



Student Handbook

2025-2026

Engage. Enlighten. Empower.

Limestone County Schools 2025-2026

Academic Year Calendar

**178 Instructional Days/187 Teacher Days
Option 1**

Events

July 25, July 30	Teacher Work Day
July 28	Local PD
Jul 29	District PD
Jul 31	1st Day of School
Sept. 1	Labor Day/No School
Sept. 17	Professional Learning
Oct. 2	End of 1st 9 Weeks
Oct. 2	1/2 Day for Students/Parent Conf
Oct. 3	Professional Learning
Oct. 6-10	Fall Break
Nov. 11	Veterans Day/No School
Nov. 24	E-Learning Day
Nov. 24-28	Thanksgiving Break
Dec. 19	End of 2nd 9 Weeks
Dec. 22- Jan 2	Christmas Break
Jan. 5	Professional Learning
Jan. 6	Teacher Work Day
Jan. 19	MLK Holiday/No School
Feb. 16	Presidents' Day/No School
Mar. 12	End of 3rd 9 Weeks
Mar. 12	1/2 Day for Students/Parent Conf
Mar. 13	Professional Learning
Mar. 16-20	Spring Break
May 22	Teacher Work Day
May 25	Memorial Day

Teacher Work Day
Holiday/System Closed
School in session
Professional Dev.
Half Day for Students/Teacher PD
Elearning Day

Progress Report and Report Card Dates

Grading Period	Progress Report	Report Card Date
1	Aug. 29	Oct. 17
2	Nov. 7	Jan. 9
3	Feb. 6	Mar. 27
4	Apr. 17	June 5

July 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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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: Carmon Parris, HR Coordinator

Name of Title IX Coordinator: Carmon Parris, HR Coordinator

Name of Section 504 Coordinator: Dr. Patricia Austin, Director of Special Education

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

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

Carmon Parris, HR Coordinator – extension 5241

Dr. Patricia Austin – extension 5239

E-mail address(es):

Carmon Parris – Carmon.Parris@lcsk12.org

Dr. Patricia Austin – Patricia.Austin@lcsk12.org

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

Engage. Enlighten. Empower.

Mission

Engaging, enlightening, and empowering students and community, together, through education.

Beliefs

We believe in:

- *student-centered decision making*
- *partnering with stakeholders to maximize student achievement*
- *embracing diversity and high expectations for all*
- *supporting social, emotional, and physical safety for students and staff*
- *dedicated and innovative employees*
- *consistent, clear, and open communication*

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 or through the online enrollment process.

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 regard 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 five 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.lcsk12.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. ¹

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 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

¹ 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, trancies and related programs, checkouts, make-up work, and school-sponsored activities.
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 (Limit of 10 days per year without doctor's excuse) for the following reasons but not limited to, will be deemed excused with supporting documentation submitted within 3 school days:

- Personal illness
- Hospitalization/ Medical or dental appointment of student
- Emergency
- Death in immediate family
- Court subpoena
- Religious holiday

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. For students 16 and older, excessive absences may result in the suspension of the student's driver's license/learner's permit.

Chronic Absenteeism

To address problems with chronic absenteeism, students in Grades K-12 who accumulate 18 or more absences, whether deemed excused or unexcused, are by definition *chronically absent* and will not be allowed to participate in non-academic school activities (e.g., prom, in-school games, dances, field trips, and field days). Doctor's notes and health plans will be taken into consideration when reviewing status for participation in non-academic school activities only when a student has not accumulated 3 or more unexcused absences.

Field Trips

To address problems with chronic absenteeism and behavior, students in Grades K-12 who accumulate 3 or more unexcused absences per semester or more than one day of out of school suspension and/or four or more days of in school suspension will not be allowed to participate in field trips. Exceptions will be district-wide field trips.

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 six (6) days per year 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.

Limestone County Schools may utilize E-Learning days for specific grade levels or schools when deemed necessary.

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 5th 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 will be permitted to make-up work within 5 school days. If a daily or test grade is recorded on the day of absence, the student whose absence is unexcused and elects to make-up the work may receive up to 70% credit. 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:

- 1st truancy/unexcused absence – Warning
- 3rd unexcused absence per semester – students will no longer be permitted to participate in field trips
- 5th unexcused absence – parent and administrator conference
- 7th 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/Check-outs

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. Every third tardy and/or check-out will result in the loss of one of the ten parent notes unless a doctor's note is provided.

Chronic tardiness is a Class I Disciplinary Violation.

Check-outs are considered excused and unexcused using the same criteria as absences. A list of these items can be reviewed under the Student Absences section of the Student Handbook. An unexcused checkout will be treated as a tardy.

School Hours

Specific school start times will be posted on the school's website as it may vary due to transportation.

Elementary Schools (PK-5)

Checkout time to be considered present:	11:10 A.M.
Half-day dismissal time:	11:10 A.M.

High Schools (6-12)

Checkouts are considered by class periods	
Half-day dismissal time:	11:30 A.M.

Student Enrollment

The PowerSchool student information system is used for all school enrollment. Parents and/ Guardians of new and returning students will be required to complete the registration process each spring. All required forms are also included in the online registration.

New 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)
- Parent/Guardian ID (e.g., Driver's License, Passport)

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 1st to be eligible to attend public kindergarten. Documentation includes certificate of immunization, guardianship/custody documents, and proof of residency.

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, iReady Reading and Math, and PNOA (Primary Numbers and Operations Assessment), 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.

School/District Choice

A parent/guardian may submit an application 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>

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 at www.lcsk12.org . Students currently enrolled in Limestone County Schools should meet with their high school counselor to discuss possible virtual school options.

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 math and 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 math and 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:

- 4- Mastery: Full Achievement
- 3- Proficient: Substantial Achievement
- 2- Approaching: Partial Achievement
- 1- Unsatisfactory: Minimal Achievement

Grades 3-5:

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

- 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. Each teacher must record and post in the student management grading system a minimum of one (1) evaluation per subject 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 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

4- Mastery: Full Achievement - The student has an advanced understanding of grade-level standards and consistently demonstrates the knowledge and skills at this level of learning as described in the Alabama Course of Study Standards

3- Proficient: Substantial Achievement - The student has a sufficient understanding of grade-level standards and demonstrates the knowledge and skills at this level of learning as described in the Alabama Course of Study Standards

2- Approaching: Partial Achievement - The student has a partial understanding of grade-level standards and is likely to need some additional support at this level of learning as described in the Alabama Course of Study Standards. (Standard developing)

1- Unsatisfactory: Minimal Achievement - The student has a minimal understanding of grade-level standards and is likely to need additional support at this level of learning as described in the Alabama Course of Study Standards. (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 attain at least a 3 on three out of the four of the ELA priority standards and/or three out of the four Math priority standards will be retained for one additional year in the current grade level. 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

iReady Reading and Math

Formative Assessments (Student Portfolio of work samples)

Kindergarten, First, and Second Grade Promotion Standards

Each student must demonstrate understanding of the following standards. Students failing to attain at least a 3 on three out of the four of the ELA priority standards and/or three out of the four Math priority standards will be retained for one additional year in the current grade level. **Students must pass ELA and Math for promotion.**

Kindergarten Promotion Standards

ELA

1. I can name upper and lowercase letters. (AL.11) **(3 or 4)**
2. I can produce letter sounds. (AL 10 a-b) **(3 or 4)**
3. I can apply grade level phonics in decoding words. (AL.10c) **(3 or 4)**
4. I can read high frequency/ sight words. (AL. 16)) **(3 or 4)**

MATH

1. I can count to 100 by ones beginning with any given number between 0 & 99. (ALK.2)
2. I can write, read, and represent numerals from 0-20. (ALK.3; K.3a)
3. I can count to tell the number of objects and answer questions about the amount. (ALK.4; K.4a-d)
4. I can fluently add/subtract within 5. (AL.12)

(3 or 4) = Score students must have for proficiency

First Grade Promotion Standards

ELA

1. I can use phonics and word skills to decode words. (ELA21.1.7) **(3 or 4)**
2. I can read grade level text with accuracy and fluency. (ELA21.1.9) **(3 or 4)**
3. I can apply strategies to comprehend grade-level text. (ELA21.1.20-24) **(3 or 4)**
4. I can read high frequency words. (ELA21.1.10) **(3 or 4)**

MATH

1. I can add and subtract fluently within 10. (AL1.6a-e) **(3 or 4)**
2. I can add and subtract within 20 using objects or drawings. (AL1.6) **(3 or 4)**
3. I can count, read, write and represent numbers to 120. (AL1.10a-d) **(3 or 4)**
4. I can explain and represent two-digit numbers using tens and ones to 100. (AL.11) (AL1.11a-c) **(3 or 4)**

(3 or 4) = Score students must have for proficiency

2nd Grade Promotion Standards

ELA

1. I can read grade level text with accuracy and fluency. (AL. 11, 12) **(3 or 4)**
2. I can read and comprehend literary and informational grade-level text. (AL.30) **(3 or 4)**
3. I know and can apply grade level phonics and word analysis skills in decoding words. (AL.10 a-o) **(3 or 4)**
4. I can read high frequency words. (AL.14) **(3 or 4)**

MATH

1. I can fluently add within 20 using mental strategies. (AL2.2) (3 or 4)
2. I can fluently add and subtract within 100. (AL2.10) (3 or 4)
3. I can count, read, write, and represent a number within 1,000. (AL2.7&8) (3 or 4)
4. I can identify two dimensional shapes and partition into halves, thirds, and fourths. (AL2.25&27) (3 or 4)

(3 or 4) = 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 Handbook/handbook forms are accessible during online enrollment and on district/school websites.
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.

Limestone County Schools 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
- iReady Reading and Math or district provided assessment tool
- 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.

Third Grade Promotion Standards

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

ELA

1. I can read and comprehend literature and informational texts at the third grade level with fluency, automaticity, and accuracy.
2. I can write narrative and descriptive paragraphs using appropriate expression of language, principles of grammar and usage, and mechanics application.

MATH

1. I can use various strategies to add and subtract fluently within 1,000.
2. I can use multiplication and division strategies to multiply and divide within 100.
3. I can model and represent fractions, especially unit fractions (fractions with the numerator 1).
4. I can understand area and perimeter.
5. I can recognize and describe polygons. (two-dimensional shapes)

Commencing with the 2023-2024 school year, third grade students shall demonstrate sufficient reading skills to be promoted to fourth grade. (*HB388 Alabama Literacy Act*)

Fourth Grade Promotion Standards

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

ELA

1. I can read and comprehend literature including stories, dramas, and poetry at the fourth grade level with fluency, automaticity, and accuracy.
2. I can read and comprehend informational texts including history/social studies, science, and technical texts at the fourth grade level with fluency, automaticity, and accuracy.
3. I can write with satisfactory performance informative or explanatory, narrative, and opinion pieces on topic with supporting views.
4. I can demonstrate a command of the conventions of standard English grammar and usage when writing and speaking.

MATH

1. I can solve multi-step word problems using addition, subtraction, multiplication, and/or division.
2. I can multiply a four-digit number by a one-digit number and multiply 2 two-digit numbers. (e.g.: 4856x5, 52x35)
3. I can add and subtract fractions.
4. I can divide a four-digit number by a one-digit number with or without a remainder.
5. I can identify two-dimensional shapes by their lines and angles. (e.g.: parallel and perpendicular lines)

Fifth Grade Promotion Standards

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

ELA

1. I can read and comprehend grade-level literature and informational texts including history/social studies, science, and technical texts independently and proficiently.
2. I can read with sufficient accuracy and fluency to support comprehension and retelling.
3. I can write informative, explanatory, and narrative texts to examine a topic and convey ideas and information clearly.
4. I can demonstrate command of the conventions of standard English grammar and usage when writing and speaking.

MATH

1. I can add and subtract fractions fluently, and understand multiplication of fractions and division of fractions in limited cases (unit fractions divided by whole numbers and whole numbers divided by unit fractions).
2. I can extend division to 2-digit divisors, integrate decimals into the place value system and understand operations with decimals to hundredths, and demonstrate fluency with whole number and decimal operations.
3. I can understand volume.
4. I can explain that attributes belonging to a category of two-dimensional figures also belong to all subcategories of that category. (e.g.: All rectangles have four right angles, and squares have four right angles, so squares are rectangles.)

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.

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:

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

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. 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. PowerSchool is the preferred method to check student progress throughout the grading 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:

6th Grade

1. Each child should pass 5 units which must include English Language Arts, literature/reading, mathematics, science, and social studies.
2. Each athlete must comply with the eligibility requirements of the Alabama High School Athletic Association.

7th and 8th Grade

- Each child should pass 6 units which must include English Language Arts, literature/reading, mathematics, science, and social studies.
- 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 be PST team decision.
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.

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.

State and District Spring ACT benchmark scores on the four subtests will be used as exam exemption incentives. Students may exempt an exam for each of the subtests in which a benchmark score is obtained. Benchmark scores are: English - 18, Reading - 22, Math - 22, and Science – 23.

Honor Roll Requirements Grades 6 – 12

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

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

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 70 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.

GRADUATION REQUIREMENTS

On December 12, 2024, the Alabama State Board of Education amended the Alabama Administrative Code Rule No. 290-3-1.02 to revise the Alabama High School Graduation Requirements, which include the following actions:

- Requiring one (1) unit of credit in an Alabama State Department of Education (ALSDE)-approved computer science course or complete a course with embedded computer science skills and experiences for students who are members of the graduating Class of 2032 and are pursuing the Alabama High School Diploma: General Education Pathway.
- Establishing a new pathway to earn the Alabama High School Diploma, known as Option B, in accordance with Act #2024-126, passed in the 2024 Alabama Legislative Session.

Alabama High School Diploma Options

12th Grade Students of 2025-2026 and 2026-2027 School Years

Option A

English – 4 credits
Social Studies – 4 credits
Science – 4 credits
Math – 4 credits
Health Education – ½ credit
Career Preparedness – 1 credit
Beginning Kinesiology – 1 credit
Career Technical Education, World Language, and/or Fine Arts – 3 credits
Electives – 2.5 credits

Option B

English – 4 credits
Social Studies – 4 credits
Science – 2 credits
Math – 2 credits
Health Education – ½ credit
Career Preparedness – 1 credit
Beginning Kinesiology – 1 credit
Career Technical Education course in an *Approved Program of Study– 3 credits
Additional Core Courses, World Language, Fine Arts, and/or Other Electives – 6.5 credits

*Limestone County Schools currently have approximately 25 Approved Programs of Study. These programs can be found in the 2025-2026 Limestone County Schools Course Offerings Catalog.

All K-12 students in this state shall earn the same high school diploma, regardless of which diploma pathway they follow; however, students enrolled in the Option B-Workforce Pathways diploma shall only be required to complete two math credits and two science credits to earn their high school diploma instead of the four math and four science credits required of other students who elect the traditional Option A diploma. The Alabama State Department of Education shall develop an identifying seal that is to be placed on any high school diploma earned by a student following the workforce pathway.

In lieu of two Math and two Science credits, students in the Workforce Diploma pathway may earn credits that apply towards graduation by completing career and technical education courses which may help prepare those students to go directly into employment in their chosen field following high school graduation.

For student athletes, the Alabama High School Athletic Association (AHSAA) has assured us that students who follow Option B Workforce Pathway will be eligible for athletics. Specific language regarding athletic eligibility is forthcoming.

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2026 and 2027 OPTION A

COURSE REQUIREMENTS		
English Language Arts	Four credits to include:	Credits
	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.	
English Language Arts Total Credits		4
Mathematics	Three credits to include:	Credits
	Geometry or its equivalent/substitute	1
	Algebra I or its equivalent/substitute	1
	Algebra II, or its equivalent/substitute	1
	One credit from:	
	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
Mathematics Total Credits		4
Science	Two credits to include:	Credits
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	Two credits from:	
	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
Science Total Credits		4
Social Studies	Four credits to include:	Credits
	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	Students are required to earn a passing score on the Civics Exam.	
Social Studies Total Credits		4
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	1
Career Preparedness		1
Health Education		0.5
Arts Education Career and Technical Education World Languages		3
Electives		2.5
Total Credits		24
<p>* Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.</p> <p>**Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.</p>		

February 11, 2025

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2026 and 2027 OPTION B

COURSE REQUIREMENTS		
English Language Arts	Four credits to include:	Credits
	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.	
English Language Arts Total Credits		4
Mathematics	Two credits to include:	Credits
	Geometry or its equivalent/substitute	1
	Algebra I or its equivalent/substitute	1
Mathematics Total Credits		2
Science	Two credits to include:	Credits
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
Science Total Credits		2
Social Studies	Four credits to include:	Credits
	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	Students are required to earn a passing score on the <i>Civics Exam</i> .	
Social Studies Total Credits		4
Physical Education	Beginning Kinesiology <u>or</u> Junior Reserve Officers' Training Corps (JROTC)	1
Career Preparedness		1
Health Education		0.5
Career and Technical Education	Credits must be earned from an approved CTE Program of Study, resulting in CTE Completer status.	3
Electives		6.5
Total Credits		24
<p>* Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.</p> <p>**Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.</p>		

February 11, 2025

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

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.

Alabama Seal of Biliteracy

The Alabama Seal of Biliteracy is awarded by the Alabama State Department of Education in recognition of graduating students who have demonstrated an intermediate level of proficiency in English and at least one other world language, including American Sign Language. More information can be located at <https://www.alabamaachieves.org/?s=biliteracy&id=12040>

Academic Honesty

Students are responsible for completion of their own work. Academic dishonesty, including but not limited to plagiarism, cheating, and submitting work generated by artificial intelligence (AI) as if it were their own, will result in consequences. At the elementary level, instances will be addressed by the classroom teacher/principal. In grades 6-12, students 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 meet with their high school counselor for additional information and course availability. Students taking AP course will be required to take the AP Exam or an equivalent final exam.

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. Dual enrollment courses are weighted one point (1.0) when calculating GPA on a 4.0 scale. Interested students should meet with their high school counselor for additional information and program requirements.

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.

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

All home schooled/private schooled (non-accredited) students in grades 6-8 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.

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.

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 2nd 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.

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.

Homebound Services

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

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/herself 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 (<https://www.lcsk12.org/>) 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.

Teacher-Parent Conferences

A parent must contact the teacher or school administrator 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.

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 2025-2026 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 th 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
Nutrition and Wellness	\$25.00
Agricultural Education	\$20.00
Advanced Placement Test Fee (due Oct 1st)	\$99.00
*(AP test fee may be waived or reduced based on guidelines received from the Alabama State Department of Education.)	
Lockers	\$6.00 per year
Parking Permit	\$25.00 per year
ACT Prep	\$25.00
Visual Arts I	\$15.00
Visual Arts II	\$15.00
Visual Arts III	\$15.00
Visual Arts IV	\$15.00
Hobbies	\$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
Business Education	\$20.00
Career Technical Center	\$15.00/department + materials/supplies/dues
ACCESS Science Classes	\$25.00
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 th 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 when possible. 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.
- 15) Only state approved item can be transported 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.

Body Fluid Procedures

It is the position of the Limestone County School System that students entering Pre K-12th 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 to 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 5th 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. 54.)

**Limestone County School District
Medication Administration Procedures
(Medication Guidelines for Parents/Guardians)**

Medical treatment is the responsibility of the parent/guardian and the family physician, no medication will be given at school except for students with chronic conditions requiring medication during the school day or emergency medications.

To prevent unnecessary disruption of the school day, medication prescribed to be taken 3 times a day or less should be given at home if medication is not for a chronic condition necessitating medication in the school setting.

Chronic Health Conditions:

If your student is diagnosed with a chronic condition requiring medication or a health procedure to be administered while in school, during an afterschool program, while participating in a sport or extracurricular activity occurring before or after normal school hours, or when attending a field trip, you must notify and schedule a conference with the school nurse.

If your child is not diagnosed with a chronic condition requiring medication in order to attend school and you wish for your child to have medication while in school, the following options are available:

- You may give the medication at home before or after school; or
- You may come to the school to give the medication at the appropriate time; or
- You may choose for administration in school according to medication administration guidelines.

Authorization:

You must notify the school nurse if a health procedure or medication is to be administered in the school setting and submit all required documentation to the school nurse.

All procedures and all medication require a completed Parent-Provider Authorization (PPA) with both the parent/guardian and the medical provider's signatures.

All Medication must be brought by the parent/guardian and signed in with the school nurse.

Before any medication is given or procedure is performed, the parent/guardian will discuss the Individualized Healthcare Plan (IHP) with the school nurse. Once completed and signatures from the parent/guardian and the school nurse are present, medication administration and/or procedures can be performed. A new IHP is required each school year.

The first dose of a new medication cannot be administered at school and must be given at home. Likewise, when a change in an existing medication's dosage is prescribed, the first new dose cannot be administered at school.

Controlled substances cannot be authorized for administration for acute conditions. Only those controlled substances prescribed for chronic conditions are approved for administration in the school setting. If you wish for your child to have a controlled medication for any acute condition, including pain, it is best to give this type of medication at home. You may come to the school to give your child his/her medication.

All medication must be brought by the parent/guardian and signed in with the school nurse. The current prescription bottle must be labeled to match the physician's order. 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 only be dispensed as specified on the PPA.**

No more than a 30-school-day supply of medication can be accepted at one time. The pharmacy can provide the appropriate supply of medication in a labeled container.

Parents/guardians are responsible for picking up any remaining medication at the end of the school year or when any medication is discontinued by the medical provider. You will be given a specific date to retrieve all unused medication. Any medication not picked up by the specific date given will be disposed of, and all medication remaining at the end of the last school day for students will be disposed of according to Alabama State Medication Administration Guidelines.

Field Trips and Off-Campus Sporting or Activity Events:

Emergency medications and those identified in the Individualized Education Plan (IEP), 504 Plan, or as prescribed for a chronic condition are the only medications that may be administered on any field trip. Authorized staff members may administer these medications according to the Limestone County Schools' Medication Guidelines.

If your child will need to have medication that is not routinely being administered in the school setting while attending an extended day or overnight field trip, you must notify and submit all required medication and paperwork directly to the school nurse **2 weeks prior to the trip**. All medications and documentation must be authorized by the nurse, verified with the medical provider, packaged for the trip before the trip, and an IHP completed. **No medications can be accepted within 48 hours of a trip.**

**** All medication is administered according to the Medication Administration Guidelines of Limestone County Schools. If you have any questions, please contact the school nurse.**

**** Stock calamine lotion, Vaseline, hand lotions, and aloe will be part of the school nurse's "first aide" supplies, are not considered OTC medication and will be used as deemed necessary by the school nurse.**

Limestone County Schools

HEALTH PROCEDURES

When Your Child Should NOT Be in School

School nurses will monitor students for symptoms of **communicable or infectious health conditions**. If symptoms occur in the school setting, you will be contacted and you must pick your child up from school. If your child is diagnosed with an infectious illness or has symptoms of an infectious condition at home, you must keep your child home from school.

The following guidelines must be adhered to:

- **Fever:** Your child should stay home and/or will be sent home for a fever of 100 degrees (orally) or higher and cannot attend school until fever-free twenty-four (24) hours without fever-reducing medication.
- **Vomiting:** School nurses will review your child's health records for chronic gastrointestinal conditions. Your child cannot attend school if the following exist:
 - One episode (1) of vomiting and the presence of another symptom
 - Two (2) or more episodes of vomiting within a twenty-four (24) hour period, even if no other symptoms exist.
- **Diarrhea:** Your child cannot attend school if the following exist:
 - One (1) episode of diarrhea and the presence of another symptom (dehydration, fever, etc.) or
 - Three (3) or more episodes of diarrhea in a twenty-four (24) hour period, even if no other symptoms exist. This does not necessarily mean three episodes during the seven (7) hour school day. Students will be sent home at the school nurse's discretion.
- **Pink Eye:** Conjunctivitis can be contagious. Your child should remain at home for twenty-four (24) hours after the first dose of medication is given.
- **Rashes:** Students with an undiagnosed rash should see a healthcare provider and be cleared to remain in school. Rashes with the following are not allowed in the school setting:
 - **Impetigo-** cannot attend school until twenty-four (24) hours after prescribed medical treatment.
 - **Chicken Pox-** cannot attend school until all blisters have formed a scab.
 - **Ringworm-** your child should not attend school until treatment has started.
- **Strep Throat:** Your child cannot attend school until twenty-four (24) hours after the first dose of medication and fever-free for twenty-four (24) hours without the assistance of fever-reducing medication.
- **Coughing/Sneezing/Nasal Drainage:** Your child should not come to school with excessive coughing, sneezing, and/or nasal drainage. If your child has been kept awake at night with these interruptions, please allow the child to recover at home. Students will be sent home at the nurse's discretion.
- **MRSA "Staph Infection":** Your child cannot attend school until prescribed medical treatment is started, the fever is absent, and the area is covered with no drainage seeping through the bandage.
- **Unvaccinated Children:** During an epidemic or a threatened epidemic of any disease preventable by an immunization required by the ADPH, 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 of prior disease, or (2) the epidemic or threat no longer constitutes a significant public health danger. **Limestone County Schools will follow the guidance provided by the ADPH during these episodes.**

**You must submit proof of treatment or a statement of clearance from the health department or medical provider if proof is requested by the school nurse or school principal.*

Please keep emergency phone numbers in PowerSchool & notify the school front office of any changes.

Limestone County Schools Head Lice Procedures

Head lice do not pose a health hazard, transmit disease, or are signs of poor hygiene, child abuse, or neglect. Nits are not equivalent to head lice, since nits cannot be transmitted from person to person and should not result in school exclusion. On the other hand, live lice are transmitted through direct head-to-head contact. Transmission of live lice in the classroom is uncommon and live lice are rarely present in more than 5% of students.

These procedures are endorsed by national organizations such as the American Academy of Pediatrics, the American Public Health Association, and the National Association of School Nurses.

Details on Procedures for the Limestone County Schools

- If a student is identified with live lice, school staff will attempt to notify the parent/guardian to pick the child up from school. If the parent cannot pick up the student, the student will remain at school until the end of the school day. Every attempt will be made to protect the student's confidentiality and diminish any social stigma or embarrassment to the student and family.
- The parent will be advised to provide prompt treatment, including removal of live lice and nits before returning to school. The student will be re-examined by the school nurse, or trained designee upon returning to the school. Students with live lice will not be allowed to re-enter until they are lice-free.
- Students may return to school after being treated and if there is no evidence of live lice. Successful treatment should kill live lice, but nits sometimes persist after initial treatment. A daily nit check, by the parent, is advisable for at least 10 days following treatment.
- Students referred and treated for live lice may be re-examined by the school nurse, or trained designee in 14 days.
- Siblings and other close contact who are felt to be in close contact with the person with live lice, at the school nurse's discretion will be inspected for infestation and referred as appropriate. School-wide, classroom, or other large-group screenings are not recommended.
- For cluster cases of three or more students in one classroom or a defined setting, notification letters to parents/guardians of students in that classroom may be sent home at the school nurse's discretion, or the school principal's request. The parent/guardian is responsible for screening and treating their child.
- Lice are not a public health threat and no healthy student should be excluded from school because of head lice or nits for extended periods. Students with nits and no evidence of live head lice will not be excluded from school.

Parents have the ultimate responsibility for their children. This includes:

- Assisting with head lice prevention and management through regular checks of their children's hair.
- Start immediate treatment when head lice are detected.

The parent/guardian will be referred to the school nurse if they have any questions or treatment and management questions.

Additional General Information

1. **Mass Communication Notification System** – Limestone County Schools will use a mass communication notification system to inform parents of district wide and local school announcements, as well as for emergency notifications.
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.
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. **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, as well as posted to social media. 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.
10. **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.
11. **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.
12. **Telephone** – The office telephones at each school within the System are not for student use except in emergency situations as determined by the principal.

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. 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.

CLASSIFICATION OF VIOLATIONS AND SANCTIONS

It is fundamental that an orderly school has 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 (after 3)
- 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 (Refer to pages 68-72)
- 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
- 11. Prohibited from participation in extracurricular school activities.

Class II Violations

- 2.01 Refusal to follow an 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
- 10. Prohibited from participation in extracurricular school activities.

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 violent threats to include, but not limited to, bomb and shooting threats
- 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 to include e-cigarettes containing illegal substances 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. Prohibited from participation in extracurricular school activities.
8. Any sanction(s) included in Classes I and II and other sanction(s) as approved by the local Board of Education

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, and 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, hoods, 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. This includes blankets.
- 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.

LCS Vaping

The health and safety of the students of Limestone County Schools are our top priority. The increasing use of nicotine based e-cigarettes, vapes, vape pens, and electronic delivery systems has been identified as a leading concern among our children. We are providing education for our students as to the health risk associated with the use of these products. Limestone County Schools are taking the use of these products very seriously. The possession, use, distribution, and/or sale of these products will be as follows:

- First offense: One day out of school suspension
- Second offense: 3 days out of school suspension
- Third and subsequent offenses: Referral to Alternative Placement

The possession, use, distribution, and/or sale of cannabis or drug based products will be treated as a class III violation and subject to class III sanctions of the Code of Student Conduct.

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 will be encouraged and information will be provided 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.

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) Detention

Any teacher or principal may assign detention to a student to be served before or after regular school hours, 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.

2) 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.

3) Out-of-School Suspension

When first using out-of-school suspension as a disciplinary consequence, it is recommended that the principal start with a short-duration suspension. If a student repeats the behavior, the principal should gradually increase the length of the suspension or increase to a more serious consequence consistent with the Code of Conduct. A student that is suspended out of school for ten (10) or less days for a violation of the Code of Conduct need only receive minimal due process that includes an informal discussion with the student where the student is told what he or she is accused of doing, the basis for the allegation, and be provided an opportunity to tell his or her side of the story.

A "Long-Term Suspension" is defined as an exclusion of a student from his or her regular school environment for more than 10 and less than 90 school days per incident for disciplinary purposes. The due process procedure for a Long-Term Suspension is explained below under the heading Student Discipline Due Process. A due process hearing is required for suspensions over 10 days, unless waived by the parent or guardian.

4) Alternative School

The District's Alternative Education Program ("Alternative School") exists to serve the unique academic, social, and emotional needs of students who would otherwise not be allowed to continue their education due to disciplinary issues. A student must serve his/her assigned time in a satisfactory manner before he/she can return to any school in the Limestone County School System. In order for a student to be placed in an Alternative School, he/she must be referred by the school administrator to the Director of Discipline. The due process procedure for a Long-Term Alternative School Placement (more than 15 days) is explained below under the heading Student Discipline Due Process.

The Alternative School hours are from 7:30 a.m. to 2:30 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 arranged by the parents/guardians. The person providing transportation must be an adult. 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. Students will sit in their cubicle properly and keep their work area clean.
- b. Student will not leave his or her cubicle for any reason without permission.
- c. Student will work on home school assignments during class hours. Sitting without working does not constitute a work day.
- d. Rebellion, disrespect, vandalism, and refusal to follow orders are not tolerated.
- e. Eating is only allowed during breakfast and lunch times. Students may keep a bottle of water at their cubicle. The water bottle must be sealed upon arrival to school.
- f. Students are allowed one supervised bathroom break in the morning and one in the afternoon.
- g. Students will observe the same dress code stated in the student handbook. Additionally, watches and bracelets are not allowed.
- h. All rides will be arranged ahead of time. Students may not use the telephone.
- i. 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.
- j. Students will not compete in any extra-curricular activity while placed in Alternative School.
- k. Cell phones are not allowed during school and must be powered off and turned in upon arrival to the Alternative School.

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

5) Expulsion

An expulsion is defined as the exclusion of a student from his or her regular school environment for more than 90 and less than 180 school days per incident for disciplinary purposes. Students may be disciplined up to and including expulsion for Class II or III offenses, or any violation of policies related to drugs, alcohol, guns, other dangerous weapons, or credible threat to personnel, school, or student. The due process procedure for an expulsion is explained below under the heading Student Discipline Due Process. A student will be suspended immediately pending a hearing consistent with the Student Discipline Due Process procedure below. Students may be disciplined up to and including expulsion for certain offenses as permitted by the Student Code of Conduct. 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 6.2)

Student Discipline Due Process

The following Student Discipline Due Process procedure is applicable to any Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion. These procedures are not required or applicable to out of school suspensions of ten (10) days or less, alternative school assignment for fifteen (15) days or less.

1. Following an alleged student disciplinary incident, the principal, or his or her designee, may consider all of the following factors before recommending a Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion:

- a. The age of the student.
- b. The disciplinary history of the student.
- c. The seriousness of the violation or behavior.
- d. Whether a lesser intervention would appropriately address the behavior of the student.

2. After considering the above and if the principal determines it appropriate, the principal will refer the student to the Central Office Director of Discipline. If he or she recommends that the student receive a Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion, the student and his or her parent or guardian will normally be provided written notice delivered to them personally or by mail at least 7 days before a hearing. The notice will contain:

- a. A statement of the time, date, and place, and nature of the hearing;
- b. A short and plain statement detailing the alleged conduct, the provision of the Code of Student Conduct allegedly violated, and any recommended discipline;
- c. A statement of the rights of the student at the hearing, including the following: the

right of the student to be represented at the hearing by legal counsel or another advocate of the student's choice at the student's expense; the right to review any audio or video recording of the incident; the right to review information or evidence that may be presented at the hearing consistent with federal and state student record laws and at least five (5) days before the hearing; the right to present a defense, question adverse witnesses who are present at the hearing (excluding students under 14 years of age), and offer evidence and oral testimony at the hearing (Note, the anonymity of witnesses will be protected, and witnesses may not be compelled to attend or testify in any disciplinary hearing); and

d. An optional waiver of the disciplinary hearing indicating the parent or guardian assent to the alleged violation or violations and to the recommended discipline.

If the written notice is not responded to by a parent or guardian, the hearing will be waived and the student will receive the consequence recommended.

3. If the notice was responded to by the parent or guardian of the student, the hearing officer will normally conduct a hearing within 10 school days after the initial suspension of the student from school pending a hearing. However, the hearing date may be extended for good cause as determined by the hearing officer or upon agreement of the parties. The purpose of the hearing is to determine whether the alleged Code of Student Conduct violation occurred.
4. If the student's parent chooses to have an attorney present and/or present the student's defense through evidence and examination of witnesses, the principal or principal's designee may also have an attorney present to serve in advisory role or present the case in support of disciplinary action. The student's parent must give the Central Office Director of Discipline notice, 48 hours prior to the hearing, of the decision to have an attorney; any attorney for the student will be at the parent or student's expense. Failure to do so may result in the rescheduling of the hearing.
5. At least five (5) days before the hearing, the student, parent or guardian, legal counsel, and/or advocate may review any audio or video recording of the incident, and, where consistent with the Family Educational Rights and Privacy Act ("FERPA"), the Individuals with Disabilities Education Act ("IDEA"), and other relevant state and federal laws, any records, documents, or other information that may be presented as evidence at the hearing including written statements made by witnesses related to the alleged incident led to the consequence.
6. At the hearing, the Director of Discipline shall give the student an opportunity to admit or deny the conduct and violation in question. If the student admits to the conduct in question, the hearing will not go forward and the student will receive the recommended consequence. If the student denies the reason(s), the principal or other person assigned by the principal will offer evidence at the hearing that the student violated the Code of Student Conduct. The case may be presented through evidence (documentary, audio, video) and by statements made by the witness(es). Additionally, student witnesses, including accusers, may provide evidence by written statement which may be redacted. The decision as to these issues shall rest in the discretion of the Director of Discipline.
7. Next, the student, parent or guardian, legal counsel, or advocate may present a defense on behalf of the student. The student, parent or guardian, legal counsel, or advocate may question adverse witnesses who are present at the hearing and offering testimony (excluding students under 14 years of age), and offer evidence, including oral testimony from witnesses, written statements, and other documentary evidence and audio or video recordings at the hearing. The student is permitted to present adult witnesses over 14 years old, but if a witness's testimony is redundant or not relevant, the hearing officer can decide not to hear that witness. Witnesses cannot be compelled to attend or testify in a disciplinary hearing. If witnesses elect to participate, their anonymity will be protected to the extent reasonably possible.
8. After following the above procedures, the Director of Discipline, based on all facts and evidence presented, shall determine, whether the student did or did not commit an offense, what offense, if any, was committed and whether the recommendation is accepted or overruled. The hearing officer shall prepare a written decision which will be provided to the student and parent or guardian within five (5) school days after

the hearing. The written decision will include:

- a. The basis for the decision, including a reference to the provision of the Student Code of Conduct or state law that the student is accused of violating;
- b. A statement detailing the information that shall be included in the official record of the student; and
- c. A statement detailing the right of the student to appeal the decision and notice of the procedures necessary to file an appeal.

9. The following persons shall be notified of the hearing decision:

- a. The student's parent or guardian (by mail and verbal notification);
- b. The Principal;
- c. The Special Education Director (for students with disabilities); and
- d. The Superintendent.

10. A recording shall be made of the hearing and shall be kept for no less than six (6) months from the date of the hearing. The written record of the hearing shall be kept for two (2) years. Each party to the hearing, upon request, will receive an electronic or written record of the hearing from the local board of education.

11. Once a disciplinary recommendation is made by the Central Office Director of Discipline, the discipline recommended 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.

Appeal to the Superintendent's Student Disciplinary Committee (SSDC)

If the student's parent or guardian is dissatisfied with the decision of the hearing officer in cases in which the hearing officer upholds the recommendation for discipline, the parent or guardian may file an appeal by using the following procedures:

1. The student's parent must file a written request for an appeal to the Superintendent. The written request may be emailed to an email or mailed to the physical address designated in the Director of Discipline's decision. The written request for an appeal must be postmarked or delivered on a date no more than seven (7) calendar days after the earlier of: the postmarked date of the written notification of the hearing officer's decision; the date of hand delivery of the written notification of the hearing officer's decision; or the date of documented verbal notification of the Director's decision.
2. The SSDC shall be comprised of the Superintendent and/or two other Central Office Administrators appointed by the Superintendent. If the written request for an appeal is not made on time, the Director's decision will be final.
3. The SSDC, upon receipt of a timely filed written request for an appeal, will request the documented evidence of the case including the findings, conclusions, disposition, and/or tape recording.
4. The SSDC shall review the case on the basis of the record. No new evidence shall be admissible.
5. Within ten (10) working days after receipt of the appeal, the SSDC will make a written decision to uphold, overturn, or impose a lessor or different punishment than recommended by the Central Office Director of Discipline.
6. A copy of the SSDC's decision shall be sent to the following persons:
 - a. The student's parent or guardian (by certified mail);
 - b. The Principal;
 - c. The Special Education Department (for students with disabilities); and
 - d. The Superintendent's Office.

Appeal of SSDC's Decision for Expulsion

An appeal of the SSDC's decision is *only available* for an expulsion of a student. An appeal to the Limestone County Board of Education is not available for any other consequence. If after the hearing before the Director of Discipline and appeal to the SSDC, a parent is dissatisfied with the Superintendent's decision to expel the student, the parent may file an appeal to the Limestone

County Board of Education using the following procedure:

1. The student's parent must file a written request for an appeal and it must be addressed to and mailed or given to the Board of Education, with a copy to the Superintendent. The written request for appeal may be emailed to an email or physical address designated in the Superintendent's decision, or if none is provided, then to the Superintendent at the physical address of the Central Office.
2. The written request for an appeal must be postmarked or hand delivered on a date no more than seven (7) calendar days after notification of the SSDC's decision. 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. If the written request for an appeal is not made on time, the SSDC's decision will be final.
3. Upon receipt of a timely filed written request for an appeal, the Board shall set a hearing date. In order to comply with applicable student privacy laws, the hearings will be closed to the public. The student and his or her parent/guardian will be provided written notice with the date, time, and location of the hearing, at least five (5) days before a hearing that is delivered to them personally or by mail.
4. At the hearing, the Board shall give the student an opportunity to admit or deny the conduct and violation in question. If the student admits to the conduct in question, the hearing will not go forward and the student will receive the recommended consequence. If the student denies the reason(s), the principal, Superintendent, legal counsel, or the Superintendent's designee will offer evidence at the hearing that the student violated the Code of Student Conduct. The case may be presented through evidence (documentary, audio, video) and by statements made by the witness(es). Members of the Board may ask questions of any witness. Additionally, student witnesses, including accusers, may provide evidence by written statement which may be redacted. 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.
5. Next, the student, parent or guardian, legal counsel, or advocate may present a defense on behalf of the student. The student, parent or guardian, legal counsel, or advocate may question adverse witnesses who are present at the hearing and offering testimony (excluding students under 14 years of age), and offer evidence, including oral testimony from witnesses, written statements, and other documentary evidence and audio or video recordings at the hearing. The student is permitted to present adult witnesses over 14 years old, but if a witness's testimony is redundant or not relevant, the Board can decide not to hear that witness. Witnesses cannot be compelled to attend or testify in a disciplinary hearing. If witnesses participate, their anonymity will be protected to the extent reasonably possible.
6. The student's parent must give the Board notice, 72 hours prior to the hearing, of the decision to have an attorney; any attorney for the student will be at the parent or student's expense. Failure to do so may result in the rescheduling of the hearing.
7. After following the above procedures, the Board, based on all facts and evidence presented, shall determine by majority vote whether the recommendation of the SSDC for expulsion is accepted or overruled. The Board shall deliberate in executive session to make its determination on whether to uphold or overrule the recommendation for expulsion. The Board will then provide written notice of its decision.
8. The following persons shall be notified of the hearing decision:
 - a. The student's parent or guardian (by certified mail and verbal notification);
 - b. The Principal;
 - c. The Special Education Director (for students with disabilities); and

d. The Superintendent.

9. A recording shall be made of the hearing and shall be kept for no less than six (6) months from the date of the hearing. The written record of the hearing shall be kept for two (2) years. Each party to the hearing, upon request, will receive an electronic or written record of the hearing from the local board of education.

Readmission to the Regular School Environment

When a student returns to school after the suspension, expulsion, or alternative school placement, readmission shall be preceded by a conference with the Principal or the Principal's designee. The conference shall include the parent(s) or guardian(s) unless otherwise approved by the Principal. The Superintendent or his/her designee may also choose to attend the readmissions conference. The student is readmitted by the Principal or his/her designee and returns to class. 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.

Transition Plan for Adjudicated Youth

A returning student will attend a re-enrollment hearing with the Limestone County Schools Director of Discipline. That hearing will determine the appropriate setting that is best for the student to successfully transition back to Limestone County Schools. This can include placement in a small classroom setting at the district's alternative program, before returning back to the regular school environment.

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 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.

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 the 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 form 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)]

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 other personal technology devices can be used for many of the same activities as other forms of technology, additional rules apply to the possession and use of these communication devices at school. 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

The use of any personally-owned technology at school is a privilege, not a right. The District 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.

When permitted by state law, cell phones, personal laptops, tablets, wearable technology, and other personal technology devices that could be used to distract, cheat, harass, or otherwise violate school rules must be in silent mode and kept out of sight in a locker, backpack, or other location away from students during school hours. Personal ear buds, headphones, and other personal listening devices may be used only for educational purposes with the express permission of a teacher or school administrator. Exceptions may be made by school or district administration to accommodate specific educational activities, in case of school or weather emergencies, or for medical necessity.

The following devices may not be brought to school under any circumstances:

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

Students must 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.

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. 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).

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.

When a student withdraws from the district or graduates, access to their student email account and related data in GWFE will be deactivated. Graduates will have the opportunity to download their Google data for a specified period of time following graduation.

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. The district applies content filtering and monitoring compliant with the Children's Internet Protection Act (CIPA) to all student accounts, and email is content filtered and encrypted by Google. 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.

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

Opting out of a Google Workspace for Education account may significantly impair the student's ability to participate fully in the district's curriculum and educational program, as a school Google account is necessary to use district laptops and access essential digital educational tools.

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

Students should only use technology with permission of a teacher, administrator, or other authorized school personnel. During school hours students should only use technology for school-related purposes. While in school, students must have specific permission from authorized school personnel in order to:

- 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.

Artificial Intelligence (AI)

Generative artificial intelligence (AI) is a new and emerging technology. As such, its uses and the implications of its use are still being discovered. For the purposes of the District's Technology Acceptable Use Agreement, it shall be treated as other established technologies. Students are prohibited from generating work with AI and claiming it as their own creation. Any work produced must be properly cited and/or attributed to the generative engine.

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.

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 assist 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.

Violation of cell phone or personal technology rules will result in:

- First offense: The student's device will be confiscated by a staff member and held in the main office until the end of the school day. A school administrator will contact parents/guardians. The student may pick up the device from the office at the end of the school day.
- Second offense: The student's device will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and will be required to pick up the device from the office.
- Third offense: The student's device will be confiscated and held in the main office until the student's parents are able to come pick it up. The student will be assigned three days of in-school suspension.
- Fourth offense: The student's device will be confiscated and held in the main office for five days. The device may be banned from school property. Parents will be required to pick up the device from the office. The student will be assigned five days of in-school suspension.
- Fifth and subsequent offenses: The student will be referred for alternative placement.

In addition to the disciplinary actions defined above, students who are found to have used technology at school in a manner that violates any section of the Limestone County Schools Code of Conduct, the Children's Internet Protection Act, or other laws, may face additional disciplinary and/or legal action. Examples include:

- Use of technology 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.

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.

Acknowledgment 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.

Limestone County Schools
Technology Device Acceptable Use Agreement
Grades K-5

The Limestone County School District (“District”) provides each elementary student with a device (Apple iPad or Chromebook) for classroom use throughout the school year as a positive learning tool in coordination with the District’s curriculum. In the case of district-designated e-learning day(s), the student may be allowed to take this device and its accessories home temporarily in order to provide the student access to e-learning instructional activities and assignments. **This device, carrying case, and charger are the property of the District and must be returned to school the next school day following any e-learning day(s).**

Applicable Policies: In use of the device, the student is subject to and must comply with the Limestone County Board of Education Policies and Student Handbook policies addressing student discipline, harassment/bullying, acceptable use of technology and their associated administrative procedures and regulations.

Student Expectations:

1. The device is to be used for educational purposes.
2. The student will keep the device in good working condition by following these maintenance instructions:
 - a. Use only a clean, soft cloth to clean the device. No cleansers or liquids of any type should be used.
 - b. Insert and remove cables and USB devices carefully to prevent damage.
 - c. Do not write or draw on the device, or apply any stickers/labels that are not property of the District.
 - d. Do not remove the district barcode label from the device.
 - e. Handle the device carefully and ensure that others do the same.
 - f. Keep the device and charger out of reach of animals.
 - g. Do not leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car).
 - h. Do not use or allow the device to be near food or liquids.
 - i. Secure the device when it is out of sight. It should not be left in an unlocked locker, a desk, or other location where someone else might take it.
 - j. Keep the device in the carrying case provided by the District at all times while in transport. Devices are not allowed to be used on school buses or any other District transportation.

No Right to Privacy: The device is District property; therefore, the District may examine the device and search its contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. School administration may involve law enforcement if there is reasonable suspicion that the device may have been used for an illegal purpose.

Internet Filter Outside of School: The District employs Internet filters and monitors students’ Internet activity at school and provides filtering and monitoring of students’ Internet access at home or off school grounds. It is highly recommended that parent(s)/guardian(s) monitor their student’s Internet usage. Parent(s)/guardian(s) assume complete responsibility for the Internet access beyond the network provided by the District. When using the device outside the District, students are bound by the same policies, procedures, and guidelines as in school.

Damage to or Loss of Device:

Parent(s)/guardian(s) are responsible for their child’s use of the device, including any damage to or loss of the device or its accessories. Damage or failure to return the device and/or its accessories may result in fines for repair or replacement. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.

Hardware or Functionality Problems:

If a problem arises with the functionality of a student’s device, the student or parent/guardian should report this to the classroom teacher in a timely manner. Under no circumstances may the student or his/her parent/guardian attempt to repair or allow anyone except District staff to attempt to repair suspected hardware faults or the device’s operating system.

Limestone County Schools
1:1 Student and Parent Device Agreement
Grades 6-12

The Limestone County School District (“District”) will issue each student in grades 6-12 with a device, which the student is to use as a positive learning tool in coordination with the District’s curriculum, for the purpose of remote learning, classwork, and homework. Although this Agreement authorizes the student’s use of the device for the school year, the device is the property of the District and must be returned upon the District’s request or on the last day of the student’s attendance for the school year.

Applicable Policies: In use of the device, the student is subject to and must comply with the Limestone County Board of Education Policies and Student Handbook policies addressing student discipline, harassment/bullying, acceptable use of technology and their associated administrative procedures and regulations.

Student Expectations:

1. The device is to be used daily for educational purposes. Students are responsible for bringing it to school every day, fully charged.
2. The student shall not disrupt the educational process of the District through non-educational use of the device.
3. The student will keep the device in good working condition by following these maintenance instructions:
 - a. Use only a clean, soft cloth to clean the device. No cleansers or liquids of any type should be used.
 - b. Insert and remove cables and USB devices carefully to prevent damage.
 - c. Do not write or draw on the device or apply any stickers/labels that are not property of the District.
 - d. Handle the device carefully and ensure that others do the same.
 - e. Keep the device and charger out of reach of animals.
 - f. Do not leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car).
 - g. Do not use or allow the device to be near food or liquids.
 - h. Secure the device when it is out of sight. It should not be left in an unlocked locker, a desk, or other location where someone else might take it.
 - i. Keep the device in the case provided by the District at all times while in transport. Devices are not allowed to be used on school buses or any other District transportation.

No Right to Privacy: The device is District property; therefore, the District may examine the device and search its contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. School administration may involve law enforcement if there is reasonable suspicion that the device may have been used for an illegal purpose.

Internet Filter Outside of School: The District employs Internet filters and monitors students’ Internet activity at school and provides filtering and monitoring of students’ Internet access at home or off school grounds. It is highly recommended that parent(s)/guardian(s) monitor their student’s Internet usage. Parent(s)/guardian(s) assume complete responsibility for the Internet access beyond the network provided by the District. When using the device outside the District, students are bound by the same policies, procedures, and guidelines as in school.

Damage to or Loss of Device:

Parent(s)/guardian(s) are responsible for their child’s use of the device, including any damage to or loss of the device.

1. Accidental Damage or Damage Due to Neglect:

- **First incident:** \$25
- **Subsequent incidents:** entire cost of the repair (up to \$100)

2. Intentional Damage: entire cost of the repair, up to the complete replacement cost of the device (\$275)

3. Theft: upon presentation of a filed police report, the parent(s)/guardian(s) will be responsible for the first \$50 of replacement cost

4. Loss:

- **Device Loss:** complete replacement cost of the device (\$275)
- **Charger Loss:** replacement cost of the charger (\$30)
- Failure to return the device and/or its accessories at the end of the year or before the student’s departure from the District may be subject to criminal prosecution or civil liability

The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.

Hardware or Functionality Problems:

If a problem arises with the functionality of a student’s device, the student should submit a trouble ticket regarding the problem within 24 hours or on the next school day. If necessary, the device will be sent in for repair. A limited number of classroom loaner devices will be available for students to use during class. A loaner device will not be provided for home use. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to repair or allow anyone except District staff the attempt to repair suspected hardware faults or the device’s operating system.

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 **prohibited** 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. All schools shall observe Offer versus Serve procedures in meal service. Students must select at least three of the five components offered in accordance with guidelines of the National School Lunch Program (NSLP), and three of the four components offered through the breakfast program. For both meals, a minimum of ½ cup fruit or vegetable is required for the meal to be considered reimbursable. Milk may be declined if the appropriate number of components are selected. 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. All items served in school vending machines are also in compliance with the USDA "Smart Snacks in School" guidelines.

SCHOOL PARTIES

School parties are not permitted during meal times. You may not serve items in the classroom in lieu of coming to the cafeteria. 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. The application is good for the time frame from July 1st to June 30th of each year. Please remember to fill out an application yearly. 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.

ALL FAMILIES ARE HIGHLY ENCOURAGED TO FILL OUT A FREE AND REDUCED APPLICATION TO ENSURE THE OPPORTUNITY OF RECEIVING ACCURATE MEAL ELIGIBILITY

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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
Fax:
(833) 256-1665 or (202) 690-7442; or
Email:
program.intake@usda.gov

This institution is an equal opportunity provider.

*The enclosed "nondiscrimination" language herein was added pursuant to the May 5, 2022, USDA memorandum. However, although included as currently required for audit compliance by the USDA, the State of Alabama objects to its **inclusion, applicability** and the **application** of this language due to currently pending legal challenges in the matter of THE STATE OF TENNESSEE, ET AL. V. USDA, ET AL., Case No. 3:22-cv-00257, and may be subject to change or removal.

**STANDARD OPERATING GUIDE
FOR
LIMESTONE COUNTY SCHOOLS

RADIOLOGICAL EMERGENCY
AT
BROWNS FERRY NUCLEAR PLANT**

Effective 2025 -2026

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

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

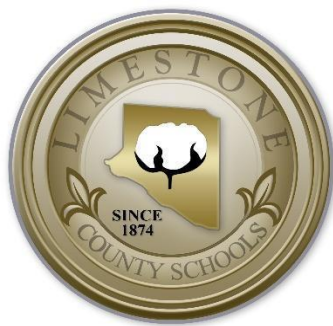
An ALERT class is indicated when events are in process or have occurred which involve an actual or potential substantial degradation of the level of safety of the plant or a security event that involves probable life threatening risk to site personnel or damage to site equipment because of HOSTILE ACTION. 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.



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.lcsk12.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



Parents Right-to-Know

August 2025

Dear Parent/Guardian

We are pleased to notify you that in accordance with the *Every Student Succeeds Act of 2015*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the top portion of the enclosed form, and return the form to your child's school.

El Derecho de los Padres de Saber

Agosto 2025

Estimados Padres/Guardián

Tenemos el agrado de informarle que en conformidad con la *Ley de Cada Estudiante Tiene Éxito 2015*, usted tiene el derecho de solicitar información sobre las cualificaciones profesionales del maestro de su hijo. En concreto, puede solicitar lo siguiente:

- Si el maestro ha cumplido con los criterios de cualificación estatal y de licencia para los niveles de grado y áreas temáticas en las que el maestro proporciona instrucción.
- Si el maestro está enseñando en estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios de cualificación o licencia del Estado.
- El título de especialización del maestro y cualquier otra certificación o título obtenido por el maestro, y el campo de disciplina de la certificación o título.
- Si el niño recibe servicios de ayudantes de maestros y de ser así, sus calificaciones.

Si desea recibir esta información, complete la parte superior del formulario adjunto y devuelva el formulario a la escuela de su hijo.

Sincerely/Sinceramente,

Limestone County Schools

Parents Right-To-Know • Request Teacher Qualifications

Title I, Part A, Section 1112(c) (6), *Every Student Succeeds Act*, Public Law 114-95

I am requesting the professional qualifications of _____

who teaches my child, _____ at _____
Child's Name (Please Print) School (Please Print)

My mailing address is _____
Street (Please Print) City Zip

My telephone number is _____.

My name is _____
Name (Please Print)

Signature Date

Escuelas del Condado de Limestone

El Derecho de los Padres de Saber • Solicitar cualificaciones del maestro

Título I, Parte A, Sección 1112(c) (6), *Ley de Cada Estudiante Tiene Éxito*, Ley Publica 114-95

Estoy solicitando las cualificaciones profesionales de _____

quien enseña a mi hijo, _____ en _____
Nombre del niño (Por favor imprimir) Escuela (Por favor imprimir)

Mi dirección postal es _____
Calle (Por favor imprimir) Ciudad Código Postal

Mi número de teléfono es _____.

Mi nombre es _____
Nombre (Por favor imprimir)

Firma Fecha

TITLE IX DISCRIMINATION COMPLAINT FORM

Title IX Coordinator

Carmon Parris

300 South Jefferson Street, Athens, AL 35611

256-998-5231

256-233-6461

carmon.parris@lcsk12.org

Title IX of the Education Amendments Act of 1972 (“Title IX”) provides that “[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

This means that our students and employees are entitled to be free from sex-based discrimination in our educational programs or activities. This includes discrimination based on gender, gender identity, pregnancy status, parenting status, and sexual harassment. For more information, please see the District’s Title IX Policy. If you believe that you have been subjected to discrimination in violation of Title IX, you may complete this complaint form or write a formal complaint and submit it to the Title IX Coordinator.

Please note that the District cannot guarantee that your complaint will be kept confidential, because District personnel are required to share certain information with all parties involved. Nonetheless, the District will make reasonable efforts to avoid sharing information regarding your complaint beyond those required to receive such information. If you have any questions, please contact the Title IX Coordinator.

TITLE IX DISCRIMINATION COMPLAINT FORM

Once you complete and submit this form, the Title IX Coordinator will promptly and confidentially contact you with information about the next steps.

Name of Complainant:	
Please indicate whether you are: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Title IX Coordinator	
Department (if applicable):	
School (if applicable):	
Home/Cell Phone:	Work Phone:
Address:	
Employee ID (if applicable):	Student ID (if applicable):
Have you notified any other personnel about this incident? If yes, note whom.	
Type of Prohibited Conduct (check all that apply): <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Dating Violence <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Stalking <input type="checkbox"/> Pregnancy Discrimination <input type="checkbox"/> Parenting Discrimination <input type="checkbox"/> Gender Expression/Identity Discrimination <input type="checkbox"/> Other Gender/Sex Discrimination	
Name of person or persons you believe engaged in prohibited conduct against you:	

Complaint:

Describe in as much detail as possible what happened. To the extent possible, please include who was involved, when the incident(s) occurred, where the incident(s) occurred, and what took place. **Attach additional pages if needed.**

Identify any persons you believe have useful information related to your complaint, as well as your relationship to them (i.e., co-worker, classmate, teacher, etc.):

For retaliation complaints, please describe the retaliatory conduct and what you believe this conduct is in response to. Attach additional pages if necessary.

Signature:**Date:****Printed Name:****FOR THE TITLE IX COORDINATOR****Date Rec'd:****Initial Report Rec'd By:**

LIMESTONE COUNTY SCHOOLS

STUDENT HANDBOOK

ACKNOWLEDGMENT FORM

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 accessed during online enrollment
_____ 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.



Complaint Form

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

Reference – Limestone County Board of Education Policy:

6.25 Jamari Terrell Williams Student Bullying Prevention Act Policy

School Name: (please print) _____

Name of Student: _____ Grade: _____

Telephone Number: _____

INFRACTION REPORTED BY: _____ STUDENT _____ PARENT/GUARDIAN			
Date of Incident		Time	
Specific Location of Incident			
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.)			
OTHER INFORMATION			
What results are you seeking by filing this complaint?			

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.

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



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

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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

Engage, Enlighten, Empower

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