure of the student and the custodial parent or guardian to sign the consent form makes the student athlete ineligible for participation

## **REHABILITATION**

In the event that a student tests positive and/or is declared ineligible, rehabilitation information will be encouraged to him or her through local school guidance counselors. All costs for any program will be the responsibility of the student's family.

## **TESTING ADMINISTRATION**

All tests will be administered on site by a board approved company. Testing will be a 10 panel urine test. The DER for all testing will be the District Athletic Director. The local Athletic Director will work under the direction of the Central Office.

# LIMESTONE COUNTY SCHOOLS

## Student Technology Acceptable Use Agreement

### Technology

Limestone County Schools (District) provides students with access to technology in order to enhance student learning. The term "technology" refers to all forms of hardware, digital devices, software, and accounts. Although cell phones and smartphones can be used for many of the same activities as other forms of technology, additional rules may apply to the possession and use of these communication devices. This Acceptable Use Agreement (AUA) applies to all technology, regardless of ownership, used on school property during school hours or during other school-related activities. It also applies to the use of District-owned or managed technology regardless of location or time of day.

### Personally-Owned Technology

As part of the District's Bring Your Own Device (BYOD) program, some schools allow students to bring their own devices to school for educational use. The use of any personally-owned technology at school is a privilege, not a right. Limestone County Board of Education (Board) reserves the right to place conditions on, restrict, or prohibit the use of personally-owned technology on its property, including the use of personal online accounts. Devices and rules may vary from school to school.

Students must first determine if their school has a BYOD program and, if so, which devices are allowed. Before bringing a device to school, the student should get their parent's permission to do so. The following devices may not be brought to school:

- Any technology, such as wireless access points or hotspots, used to set up a network for Internet access
- Any technology which interferes with or adversely affects the functions or operations of the Board's resources or infrastructure.

Students may only use personal technology during school hours when given specific permission to do so by authorized school personnel.

Students must also follow all rules established by the transportation department regarding the use and storage of personal devices while on a school bus.

Students are responsible for keeping their device safe while in transit and at school. School staff and/or bus drivers will not be responsible for attempting to recover lost or stolen personal technology when the student has not properly secured it.

In addition to any other applicable consequences, students who are found to have used their personal device at school in a manner that violates any section of the Limestone County Schools Code of Conduct, including this Acceptable Use Agreement, may lose the privilege to bring their personal device to school either temporarily or permanently. This includes:

- Use of a personal device to access inappropriate content, not limited to content that would be blocked by the District's Internet filter. This includes content that may be stored on the device itself.
- Use of the device to capture video, images, or audio in areas of the school where others have an expectation of privacy. These include, but are not limited to locker rooms, restrooms, etc.

### Expectations of Privacy

Students should not expect that their files, communications, or Internet use while using District-owned or managed technology are private. Authorized staff may access, search, examine, inspect, collect, or retrieve information of any kind from the District's technology, at any time and without prior notice in order to determine if a user is in violation of any of the Board's rules, or for any reason not prohibited by law. In addition, authorized staff may delete or remove a user's files from District-owned or managed technology without warning when those files violate the AUA or when necessary to maintain safe and correct operations of the District's technology.

School officials may read, examine, or inspect the contents of any personally-owned technology upon reasonable suspicion that the contents or recent utilization of the technology contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

## **Online Accounts & COPPA**

Throughout the year, teachers may wish their students to use free, educationally-appropriate websites or apps that require individual accounts in order to enhance learning. Examples of these include Edmodo, Discovery Education, Animoto, Remind, and others. In order to create the online account, the District may upload certain 'directory information' (see FERPA) to the provider; generally the student's name, school, and grade level. Due to the Children's Online Privacy Protection Act (COPPA) and other conditions, many websites require that minors first obtain their parent's permission before an account is established. The parent's signature on the Student Handbook Acknowledgement Form will be considered as granting this permission. Parents who do not wish to have student accounts established on websites pre-approved by the District must submit a Restriction Letter to the school within five (5) days of the student's first day of attendance **each** school year (see Parental Right to Restrict).

## **Parental Right to Restrict**

Parents have the option of restricting certain activities related to technology use:

- Restrict a student under the age of 17 from independently using the Internet while at school
- Restrict a student account from being established on free, pre-approved websites when the websites require parental permission
- Restrict a student from being issued a Google Workspace for Education account

Parents who wish to restrict a student's activities must notify the school in writing within five (5) days of the student's first day of attendance **each** school year. Students whose parents have notified the school that they want certain restrictions to be applied should abide by their parent's wishes in addition to all other rules in this Acceptable Use Agreement.

## **Permission to Use Technology**

In general, students should only use technology with permission of a teacher, administrator, or other authorized school personnel. The school's BYOD Agreement will determine when and how students may use personally-owned devices. During school hours students should only use technology, whether the District's or their own, for school-related purposes. While in school, students must have specific permission from authorized school personnel in order to:

- Use personally-owned technology in class
- Publish information to websites, blogs, wikis, messaging apps, or other online workspaces
- Create an account in any online software program or app

Additionally, students must have the permission of a school administrator and complete any necessary paperwork prior to removing any District-owned technology from the school.

## **Rules and Limitations**

Students should strive to be good 'digital citizens.' In addition to following this AUA, school rules, and Board Policies; students must also comply with all applicable local, state, and federal laws when using technology. Any student identified as a security risk, or as having a history of such, may have their access to technology restricted or denied and may be prohibited from bringing personally-owned technology on campus.

### **Google Workspace for Education (GWFE) Services**

As part of its technology program, Limestone County Schools will provide students in grades K-12 with a Google Workspace for Education (GWFE) account. GWFE accounts give students access to certain Google services in an environment managed by the school district. These services include an individual Google Drive, which provides students with online storage for files and web-based tools (a.k.a. Google Docs) for creating documents, collaborating, and researching. In addition, each student will receive a GWFE email account and calendar for school use. Limestone County Schools will issue all GWFE accounts and manage which features are made available to students. This includes restricting email to within the school, within the district, or not restricted.

Students should use their GWFE account for school work, not for their personal use and correspondence. In addition, students are advised to be careful and purposeful when sharing access to their documents with others, something that GWFE services makes easy to do in order to help students and teachers collaborate on projects.

Parents must grant their permission in order for a student to be issued a GWFE account. The parent's signature on the Student Handbook Acknowledgement Form will be considered as granting this permission. Parents who do not wish their child to be issued a GWFE account must submit a Restriction Letter to the school (see Parental Right to Restrict).

The Children's Online Privacy Protection Act (COPPA) applies to commercial companies and limits their ability to collect personal information from children under 13. Google's privacy policies assure school districts that regardless of the student's age it does not use GWFE services to collect or use student data for advertising purposes or to create advertising profiles. Ads are not displayed to students when they use GWFE services. In addition, GWFE email is not scanned for advertising purposes, nor is the information stored in GWFE Drives collected or used for any advertising purposes. Google has signed the K-12 School Service Provider Pledge to Safeguard Student Privacy. More information about Google Apps for Education and privacy can be found at <http://www.google.com/edu/privacy.html>.

Under the Family Educational Rights and Privacy Act (FERPA) and corresponding Alabama law, a student's *educational records*, excluding 'directory information', are protected from disclosure to third parties. The following 'directory information' will be uploaded to the LCS GWFE domain in order to create individual student accounts: student name, grade, school, and a password. Once a student begins using their account they may create *educational records* using GWFE services, for instance using Google's web-based tools to write papers or submit assignments for which grades may be given. Because Google will host these documents within the LCS GWFE domain, Google will be considered a "School Official" (as that term is used in FERPA and its implementing regulations). This means that Google will also comply with FERPA rules.

The general right of privacy will be extended to the extent possible in the electronic environment. However, Limestone County Schools cannot and does not guarantee the security of electronic files located on Google systems. Google does apply a powerful content filter for email. However, no protection measures can be 100% effective. Therefore, the District cannot assure that the student will not be exposed to unsolicited information or that their account will never be compromised.

### **Examples of Unacceptable Use**

This list is not all-inclusive but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" or "verbal form" is also considered inappropriate in electronic form. Information, such as but not limited to Student Information System (SIS) data, accessed through school system technologies may not be used for any private business activity. Students may be held responsible for other inappropriate actions whether or not they are specifically included in this AUA. The following are examples of inappropriate activities when using any Limestone County Schools' network, email system, hardware, software, technology services, and/or internet access.

#### **Students shall not tamper, disable, damage, or disrupt technology systems and resources:**

1. Tamper with or modify technology, utilities, and configurations, or modify access control permissions, either with or without malicious intent.
2. Dispose of, move, or remove technology from its assigned location without the express direction or permission of the supervising teacher.
3. Disable, circumvent or avoid security measures, including the use of proxies to bypass Internet filters, logon procedures, or any other security feature.
4. Send or intentionally receive files dangerous to the integrity of the network.
5. Intentionally damage, destroy, disable, or remove parts from technology devices.
6. Intentionally damage, delete, destroy, or interrupt access to software or data files.
7. Develop or install malicious software (on or off campus) designed to infiltrate computers, damage hardware or software, spy on others, or compromise security measures.
8. Disrupt the use of others by creating excessive network congestion through the use of online gaming, video, audio, or other media for non-school purposes.
9. Use technology in any way with the intention of annoying, bullying, harassing, interfering with, or causing harm to individuals, institutions, organizations, or companies.
10. Install or download any software, including toolbars, without permission from authorized school personnel.
11. Broadcast messages or participate in sending/perpetuating chain letters on system networks.
12. Install or modify wireless connectivity devices such as wireless access points and routers.
13. Connect personal devices to system-owned or maintained equipment, or "tether", in order to use WiFi or cellular services, through which unfiltered Internet access may be gained.

**Students shall not invade, trespass, spy, falsify, cheat, waste, or use technology resources:**

14. Attempt to obtain, hack, or otherwise alter another user's login ID and/or password.
15. Access or use another user's account, resources, programs, files, or data.
16. Allow others to use your network account and/or password to access the network, email, or the Internet.
17. Use another person's identity or a fictitious identity.
18. Save information on any network drive or device other than a teacher-specified and approved location.
19. Cause files to appear as if they were created by another person.
20. Forge or otherwise falsely reproduce or alter report cards, letters from the school, or other school system correspondence.
21. Forge or attempt to forge or "spoof" email messages.
22. Send or attempt to send anonymous email messages.
23. Use technology to cheat or plagiarize, or assisting others to cheat or plagiarize.
24. Send or request information including but not limited to hoaxes, chain letters, jokes, phishing scams, etc.
25. Intentionally waste supplies and materials.
26. Download games or play online games for personal entertainment rather than learning.
27. Use any system technology resource for personal gain, commercial, political, or financial gain.
28. Participate in personal, non-instructional, digital or online communications without the explicit permission and supervision of authorized school personnel (i.e. chat, email, forums, text or instant messaging, blogging, etc.)
29. Create, access, view, or post to personal online accounts while at school.

**Students shall not use Technology for improper, antisocial, unethical, or illegal activity:**

30. Use inappropriate language, gestures, or symbols in any digital communications or files, including audio/video files.
31. Create, store, access, use, request, display, or post impolite, abusive, offensive, obscene, profane, racist, inflammatory, libelous, inaccurate, derogatory, malicious, insulting, embarrassing, bullying, or threatening language, images, audio files, messages or other files.
32. Edit or modify digital pictures with the intent to embarrass, harass, or bully.
33. Link to external sites considered inappropriate by Board standards.
34. Intentionally view or encourage/enable others to view any material that may not have been filtered, but would be classified as inappropriate for the school environment whether on the Internet, or sent as an email attachment, or accessed from a digital storage device.
35. Commit the Board, any school, or any employee of the Board, to any unauthorized financial obligation. Any resulting financial burden will remain with the user originating such obligations.
36. Conduct communications about unlawful activities including references to illegal or controlled drugs, gun crimes, or violence.
37. Violate federal, state, or local laws, including use of network resources to commit forgery, or to create a forged instrument (i.e. counterfeit money, fake identification, etc.)
38. Violate copyright laws, including illegally copying software, music, videos, and documents. (Students should become familiar with Copyright, the Digital Millennium Copyright Act, and Fair Use laws to ensure they fully understand the limitations of Fair Use rights.)
39. Copy or use logos, icons, graphics, trademarks, or other legally protected data or images.

**Students shall not use Technology to compromise the personal privacy, reputation, identity, or safety of themselves or others:**

40. Attempt to read, delete, copy, forward, or modify email or electronic files of others.
41. Post any false or damaging information about other people, the school system, or other organizations.
42. Falsely post as an employee of the Board of Education on any website, online forum, social networking site, or other online venue.
43. Materials that are offensive, threatening or that otherwise are intended to harass or demean recipients must not be transmitted, including jokes that are intended to offend, harass or intimidate.
44. Post the image or intellectual property of others without their permission.
45. Post or expose the personal information of yourself or others. Personal information includes, but is not limited to a person's full name, home or work address, phone number, and social security number.
46. Post your own full name or the full name of other students to a school website, blog, wiki, or other publicly accessible Internet site. When posting information about yourself or a fellow student, you may only use the first name and first letter of the last name of the individual. In addition, no information may be posted about a student if their parent or guardian has notified the school in writing that their child's information cannot be posted on the web.



47. Make appointments to meet unknown individuals contacted via electronic communications.

### **Disciplinary Actions**

Students are responsible for their behavior as it relates to technology. Therefore, students who are issued individual accounts shall take responsibility for keeping their login IDs and passwords secure.

School and/or district-level administrators will make the determination as to whether specific behavior has violated acceptable practices. Disciplinary actions for violating the AUA will be commensurate with those outlined in the *Limestone County Board of Education Student Handbook*. In certain cases, financial penalties may apply.

Technology networks can provide individuals with access to locations in the United States and around the world. Persons should be aware that they may be liable for hurtful speech, invasion of privacy, copyright, and other violations in all 50 states and worldwide. The Limestone County Board of Education will cooperate with any properly executed request from any local, State, or Federal law enforcement agency or civil court.

### **Limitation on Liability**

The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Board's technology will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data, failure to block or filter, or interruption of service.

The Board will take reasonable steps to maintain the security of its technology; however, no assurance can be given that security breaches will not occur. Students should report any suspected or actual breach of security.

Although the Board claims ownership of its various technology, all user-generated data, including email content and digital images, is implicitly understood to be representative of the author's individual point of view and not that of the school or school system. Students and their parents must also be aware that the Board cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

### **Acknowledgement Form**

By signing the *Limestone County Board of Education Student Handbook* Acknowledgement form, students and parents affirm that they have received and understand these rules and regulations. However, failure to sign or return a signed form does not release students from their obligation to abide by these rules and regulations and all other applicable Board policies.



# **CHILD NUTRITION PROGRAM**



# CHILD NUTRITION PROGRAM

Limestone County Schools and the Child Nutrition Program are committed to protecting and enhancing our student's well-being and health by serving nutritious and affordable meals. We feel that our child nutrition program is an integral part of the school environment. Nutrition influences a child's development, potential for learning and lifelong health status. We strive to protect the health of our students and help them succeed in the classroom by providing balanced and nutritious meals served in a friendly atmosphere. We share a responsibility to ensure our students come to school ready to learn. It is a proven fact that a hungry child cannot learn.

According to the Alabama State Competitive Foods Policy outside food is discouraged on campuses during meal serving times. This policy also states that revenue from any food or drink sales anywhere on campus during the meal periods is to accrue to the CNP account.

All items offered in our cafeterias are in compliance with USDA federal and state regulations and are managed in accordance with the regulations and policies for the National School Breakfast and Lunch Programs. A fruit/fruit juice or vegetable must be served during breakfast and lunch along with other components to count as a meal. We also offer water during all meals at no cost to the students. A la carte items are sold during meal times at all schools. These items are in compliance with the USDA "Smart Snacks in School" guidelines.

## SCHOOL PARTIES

School parties are not permitted during meal times. We would like to encourage class party planners to include some healthy alternatives during a class party. Your support in this endeavor to make our schools a healthy environment for our students is needed during class party times.

## CHARGED MEALS

Charging meals in the cafeteria is highly discouraged. Limestone County understands that sometimes charging a meal is inevitable. These charges must be paid back by the parent/guardian in a timely manner. Parents will be notified of the negative account balance via call-outs, texts, phone call or email. Charges that are not collected shall be reimbursed to CNP from non-public sources from each local school. USDA requires that uncollected charges shall not be paid by the CNP federal funds. The local principal will make a determination on how to proceed with the meals until the debt is paid. Students may not purchase a la carte items or purchase "Extras" if they have an outstanding charge balance on their meal account.

Federal law prohibits the charging of any adult meals.

## FREE and REDUCED APPLICATION

Free and reduced meal application **MUST** be filled out each year. Limestone County Schools offers an online application for free/reduced meals. This link can be found on your local school website or the district website. The online application can be completed on any computer that has an internet connection. We encourage you to fill it out online due to the quick turnaround process time. Only **ONE** application per household needs to be completed if you feel you will qualify by income or any other way. You are responsible for paying full price for all meals until the Child Nutrition Program has processed your application. Online applications are processed within 24 hours or less but a paper application may take up to 5 days to process. If you need help with the application, please call 256-232-5353.

**IF YOUR FAMILY RECEIVES FOOD STAMPS, YOU DO NOT HAVE TO FILL OUT AN APPLICATION DURING THIS PERIOD.**

ALL STUDENTS WILL RECEIVE BREAKFAST AND LUNCH AT **NO CHARGE** DURING THE 2021-2022 SCHOOL YEAR. THIS IS BEING PROVIDED BY THE USDA DUE TO THE PANDEMIC. IF A STUDENT WANTS EXTRA ITEMS IN THE CAFETERIA, THERE WILL BE A CHARGE FOR THESE ITEMS.

## Special Diets

Special diets are provided to students who have a doctor's written order. A doctor's order is required for records in the Child Nutrition department before accommodations can be made to the menu. Menu change due to a religious preference will need to be accommodated with a parent's written request. These requests need to be made a couple of weeks before the menu change in order for the cafeteria to be able to provide an alternate choice.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



# LIMESTONE

## COUNTY SCHOOLS

### **Limestone County Parent and Family Engagement Plan Overview**

(The full plan can be viewed at your local school, on the local school website, and the district website [www.lcask12.org](http://www.lcask12.org).)

Limestone County Schools will:

- Involve parent and family members in the development of the Limestone County Consolidated Plan as part of their participation on the Federal Programs Parent Advisory Committee.
- Evaluate the Title I program by administering an annual parent/family member survey. This survey is conducted in the spring of each year, and the data is used to evaluate the overall effectiveness of the Title I program, including parent/family engagement.
- Use evaluation results to design evidence-based strategies for more effective parent and family engagement.
- Remove barriers that hinder parent/family participation.
- Develop a Parent and Family Engagement Plan annually with parent/family input. The Federal Programs Director works with parent/family representatives from every Title I school to create the Parent and Family Engagement Plan, and decide how the district's Parent and Family Engagement Funds will be spent.
- Provide assistance to parents/family members in understanding topics such as the following: state academic standards, state and local assessments, Title I requirements, strategies for monitoring their child's progress (parent portal, progress reports, and report cards), and strategies for working with their child at home.
- Use many successful ways to interact with parents either face to face or using technology. The district and the schools have flexible meeting schedules and use their website to inform parent/family members who are unable to attend meetings.
- Provide assistance and training to local schools on the rights of parents and on evidence-based parent and family engagement practices.
- Conduct a variety of parent meetings throughout the year.
- Communicate with parents/families using a variety of methods (ex. phone calls, emails, automated phone system, school website, and district website).
- Provide materials and training to help parents/families work with their children to improve their children's achievement.
- Involve parents in the development of the district and the local school's Continuous Improvement Plan.
- Implement Parent's Right to Know





# FORMS



# LIMESTONE COUNTY SCHOOLS

## STUDENT HANDBOOK

### ACKNOWLEDGMENT FORM

*Please complete the form below and return the form to school.*

I, \_\_\_\_\_ enrolled in \_\_\_\_\_  
Name of Student School

and my parents or guardian have received and read the foregoing contents of the Student Handbook

including the information regarding the Emergency Management Authority using the following format:

\_\_\_\_\_ Electronic version of the Student Handbook located on the district or local school website

\_\_\_\_\_ Print copy of the Student Handbook that my child received from the local school

SIGNED \_\_\_\_\_  
(Student)

SIGNED \_\_\_\_\_  
(Parent/Guardian)

PARENT EMAIL(if applicable) \_\_\_\_\_

MILITARY AFFILIATION(if applicable)

\_\_\_\_\_Mother/Father \_\_\_\_\_Brother/Sister

\_\_\_\_\_Army \_\_\_\_\_Navy \_\_\_\_\_Air Force \_\_\_\_\_Marines \_\_\_\_\_Coast Guard \_\_\_\_\_Reserve or National Guard

SCHOOL YEAR \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: The student and his/her parent(s) or legal guardian(s) are to sign the statement above and **return this form to school.** It will be filed in the student's cumulative record folder for future reference. Signing of this statement does not mean that the student/parent(s) or legal guardian(s) agree with the contents of the handbook. The purpose of this page is to acknowledge receipt of this handbook.



## SchoolMessenger (automated calling system) Student Information Sheet

Parents,

The district utilizes a company that provides notification services for emergency broadcasts and parental outreach for K-12 Education.

The system is programmed to call up to 5 phone numbers of parents, grandparents, neighbors, etc for a variety of reasons that impact the safety and academic performance of your students. SchoolMessenger will be used to complement our emergency preparedness procedures and to inform parents of upcoming school events such as statewide testing.

This system will not replace current modes of school communication. Principals and teachers are still accessible for live visits. Acquisition of the SchoolMessenger system is intended to reinforce the district's commitment to remain personally connected to parents.

Please list **up to 5 numbers (only direct numbers for the people you list)** to be called in case of emergency or general announcements. SchoolMessenger allows two types of phone calls: general information calls and emergency calls. Only the first telephone number listed below will be called for general information. General information calls may include but are not limited to athletic events, PTO meetings, awards day, school closings (when time permits), etc. All numbers will be called in case of an emergency. Emergency calls may include but are not limited to evacuations, emergency weather-related school closings and other situations when time is limited.

- Cell phones, direct lines to you at work, home phone, neighbors, grandparents, etc. are all acceptable.
- Make sure you notify the people you have listed to inform them that they will get calls.

**Student Name:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

Name:	Will be used for:	Relationship	Phone number:
1. _____	Student Primary	_____	_____
2. _____	Emergency Only	_____	_____
3. _____	Emergency Only	_____	_____
4. _____	Emergency Only	_____	_____
5. _____	Emergency Only	_____	_____

**\* This document does not serve as a student contact listing for the local school (those with permission to pickup or check-out students).**





ALABAMA STATE DEPARTMENT OF EDUCATION



HEALTH ASSESSMENT RECORD

School Year: \_\_\_\_\_

To Parent or Guardian:

The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The school nurse may contact you for further information. The information requested is essential for the school nurse to meet the health needs of your child.

This information will be kept confidential.

PLEASE complete both sides of this form (Return to the School Nurse)

Name of Student (Last, First, Middle) Birth Date Sex School

Address (Street)

Home Telephone Number Cell Phone Number Additional Phone Number Grade Teacher/Homeroom

Name of Parent/Guardian (Last, First Middle) Work Phone Number

Transportation

Bus Rider Bus Number Car Rider Special Needs Bus After School

Part I - Health Information

Place your child receives health care:

Physician's Name:

Address:

Phone:

- Community Health Center
Health Department
Hospital Clinic
No Regular Place
Private Doctor /HMO

Your child's insurance information:

- ALL KIDS
Medicaid
No Insurance
Other
Private Insurance

Place your child receives dental care:

Dentist's Name:

Address:

Phone:

- Community Health Center
Health Department
Hospital Clinic
No Regular Place
Private Dentist /HMO

Preferred Hospital:

Part II - Medical History Medical Equipment /Procedures Required at School

- Catheter Gastric Tube Nebulizer Treatments Oxygen Supplement Tracheostomy
Vagal Nerve Stimulator (VNS) Ventilator Wheelchair Walker
Other Please explain:

Medications and Procedures at School require a Prescriber/Parent Authorization Form (one for each medication or procedure) Please see your school nurse.

Please Complete Back of Form (Signature Required)





ALABAMA STATE DEPARTMENT OF EDUCATION



HEALTH ASSESSMENT RECORD

School Year: \_\_\_\_\_

Name of Student \_\_\_\_\_

Part III – Medical History

<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>KNOWN HEALTH PROBLEMS</b> If <b>NO</b> , go directly to the bottom of the page and provide parent/guardian signature If <b>YES</b> , and diagnosed by a physician, answer each question below.
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	Attention Deficit Disorder (ADD) Attention Deficit Hyperactivity Disorder (ADHD) Requires medication <input type="checkbox"/> At school <input type="checkbox"/> At Home
<input type="checkbox"/> YES <input type="checkbox"/> NO	Allergies: <input type="checkbox"/> Food _____ <input type="checkbox"/> Insects _____ <input type="checkbox"/> Environmental _____ <input type="checkbox"/> Medications _____ <input type="checkbox"/> Hives/rash <input type="checkbox"/> Medications <input type="checkbox"/> Breathing difficulty <input type="checkbox"/> Epipen <input type="checkbox"/> Other: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Asthma <input type="checkbox"/> Uses an Inhaler at school <input type="checkbox"/> Uses an Inhaler at home
<input type="checkbox"/> YES <input type="checkbox"/> NO	Blood/Bleeding Problems: <input type="checkbox"/> Hemophilia, <input type="checkbox"/> Von Willebrand's, <input type="checkbox"/> Other <input type="checkbox"/> Requires medication Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Frequent Nose Bleeds: Please explain _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Cancer/Leukemia: Please explain _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Cerebral Palsy: Please explain _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Cystic Fibrosis: Please explain _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Dental Problems: Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Diabetes: <input type="checkbox"/> Type 1 Diabetes <input type="checkbox"/> Monitors Blood Sugars at school <input type="checkbox"/> Requires Insulin at school <input type="checkbox"/> Insulin pump <input type="checkbox"/> Glucagon order <input type="checkbox"/> Oral medication <input type="checkbox"/> Type 2 Diabetes <input type="checkbox"/> Managed with diet
<input type="checkbox"/> YES <input type="checkbox"/> NO	Emotional/Behavioral/Psychological: Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Gastrointestinal/Stomach Problems: Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Genetic / Rare Disorders: Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Headaches: Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Hearing Problems: <input type="checkbox"/> Right Ear <input type="checkbox"/> Left Ear <input type="checkbox"/> Both ears <input type="checkbox"/> Hearing loss <input type="checkbox"/> Hearing aid <input type="checkbox"/> Tubes <input type="checkbox"/> Cochlear Implant
<input type="checkbox"/> YES <input type="checkbox"/> NO	Heart Condition: <input type="checkbox"/> Activity restrictions: _____ <input type="checkbox"/> Medications taken at home: _____ Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Hypertension (High Blood Pressure): Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Juvenile Arthritis/Bone-Joint Problems: Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Kidney/ Bladder/ Urinary Problems: Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Scoliosis: <input type="checkbox"/> No Treatment <input type="checkbox"/> Wears Brace <input type="checkbox"/> Surgery <input type="checkbox"/> Family History
<input type="checkbox"/> YES <input type="checkbox"/> NO	Seizures/Convulsions: Type of seizure: _____ Medications: <input type="checkbox"/> Dilantin <input type="checkbox"/> Klonopin <input type="checkbox"/> Versed <input type="checkbox"/> Medication taken at home <input type="checkbox"/> Other _____ Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Sickle Cell: <input type="checkbox"/> Anemia <input type="checkbox"/> Trait
<input type="checkbox"/> YES <input type="checkbox"/> NO	Shunt: <input type="checkbox"/> VP shunt Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Spina Bifida: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Special Diet: Please explain: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Vision Problems: <input type="checkbox"/> Wears glasses <input type="checkbox"/> Wears contacts <input type="checkbox"/> Other _____
<input type="checkbox"/> YES <input type="checkbox"/> NO	Other Medical Conditions: Please include <u>any</u> medications taken at home only.

Required Signatures

(Electronic or Written) Parent(s) or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Electronic or Written) School Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_





DEPARTAMENTO DE EDUCACIÓN DEL ESTADO DE ALABAMA



EVALUACION DEL REGISTRO DE SALUD

Año Escolar: \_\_\_\_\_

A los padres de familia o Guardián:

El propósito de esta forma es para proveer a la enfermera de la escuela con información adicional acerca de las necesidades de salud de hijo. La enfermera de la escuela puede ponerse en contacto con usted para más información. La información requerida es esencial para la enfermera para que pueda saber las necesidades de salud de su hijo/a.

Esta información se mantendrá estrictamente confidencial.

POR FAVOR complete ambos lados de este formulario (Devuelva a la Enfermera de la Escuela)

Nombre del Estudiante (Apellido, Primer Nombre, Nombre del Medio)	Fecha Nacimiento	Sexo	Escuela
---	------------------	------	---------

Dirección (Calle)

Teléfono del Hogar:	Teléfono Celular:	Teléfono Adicional:	Grado	Maestra/Salón Hogar
---------------------	-------------------	---------------------	-------	---------------------

Nombre del Padre/Guardián (Apellido, Primer Nombre, Nombre del Medio)	Teléfono del Trabajo:
---	-----------------------

Transportación

Pasajero Autobús Número Autobús:  Pasajero en Camo  Autobús Necesidades Especiales  Después de la Escuela

Parte I - Información de la Salud

<p>Sitio donde su hijo recibe atención médica:</p> <p>Nombre del Médico: _____</p> <p>Dirección: _____</p> <p>Teléfono: _____</p> <p><input type="checkbox"/> Centro de Salud de la Comunidad</p> <p><input type="checkbox"/> Departamento de Salud</p> <p><input type="checkbox"/> Clínica Hospital</p> <p><input type="checkbox"/> Ningún lugar regular</p> <p><input type="checkbox"/> Médico Privado /HMO</p>	<p>Información de Seguro de su hijo</p> <p><input type="checkbox"/> ALL KIDS</p> <p><input type="checkbox"/> Medicaid</p> <p><input type="checkbox"/> Ningún Seguro</p> <p><input type="checkbox"/> Otro _____</p> <p><input type="checkbox"/> Seguro Privado</p>	<p>Sitio donde su hijo/a recibe cuidado dental:</p> <p>Nombre del Dentista: _____</p> <p>Dirección: _____</p> <p>Teléfono: _____</p> <p><input type="checkbox"/> Centro de Salud de la Comunidad</p> <p><input type="checkbox"/> Departamento de Salud</p> <p><input type="checkbox"/> Clínica Hospital</p> <p><input type="checkbox"/> Ningún lugar regular</p> <p><input type="checkbox"/> Dentista Privado /HMO</p>
---	---	--

Hospital Preferido: \_\_\_\_\_

Parte II - Historial Médico de Equipo Médico/Procedimientos Requeridos por la Escuela

<input type="checkbox"/> Calete	<input type="checkbox"/> Tubo Gástrico	<input type="checkbox"/> Tratamientos de nebulizador	<input type="checkbox"/> Suplemento de Oxígeno	<input type="checkbox"/> Traqueotomía
<input type="checkbox"/> Estimulador del nervio vago (VNS)	<input type="checkbox"/> Ventilador	<input type="checkbox"/> Silla de Ruedas	<input type="checkbox"/> Andador	
<input type="checkbox"/> Otro Favor Explicar:				

Medicamentos y Procedimientos en la escuela requieren una receta médica/Formulario de Autorización de los Padres (un formulario para cada medicamento o procedimiento). Favor de ver a la enfermera de la escuela.

Por Favor Complete la Parte de Atrás del formulario (Requiere Firma)





DEPARTAMENTO DE SALUD ESTADO DE ALABAMA



REGISTRO DE EVALUACIÓN DE SALUD

Año Escolar: \_\_\_\_\_

Parte III – Historial Médico

<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>PROBLEMAS DE SALUD CONOCIDOS</b> Si <b>NO</b> , vaya directamente a la parte baja del formulario y firme como padres/guardián Si <b>SI</b> , y tiene diagnóstico médico, conteste cada pregunta en este formulario.
<input type="checkbox"/> SI <input type="checkbox"/> NO <input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Déficit de Disturbios de Atención (ADD)</b> <b>Déficit de Atención con Hiperactividad (ADHD)</b> Requiere Medicamento <input type="checkbox"/> En la Escuela <input type="checkbox"/> En la Casa
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Alergias:</b> <input type="checkbox"/> Comida _____ <input type="checkbox"/> Urticaria/Sarpullido <input type="checkbox"/> Medicamentos <input type="checkbox"/> Insectos _____ <input type="checkbox"/> Dificultad respiratoria <input type="checkbox"/> Epi-pen <input type="checkbox"/> Ambiental _____ <input type="checkbox"/> Otros: <input type="checkbox"/> Medicamentos
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>A asma</b> <input type="checkbox"/> Usa un inhalador en la escuela <input type="checkbox"/> Usa un inhalador en la casa
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Sangre/Problemas Sanguíneos:</b> <input type="checkbox"/> Hemofilia, <input type="checkbox"/> Von Willebrand's, <input type="checkbox"/> Otro <input type="checkbox"/> Requiere medicamento <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Sangrados Frecuentes por la Nariz:</b> <i>Explicar</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Cáncer/Leucemia:</b> <i>Explicar</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Parálisis Cerebral:</b> <i>Explicar</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Fibrosis Quística:</b> <i>Explicar</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Problemas Dentales:</b> <i>Explicar</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Diabetes</b> <input type="checkbox"/> Tipo 1 Diabetes <input type="checkbox"/> Supervisa azúcar en la sangre en la escuela <input type="checkbox"/> Requiere insulina en la escuela <input type="checkbox"/> Tipo 2 Diabetes <input type="checkbox"/> Controlada con una dieta <input type="checkbox"/> Bomba de insulina <input type="checkbox"/> Orden de Glucagón <input type="checkbox"/> Medicamento Oral
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Emocional/Comportamiento/Psicológico:</b> <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Problemas Gastrointestinales/Estómago:</b> <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Trauma Genético / Rare:</b> <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Dolores de Cabeza:</b> <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Problemas Audición:</b> <input type="checkbox"/> Oído Derecho <input type="checkbox"/> Oído Izquierdo <input type="checkbox"/> Ambos Oídos <input type="checkbox"/> Pérdida Auditiva <input type="checkbox"/> Audifono <input type="checkbox"/> Tubos <input type="checkbox"/> Implante Coclear
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Problemas Cardíacos:</b> <input type="checkbox"/> Restricciones de Actividades: <input type="checkbox"/> Medicamentos tomados en la casa: <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Hipertensión (Presión de Sangre Alta):</b> <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Artritis Juvenil/Problemas de Huesos-Cojunturas:</b> <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Riñones/ Vejiga/ Problemas Urinarios:</b> <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Escoliosis:</b> <input type="checkbox"/> No Tratamiento <input type="checkbox"/> Usa Abrazadera <input type="checkbox"/> Cirugía <input type="checkbox"/> Historial Familiar
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Ataques/Convulsiones:</b> Clase de Ataque: _____ Medicamentos: <input type="checkbox"/> Dilstat <input type="checkbox"/> Klonopin <input type="checkbox"/> Versed <input type="checkbox"/> Medicamentos tomados en la casa <input type="checkbox"/> Otro <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Depranocítica:</b> <input type="checkbox"/> Anemia <input type="checkbox"/> Rasgo
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Derivación:</b> <input type="checkbox"/> Derivación VP <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Espina Bífida:</b>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Dieta Especial:</b> <i>Explicar:</i>
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Problemas Visión:</b> <input type="checkbox"/> Usa lentes de ojos <input type="checkbox"/> Usa Contactos de Ojos <input type="checkbox"/> Otro
<input type="checkbox"/> SI <input type="checkbox"/> NO	<b>Otras Condiciones Médicas:</b> <i>Incluya por favor cualquier medicamento que tome en la casa solamente.</i>

Firmas Requeridas

Firma del padre(s) o guardián: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma de la Enfermera de la Escuela: \_\_\_\_\_ Fecha: \_\_\_\_\_

ALABAMA STATE DEPARTMENT OF EDUCATION

SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

School Year: \_\_\_\_\_

**STUDENT INFORMATION**

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

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

Medication Name: \_\_\_\_\_ Dosage: \_\_\_\_\_ Route: \_\_\_\_\_  
 Frequency/Time(s) to be given: \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Stop Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Reason for taking medication: \_\_\_\_\_  
 Potential side effects/contraindications/adverse reactions: \_\_\_\_\_  
 Treatment order in the event of an adverse reaction: \_\_\_\_\_  
**SPECIAL INSTRUCTIONS:**  
 Is the medication a controlled substance? Yes  No   
 Is self-medication permitted and recommended? Yes  No   
 If "yes" I hereby affirm this student has been instructed  
 On proper self-administration of the prescribe medication.  
 Do you recommend this medication be kept "on person" by student? Yes  No   
 Emergency Drug required during Bus Transportation Yes  No   
 Cake Icing Gel **ONLY** for Diabetic Student during Bus Transportation Yes  No   
 Printed Name of Licensed Healthcare Provider: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_  
 Signature of Licensed Healthcare Provider: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT AUTHORIZATION**

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed.  
Prescription Medication must be registered with School Nurse or trained Medication Assistants. Prescription medication must be properly labeled with student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate.  
Over the Counter Medication must be registered with the School Nurse or Trained Medication Assistant, OTC's in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:  
 Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

**SELF-ADMINISTRATION AUTHORIZATION**

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

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





## Complaint Form

### Report of Harassment, Bullying, Intimidation, Violence, and/or Threats of Violence or Suicide

Reference – Limestone County Board of Education Policies:

6.25 Jamari Terrell Williams Student Bullying Prevention Act Policy

6.11 Sexual Harassment

School Name: (please print) \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

<b>INFRACTION REPORTED BY: _____ STUDENT _____ PARENT/GUARDIAN</b>			
<b>Date of Incident</b>		<b>Time</b>	
<b>Specific Location of Incident</b>			
<b>DESCRIPTION (Be specific and use names/titles, dates, exact location and specific occurrence(s) if appropriate including any threat of suicide. Use additional sheets if necessary.)</b>			
<b>OTHER INFORMATION</b>			
<b>What results are you seeking by filing this complaint?</b>			

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

OR

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.



# Corporal Punishment (Opt-Out Form)

One of the possible disciplinary actions for violating the student code of conduct is corporal punishment (paddling). **If you sign the form below, you are indicating that you do NOT want your child paddled AND that you realize that suspension may be the alternative disciplinary action.**

**If you sign this form, your child WILL NOT be paddled. A form must be completed for each child and forwarded to the appropriate school.**

## Corporal Punishment "Opt Out" Form

\_\_\_\_\_  
(Today's Date)

\_\_\_\_\_  
(School Year)

\_\_\_\_\_  
(School)

I, \_\_\_\_\_ (parent/guardian name), do not want my child to be paddled. I understand that suspension from school may be assigned as an alternative punishment as provided for by Limestone County Board Policy. The name and grade level of my child is listed below.

Sincerely,

\_\_\_\_\_  
(Parent/guardian signature)

Student Name \_\_\_\_\_ Grade level \_\_\_\_\_





# Physician Order for Diet Modification Instructions

(Required each school year)

This form should be completed for all children requiring diet and/or feeding modification. Indications for use:

1. Food allergies
2. Diet modification requirements due to health conditions
3. Requirements for food alteration, e.g., texture modification, fluid requirements, or tube feedings.

## Part I – To be completed by parent/guardian:

I hereby request that my child, \_\_\_\_\_, DOB \_\_\_\_\_  
(Name of Child) (Birthday)

Receive a modified diet as prescribed by his/her physician, \_\_\_\_\_  
(Physician Name)

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

## Part II – To be completed by physician:

Medical reason for diet modification: \_\_\_\_\_

\_\_\_\_\_

Foods to be omitted or substituted: \_\_\_\_\_

\_\_\_\_\_

Diet order (include food modification, fluid requirements, feeding times, adaptive equipment, texture modification as needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional precautions: (i.e. choking, feeding, positioning, etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of physician: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Physician (type or print)

\_\_\_\_\_  
Clinic/Hospital/Office

\_\_\_\_\_  
Phone Number





# LIMESTONE COUNTY SCHOOLS

300 South Jefferson Street, Athens, AL 35611  
Phone 256-232-5353 Fax 256-233-6461  
www.lcsk12.org

**BOARD MEMBERS**  
*Ronald R. Christ, Jr.*  
*Earl Glaze*  
*Anthony Hilliard*  
*Dr. Belinda Maples*  
*Bret McGill*  
*Charles Shoulders, Jr.*  
*Bradley Young*

**SUPERINTENDENT**  
*Dr. Randy Shearouse*

## Limestone County Board of Education Drug Testing Consent/Release Form

I have read and understand the Limestone County Board of Education policy regarding drug testing of students. I consent to allow urine samples to be taken for random testing of prohibited substances. I specifically authorize Medical East to release all test results to the Limestone County Board of Education and their designee as well as its Medical Review on Staff and my parents or legal guardian(s). I also authorize the Board to release any information about my drug screen, including the results if I decide to engage in related legal Proceedings. I also understand that my participation in student extra-curricular activities will depend upon the results of my drug screen and if I refuse to submit to testing, I will not have the privilege to be allowed to participate in student extra-curricular activities. I do understand that all drug testing will take place on the high school campus at the direction of the Medical East staff, local school Athletic Director, and the Limestone County Schools Director of Athletics. I hereby will abide by the policy set by the Limestone County Board of Education for duration of time that I am a student of Limestone County Schools.

### STUDENT INFORMATION:

Student Name: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

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

School Activity(s): \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Student

### PARENT/GUARDIAN INFORMATION:

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian



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