

Lanett
CITY SCHOOLS

105 N. Lanier Ave | Lanett, AL 36863 | (334) 644-5900
www.LanettCitySchools.org

W.O. Lance Elementary
Lanett Junior High School
Lanett High School

2021 – 2022
District Handbook

Jennifer Boyd, Superintendent

Please note the required parent signature pages in the back of this book

Vision

Preparing LANETT Students to

Live Learn Lead

Mission

Lanett City Schools will provide a supportive and rigorous educational environment that produces responsible, self-motivated students who are prepared for the future.

Beliefs

All students can learn when provided a safe and supportive environment, strategies to address learning barriers, and high-quality instruction.

- Student success requires teamwork among staff, students, families, and the community.
- Progress in education requires a willingness to change.
- All students will graduate college or career ready.

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NONDISCRIMINATORY POLICY

The following policy is issued for the guidance of all students and personnel in the Lanett City School System:

The Lanett City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

For inquiries regarding the non-discrimination policies or for information related to the following programs, please contact the individuals below by phone at 334-644-5900 or at the Lanett City Board of Education office at 105 North Lanier Avenue, Lanett, AL 36863.

Jennifer Boyd, Superintendent: Americans with Disabilities Act (ADA), Facilities

Whittany Nolen: Technology, Tiers of Instruction Liaison, Elementary Curriculum, Elementary Professional Development, System Testing, HIPAA Compliance Officer, System Accountability

Christy Carpenter: Federal Programs (Title I, Title II, Title IV, Title V), Title IV, Title IX, Secondary Professional Development, Secondary Curriculum, Textbooks, English Learners (EL), Special Education/Gifted Education, Section 504 for Student Services

Hilda Carlisle: Career Tech

Tiers of Instruction School Chairpersons:
Reagan Gilbert, W.O. Lance Elementary School: 644-5915
Sharon Smith, Lanett Junior High School: 644-5950
Nanette Cullwell, Lanett High School: 644-5965

TITLE IX

No 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 assistance. Male and female students will be eligible for benefits, services, and financial aid without discrimination on the basis of sex. The Federal Programs Coordinator of City Schools has been designated as the district Title IX Coordinator.

SEXUAL DISCRIMINATION AND HARASSMENT

The Board of Education and Lanett Schools are opposed to unlawful discrimination against any student, teacher, or employee. All students, employees, and teachers should enjoy a non-hostile, non-intimidating, and non-offensive environment. Any concerns or violations from students, teachers, or employees should be reported. Complaints and grievances should be filed and reported as outlined in Lanett City School Board Policy. Please see chart of reporting contacts on page 26.

CALENDAR

"The Lanett City Schools 2020-2021 calendar is available on the district website. Go to www.lanettcityschools.org, and click on the "Academic Calendar" button on the left."

LANETT CITY BOARD OF EDUCATION Adopted: May 11, 2009 Amended: Sept. 14, 2009	School Uniform and Appearance Policy

SCHOOL UNIFORM AND APPEARANCE POLICY

I. Purpose

The Lanett City Board of Education believes a safe and disciplined learning environment is the first requirement of a high performing school. The implementation of school uniforms will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. The board also feels that the wearing of uniforms by students will help lessen the impact of socioeconomic differences. In addition, it allows for immediate identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

II. Implementation Process

Students will be required to wear uniforms at the beginning of the 2009-2010 school year.

III. Information Dissemination

School officials will communicate with parents/guardians concerning the uniform policy, including general guidelines for implementation, by using one or more of the following: newsletters, parent forums, PTO meetings, TV and radio announcements, flyers and website.

IV. Appearance

In addition to being required to wear school uniforms, all students are to be well-groomed and dressed appropriately for school and school activities. A student's dress and/or appearance shall:

1. Support, not disrupt, the learning environment
2. Constitute no threat to health or safety
3. Be tasteful and unable to be construed as provocative or obscene
4. Reflect practices of good hygiene and cleanliness

Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and approved by the principal, principal's designee or a committee selected by the principal, on an annual basis. In considering a waiver request, the principal, principal's designee or committee members have the right to request additional documentation from medical officials and/or religious leaders.

Reasonable accommodation shall be made by the principal for students involved in special duties, activities, or projects approved by the school. This would include but not be limited to athletics, P.E. classes, special events, and other activities that require non-conforming dress on a school campus during a school-sponsored event.

V. School Uniform

The principal and/or principal's designee will implement the school uniform and appearance policy in a manner that is age and developmentally appropriate. Good judgement in considering issues such as age, developmental stages, and body type are expected of all students, parents, and guardians in the selection of school attire and appearance. Uniforms must be kept neat, clean, and properly fitted.

A. Shirts

1. Solid white, black, navy or ecru (light tan) button front oxford, polo, turtleneck, blouse-type shirts with collar and sleeves (long or short).
2. A small, unobtrusive logo that can be covered with a quarter is acceptable.
3. All tops must be long enough to remain tucked in as part of the uniform.
4. Undershirts must be solid black or white with no wording or pictures (t-shirts are considered undershirts).
5. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.
6. Clothing shall be worn as it was designed to be worn (not inside-out or backwards, etc.).
7. A solid white, black, navy or ecru crew-neck or v-neck sweater or sweater vest is permissible in cold weather (with appropriate shirt underneath).
8. No sleeveless, spaghetti straps, or tank top shirts are permitted; all shirts must have a collar.

B. Pants, Skirts, Skorts, Jumpers, Capri Length Pants, Shorts

1. Colors: solid khaki, black, or navy
2. No blue jeans (denim material) are allowed (see exception in Other Uniform Requirements).
3. Must be free of graphics and embroidery. With the exception of small labels, they may not have insignias, logos, words, or pictures.
4. Shorts, skirts, skorts and jumpers shall be modest and of sufficient length. (The length of these articles of clothing shall preferably be knee-length, but absolutely no shorter than the width of a $1.00 bill from the knee when standing).
5. No pants or shorts with pockets halfway down the legs will be allowed.
6. Clothing must be appropriately sized. No baggy or sagging pants or shorts are allowed. No "low rise" clothing is allowed. Pants may not be worn with the waistband below the hipbone.
7. Clothing shall be worn appropriately (not inside-out or backwards; no rolled up pants legs, etc.).
8. Appropriate uniform shirts must be worn under all jumpers and sweaters.
9. No see-through or mesh clothing that will reveal the body or undergarments shall be allowed.
10. Pants, etc. with belt loops will require a belt. Belts must be a plain black, brown, navy or clear belt with a plain belt buckle that is not oversized. All belts must be buckled.

C. **Coats** - Individual schools may make requirements for coats and coat storage.

D. Shoes/Footwear/Socks

1. All students shall wear shoes/footwear at all times.
2. Shoes/socks can be black, white, navy, brown, gray (not shiny silver) or a combination in color. All visible parts of the footwear, including the logo, must be a board approved color.
   A combination in color is defined as a solid colored shoe with a small amount of other board approved colors. Patterns; such as, polka-dots, camouflage, checks, stripes, other prints, etc. are not permitted.
3. Students may wear sandals, provided they do not interfere with the safety and welfare of the student and meet the color requirement for shoes.
4. Shoes shall be worn at all times, and, as needed, shoes shall conform to special requirements (such as P.E. classes, JROTC, science labs, etc).
5. Shoes that have laces shall be laced and tied as designed.
6. No bedroom shoes shall be allowed.
7. No flip flops (or flip flop-type sandals) or slides (or slide-type shoes) shall be allowed (see exception in *Other Uniform Requirements*).

E. Other Clothing Items or Accessories

1. Hair accessories should be modest. Headbands may not be worn on the forehead.
2. No gang-related clothing, accessories, symbols or intimidating manner of dress, as identified by local law enforcement agencies, are allowed.
3. No headwear (including caps, hats, sweatbands) or sunglasses shall be worn inside school buildings.
4. No bandanas or du-rags shall be allowed.
5. No oversized or excessive jewelry or accessories are allowed.

F. Other Uniform Requirements

1. Students are expected to be dressed according to the uniform standards at all times when school is in session.
2. Students who are taking classes that require a special dress code (such as JROTC) may wear that uniform to other classes.
3. Students with a documented physical disability may request a waiver.
4. Students will be allowed to "dress up" for special activities; however, if they do not participate in the "dress up" activity, the approved school uniform dress will be required. Special activities include: Homecoming week, spirit week, other special occasions deemed appropriate by the principal.
5. Principals may allow exceptions to the uniform rule (not the dress code) one Friday each month for a specific grade level, class, or the entire student body, as a reward for good behavior, good grades, or other positive promotions (example: Flip Flop Friday, school-sponsored T-shirt Friday, blue-jean Friday etc.). Student must wear the school-assigned badge to indicate permission has been granted from school officials to wear non-uniform clothing.

ITEMS NOT ALLOWED TO BE WORN BY STUDENTS

- Wind pants/Sweatpants (allowed as part of PE uniform)
- Velour pants and tops
- Oversized or ripped clothing
- Excessively tight clothing
- Overalls
- Bell bottoms
- Sleeveless tops/overcoats
- Un-hemmed clothing
- Hooded sweatshirts
- Trench coats
- Bicycle shorts
- Leggings/Jeggings/Stretch knit
- Carpenter's pants
- Denim or jean fabric
- Clothing with slashes/rips/tears
- Flip flops/Flip flop type sandal
- Slides or slide type shoes
- Other clothing deemed inappropriate by the principal

Note: Any student's dress or personal appearance that the administration believes is disruptive or interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students' dress.

REVOCATION OF SHORTS/SKIRTS/SKORTS PRIVILEGE FOR EXCESSIVE VIOLATIONS

If the principal determines that too many students have abused the shorts/skirt/skorts requirement the principal may revoke the shorts privilege at that particular school so that the entire student body will no longer be allowed to wear shorts/skirts, etc. to school for a specified period of time. The principal shall have sufficient documentation regarding uniform non-compliance. In such cases, the principal may elect to prohibit the wearing of shorts at that particular school during subsequent semesters or school years or reinstate the privilege of wearing shorts to school as the principal, in consultation with the faculty, may deem appropriate. Additionally, the principal may revoke the shorts privilege of any student who violates, twice in one semester, the provisions of the shorts requirements.

Students new to Lanett City Schools will be given a two-week (14 calendar days) grace period from their enrollment date, to obtain and wear the proper school uniforms. Students that have previously attended LCS do not qualify for this grace period unless a period of at least 1 year has passed.

UNIFORM AND APPEARANCE VIOLATIONS

Appropriate disciplinary actions for uniform and appearance violations shall include the following:

- First Violation – Warning
- Second Violation – Detention
- Third Offense - Saturday School
- Fourth and additional offenses - Saturday School, ISS, or OSS
-

Any student found to be in violation of the uniform policy must change to meet uniform requirements in a timely manner. If necessary, the parent will be contacted to pick up the student or to bring a change of clothes. Any absence from class is unexcused. If the student does not change to meet uniform requirements within a period of time deemed appropriate by the principal, an additional violation will be issued. Excessive absences due to dress code infractions will result in truancy hearings and juvenile court referrals.

ATTENDANCE

It is very important that your child is present each day and arrives to school on time. We request that appointments for the dentist, doctor, etc., be made after school hours if possible. However, in the event a student needs to be absent for a full or partial day, the parent must provide/submit an appropriate excuse for the child's absence to the office within three (3) days of the student's return to school. Notes from the parent or guardian should state the specific reason for the absence and be signed by the parent or guardian. If the absence was due to a doctor's visit, court appearance, or other verifiable means deemed acceptable by administration, a professional excuse should be submitted to the office. Parents are encouraged to call the school to verify that their child has turned in an excuse for their absence. Failure to bring a note/excuse results in an unexcused absence.

If a student is present at school for half of the day or more, they will be counted as present for the day. If a student is to be absent from school for more than two consecutive days, we ask that the parents notify the school secretary.

Tardies/Check Ins: Students arriving at school after the tardy bell will be counted as tardy. Students who are tardy to school must report to the office and be checked in. *Please refer to district and school handbook policies and procedures on tardies to school for more information.*

Check Outs: In the event that your child needs to be checked out, the child can only be checked out by a parent, guardian, or emergency contact only. The office must be provided with the names and telephone number of TWO local emergency contact persons for each student. No checkouts will be allowed by telephone or note. The adult checking the student out must report to the office and adhere to appropriate check out procedures. If your child checks out and returns to school before the end of the day, the child must report to the office and be checked in. *Please refer to district and school handbook policies and procedures on checkouts for more information.*

Perfect Attendance: Perfect attendance certificates will be awarded at the end of the year to those students who have not been absent or tardy during the school year.

ATTENDANCE

(State Law -- Policy Manual 5.40)

Alabama law requires that every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire

length of the school term in every scholastic year except that, prior to attaining his or her 16th birthday every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7. Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe. The parent, legal custodian, or guardian of a child who is six years of age, may opt out of enrolling their child in school at the age of six years by notifying the local school board of education, in writing that the child will not be enrolled in school until he or she is seven years of age.

Student Responsibilities

1. To attend all classes daily and on time.
2. To abide by laws and local board of education regulations regarding attendance. **Reminder: credit may be denied after ten (10) unexcused absences per semester.**
3. Provide documentation for all tardies/absences.
4. Request, complete and turn in on time all make-up work given for excused absences.

Student Rights

1. To be informed of and oriented to attendance policies and procedures.
2. To be given make-up work and reasonable length of time for completing and submitting.

Criminal Conduct

Students charged with criminal conduct cannot be admitted to regular class. Attorney General opinion 95-00107 deals with a variety of issues involving students suspended from regular classes under s16-1-24.1 (b) of the *Code of Alabama*. The opinion stated that suspended students may be assigned to an alternative school or a suspension accountability class. If criminal proceedings also are initiated as a result of the activity leading to suspension, the student cannot be readmitted to the regular classroom until the charges have been disposed of, despite fulfilling board requirements for re-admittance to the classroom. The student may, however, continue to attend the alternative school.

EXCUSED ABSENCES

Please note that parents will receive an automated call for all absences

Examples of Excused absences are defined as follows:

1. Illnesses that endangers the student's health or the health of others
2. Students that are deemed ill by the school nurse on a given day
3. Death in the immediate family
4. Legal quarantine
5. Students that are receiving healthcare, hospitalized, etc.
6. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
7. Legal requirements for students
8. Observance of any sacred day set aside by a recognized religious denomination of which the student is a member
9. Military deployment date of a student's parent
10. Emergency conditions as determined by the Superintendent

TRUANCY

Truancy is defined as unexcused absences or skipping school/class for a day or portion thereof.

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of

filing a petition with the Court. All unexcused absences shall count toward the accumulated totals pursuant to the enforcement of truancy procedures.
The following procedures for addressing truancies (includes unexcused absences) have been established for Lanett City Schools.

Parents will receive an automated call for all absences

- **First Truancy** (unexcused absence)
  - Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
- **Third Truancy** (unexcused absence)
  - Parent/guardian shall be notified.
- **Fifth Truancy** (unexcused absence)
  - The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court. (ii) Attendance at one of these conferences shall be mandatory.
    - Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under **Ala. Code 1975, §16-28-12(c)** (failure to cooperate), or a truancy against the child, whichever is appropriate.
- **Seventh Truancy** (unexcused absence)
  - Beginning with the seventh unexcused absence, a petition/complaint will be filed against the parent(s)/guardian(s) and child (when age appropriate).

CHRONIC ABSENTEEISM

Chronic Absenteeism is defined as missing 18 or more days of school for any reason - including excused or unexcused absences. Research shows that Chronic Absenteeism is associated with any number of negative consequences for students including, lower achievement, disengagement from school, course failure, and an increased risk of dropping out of school. Chronic absenteeism is factored into the school's overall report card that is issued by the state. **Students are strongly encouraged to be in regular attendance**.

TARDIES TO SCHOOL

Excused Tardies to School:

Tardies to school will be excused only with a professional excuse from a doctor, court, or other verifiable means deemed acceptable by administration. Parent notes are not accepted for tardies to school.

Unexcused Tardies to School:
The following consequences shall be issued for unexcused tardies to school in a nine-week grading period.

- First and Second Tardy - No consequences
- Third Tardy – 1 Day of Detention
- Fourth Tardy –2 days of Detention
- Fifth Tardy – Saturday School
- Sixth Tardy – ISS
- Seventh or Additional Tardies - Saturday School, ISS or other consequence as assigned by administration

CHECKING OUT OF SCHOOL

In the event that your child needs to be checked out, the child can only be checked out by a parent, guardian, or emergency contact only. The office must be provided with the names and telephone number of TWO local emergency contact persons for each student. No checkouts will be allowed by telephone or note. The adult checking the student out must report to the office and adhere to appropriate check out procedures. If your child checks out and returns to school before the end of the day, the child must report to the office and be checked in.

A student is allowed 3 checkouts per semester without penalty. A student who checks out 4 or more times will need an excuse from a professional (doctor's visit, court appearance, or other verifiable means deemed acceptable by administration). All students who check out after the 3rd time and do not have a professional excuse will be issued consequences. Individual schools will determine and outline consequences in their individual student handbooks.

MAKE-UP WORK

The day a student returns to school after an absence, he/she should consult with his/her teachers and determine what work was missed. At this time, the time and place for the make-up should be determined. The make-up work should be completed within three (3) school days of the student's return to school. Exceptions as to the time limit may be made concerning absences of one week or more.

Make-up work should not interfere with normal class work. This means that students are not to leave one teacher's class to make up work for another teacher. In addition, the make-up should not interfere with the normal conduct of the teacher's class who is giving the make-up.

Make-up tests should not be exactly the same tests that were given to the class members who took the original. Some variation is necessary to prevent students from having an unfair advantage over the other students. **Students who have been suspended from school will be allowed to make up work.**

GRADING IN THE REGULAR CLASSROOM

The teacher will be able to provide evidence to justify a grade given. This evidence will be available to authorized school personnel. Grades will be determined on the basis of several factors rather than from one source, including classwork, test/portfolios, and homework. The relative emphasis and importance of an activity or test will be reflected in the value assigned to it in the overall evaluation. That is, a major test will receive more value than a daily worksheet. Conduct will not be considered in determining academic grades.

CHEATING

Cheating on academic work will not be tolerated. When a teacher becomes aware that a student is cheating, the assignment (test, paper, etc.) will be taken up by the teacher, a zero (0) will be given for that activity.

PROMOTION AND RETENTION POLICY

Promotion of a student from one grade to the next shall be based on that individual student's achievement of the minimum skills necessary to qualify for promotion and the student's classroom attendance. The institution of these promotion/retention policy guidelines is to assure that all students are promoted or retained by the same standards.

Students and parents/guardians will be informed of these promotion/retention policy guidelines through their presentation in the Board's policy manual and in the school student handbooks. At the beginning of each school year, each student will be given a copy of the school handbook containing these guidelines.

Elementary and Junior High students shall be candidates for retention if they have accumulated more than 20 unexcused absences per year. High school students shall be candidates for retention if they have accumulated more than 10 unexcused absences per semester. On the eleventh absence and beyond, a professional note will be the only documentation accepted.

Summer school is encouraged for students who have not mastered the minimum skills necessary for promotion. In the event that summer school is offered, attendance at the summer school session will NOT ensure promotion to the next grade.

RESPONSE TO INSTRUCTION (RTI)

Each school in the Lanett City School System has a Problem Solving Team (PST). RTI combines core instruction, assessments, and interventions within a multi-tiered system to increase student achievement and to reduce behavior problems. PSTs are formed to address needs and to guide general education intervention services for all students who have academic or behavior difficulties. Each school will develop problem solving teams that review student data in the areas of reading, math, and behavior. Teams are required to meet monthly.

Core Program: The core program should meet the needs of 80% of students in reading, math and behavior. Students will participate in a minimum of two benchmark assessments throughout the school year to identify needs that will be addressed through RTI.

Tier II Intervention: Tier II intervention is an additional 30 minutes of individual or small group instruction daily targeted to specific needs of your child using research-based strategies. The problem solving team determines which students need tier II interventions and will notify you of that decision. Your child will participate in a "progress monitoring" assessment to determine success of these interventions a minimum of once every two weeks. You will be notified of that success, or lack thereof, with a graph of your child's progress attached to the progress report/report card. Tier II interventions may be short term and stop once your child has obtained adequate progress toward the targeted skill. A vision and hearing screening is conducted to determine if vision and hearing is a hindrance.

Tier III Intervention: Tier III intervention (in addition to Tier II) is an additional 30 minutes of individual or small group instruction daily targeted to specific needs of your child using research-based strategies and programs; these programs are taught by highly qualified and trained teachers. The problem solving team determines which students need additional tier III interventions and will notify you of that decision. Your child will participate in weekly "progress monitoring" assessments to determine the success of these interventions. You will be notified of that success, or lack thereof, with a graph of your child's progress attached to the progress report/report card. There is possibility of screeners and assessments to determine tier III intervention to help identify any additional problems that may be hindering the success of current interventions. Tier III interventions are intensive and long term. However, tier III interventions may stop once your child has obtained adequate progress toward the targeted skills. Lack of progress overtime using core instruction, tier II, and tier III interventions may result in a referral for an evaluation for special education eligibility.

SPECIAL EDUCATION AND SERVICES

Special education students, who are receiving all instruction in a regular classroom for a particular subject, will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject unless otherwise specified in the student's Individualized Education Program (IEP).

If a student is receiving all academic instruction in the special education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the Individualized Education Program (IEP) developed by the IEP committee will govern promotion.

Students with disabilities who engage in violation of the school's code of conduct, and the behavior is not a result of or related to the disability, are subjected to the school's disciplinary rules and procedures as any other non-disabled peer.

Vision and Hearing Screening: Any student may have his/her vision and/or hearing screened at any time upon referral and written permission from parent or guardian. A letter is sent home informing parents if the student fails either screening.

Counseling Services: A certified guidance counselor provides counseling services to all students. Services include individual and group counseling in such areas as developing a positive self-concept, decision-making and peer relations. Counseling is available upon request of student, teacher, or parent regarding personal, social, emotional and academic concerns of students.

CHILD FIND NOTICE

The Lanett City and Chambers County School Systems are in the process of identifying and locating three groups of children: those in need of special education and related services, those in need of services under Section 504 of the Rehabilitation Act of 1973 and those in need of gifted services. Children in need of special education services are those between the ages of 3 and 21 who are known or suspected to have a disability that adversely affects educational performance and requires specially designed instruction. A child can need special education even if he/she is advancing from grade to grade. Services are offered for the following areas of disability: autism, deaf-blindness, developmental delay, emotional disability, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disabilities, speech and language impairment, traumatic brain injury and visual impairment.

Students in need of services under Section 504 of the Rehabilitation Act of 1973 are those known or suspected to have a disability which substantially limits a major life activity, such as caring for oneself, performing manual tasks, walking, speaking, seeing, hearing, breathing, learning, reading, concentrating, or thinking, but are not eligible for or receiving special education services.

Students in need of gifted services are those who perform or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience or environment and 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

Anyone knowing of a child within Chambers County, but outside the city limits of Lanett, in need of such services is asked to call Fran Groover, Special Education/504/Gifted Coordinator for Chambers County Schools, at 334-864-9343, or 706-586-2280 ext. 10203 between 8:00 a.m. and 4:30 p.m. CST. Anyone knowing of a child within the city limits of Lanett is asked to contact Christy Carpenter, Special Education/504/Gifted Coordinator for Lanett City Schools, at 334-644-5907 between 8:00 a.m. and 4:30 p.m. EST.

The Chambers County and Lanett City Schools are HIPAA compliant. For questions about the privacy rights of students residing within the Chambers County school district, please contact Loreta Cofield at 334-864-9343 ext. 10217. For questions about the privacy rights of students residing within the Lanett City School district, please contact the Lanett City Schools Central Office at 334-644-5900.

GIFTED CHILD FIND NOTICE

Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth 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 individual with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be considered as potential gifted referrals through the use of teacher observations of classroom performance and gifted behaviors along with work samples obtained by the gifted education specialist.

For each referred student (whether from 2nd grade Child Find or standard referral), information is gathered in the areas of aptitude, characteristics and performance. Eligibility for gifted services may be automatic based on full scale scores on an approved aptitude test or on an approved creativity test. If automatic eligibility does not occur, then the student data is entered into a multiple criteria matrix where points are assigned in

the areas of aptitude, characteristics and performance according to established criteria. The total number of points earned using the matrix determines if the student is eligible for gifted services.

To make a referral, contact the principal, counselor or gifted education specialist at your child's school.

GIFTED/ENRICHMENT PROGRAM

Gifted/Enrichment Program: The Gifted/Enrichment Program (directly or indirectly) serves students identified for gifted services from grades K-12. Consultative services are offered for identified students in grades K-2. Students eligible for gifted services in grades 3-6 are pulled out once a week for an entire day (3-5 hours) and served in a resource room with services provided by a gifted education specialist. These students are also served in the general education classroom through the use of curriculum compacting and other differentiation strategies. Junior high school students (grades 7-8) are served through advanced classes, curriculum compacting in the general education classroom, and weekly meetings with the gifted education specialist. Students in grades 9-12 are offered advanced classes, AP classes, talent area electives, counseling services for college and career preparation, and consultation with the gifted education specialist as needed.

ELECTRONIC/DIGITAL DEVICES

At no time shall students be in possession of electronic devices at school. These devices include, but are not limited to, cellular phones, CD players, iPods, beepers, radios, pagers, or any other electronic devices that may cause a disruption to the educational process. **Neither the local administrator nor the school board assumes responsibility for loss, theft or destruction of any electronic devices including cell phones.**

Disciplinary action to be taken will be listed in the Parent/Student Handbook of each school.

ALABAMA STATE DEPARTMENT OF EDUCATION GUIDELINES FOR THE SEARCH OF DIGITAL DEVICES SEIZED DURING THE ADMINISTRATION OF A SECURE TEST

Revised May 18, 2011

- The possession of a digital device is **strictly** prohibited during the administration of a secure test.
- If the device is used during the administration of a secure test, the device will be confiscated and is subject to a search.
- If the device is used during the administration of a secure test, the student's test will automatically be invalidated.
  1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to help prevent any remote-access data-wipe.
  2. The test administrator should deliver the device as soon as practicable to a school administrator.
  3. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
  4. For the purposes of determining whether a search of a digital device should take place, the school administrator should learn the facts regarding the seizure of the device from the test administrator, and determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.
  5. If the school administrator determines that the student was merely in possession of the digital device, then it may be returned to the student in accordance with the school system's policy.
  6. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she may search the device, limiting the search only to what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.
  7. If no wrongful activity is discovered on the device, then it may be returned to the student in accordance with the school system's policy.

8. If wrongful activity is discovered on the device regarding the test at issue or, if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device in accordance with the school system's policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.
9. Following a search in which wrongful activity is discovered, and when the device is a "smart phone," the device should be turned off after the search to help prevent a potential remote-access data-wipe.
10. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.
12. In any situation involving the search and seizure of a student's property, a school administrator should consult with his or her supervisor in accordance with the school system's policy.

INTERNET ACCEPTABLE USE AND NETWORK SAFETY POLICY

The Lanett City School District offers access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

The Children's Internet Protection Act (CIPA) requires schools who receive federal technology funds to have certain policies in place.

> *"Schools and libraries subject to CIPA are required to adopt and implement an Internet Safety policy addressing:*
>
> *a) access by minors to inappropriate matter on the internet*
> *b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications*
> *c) unauthorized access, including so-called "'hacking," and other unlawful activities by minors online*
> *d) unauthorized disclosure, use, and dissemination of personal information regarding minors*
> *e) measures restricting minors' access to materials harmful to them"*

In compliance with CIPA requirements, Lanett City Schools (LCS) has adopted this Technology and Internet Use Safety Policy. This policy is the rules and guidelines under which all members of LCS (students, faculty, and staff) will be held responsible.

I. PERSONAL RESPONSIBILITY

Upon reviewing, signing, and returning this policy each student/employee will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy and report any misuse of the network to the school administrator. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property. The Lanett City School District cannot provide access to any student/employee who does not return the policy with the signatures of the staff member or student and his/her parents or guardians. If you have any questions about these provisions, contact the system technology coordinator.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media. Parents are responsible for monitoring their students' use of technology, including student access to Lanett City Schools resources from home or a remote location. Lanett City Schools recommends that parents and students discuss these privileges and responsibilities and commit to positive use of all technology resources, both school and student-owned.

II. NETWORK USES

A. Educational Purposes - The Lanett City School District is providing access to its computer network and the Internet for educational purposes. LCS provides students and staff access to various electronic resources through Internet and computer online services. Each year the media specialist at each school present on-line safety presentations to the students. These on-line safety presentations include interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.
    1. Supervision — Students using technology must be supervised at all times. Teachers should never leave their students unattended if they are utilizing technology. Equipment should be placed in areas of the classroom where the monitor is visible.

B. Social Media — LCS recognizes the value of social media for personal and professional use. There are guidelines that should be addressed when social media is used. Recommendations are attached to inform employees of inappropriate use. Please review these recommendations.

C. Unacceptable Uses of Network - Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

    1. It is unacceptable to use the network or Internet for any uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance of which is prohibited by the Lanett City School District's Student Code of Conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
    2. Network or Internet uses that cause harm to others or damage to property is not acceptable. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; or participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems. Users will not download or install program files without the permission of the principal or technology coordinator.
    3. Commercial transactions are not acceptable. Students/Employees and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
    4. Students may not subscribe to discussion group mailing lists or user groups without the permission and oversight of the teacher. Employees will subscribe only to discussion group mailing lists and user groups that are relevant to the school curriculum.

III. NETWORK SAFETY

A. General Warning; Individual Responsibility of Parents and Users - All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. If a student/employee finds that other users are visiting offensive or harmful sites, he or she should report such use to the teacher and/or administrator.

B. Personal Safety - Be safe. In using the computer network and Internet, do not reveal personal information such as home address or telephone number. Do not use your last name or any information that might allow a person to locate you. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. Never

agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities - It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information - Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

E. Active Restriction Measures - The Lanett City School District will utilize filtering software or other technologies in compliance with CIPA on all system owned computers or networks with Internet access to protect against unacceptable web content to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Chat rooms are also filtered and not available to students. The district will monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Electronic mail (Gmail) is available to students on an as needed basis. Student email is provided as a privilege to communicate with others regarding educational content. Accounts are subject to be reviewed at any time. Inappropriate use of the email system will result in loss of access to this privilege.

Internet filtering software or other technology-based protection systems may be disabled for a teacher or school administrator, as necessary, for purposes of bona fide research.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

F. School District Web Sites — The Lanett City School District provides Web space for employees to maintain Web sites. All material placed on or linked to school-sponsored Web pages must be educational in nature and pre-approved by an administrator or authorized designee. Material appropriate for Web sites includes Lanett City School District information, Lanett City School District Board of Education information, individual school information, teacher or classroom information, student projects and extracurricular organization information. Links to unofficial Lanett City School District Web pages are prohibited.

IV. PRIVACY

Network and Internet access is provided as a tool for your education. The Lanett City School District reserves the right to monitor, wipe devices at any time, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Lanett City School District and no user shall have any expectation of privacy regarding such materials.

V. SOFTWARE

Students may not download software of any kind. To prevent computer viruses from being transmitted through the school's email/Internet system, there will be no unauthorized downloading. All downloaded software must be registered to Lanett City Schools. Employees wishing to download software must first submit a ticket to the Technology Department for permission. Only authorized technicians are able to install software on Lanett City School devices.

VI. HARDWARE

Students and staff members are prohibited from using any external storage devices including jump drives, flash drives, thumb drives, external hard drives, etc. Students and staff are strongly encouraged to use their Google Apps account for storage. Employees may be issued electronic equipment for their use during and outside the traditional school day. Employees are responsible for electronic equipment issued for their use and must immediately report loss or suspected theft of electronic equipment to Lanett City Schools administration and local police department. Employees understand use of this electronic equipment is a privilege, not a right and inappropriate or suspected inappropriate use will result in cancellation of this privilege, pending investigation and/or other disciplinary action.

VII. FAILURE TO FOLLOW POLICY

A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the Lanett City School District may refuse to reinstate for the remainder of the student's enrollment/staff employment in the Lanett City School District. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Lanett City School District may also take other disciplinary action in such circumstances.

The following actions, including but not limited to those listed here, are prohibited and are considered policy violations.

Class I-Minor Offenses

1. Unauthorized use of a computer account.
2. Overloading computer resources, such as printing too many copies of a document.
3. Using electronic mail or participating in a chat room without the consent of a teacher or administrator.
4. Initiating or propagating electronic chain letters.
5. Saving login credentials on any device.
6. Any other offense that the principal deems necessary.

Class II Intermediate Offenses

1. Posting personal contact information about you or other people. Personal contact information includes your address, telephone, work address, etc.
2. Agreeing to meet with someone you have met online.
3. Not promptly disclosing to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
4. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
5. Improper use of computers and/or electronic devices (including but not limited to cheating, taking pictures/video without authorization, posting electronic pictures/video without authorization; cyberbullying.
6. Damaging the computer or electronic device (a parent may be held responsible for damages).
7. Installing software or downloading unauthorized files, games, programs, or other electronic media
8. Violating copyright laws.

9. Accessing other's work, folders, or files.
10. Re-posting non-academic personal communications without the original author's prior consent.
11. Using school district resources for commercial activity such as creating products or services for sale.
12. Transmitting or reproducing materials that are slanderous or defamatory in nature.
13. Misuse of the remote access (VPN) to the Lanett City School District network.
14. Any other offense that the principal deems necessary.

Class III-Major Offenses

1. Repeated use of obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures
2. Using the Internet or network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, computer hacking etc.
3. Using external storage devices of any kind including jump drives on any technology device.
4. Computer tampering/hacking - tampering with computers or hacking into school/system networks to change student or employee records, change grades, delete files, compromise passwords, etc.
5. Any other offense that the principal deems necessary.

VIII. DISCIPLINE

Any offense that violates local, state, or federal laws may result in the immediate loss of all computing privileges and will be referred to the proper school authorities and/or law enforcement authorities. Appropriate disciplinary actions are outlined in the student code of conduct.

IX. SECURITY PROTOCOL

A. Users are responsible for individual files and should take all reasonable precautions to prevent others from being able to use the file.
B. Under no conditions should a user provide their username and password to another person, including family members.
C. Passwords will expire every 90 days. Passwords must contain one number, one uppercase letter, and one special character (ie. * , ! ^ $).
    - Passwords should NEVER be saved on any device with any browsers, programs, email clients, applications, etc.
D. Employees with network accounts should log off the account when finished. Computers should be powered off at the end of each work.
E. Users will report any suspicious activity that may pose a threat to the security of the network.
F. Approved Lanett City School District employees may utilize the benefits of a Virtual Private Network (VPN) connection, which is a "user managed" service. This means that the user is responsible for securing their own computer, selecting an Internet Service Provider (ISP), coordinating installation, installing any required soft- ware, and paying associated fees.

TECHNOLOGY DEVICE POLICY

The mission of Lanett City Schools (LCS) Technology Department to enhance individualized life-long learning through technology by empowering students with the skills needed to succeed in an ever changing world. By providing students with technology tools and skills, LCS will equip students with the digital knowledge needed to be successful, self-directed, productive global citizens. For the 2020-2021 school year, all students in grades K-12 will have the opportunity to be issued a Chromebook computer or laptop. Although the devices will primarily be kept at school, Chromebooks or laptops will be issued to students in such time as a mandatory shut-down or quarantine due to COVID-19 or any similar state mandated school closure.

Terms:

Student/Parent will comply at all times with the Lanett City Schools District's Student/Parent Chromebook Agreement. Any failure to comply ends your right of possession effective immediately.

Title:

Legal title to the property is with the district and shall at all times remain in the district. Your right of possession and use is limited to and conditioned on your full and complete compliance with the Student/Parent Chromebook Agreement. The student in whose name a system account and/or computer hardware are issued will be responsible at all times for its appropriate care and use.

License Agreements:

Lanett City Schools is the sole licensee of the software included with the Chromebook computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

Liability:

The permission granted to the student ceases on the last calendar day for the current school year (unless terminated earlier by LCS). Failure to return the said Chromebook on or before this date to the campus principal or his/her designee may result in criminal charges being sought against the student and/or the person who has the Chromebook or laptop. Lanett City Schools reserves the right at any time to demand return of the Chromebook or laptop forthwith. In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school. If Chromebook is stolen, the student must file a police report.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media. Parents are responsible for monitoring their students' use of technology, including student access to Lanett City Schools resources from home or a remote location. Lanett City Schools recommends that parents and students discuss these privileges and responsibilities and commit to positive use of all technology resources, both school and student-owned.

Students/Parents are responsible for reasonable cost of repair for damaged devices. The costs of any other parts needed for repairs will be based on the manufacturer's current price list. Students will also be responsible for replacing lost chargers and protective sleeve/backpack.

Repossession:

If you do not timely and fully comply with all terms of this agreement and the *Student/Parent Chromebook Agreement*, we have the right to notify the authorities to come to your place of residence to pick up the property.

Use of Computers and Chromebooks on the Network:

Lanett City Schools is committed to the importance of a student being able to continue with his work when his/her Chromebook or laptop is experiencing problems.

Internet Resources:

Online assignments may be posted through our Schoology LMS. Talk with your student's teachers about the availability of coursework and assignments.

General Device Rules

Charging:

Students are expected to return the Chromebooks or laptop back to school fully charged after being taken home.

Transporting Devices:

Chromebooks or laptops must always be transported in the protective sleeve/backpack provided by the school district. This includes from classroom to classroom.

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No headphones should be used except for instructional purposes.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades. Do not tamper with computer hardware or software installation.

Music, Games, or Programs

- Music and games may not be downloaded unless assigned/approved by a classroom teacher or administrator. This may be a violation of copyright laws.
- Any such game or unapproved downloads will result in disciplinary action.
- All software loaded on the system must be district approved.

No Loaning or Borrowing Device

- Do not loan the device to other students or non-students. This includes family members.
- Do not borrow a device from another student or non- student.
- Do not share passwords or usernames.

Unauthorized Access

Access to another person's account or computer without his/her consent or knowledge is considered hacking and is in violation of Section 13A-8- 103 [Alabama Computer Crime Act].

Device Care

- When not actively using the device, store it in the provided protective sleeve/backpack or case. The protective sleeve/backpack or case is not intended to protect against droppage or pressure against the screen.
- Never carry your device by the screen.
- Do not use household cleaners on your device. Use only a soft, lint-free clean cloth on the screen. Avoid using Lysol or Clorox wipes on the device. If a damp wipe is used, please thoroughly wring any excess liquid off the wipe before use.
- Never throw, slide, drop, or press harshly on your device.
- Cases must stay free from all stickers, writings, drawings, and other marks.
- Do not loan your device, charger, or cords.
- Do not leave the device in the vehicle.
- Do not leave your device unattended.
- Do not eat or drink while using the device or have food or drinks in close proximity to the device.
- Do not allow pets near your device.
- Do not place the device on the floor or in a sitting area such as couches or chairs.
- Do not leave the device near table or desk edges.
- Do not stack objects on top of your device, such as textbooks, notebooks, etc.
- Do not leave the device outside or use near water such as a pool.

- Do not use excessive force when handling the device/sleeve/backpack, which can cause device damage. Example: Dropping a backpack instead of placing the backpack down carefully.

Back up data and important files regularly! Lanett City Schools will at times perform imaging maintenance on the devices. All files not backed up will be deleted during this process. Students are ultimately responsible for backing up all personal files.

Device Inventory & Asset Tag Information

- Each device is property of Lanett City Schools and is individually labeled and inventoried (by asset number and device serial number) to the individual student to which it has been loaned. There is an inventory asset number tagged on the bottom or back of the device.
- At no time should any Lanett City Schools inventory or asset tag number be tampered with or removed.
- Tampering with or removing an asset number constitutes damage and requires the device to be immediately returned to the school.

PERSONAL ITEMS

The school is not responsible for personal items brought to school. Students are discouraged from bringing items to school that are not conducive to the educational process.

INTERRUPTIONS/TELEPHONE CALLS/MESSAGES

Interruptions to classes will be held to a minimum. Please do not call the school with messages for students unless it is a true emergency. Likewise, children will not be allowed to use the school telephone except for a valid reason. Arrangements for a child to go home in the afternoon should be made before the child leaves for school in the morning. Children should not expect to use the telephone in the afternoon after school to make transportation arrangements. Calling home to ask for forgotten books/supplies/PE equipment is not a valid reason and will not be allowed.

VISITORS

According to Alabama law, any person who is not enrolled in or employed by Lanett City Schools is a visitor. Lanett City Schools operate under the premise of a closed campus policy. All visitors are required to report first to the school office to obtain a pass before going to any other part of the school. This includes relatives of faculty members. Student visitors to classrooms are not permitted.

The principal is responsible for protecting instructional time and the welfare of students. School office personnel should be aware of the purpose of any visit. If at all possible visits should be pre-arranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors. Parents and others are welcome to visit the school at appropriate times. Special programs and visiting days shall be planned to provide such visits.

TEXTBOOKS

Students will be issued textbooks at the beginning of the school year and will be held liable for their loss or for any damage. At the end of each nine weeks, the teachers must check the textbooks for correct identification for each student. Except in years when the governor declares proration, textbooks are furnished by the state to be used for several school years. In academic years when proration is declared by the governor, class sets of books will be utilized. Parents may request a copy of the textbook for home use, however, parents will be held liable for the cost of the book if it is lost or damaged. All books must be turned in or lost book fees paid to the office.

PHYSICAL EDUCATION

All children are expected to participate in physical activities unless some disability prohibits it. In such case, the school must be notified, in writing, stating the disability and the number of days in effect. In some instances, a doctor's statement will be required.

FOOD SERVICES

Healthy, nutritious breakfasts and lunches will be available in the lunchroom for all children. Breakfast and lunch will be provided to all students at no charge. Children may either eat the school lunch provided or bring a lunch from home. Children bringing their lunch may purchase milk from the cafeteria or water will be provided at no cost. Sodas should not be brought to school. All students will eat in the cafeteria at lunchtime. Students are not allowed to have food in the cafeteria from fast food restaurants or school vending machines.

While there is no student breakfast or lunch cost, children are allowed to purchase second meals and/or a la carte items when available. Students may bring cash or have money loaded to their My School Bucks account. The Child Nutrition Program is not allowed to charge meals or a la carte items.

Students will go to lunch with an assigned teacher, be under the supervision of that teacher, and sit where designated. The teacher and/or lunchroom manager will provide procedures for disposition of trays, paper, and other waste. Students are expected to stand in line quietly while waiting to be served and talk quietly at tables while eating. Good manners and courteous behavior are expected at all times.

Parents who want to come for lunch must notify the school office and lunchroom manager in advance. Cost for meals are as follows:

Employee Breakfast: $2.50
Visitor Child Breakfast: $2.50
Visitor Adult Breakfast: $2.75

Employee Lunch: $3.75
Visitor Child Lunch: $3.75
Visitor Adult Lunch: $4.00

MEDICATION

All medications, including over-the-counter medications (i.e. Tylenol, Aspirin, Benadryl) and all prescription medications, must be brought in by the parent in a new, sealed package with a signed medication authorization form and given to the school nurse. Only the school nurse or trained medication assistant is authorized to administer medications to students.

FUNDRAISING OR SELLING PROJECTS

The building administrator must approve fundraising or selling projects. The building administrator also has the right to deny fundraising projects if it interferes with any school activities or school functions. Sales must be completed during the time allotted by the administration. There will be no sales of this type during breakfast or lunch.

SCHOOL INSURANCE

Insurance, as secondary insurance carrier, to cover accidents of students will be offered at a reasonable cost. The insurance will cover the students in all school-sponsored activities.

All athletes are covered during practices or during games by a separate insurance policy provided by the school. The insurance for athletes does not cover non-athletic accidents that might occur during school hours. The athletic insurance is supplemental coverage insurance. If an athlete has no personal insurance, the school's policy becomes primary with limited coverage.

DISTRIBUTION OF LITERATURE

Students do not have the right to distribute or possess literature that may cause controversy or disruption of school activities. This literature includes, but will not be limited to, newspapers, advertisements, magazines, posters, leaflets, displays, and pamphlets that promote any organization that may cause controversy or disruption of school activities.

The building principal or superintendent of schools must clear distribution of any literature or posting of written material. Failure to follow this procedure will result in disciplinary action.

PETITIONS

All petitions shall be free of obscenities, libelous statements and personal attack. They shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration. Petitions must not be circulated during class.

ASBESTOS MANAGEMENT PLAN

Lanett City Schools maintains on file an Asbestos Management Plan. The plan is available for review upon request by contacting the Lanett City Schools Central Office at 334-644-5900.

DRILLS AND TRAINING

1. Fire Drill – One per Calendar Month (during the months that no other drill is performed)
2. Severe Weather Drill – One September through November, and One January through March
3. Safety Drills (Code Red - Lockdown) – One per Semester (during the first 6-weeks of school)
4. Bus Evacuation (front-door one semester and back-door one semester)
5. Annual Training for school personnel – One per year for each type.
    - School Emergency Operations Plan Review (Annual Safety Plan Review)
    - Child Abuse/Neglect
    - Erin's Law
    - Jason Flatt Act
    - Jamari Terrell Williams Act
    - Annalyn's Law

Detailed procedures can be found in each school's Emergency Operations Plan.

TRANSPORTATION

Lanett City Schools strives to provide safe, timely, and efficient transportation that contributes to the educational success of all students. Please note and adhere to the following procedures that are in place to help us maximize our efficiency in congruence with state law. Bus stops have been planned and established according to state guidelines.

Lanett City Schools will only provide transportation to and from a student's permanent residence. Students will not be allowed to change bus routes in the am or pm during the school year unless their permanent residence changes and constitutes a new bus route. If your residence changes, all paperwork must be filed in the school office three days in advance to ride your new bus home. Students will be dropped off at their permanent residence only. It is the parent's responsibility to make sure someone is at the designated pick up and drop off location for the bus their student rides. It is our goal to make sure our children get home safely without any miscommunication. The established procedures apply to both elementary and secondary students.

General Rules and Regulations for Lanett City Schools Transportation Department

Responsibilities of a Driver:

1. School bus drivers are required to have a CDL with P and S endorsement in order to legally operate a bus.
2. School bus drivers must pass a background check and drug test.
3. School bus drivers shall not allow any student to leave the bus en-route on any stop between home and school.
4. School bus drivers are not allowed to make changes in the routes, and must follow the routes that have been planned and approved by the transportation director.
5. School bus drivers should notify the police and transportation director in the event of an emergency.
6. School bus drivers must be sensitive in accordance with Privacy Procedure Information.

Responsibilities of a Student:

1. Students must arrive at the bus stop five minutes before the bus arrives.

2. Students must remain back until the bus has arrived, stopped, and opened its door.
3. Students must remain in their seats, facing forward the entire duration of the route.
4. Students must respect the window boundary, no body parts extended. Nothing shouted nor items tossed on the bus nor out the window.
5. Students must respect the personal space of riders, no verbal or physical attacks, fighting, no taunts, bullying or harassment.
6. Students will not bring dangerous or destructive objects onto the bus.
7. Students must maintain cleanliness of the bus and do not interrupt the driver with your voice or actions.
8. Students can be dismissed from riding the bus for persistent chaotic conduct or refusal to submit to the authority of the bus driver and bus monitor.
9. Students should adhere to the Lanett City Student Code of Conduct when utilizing school transportation.

Responsibilities of a Parent:

1. Parents should make sure that their child follows all rules set forth by Lanett City Schools.
2. It is recommended that parents/guardians ensure that their child arrives safely at the assigned bus stops and makes arrangements to receive the pupil when they are returned to their bus stop at the end of the day.

CODE OF CONDUCT

INTRODUCTION

The Lanett City Board of Education believes that education is the basis for development of all our students. We further believe that for students to be able to receive effective, quality instruction, schools must be safe, orderly, friendly, and business-like and ensure fair treatment and consistency. This Code of Conduct was developed to help students, parents and school personnel understand their roles and responsibilities in helping us to achieve this objective. The student code of conduct is in force:

- During regular school hours
- While students are being transported on a bus
- At such times and places where appropriate school administrators have jurisdiction over students including, but not limited to, school sponsored events, field trips, athletic functions, and other activities. The principal or designee is authorized to take administrative action whenever a student's misconduct away from school has a detrimental effect upon other students or on the orderly educational process.

ROLES OF PARENTS, STUDENTS, SCHOOL AND SCHOOL PERSONNEL

A cooperative relationship must be developed to provide an effective program between the parents, students and school personnel.

Role of Students

1. Treat other students, faculty, staff and administration with respect.
2. Be honest at all times.
3. Develop character and maturity.
4. Be punctual and present at all classes.
5. Be prepared with appropriate material and supplies.
6. Respect the person and property of others.
7. Be clean, neat and appropriately dressed.
8. Conduct self in a safe, courteous and responsible manner.
9. Refrain from use of profanity and inflammatory remarks.
10. Be responsible for your own work.
11. Show a positive, cooperative attitude toward the school and school personnel.

12. Be familiar with the school handbook and follow its rules.

Role of Parents

1. Work with school personnel to achieve appropriate behavior.
2. Promote the development of cooperative, courteous attitudes in children.
3. Keep in touch with school regularly on progress.
4. See that children attend school regularly.
5. Help your child be healthy, clean and neat.
6. Provide materials and resources needed to complete work.
7. Provide current correct addresses and phone numbers for emergencies.
8. Discuss progress reports, report cards and class/homework assignments with your child.

Role of School

1. Show respect for all students.
2. Provide courses of study that meet the educational needs of students.
3. Cooperate with community agencies.
4. Make parents feel welcome and show appreciation.
5. Provide a clean, neat and safe place to study and learn.
6. Promote spirit of warmth and cooperation among staff and students.
7. Be sensitive to the special needs of students.

Role of School Personnel

1. Be punctual and regular in attendance to school and assignment.
2. Be prepared to perform duties with appropriate and necessary materials.
3. Respect the person and property of others.
4. Be clean, neat and appropriately dressed.
5. Conduct yourself in a safe and responsible manner.
6. Accept and seek changes through proper channels.
7. Update professional attitude, knowledge and skills.
8. Show a positive cooperative attitude toward students, parents, and school.

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

Student Responsibilities

- To document receipt of student code of conduct
- To abide by laws and local board of education and individual school rules and policies regarding rules of conduct

Student Rights

- To be informed of laws and local board of education and individual school rules and policies regarding rules of conduct
- To be informed of the specific grounds of the violation(s) of the local board of education code of conduct

RESPECT FOR PERSON, PRIVACY, AND PROPERTY

Student Responsibilities

- To abide by laws and local board of education policies in respect for person, privacy, and property
- To abide by school rules and policies regarding respect for person, privacy, and property

Student Rights

- To be informed of laws, rules, regulations regarding respect for person, privacy, and property
- To retain privacy of personal possessions on person or in vehicles, unless school personnel have reasonable suspicion of possession that is prohibited by law or local board

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities who engage in violation of the school's code of conduct, and the behavior is not a result of or related to the disability, are subjected to the school's disciplinary rules and procedures as any other non-disabled peer. For students receiving special education services, the school system will follow the most current reauthorization of the Individuals with Disabilities Education Act statutes regarding suspensions/expulsions.

DISREGARD OF DIRECTIONS AND COMMANDS (DEFIANCE OF AUTHORITY)

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of any school personnel. It will be at the teacher and/or administration's discretion as to the discipline given for disrespect to substitutes.

DISRUPTION AND INTERFERENCE WITH SCHOOL

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption nor obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging.

Minimum - Suspension with possible recommendation for expulsion.
Maximum - Recommend expulsion.

WEAPONS AND DANGEROUS INSTRUMENTS

Weapons and the use of weapons is prohibited on: school property, vehicles owned and/or maintained by the school system, school sponsored activities, any vehicle brought onto school property, and any vehicle brought to a school sponsored event. Violation of this policy shall be considered a serious act of misconduct punishable by law as outlined in the local policy manual.

Using, selling, furnishing, giving away, transferring, distributing or obtaining firearms, explosives, mace, organic chemicals, knives and/or instruments, of like kind, brass knuckles, martial arts style instruments, or any article considered as a weapon is prohibited on school property. Any student violating this policy shall be suspended for 10 days and the possibility of expulsion may result according to policy as outlined in local policy manual.

Lanett City Board of Education prohibits possession of any weapon on school property. A search may be conducted where there is suspicion of a weapon or weapons. Possession of weapons will result in automatic suspension for 10 school days and possible expulsion for the remainder of the current school year. The use of a weapon in an offensive manner will result in an automatic expulsion recommendation by the principal. An expelled student must show "just cause" to the Superintendent of Education before he or she will be admitted to school in future years.

WEAPON: Any item that may be used to cause bodily harm. Example: knife, razor, firearms, club, ice pick, explosives etc.

POSSESSION: On one's person, in an individual's locker, in an automobile on school property, in one's belongings (books, hats, book bag, etc.)

JUST CAUSE: That one's attitude has changed for the better.

DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to, steal, or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 living with the parents may be liable for damages caused by said minor in an amount not to exceed $2,000.00.

Minimum - Return or repay amount stolen, pay for damage or repair damage if deemed appropriate by the principal; parent conference, with possible in-school suspension. Maximum - Recommend expulsion.

NO FIGHT POLICY

The Lanett City Board of Education is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of this school system that fighting in school buildings, on school grounds, at school sponsored events, or on a school owned/ maintained vehicle will not be tolerated.

A fight is defined as any conduct falling within the Alabama statutes defining assault and reckless enhancement, or criminal coercion. (Title 13A of the Code of Alabama 1975). The superintendent, principal, working cooperatively with the local police and/or sheriff, the district attorney, and juvenile court, shall enforce the "no fight" policy at W. O. Lance Elementary, Lanett Junior High and Lanett High School.

Procedures

1. Fighting in a school building, on school grounds, at any school sponsored event, or on a school owned/maintained vehicle shall be classified as a major violation of the code of conduct.
2. The principal or designee shall investigate the fight and take appropriate actions as identified in the code of conduct.
3. The principal or designee shall secure reliable witnesses for court appearance if necessary.
4. The principal or designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses if needed.
5. The principal or designee shall call the police and file a complaint/petition with the juvenile court if needed.
6. A reasonable attempt shall be made to notify parents or guardians if the student is to be removed from the school by police officers.

All students and parent(s)/guardian(s) of students within the system and system employees shall receive sufficient and ample notice of the passage of this policy. This policy shall be outlined in the code of conduct and shall be communicated to all students at the beginning of school and at intervals throughout the school year. It shall also be communicated to parent(s)/guardian(s) at meetings held at the school.

IMMORALITY

A student shall abstain from indecent and immoral acts. Punishment for each offense will be dependent upon the nature and severity of the act.

SECLUSION AND RESTRAINT FOR ALL STUDENTS

Physical restraint may only be used in those situations in which the student is an imminent danger to himself/herself or others and when the student is not responsive to less intensive behavioral interventions including verbal directives and other de-escalation techniques. Physical restraint may not be used as a form of discipline or punishment. The use of seclusion is prohibited. Documentation and parental notification regarding the use of physical restraint will be conducted in accordance with the Lanett City Schools Seclusion and Restraint for All Students policy.

SMOKING AND TOBACCO PRODUCTS

Students will not be permitted to possess, smoke, or use tobacco products in any form in the school building, on school buses, on school grounds during the school day, or at any school sponsored activity, i.e., ball games, pageants, plays, concerts, etc. Students are also not permitted to possess, smoke, or use E-cigarettes, vapes, vape pens, electronic nicotine delivery systems (ENDS), or any type of alternative tobacco product, etc.

No matches or lighters are allowed at school or at school events (Class II offense).

NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS

A student shall not knowingly possess, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on school property or grounds or off school grounds at a school-sponsored activity.

(Use of a drug authorized by a medical prescription from a registered M.D., D.D.S., or O.D. shall not be considered a violation of this rule. Individual building procedures may be found in the student handbook.)

A. FIRST OFFENSE: 10-day suspension from school. (Before a student can be reinstated into school, he/she must furnish proof of having received assessment from a referral program/agency approved by the school district.)

B. SECOND OFFENSE: Recommendation for expulsion for the remainder of the year.

In each offense the student shall be reported to the Chambers County Juvenile Authorities or the Lanett Police Department within five (5) days of the incident.

FIREARMS

A student will not possess or handle a rifle, shotgun, pellet gun, or any other type of firearm on any school property or any school activity at any time. Any violation of this policy by a student may result in a suspension with recommendation to expel. Firearms will be confiscated by the school and the proper authorities will be notified.

GAMBLING

A student shall not participate in any activity that may be termed gambling or wagering, where the stakes are money or any other object of value. No domino playing or card playing is permitted during instructional time.

FIREWORKS

Any student on school property or at school activities will not possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that could be dangerous to him/her or to other students. This includes matches, lighter and other devices creating fire. Any violation of this policy may result in a school suspension with recommendation to expel. Parents, law enforcement personnel, and/or juvenile authorities will be notified as needed. Minimum - 10-day suspension (ISS or OSS) Maximum - Recommend expulsion.

GANG ACTIVITY OR ASSOCIATION

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The principal shall establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures, which symbolize gang membership or causing and/or participating in activities, which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff in identifying students at-risk and promoting membership in authorized school groups and/or activities as an alternative.

MISCONDUCT

*Teachers must attempt to solve minor offenses when appropriate before referral to administrator for disciplinary action.

CLASS I – MINOR OFFENSES

1. Excessive talking in classroom, distraction of other students, disruptive behavior to orderly educational process
2. Cheating, copying the work of other students
3. Failure to follow instructions, directions of school officials
4. Non-participation in class (no books, materials, etc.)
5. Inappropriate public display of affection, use of obscene manifestation (verbal, written, or any gesture)
6. Deliberate littering of school property
7. Providing false information to school personnel that may promote forgery or concealment of information related to school business
8. Unauthorized use of school or personal property
9. Class I Internet Acceptable Use Policy (AUP) violations/offenses
10. Any other offense, which the principal may deem reasonable to fall within this category

CLASS I – MINOR OFFENSES - DISCIPLINARY ACTION – ELEMENTARY AND SECONDARY STUDENTS

Possible disciplinary actions may include, but are not limited to, the following: student conference, parental contact, counselor referral, administrator conference, and/or disciplinary action (before-or-after school, including Saturday detention; special assignment; in-school suspension; Saturday school; out-of-school suspension; court referral; recommendation for tribunal hearing).

CLASS II – INTERMEDIATE OFFENSES

1. Refusing to comply with school board employees or officials
2. Stealing, larceny, petty theft, vandalism, possession of, or selling stolen property, electronic devices, gambling, trespassing, threats, extortion (verbal or written)
3. Smoking or use of tobacco products
4. Use of profane or obscene language
5. Leaving campus without permission
6. Unauthorized absence from class or school
7. Boosting (encouraging) a fight
8. Harassment, bullying, cyberbullying
9. Class II Internet Acceptable Use Policy (AUP) violations/offenses
10. Any other offense that the principal may deem reasonable to fall within this category after extenuating circumstances

CLASS II – INTERMEDIATE OFFENSES – DISCIPLINARY ACTION – ELEMENTARY AND SECONDARY STUDENTS

Possible disciplinary actions may include, but are not limited to, the following: student conference, parental contact, counselor referral, administrator conference, and/or disciplinary action (before-or-after-school, including Saturday detention; special assignment; in-school suspension; Saturday school; out-of-school suspension; court referral; recommendation for tribunal hearing).

CLASS III – MAJOR OFFENSES – Automatic Suspension or Pending Possible Expulsion

1. Arson, stealing, larceny, grand theft, robbery
2. Drugs (unauthorized possession, transfer, use or sale of drugs, drug paraphernalia or alcoholic beverages 10 days suspension – minimum. Second offense – recommendation for expulsion for the remainder of the school year.

3. Battery upon any person (unlawful and intentional touching or striking of a school board employee causing bodily harm)
4. Inciting or participating in major student disorder
5. Bomb threats, explosions (any communication(s) concerning school board property, igniting fireworks, firecrackers, smoke bombs)
6. Criminal mischief (willful/malicious injury or damage in excess of $250.00 to real or personal property of another)
7. Sexual acts (acts of a sexual nature including battery, intercourse, attempted rape, rape) (Unsolicited written or verbal propositions to engage in sexual acts) 10 days suspension – minimum.
8. Weapons (see weapons – p. 21)
9. Battery upon students, fighting (No fight policy in place).
10. Class III Internet Acceptable Use Policy violations/offenses.
11. Any other offense that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

CLASS III – DISCIPLINARY ACTION – ELEMENTARY AND SECONDARY STUDENTS

1. The disciplinary action for such offenses will be **automatic suspension**. Pending final determination of the matter by the School Board the student may be offered alternative placement. The local law enforcement, district attorney and juvenile court will be notified.
2. Principals and teachers shall use all practical ways and means of helping students with problems before any extreme measures are taken. Sound professional judgements shall be used in determining whether formal disciplinary proceedings are necessary in each individual case. Students shall be informed of the reason for disciplinary action. An attempt shall be made to notify parents and keep parents informed of the student's behavior.
3. Students with disabilities who engage in violation of the school's code of conduct, and the behavior is not a result of or related to the disability, are subjected to the school's disciplinary rules and procedures as any other non-disabled peer.

DETENTION

Students may be assigned detention (before school, after school, or on Saturday) as a consequence of their behavior. Parents will be contacted, at least one day in advance if a child is assigned detention. The parent is responsible for picking the child up if she/he is kept after school.

SATURDAY SCHOOL

Saturday School is an alternative form of discipline used as a deterrent for negative student behavior. The goal of the disciplinary plan is to motivate the student to change their negative behavior patterns while making every effort to keep them in school. (See individual school handbooks for rules and regulations regarding Saturday School).

IN-SCHOOL SUSPENSION PROGRAM (ISS)

The Lanett City Schools' In-School Suspension Program consists of a supervised detention classroom during the school day under the direction of a Lanett City School employee. This program provides for an alternative school setting away from and separate from the regular classroom and student body. Students may be assigned to this program on a short-term basis. Students assigned to ISS will not be allowed to associate with the student body during the period of time they are assigned to the program. Bathroom breaks and lunchroom breaks will be scheduled at a time that does not conflict with other breaks or lunch periods. Students will be under the supervision of the ISS program instructor. Additional days may be added for incomplete assignments or failure to comply with regulations.

ALTERNATIVE SCHOOL

The objective of the Alternative School Program is to provide an alternative to indefinite suspensions and/or expulsions for the student who has a serious and/or chronic discipline problem. The alternative program is designed for those who cannot function in the regular classroom and have exhausted all other disciplinary actions. The goals are:

1. To provide students with the opportunity and educational experiences necessary to complete his/her high school education.
2. To encourage maximum positive changes in attitude, behavior and work ethic.
3. To provide assistance to local school administrators by furnishing additional options for handling student discipline problems.

Referral to the Alternative School should not be considered until all other local school disciplinary actions have been exhausted. The average student, who requires disciplinary action, should receive teacher and/or administrative detention help, counseling, parent conferences, in school suspension and other school level disciplinary action before the alternative school is considered. Some students may be referred after a single violation, because of the severity of the incident. It is requested by the Lanett City School System that if a student transfers into the system while currently serving in an alternative program, he/she must serve the remaining time in the Lanett City School System Alternative Program. Any student entering the Lanett City School System with an excessive discipline record, or previous violations of a serious nature, may be required to serve a probationary period of time in the alternative program based on the recommendation of the principal, discipline tribunal, or superintendent.

DISCIPLINARY TRIBUNAL
(Alternative School)

In order to support due process while also strengthening the code of conduct expected of all students, a tribunal phase is part of the discipline procedures. This tribunal is composed of five certified staff members, including administrators and teachers. Membership on the tribunal will be on a rotating basis. The tribunal is used as an intermediary step between discipline at the school level, assignment to Alternative School (for 45 days, 90 days, 180 days), and/or recommendations for long-term suspension and/or expulsion by the Lanett City Board of Education.

Documentation is important and should be maintained on all disciplinary action(s) taken. If disciplinary action at the school level is unsuccessful in changing the student's behavior, a disciplinary tribunal hearing must be held before a referral is made to the alternative school program. During the tribunal hearing, the parent(s)/guardians will be informed of all disciplinary actions taken and may be asked to provide evidence at the hearing as to why the child should not be referred to the alternative school program. A student is referred to the Alternative School Program by the Disciplinary Tribunal, which is composed of teachers, administrators, and central office personnel. The members of the tribunal listen to all disciplinary action taken against the student, in a presentation made by the school's principal making the referral. Tribunal members also view documents of discipline problems involving the student. It is from the documents, the presentation, and other facts that a recommendation is made to or not to refer the student to the alternative school program. Parent(s)/guardians are informed of the tribunal's decision after deliberations.

The Disciplinary Tribunal will assign the student a minimum of one grading period (9 weeks) of Alternative School after his/her first referral. At the end of the assigned period, the Disciplinary Tribunal will meet to discuss the progress of the student. If the student has had good attendance and made changes in his/her attitude and behavior during the assigned time at the alternative school, he/she will return to the regular school program.

If the student is returned to the regular program, he/she must meet with a school counselor on a weekly basis for the next three (3) weeks to foster a smooth transition back into the regular setting. If a change in attitude and behavior has not occurred and excessive absences and tardies exist, the Disciplinary Tribunal can discuss the possible extension of a student's assignment to alternative school. The Disciplinary Tribunal can also decide to suspend the student indefinitely or refer the student to the Juvenile Court System.

After the student has completed an assigned period at the Alternative School and has returned to the regular setting, he/she may be reassigned to the Alternative School if the need arises. The process for a second referral is the same as the first referral. The second referral can last the same length of time as the first or be extended and/or result in a petition to the Juvenile Court System.

Students will not be assigned a third referral to the Alternative School Program, but recommended to the disciplinary tribunal for expulsion and/or petition to the Juvenile Court System. Allowing the student, the

opportunity to attend the Alternative School more than twice and return to the regular setting will be at the superintendent's discretion.

The alternative teacher will pick up the lessons for all students in the teacher's workroom or in the school's main office on Monday mornings. Principals will be informed when work is not submitted by their teachers, for their students. Completed work assignments will be turned in on Friday evenings or Monday mornings when new work is secured.

The Alternative School Program will provide an additional component by providing some additional counseling services to the students from the local school's certified counselors.

Each student will be given a copy of the Alternative School rules to be signed and dated by the parent.

DUE PROCESS

(See Policy Manual – 5.29)

Students are provided the rights of due process in handling individual problems. This right includes the opportunity for the student to inform himself/herself of the provisions of the school policies governing him/her. It also includes the right to give his/her account of the incident, present evidence on his/her behalf, have legal counsel at the hearing, if necessary, and be notified of his/her right to appeal.

The principal of any school may suspend, for good cause, a pupil from school for a period of up to ten days. All students will be afforded due process whenever deprived of their right to an education through exclusion from regular classroom instruction or other activities because of (1) suspension, (2) expulsion, (3) probation or withdrawal of privileges, (4) exclusion from graduating ceremonies, (5) statements removed from students' records, and (6) clearing one's reputation.

Due Process procedures are:

1. Prior to any serious disciplinary action, the school principal, or his designee, shall advise the pupil in question of the particular misconduct of which he is accused, as well as the basis for such accusation.
2. The pupil shall be given an opportunity at the time to explain his version of the facts to the school principal or his designee.
3. The principal, upon suspending a student, shall notify his parents and the superintendent.
4. When a pupil has been notified that he is suspended from school, he shall remain away from school premises and ALL school functions until reinstated by the principal.
5. Upon request of the parents/guardians, a conference concerning the suspension will be arranged with the principal.
6. If parents/guardians are not satisfied with Step Five (5), a hearing may be requested with the superintendent within five days.
7. If parents are not satisfied with Step Six (6), a hearing may be scheduled with the school board within five days.
8. The school board shall determine whether or not a suspension upon which the board has held a hearing should be revoked, affirmed, or altered, and may expel (for good cause) any pupil in the school district.

SUSPENSION

Suspension is defined as the temporary exclusion of a student by the principal from physical presence on the school grounds for reasons of serious misconduct. School principals have the authority to suspend a student. The suspension will follow procedures outlined in local policy. Any make up work or assignment will be given and completed when the student returns to school. Students will not be allowed to make this work up at home.

From the Lanett City Board of Education By-Laws and Policies:

"The Board of Education recognizes its authority to maintain good order and discipline within the school of the School District. Therefore, the Board gives to the school principal the discretion to suspend a student for good cause until a satisfactory conference has been arranged and held with the parents or guardians of the suspended pupil. The principal shall promptly advise the Superintendent of all such suspensions, stating the

reasons for the suspensions. No suspended student shall be allowed to leave the school premises during the school day until parent, guardian, or other proper authorities assume responsibility for him/her."

EXPULSION

Expulsion is the removal by the board of education of a student's right to attend school under the management of that board of education. Expulsion is for misconduct beyond the School Board's resources for correction.

STUDENT DISCRIMINATION GRIEVANCE PROCEDURE

The following procedures have been adopted by the Lanett City Board of Education for use by students who wish to file a complaint in regard to discrimination based on sex, race, creed, color, national origin, disability, or age. A "grievance" is another name for a complaint.

STEP ONE Teacher: Ask the teacher or person (s) whom you feel treated you unfairly to discuss it with you. This should be done within five (5) days of the time that the situation occurred.

STEP TWO Principal: If you still do not feel that your problem has been solved, then ask to speak to the principal. This should be within five (5) days of your talk with the teacher.

STEP THREE Federal Programs Coordinator: If, after this, you still do not feel that your problem has been solved, then contact the Federal Programs Coordinator and discuss the matter with him/her. This should be done within five (5) days of your talk with the principal. The Federal Programs Coordinator will schedule a meeting of all people involved and will try to find a satisfactory solution on the basis of the evidence presented. The Federal Programs Coordinator can be reached through the central office 334-644-5900.

STEP FOUR Superintendent: If everyone cannot agree on a solution, the Federal Programs Coordinator will bring the problem to the attention of the superintendent and supply the appropriate written documentation. The superintendent will schedule a meeting of all people involved, and they will try to find a satisfactory solution to the problem. The superintendent will inform the student or parent in writing of his/her decision within ten (10) days of this meeting. In the event that the superintendent is directly involved in the grievance, the complaint will go straight to the State Department of Education.

STEP FIVE State Department of Education: If everyone cannot agree on a solution at this point, then the student or student's guardian may appeal, in writing, to the State Department of Education within five (5) days after the meeting with the superintendent.

STUDENT SEXUAL HARASSMENT GRIEVANCE PROCEDURE

The following steps have been established for use by students who wish to file a complaint of sexual harassment. A "grievance" is another name for a complaint.

STEP ONE If you feel that you have experienced sexual harassment, make a report to the Assistant Principal (Title IX Coordinator) or another trusted adult at your school.

STEP TWO The Assistant Principal (Title IX Coordinator) will schedule a meeting with you and your parent(s)/guardian(s) to discuss your concerns. They will talk to you about supportive measures that may be offered, such as counseling. They will also discuss the process for filing a formal complaint.

STEP THREE If you and your parent/guardian decide to file a formal complaint, you will need to do that in writing. A form will be provided to you by the Assistant Principal (Title IX Coordinator).

STEP FOUR The Assistant Principal will provide written notice of the complaint to the alleged perpetrator. A formal investigation will then be conducted. This investigation may include interviews of you, the alleged perpetrator, and any witnesses, as well as collection of any documents or other evidence that may be available. After he/she has finished the investigation, the Assistant Principal will prepare a written summary report and give a copy to you, the alleged perpetrator, and the Principal. You and your parent(s)/guardian(s) may review the report and provide a response, if needed, at that time.

STEP FIVE The Principal of your school (the Decision-Maker) will give you and your parent(s)/guardian(s) the opportunity to send written questions to be answered in writing by the alleged perpetrator and his/her

parent(s)/guardian(s). Likewise, the alleged perpetrator and his/her parent(s)/guardian(s) will have the opportunity to send written questions for you and your parent(s)/guardian(s) to answer in writing.

STEP SIX The Principal will review all the information and evidence that has been gathered. He or she will decide if there is clear and convincing evidence to make an impartial determination that the alleged sexual harassment did occur. The Principal will create a written report of his/her decision, and any sanctions (consequences) that will be put in place as a result. Sanctions for those persons determined to be responsible for sexual harassment will be based on Lanett City Schools board policy and Student Code of Conduct.

Reporting contacts for each school and for the District are as follows:

Location	Name/Title	Address	Phone	Email
District/ Central Office	Christy Carpenter, Federal Programs Coordinator	105 North Lanier Avenue, Lanett, AL 36863	(334) 644-5900	ccarpenter@lanettcityschools.org
W. O. Lance Elementary	Reagan Gilbert, Assistant Principal/Academic Coach	200 South 8th Avenue, Lanett, AL 36863	(334) 644-5915	rgilbert@lanettcityschools.org
Lanett Junior High School	C. Anthony Brasfield, Assistant Principal	1301 South 8th Avenue, Lanett, AL 36863	(334) 644-5950	abrasfield@lanettcityschools.org
Lanett High School	Nanette Cullwell, Assistant Principal/Academic Coach	1301 South 8th Avenue, Lanett, AL 36863	(334) 644-5965	njackson@lanettcityschools.org

INVESTIGATIONS

Students are required to cooperate with school officials in their investigations of Student Code of Conduct violations, criminal violations, and other matters related to the orderly operation of the school. Students shall be allowed to participate in investigations conducted by law enforcement authorities while under the jurisdiction of the Lanett City Schools System. In such an incident, a professional member of the local staff shall be present during each investigation. Should a student be placed under arrest by law enforcement authorities and removed from school, the principal shall notify the parents or guardians immediately or as soon as possible.

IT'S THE LAW!

PARENTAL NOTIFICATION OF CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

ALABAMA STATE LAW: MANDATORY ATTENDANCE POLICY

Enforcement of this section shall lie with the local board of education and the juvenile court system. It is the policy of the Lanett City Board of Education that no student misses more than 10 days per semester.

ALABAMA STATE LAW: ATTENDANCE AND CONDUCT

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or 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 $100.00 and may be sentenced to hard labor for up to 90 days).

ALABAMA STATE LAW: AGE-REQUIRED TO ATTEND

Every child between the ages of six and seventeen must attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term except that every child attending a church school is exempt from the requirements of *Ala. Code (1975) §16-28-3*, provided such child complies with the enrollment and reporting procedure specified in *Ala. Code (1975) §16-28-7* of the code.

ALABAMA STATE LAW: TEACHER ASSAULT

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious 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.

ALABAMA STATE LAW: VANDALISM

The parents, guardian, or other person having control of any minor, under the age of eighteen, with whom the minor is living and who have custody of the minor, shall be liable for the actual damages sustained to school property, plus the court costs caused by intentional, willful or malicious act of the minor.

ALABAMA STATE LAW: WEAPONS IN SCHOOLS

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a class C felony. (Note: Deadly weapons include but are not limited to hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switchblade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, Billy, black-jack, bludgeon, or metal knuckles).

ALABAMA STATE LAW: PISTOL POSSESSION/DRIVER'S LICENSE

Any person over the age of fourteen who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age fourteen possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

ALABAMA STATE LAW: DROP-OUT/DRIVER'S LICENSE

The Department of Public Safety shall deny driver's license or learners' permit to any person under nineteen who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation of the parent.

ALABAMA STATE LAW: FIREARMS

Local boards of education are required to develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who have brought to school or have in their possession a firearm in school buildings, on school grounds, on school buses, or at any other school-sponsored function.

ALABAMA STATE LAW: DRUG DEALING

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury of damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing or giving of the controlled substance is the proximate cause of the injury or damage.

ALABAMA STATE LAW: DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM OR THREATENED PHYSICAL HARM

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

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

ALABAMA STATE LAW: SAFE SCHOOLS AND DRUG FREE SCHOOLS:

SEARCH AND SEIZURE

The Lanett Schools District will maintain a school climate that assures the safety and welfare of all students. Students have the right to be protected from unreasonable search and seizure by either state, federal, or school officials.

School administrators have the responsibility to make a determination of the point at which the student's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly, and efficient school climate. Search and seizure by the administrator and/or his designee may occur when reasonable suspicion exists that a school rule has been violated.

School administrators have the responsibility to make students aware of search and seizure procedures involving school property and/or person.

School lockers belong to the schools and may be searched at any time.

A student's person may be searched if the administration has reasonable suspicion that the student is concealing evidence of an illegal act, contraband, or has violated a school rule. Dangerous items (such as firearms, weapons, knives, controlled substances) as defined by state or federal law and other items which may be used to disrupt substantially the educational process will be removed from the student's possession and will be reported and transmitted to the proper authorities.

If a situation exists in which the administration has reasonable suspicion that the student is concealing evidence of an illegal contraband or has violated a school rule, a search of the student's automobile will be conducted.

STRATEGIES

Alternatives to Suspensions

The following alternatives are approved by the Superintendent and may be used when suspension is contemplated (Levels 1-3):

- Peer mediation
- Cool down spot
- Time out
- Ways to decompress
- Administrative Interventions
- After school supports
- After school reflection
- After school redirection
- Loss of privileges
- Home visits
- Saturday school
- Alternative program
- School Service Project
- Self-containment of consistently disruptive students
- Parent meetings
- Decide with parent (after relationship with parent has been established)
- Refer to counseling
- Behavior consultant
- Consult with community agencies
- Student Services Team referral
- Anger management
- Functional Behavior Assessment
- Reflective Writing/Written Apology
- In School Suspension
- Block Isolation - student placed in alternative setting during this time
- Isolated or silent lunch

The following preventative measures are approved by the Superintendent to attempt to reduce the incidence of suspension in the schools:

- Raise positive climate in building
- Constantly reinforce positive behaviors to parents and students
- Student generated clubs and activities
- Recognition awards - daily, weekly, monthly
- Lunch bunch with teachers
- Point system
- Problem solving skills
- Contracts
- Parent in classroom
- School-based health clinic
- School-based therapeutic intervention team
- Advisor/advisee program
- Teach and practice appropriate behaviors
- Older Students buddies-mentors
- Intergenerational support in classroom-mentors
- Motivational speakers - monthly
- Student data binders (who they look up to)
- Parent Contacts

HELPFUL DEFINITIONS:

Alcohol: All beverages and/or edible items or substances containing alcohol in any percent by volume, including distilled spirits.

Arson: Willful and malicious damage to any structure by fire or explosion.

Assault: Intentionally threatening by word or act to do violence to another person, combined with an apparent ability to commit violence, which creates a well-founded fear in the person that violence is imminent.

Battery: Physically striking another person against that person's will causing bodily harm to another person.

Bomb Threat: Intentionally making a false report to any person, including school personnel, concerning the planting or placing of any bomb, dynamite or other arson-causing device.

Bullying: A form of harassment. Aggressive behavior that is repeated, is intentionally harmful, and occurs with no provocation. This includes, but is not limited to, teasing, calling names, hitting, kicking, stealing, threatening as well as spreading rumors and influencing others to do these things.

Burglary: Breaking and entering into a building or vehicle with the intent to commit a crime.

Cheating: To influence by deceit, trick or fraud, to violate rules for personal gain or the gain of others. To obtain by deceit a grade or reward to which one is not entitled. To plagiarize.

Coercion: Forcing (including threats) another student to participate in an activity that defies the student Code of Conduct.

Defiance: Refusing to obey directives (written or verbal).

Disobedience: Refusal to obey.

Disruption: Behavior, which is willful and overt, initiated on the part of the student and which requires the attention of school personnel to deal with the incident.

Drugs: All substances defined as controlled substances under federal and state laws including marijuana, hallucinogens, inhalants; any substance represented as a controlled substance by any person intending to deliver or sell said substance to another, whether or not the substance is a controlled substance.

Drugs and Alcohol:

A. Possession: To have unlawful custody or control over any substance defined as a drug or alcohol under this code; prescription medication is exempt from the definition of possession if the student in possession of the medication has a valid prescription for that medication and has followed the prescribed procedures for administration of medication.
B. Distribution: The delivery of a drug or alcohol to another one who is responsible for the introduction of the drug or alcohol upon school board property or at a school sponsored event. Where quantities of the drug or alcohol are extremely small, or where there are some questions as to whether the substance was willingly distributed, or where there were a number of individuals passing the same item or substance.
C. Sale: The delivery of a drug or alcohol to another in return for money or other consideration.
D. Use: Introduction of alcohol of a drug into the body.

Excessive Distraction: Extreme or repeated misconduct that takes the attention of others away from the learning process.

Expulsion: The discontinuation of educational services provided by the Lanett City Public Schools for a period of time prescribed by the School Board. Students under expulsion are prohibited from attending or participating in any event or activities where the Code of Conduct is in effect.

Fighting: Mutual participation in a fight involving physical violence. Does not include verbal confrontation or horseplay.

Fireworks: Commercially manufactured explosive or combustibles used to produce light, smoke, and noise for entertainment.

Gambling: To bet money or other takes on an outcome or a game, contest, or event.

Harassment: Unwanted and/or repeated, verbal or physical behavior based upon racial, ethnic, or religious reasons or based upon a disability which is offensive and objectionable to the recipient, causes discomfort or humiliation and interferes with school performance as defined in school board policy.

Inappropriate Touching:

Any contact or touching of a sexual nature which is inappropriate for an educational setting or event.

Indecent Exposure:

Exposing or exhibiting sexual organs in any public setting.

Insubordination:

Failure to comply with reasonable directive of any adult staff member.

Just Cause: Actions based on reasonable grounds or belief.

Possession: Having on one's person or belongings.

Rude/Disrespectful:

Behavior that demonstrates a lack of regard for authority.

Sexual Harassment:

As defined in School Board Policy, including any of the following actions or activities: unwanted, repeated, verbal or physical sexual behavior which is offensive and objectionable to the recipient causes discomfort or humiliation, interferes with school performance, and is not defined as sexual assault under the law.

Threats/Intimidation:

Expression of the intention of causing harm to another individual; forcing another to engage in an activity.

Tobacco Products:

All items, which in total or in part, include tobacco or by-product of tobacco, including but not limited to, cigarettes, e-cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco.

Truancy: Truancy is defined as unexcused absences or skipping school/class for a day or portion thereof.

Trespassing: Willfully entering or remaining on any school board property, building or vehicle without permission or authority. This includes returning to any school board property while under suspension or expulsion.

Vandalism: Willfully damaging by any means any real or personal property belonging to another or to the government.

Weapon: Any instrument that can be used to cause bodily harm/injury; includes guns, knives, tasers, mace or pepper spray.

Weapon Possession:

Having a weapon on one's person or belongings.

PLEASE DETACH THIS PAGE, COMPLETE & RETURN TO SCHOOL IMMEDIATELY

HANDBOOK ACKNOWLEDGEMENT

This is to certify that I have received and reviewed the district and school student handbook with my child, including the school uniform and appearance policy and the internet acceptable use policy. **My child and I understand the information provided in the district and school handbooks, including the school uniform and appearance policy and the internet acceptable use policy.** I understand that if I have any questions I can contact my child's school.

Print Name of Student	Signature of Student	Date
Print Name of Parent	Signature of Parent	Date

MEDIA RELEASE

_____ **YES, I hereby give Lanett City Schools the right and permission to publish/use photographs or videos and/or audio tapes of my child, a student registered in the Lanett City School District.** I understand that such reproductions could be used to publicize/promote the school district through its own media productions or through the commercial media.

I waive any right to inspect and/or approve the finished product and do release Lanett City Schools from any liability by virtue of distortion or processing. I further agree that these items may be used for publication, broadcast or reproduction without limitation, reservation or any fee. In addition, I accept responsibility, knowing that this release form is on file, to have it removed when and if I deem it disadvantageous or inadvisable to have my child featured in such a manner. (If you prefer your child not be involved in these type activities, we will respect your wishes.

_____ **NO, I DO NOT give Lanett City Schools the right and permission to publish/use photographs or videos and/or audio tapes of my child, a student registered in the Lanett City School District.**

Print Name of Parent	Signature of Parent	Date

SCHOOL MESSENGER ALERT SYSTEM

_____**YES, I would like to receive messages through the school messenger alert system**

_____**NO, I DO NOT want to receive messages through the school messenger alert system**

Print Name of Parent	Signature of Parent	Date

INTERNET ACCEPTABLE USE AND NETWORK SECURITY POLICY

I understand that computers and computer programs are an integral part of the various courses of study at all levels in the Lanett City School District and agree that misuse of said computers and/or programs will result in serious disciplinary actions as outlined in the Lanett City Schools Acceptable Use and Network Security Policy. Signing this agreement, I acknowledge that I have read, understand and agree to all terms of the policy. This agreement will be kept on file at the school for the academic year in which it was signed.

_____**YES, my child may use the Internet and email while at school according to the rules outlined in the Lanett City Schools Internet Acceptable Use and Network Safety Policy.**

_____**NO, I would prefer that my child not use the Internet or email while at school.**

Print Name of Parent	Signature of Parent	Date

Lanett City School District
Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Disclosure of School Directory Information

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program, showing your child's role in a drama or music production;
- the annual yearbook;
- honor roll or other recognition lists published at school or in newspapers;
- graduation programs;
- sports statistics listed in programs, which may include height and weight of team members;
- school or district website.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.);
- class ring manufacturers;
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws;
- a court by order of a subpoena.

The school district has designated the following as Directory Information:

Student name	Degrees, honors and awards received	Major field of study	Grade level
Address	Most recent educational agency or institution attended	Dates of attendance	Photograph
Telephone number	Participation in school-sponsored activities and sports	Weight and height of members of athletic teams	Date and place of birth

Two federal laws require school districts that receive assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with three Directory Information categories--names, addresses, and telephone listings--unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

_____YES, I give written consent for my child's director information to be disclosed.

_____NO, I do not wish for my child's director information to be disclosed.

Name of Student: _____ School: _____ Date: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____