

LEEDS CITY SCHOOLS



STUDENT HANDBOOK 2009-2010

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**Leeds City Schools
School Calendar 2009-2010**



First Semester 2009

| | | | |
|---------------|--------------|---------------|--|
| July | 20 - 24 | Mon – Fri | AHSGE Testing (Seniors Only) |
| August | 3 | Mon | New Employee Orientation (no students) |
| August | 5 | Wednesday | System Institute (no students) |
| August | 6 | Thursday | Substitute Orientation |
| August | 6 & 7 | Thurs & Fri | Teacher Workdays (no students) |
| August | 10 | Monday | First Day for Students |
| September | 7 | Monday | Labor Day (schools & central office closed) |
| September | 21 - 25 | Mon - Fri | AHSGE Testing |
| October | 16 | Friday | Parents’ Day (no students) |
| October | 19 | Monday | Fall Break (schools & central office closed) |
| November | 11 | Wednesday | Veteran’s Day Observance (schools & central office closed) |
| November | 25 – 26 – 27 | Wed - Fri | Thanksgiving Holidays (schools & central office closed) |
| December | 7 - 11 | Mon - Fri | AHSGE Testing (Seniors Only) |
| December | 18 | Friday | End of First Semester |
| December | 21 - Jan. 1 | | Christmas Break (schools & central office closed) |

Second Semester 2010

| | | | |
|----------------|--------------|----------------|--|
| January | 4 | Monday | Teacher Workday (no students) |
| January | 4 | Monday | Substitute Orientation (no students) |
| January | 5 | Tuesday | Students Return |
| January | 18 | Monday | Dr. Martin Luther King Jr. Birthday Observance (schools & central office closed) |
| February | 12 | Friday | Parent’s Day (no students) |
| February | 15 | Monday | President’s Day (schools & central office closed) |
| February | 17 - 23 | | ADAW Testing |
| March | 1 - 5 | Mon - Fri | AHSGE Testing |
| March | 15 - 19 | Mon - Fri | Spring Break (schools & central office closed) |
| March | 29 – April 9 | | ARMT/SAT Testing |
| April | 16 & 19 | Fri & Mon | Inclement Weather Days (schools & central office closed) |
| May | 10 | Monday | Inclement Weather Day (schools & central office closed) |
| May | 27 | Thursday | End of Second Semester / Last Day for Students |
| May | 28 | Friday | Teacher Workday / Graduation |
| May | 31 | Monday | Memorial Day (schools & central office closed) |

DIBELS Testing: Days 1-20 of school calendar
Days 80-100 of school calendar
Days 150-170 of school calendar

First Semester: 88 Days Student Days 180
Second Semester: 92 Days Teacher Days 187

Approved by the Board – 03/10/09 SR

Dear Parents:

The City of Leeds Board of Education encourages all parents to become active participants in the education of their children. This demonstrates to your children that you value education, support the schools, and respect their teachers.

There are many ways that parents can partner with the schools. For example, parents can provide a quiet place for study and oversee classroom homework assignments. There is a link on the system's web page where parents can use an assigned password to view their child's grades. Also, parents can get to know teachers by attending conferences and school programs.

Those of us who are involved with the City of Leeds schools are working diligently to be sure that your children get the best education possible. We cannot fix problems that we do not know exist. We are asking that, instead of going to a neighbor or becoming upset about a problem, please take the time to arrange a conference with involved school personnel. At the conference, be prepared to respectfully ask questions, provide information, or make suggestions. We also want to know when things are going well.

As an example, here is the path to take when you have concerns related to a classroom. Give the teacher an opportunity to correct the situation by requesting an appointment for a conference with the teacher. Many times, there is just a misunderstanding due to lack of communication or the negative influence of rumors. If the problem continues, go next to the principal, next to the superintendent and finally to a school board member. School board member's names and telephone numbers are listed in the student handbook and on the system website.

You are invited and encouraged to attend and observe school board meetings. Generally, they are held at 6:00 p.m. on the second Tuesday of each month at the Leeds Civic Center. If you wish to address the school board at a regular meeting, you may call the central office at (205) 699-KIDS (5437) or visit the website and download the form which shall be submitted no later than four o'clock (4 p.m.), five (5) working days prior to the regular meeting.

Your board is proud of the progress your children are making. Working together, we can provide a superior education for every child.

Sincerely,

Dr. Grady Sue Saxon, President

City of Leeds Board of Education

**LEEDS CITY SCHOOLS
BOARD OF EDUCATION**

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Leeds, AL 35094

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Mr. Jamie Blair(205) 229-3882
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Leeds AL 35094

ROLES OF SCHOOL PERSONNEL, THE HOME AND STUDENTS

In order for there to be effective instruction, there must be a cooperative relationship between the board of education, superintendent, administration, teachers, parents, students, school personnel, and the school community. This relationship is described as:

SUPERINTENDENT AND BOARD OF EDUCATION WHO:

- provide comfortable, safe physical facilities,
- provide proper facilities for persons with disabilities,
- provide books, materials, and supplies in accordance with the laws of the State of Alabama,
- adopt and implement policies for all phases of school life,
- exercise jurisdictional control through established system policies,
- exhibit consistency in enforcing rules and regulations established by system policies,
- provide transportation in accordance with laws of the state of Alabama,
- provide safety for students and school personnel,
- provide a qualified administrative and instructional staff in each school in the system,
- adhere to the policies of Title IX,
- manage schools in the system with no favoritism to any school,
- provide opportunity for all school personnel, parents, and students for suggestions, constructive criticism, and conferences.
- listen to grievances of administrators, school personnel, parents, and students with an open mind and seek solutions satisfactory to all within established guidelines of state and federal laws,
- empower principals to manage their schools by supporting their decisions and amending them only as a last resort,
- and provide support (legal when appropriate) for administrators and all other personnel.

PRINCIPALS WHO:

- manage their schools with firmness and yet with sympathetic fairness,
- exhibit consistency in enforcing rules and regulations,
- establish channels of communication whereby all policies are clearly understood by teachers,
- organize and manage their schools in an orderly and effective manner so as to allow teachers to concentrate their efforts toward instruction and provide greater opportunity for students to achieve their full potential,
- assume administrative responsibility and instructional leadership under the supervision of the superintendent and in accordance with rules and regulations of the City of Leeds Board of Education for planning, management, and operation of the school,
- and involve the faculty and staff in devising procedures, rules, and regulations that assure the rights of students, while recognizing that individual rights involve associated responsibilities and must be viewed in relation to the health, safety, and welfare of the majority.

SCHOOLS THAT:

- are safe, orderly, and conducive to teaching and learning,
- encourage the use of quality guidance procedures,
- exhibit an attitude of respect for students,
- plan a flexible curriculum to meet the needs of all students,
- promote training and discipline based upon fair and impartial treatment of all students,
- develop a good working relationship among staff and students,
- encourage the school staff, parents/guardians, and students to use the services of community agencies,
- provide regular communication with the parent and the child's teacher,
- encourage parent participation in the activities of the school,
- seek to involve students in the development of policy,
- and endeavor to involve the community.

TEACHERS WHO:

- have high expectations for all students,
- are regular and punctual in attendance,
- are adequately prepared to perform their duties,
- are respectful to all individuals and property,
- refrain from profane and inflammatory statements,
- conduct themselves in a safe, responsible manner,
- are clean, neat, and appropriately dressed,
- abide by the rules and regulations set forth by the City of Leeds Board of Education and the respective school,
- seek changes in an orderly and recognized manner,
- are friendly, concerned, and willing to give extra time to counsel with students,
- regard as essential the freedom to teach and learn,
- guarantee equal educational opportunity for each student,
- and are professional in their conduct.

STUDENTS WHO:

- attend all classes daily and are punctual in attendance,
- are prepared in each class with appropriate working materials,
- show respect for the American and state flags and exhibit patriotism,
- refrain from profane or inflammatory statements,
- conduct themselves in a safe, responsible manner,
- are neat and clean, wear appropriate dress and conform to acceptable standards of appearance as set forth in the dress code of the Leeds City School System
- practice self-discipline and self-dependence in assignments and other phases of school life,
- abide by rules and regulations of the Leeds City School System, the school, and the classroom,
- are aware that acceptance of imposed discipline is the first step to self-discipline,
- show a positive, cooperative attitude toward school.

PARENTS/GUARDIANS WHO:

- assist their children in planning scholastic and extracurricular activities,
- maintain regular communication with the school authorities concerning their children's progress and conduct,
- ensure that their children are in daily attendance and promptly report and explain any absence or tardiness to school,
- provide their children with the resources needed to complete class work and other assignments,
- assist their children in being healthy, neat, and clean,
- inform proper school authorities of any problem or condition which affects their children or other children in the school,
- discuss report cards and work assignments with their children,
- provide up-to-date home, work, and emergency telephone numbers, and other requested information,
- assume leadership roles and/or participate in school booster organizations, including Parent Teacher Organization,
- attend all scheduled parent/teacher conferences,
- and document their acceptance and understanding of the Student Handbook and Code of Conduct.

GUIDANCE SERVICES

PHILOSOPHICAL BASIS:

Personal concerns of students can seriously limit or enhance educational development. The school has the responsibility to provide a guidance program and to make relevant and objective information available to students in such a manner that it will enhance educational development.

Each school has guidance personnel to assist in providing support and counseling to students. Parents should contact the school's guidance counselor to set up an appointment to discuss their child's academic performance with school personnel.

STUDENT RESPONSIBILITIES ARE:

1. To use guidance services for his/her own educational and personal improvement,
2. To schedule appointments with guidance personnel in advance unless the problem is an emergency,
3. To work cooperatively with guidance personnel.

CURRICULUM

PHILOSOPHICAL BASIS:

Student opinion regarding the curriculum is extremely important; therefore, it deserves careful analysis and consideration. The degree of student involvement in curriculum development is determined by a student's age, grade and maturity level. Final determination of course requirements and program consistency will be the responsibility of the professionals who are assigned the development of the curriculum.

STUDENT RESPONSIBILITIES ARE:

1. To request participation in academic programs,
2. To seek assistance in course selection from informed professionals in the school,
3. To enroll in the designated courses for the student's program of study,
4. To exert every effort to achieve mastery of the basic skills,
5. To successfully complete the courses identified for the student's program of study,
6. To select courses which challenge their abilities of creative reasoning abilities.

STUDENT RIGHTS ARE:

1. To have equal access to educational opportunities,
2. To receive curriculum course descriptions which will assist in the appropriate course selections,
3. To receive instruction in courses of study from competent instructors in an atmosphere free from bias and prejudice,
4. To receive appropriate basic skills programs in elementary, middle and senior high schools.

SCHOLASTIC GRADES

PHILOSOPHICAL BASIS:

An academic grade shall reflect the teacher's most objective assessment of the student's academic achievement. **Academic grades shall not be used as a means of maintaining discipline in the classroom.**

STUDENT RESPONSIBILITIES ARE:

1. To become informed of the method of grading and how grades are determined in each class,
2. To maintain standards of academic performance equal to ability, and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.

STUDENT RIGHTS ARE:

1. To receive a teacher's grading criteria at the beginning of each year or semester course,
2. To receive periodic progress reports.

PROPERTY AND PRIVACY RIGHTS

PHILOSOPHICAL BASIS:

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

STUDENT RESPONSIBILITIES ARE:

1. To attend school-related activities without bringing materials or objects prohibited by law or Board policy or which detract from the educational process,
2. To respect the property rights of the public at large, as well as those of individuals, and to refrain from destruction of, or damage to, such property.

STUDENT RIGHTS ARE:

1. To maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material which is prohibited by law or Board policy in which case appropriate action shall be taken,
2. To attend school in an educational environment in which personal property is respected.

STUDENT GOVERNMENT

PHILOSOPHICAL BASIS:

Effective student government associations are the forums for the training and involvement of students in the democratic process. Members of the school community share the responsibility for shaping student government associations into instruments for student involvement.

STUDENT RESPONSIBILITIES ARE:

1. To become knowledgeable of Board and individual school policies governing the actions of students,
2. To conduct election campaigns in a positive, mature manner with all respect provided to opponents,
3. To vote for student government officers and representatives who are responsive to the needs of the school(s) and who will work constructively toward the resolution of such needs,
4. To attend regularly scheduled meetings, if elected, as a student representative and to exhibit appropriate conduct at all times.

STUDENT RIGHTS ARE:

1. To form and operate a student government within the respective schools under the direction of the faculty advisor,
2. To have access to policies of the Board and individual school,
3. To seek office in student government, or any school organization, regardless of race, disability, sex, creed, or political beliefs,

4. To attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal or his/her designee.

STUDENT PUBLICATIONS

PHILOSOPHICAL BASIS:

One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include the viewpoints representative of the student body.

STUDENT RESPONSIBILITIES ARE:

1. To refrain from publishing libelous, obscene, or disrespectful materials,
2. To seek full information on the topic,
3. To observe the accepted rules for responsible journalism under the guidance of the faculty advisor.

STUDENT RIGHT IS:

1. To participate, as part of the educational process, in the development and distribution of publications.

ATTENDANCE

PHILOSOPHICAL BASIS:

The City of Leeds School system emphasizes the value of regular attendance in enabling students to benefit from the school program. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society. School administrators are required under state law to enforce compulsory attendance laws. Alabama law places the responsibility on each student to attend school on a daily basis and the responsibility on each parent or guardian to send their child to school on a daily basis.

STUDENT RESPONSIBILITIES ARE:

1. To take advantage of educational opportunities by attending all classes daily and punctually,
2. To provide the school with an adequate explanation and appropriate documentation indicating the reason for any absence,
3. To request make-up assignments.

STUDENT RIGHTS ARE:

1. To be informed of School Board policies and individual school rules regarding absenteeism and tardiness,
2. To appeal a decision pertaining to an absence,
3. To make up class work within the specified time following an absence.

SPECIAL EDUCATION SERVICES – CHILD FIND

The City of Leeds Board of Education is committed through the *Individuals with Disabilities Education Improvement Act (IDEA) of 2004*, to ensure that children ages birth to twenty-one, regardless of the severity of their disability, and who need special education and related services are identified, located, and evaluated. Child Find applies to children with disabilities who attend private schools, including children attending religious schools, within the education agency's jurisdiction, highly mobile children with disabilities (e.g. migrant), homeless children, or children who are wards of the State and children who are suspected of having a disability and are in need of special education, even though they have not failed, been retained in a course or grade or are advancing from grade to grade. Please contact Amy Terry, Director of Student Services, at (205) 699-5437 for additional information.

Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act which prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Leeds City Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person solely due to his/her disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are questions contact Amy Terry, Director of Student Services, at (205) 699-5437.

BUILDING BASED STUDENT SUPPORT TEAM (BBSST)

According to the *Alabama Administrative Code 290-8-9.01 (4)*

“Before a child is referred for special education evaluation or concurrently during the evaluation process, intervention strategies must be implemented in the general education program and monitored by the Building Based Student Support Team (BBSST) for an appropriate period of time (a minimum of eight weeks), and be determined unsuccessful. Any child referred December 1, 2000, and after must have documentation of intervention strategies and a functional assessment of the classroom environment completed for every referral. This rule may be waived for a child who has severe problems which require immediate attention, for three (3) year olds, four (4) year olds, and for five (5) year olds who have not been in kindergarten, for children with articulation, voice, or fluency problems only, for children with a medical diagnosis of traumatic brain injury, and for a child who has been referred by his or her parents”. Please call Amy Terry, Director of Student Services, at (205) 699-5437 for any additional information.

GIFTED SERVICES

Gifted Education

According to the *Alabama Administrative Code 290-8-9.12(1)*, gifted is defined as

“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.”

Anyone with knowledge of the child can make a referral. Information in aptitude, characteristics, and performance is collected and used to determine eligibility.

For more information call Amy Terry, Director of Student Services, at (205) 699-5437.

OTHER PROGRAMS

Early College Enrollment Program

Through the Early College Enrollment Program, (ECEP), qualifying high school juniors and seniors can earn college credits while completing high school. ECEP participants earn credits applicable toward high school graduation and college degree requirements at no cost to the student.

For more information about ECEP contact Lisa Hudson, Leeds High School Counselor, (205) 699-4514.

Dual Enrollment Program

The Dual Enrollment program through Jefferson State Community College allows high school students to take college courses and receive both high school and college credit. This program is available to students who attend a public high school or a private high school that is accredited by SACS (Southern Association of Colleges and Schools). This program is only available to school systems that have entered into Dual Enrollment contract agreement with Jefferson State Community College (JSCC).

To be eligible for dual enrollment each student must meet the following criteria:

1. Meet the entrance requirements established by JSCC;
2. Have a “B” average in completed high school courses;
3. Have written approval of the appropriate principal and the superintendent (via signatures on the application);
4. Be in grades 10, 11 or 12;
5. **Students must re-apply every semester
(High school students can not apply online)**
6. Students must attend class according to JSCC attendance guidelines.

For more information about Dual Enrollment contact Lisa Hudson, Leeds High School Counselor, at (205) 699-4514.

Job Coach Program

The Job Coach Program is a collaborative effort between Leeds City Schools and the Alabama Department of Vocational Rehabilitation. A full time job coach at Leeds High School works with students to develop employability skills and successful employment. The job coach works with businesses to develop employment opportunities for eligible students in their exiting year from school. For more information, contact Amy Terry, Director of Student Services, at (205) 699-5437 or Veronica Curtis, Job Coach, at (205) 699-4510.

General Educational Development (GED) Courses

Leeds City Schools, in cooperation with Jefferson State Community College, offers an adult education/GED preparation program at Leeds High School. The GED test offers people who did not finish high school the opportunity to earn high school credentials. The GED is considered equivalent to a high school diploma. For additional information, contact Amy Terry, Director of Student Services, at (205) 699-5437.

HOMELESS STUDENTS

The McKinney-Vento program is designed to address the problems which homeless children and youth have faced in enrolling, attending and succeeding in school. State educational agencies must ensure that each homeless student has equal access to the same free, appropriate public education, including a public preschool education, as other students. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging State student academic achievement standards to which all students are held.

In addition, homeless students may not be separated from the mainstream school environment. State and system are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

Every local education agency (LEA) is required to designate a local liaison for homeless children and youth. The local liaison serves as one of the primary contacts between homeless families and school staff, system personnel, shelter workers, and other service providers. The local liaison must ensure that:

- Homeless children and youth are identified by school personnel and through coordination activities with other agencies and entities;
- Homeless students enroll in, and have full and equal opportunity to succeed in, the schools of the LEA;
- Homeless children and youth receive educational services for which they are eligible, including Head Start, Even Start, and preschool programs administered by the LEA, and referrals to health, mental health, dental and other appropriate services;
- Parents or guardians of homeless children and youth are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- Parents and guardians and unaccompanied youth are fully informed of any transportation services;
- Enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act; and
- Public notice of the educational rights of homeless children and youth receive services under the Act.

In meeting these responsibilities, a local liaison will assist homeless children and youth with activities such as the following:

- Enrolling in school and accessing school services;
- Obtaining immunizations or medical records;
- Informing parents, school personnel, and others of the rights of homeless children and youth;
- Working with school staff to make sure that homeless children and youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement; and
- Helping to coordinate transportation services for homeless students.

States and local systems may be eligible for federal grants to establish programs to assist in the identification and education of homeless children and youth. Such funds may be used to provide additional educational materials and supplies, student transportation, tutoring, medical services or other demonstrated needs related to the academic achievement of the student. Additional information about best practices for educating homeless children and youth is available from the U.S. Department of Education website (www.usdoe.gov).

Please contact the Director of Auxiliary Services, Dr. Kathy King, at (205) 699-5437 for additional information.

MIGRANT STUDENTS

Subpart C of Title I (NCLB) describes the local education agency's (LEA's) responsibilities for education services to migrant students. The portion of the NCLB legislation (§200.81 through §200.87) provides the parameters for identifying and developing appropriate instructional programs for students meeting the Federal statutory definition as migrant. A migrant child is defined as one who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent, spouse, guardian, in order to obtain temporary or seasonal employment has moved from one (1) school system to another.

Systems are directed annually to conduct surveys to identify migrant students and to submit reports of migrant students enrolled in the system. Federal funds allocated under Title I, subpart C may be used to provide supplemental educational and other services to migrant students and their families.

Please contact the Director of Auxiliary Services, Dr. Kathy King, at (205) 699-5437 for additional information.

HOSPITAL HOMEBOUND SERVICE

A student enrolled in Leeds City Schools, who has a medically diagnosed physical condition which is non-communicable and restricts the student to his/her home or a hospital for a period of time that will significantly interfere with his/her education is eligible to be served by the hospital homebound program.

A student is not eligible for hospital homebound if absence is due to any of the following:

1. Emotional Problems.
2. Cases of pregnancy not requiring abnormal restriction of activities as prescribed by a licensed physician.
3. Abuse of chemical substances where hospitalization is not required.

Pregnant students are eligible for hospital homebound if, and only if, a medical doctor determines the condition does not permit attendance at the school.

A medical referral form shall be completed and signed by a physician, as defined in state law and licensed by the appropriate state agency or board. The physician shall project that the student will be absent a minimum of 10 consecutive school days and is physically able to participate in educational instruction, unless the physician certifies that the student has a chronic health condition causing the student to be absent for intermittent periods of time, (i.e., of greater than, equal to or less than 10 days on each occasion), during the school year. In case of the latter situation, re-documentation of the chronic or recurring condition is not required upon each period of absence.

At a minimum, an annual medical referral on the chronic or recurring condition shall be maintained on file at the school. A physician shall certify that the condition restricts the student and state the date of expected recovery or length of expected incapacitation.

A parent requesting hospital homebound services shall contact the principal of their child's school. An application, completed and signed by the physician, shall be returned to the principal for approval prior to initiating hospital homebound services.

A student will be counted as present each day if served a minimum of three (3) hours per week. The hospital homebound teacher shall consult the child's regular classroom teacher(s) to provide continuity of the educational program.

It is the responsibility of the student to keep the appointment with the hospital homebound teacher. If the appointment is not kept, the student may be dropped from the program.

In addition to the above guidelines, the following applies for special education students:

When eligibility for Special Education Services is determined, the Individualized Educational Program (IEP) team shall convene to review the (IEP) for any necessary changes and to recommend Hospital Homebound services. The student is counted present each day if served a minimum of three (3) hours per week (unless otherwise specified and documented by the Individualized Education Program (IEP) team).

A parent and/or a guardian shall be present in order for the child to be served by the hospital homebound teacher. For information contact Amy Terry, Director of Student Services, at (205) 699-5437.

LIMITED ENGLISH PROFICIENT (LEP) / ENGLISH LANGUAGE LEARNER (ELL)

In Alabama the definition of a Limited English Proficient (LEP)/ English Language Learner (ELL) student is taken from the *No Child Left Behind Act of 2001*, Section S, 9101, (25) of Title IX:

“(25) Limited English Proficient – the term ‘limited English proficient’, when used with respect to an individual, means an individual:

- (A) Who is age three (3) through twenty-one (21);
- (B) Who is enrolled or preparing to enroll in an elementary school or secondary school;
- (C)(i) Who was not born in the United States or whose native language is a language other than English;
- (ii)(I) Who is a Native American or Alaska Native, or native resident of the outlying areas; and
- (II) Who comes from an environment where a language other than English has had a significant impact on the individual level of English language proficiency; or
- (iii) Who is migratory, whose native language is a language other than English; and who comes from an environment where a language other than English is dominant; and

- (D) Whose difficulty in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual,
- (i) The ability to meet the State’s proficient level of achievement on State Assessments described in section 1111(b)(3);
 - (ii)The ability to successfully achieve in classrooms where the language of instruction is English; or ,
 - (iii)The opportunity to participate fully in society.

Please contact the Director of Auxiliary Services, Dr. Kathy King, at (205) 699-5437 for additional information.

SCHOOL NUTRITION PROGRAM

| | | | |
|-------------------|----------------|---------------------------|--------|
| Breakfast Served | 7:30 – 7:55 AM | | |
| Student Breakfast | \$1.25 | Student Lunch/Elementary | \$1.75 |
| Reduced Breakfast | \$.30 | Student Lunch/Middle/High | \$2.00 |
| Employees | \$1.50 | Reduced Lunch/All Schools | \$.40 |
| Visitors | \$1.75 | Employees | \$2.50 |
| Extra Milk | \$.50 | Visitors | \$3.00 |

A la carte items range from \$.50 to \$1.50. If you prefer your child not to buy a la carte from his/her account, please call the lunchroom manager of the child’s school.

Meals are planned to include nutrition and variety in mind. A copy of the monthly menu is sent home with elementary students. The menu is subject to change due to circumstances beyond our control.

Children are assigned a meal identification (ID) number. Parents are encouraged to help their child memorize the number. The student will enter the number on a keypad each time he/she purchases an item/meal from the cafeteria. Parents may put any amount of money in their child's account for them to use for breakfast, lunch, and/or a la carte items. When sending meal money, please label it with the child's name and ID number. **Please do not combine meal money with any other payment to the school.** Parents may contact the lunchroom to check their child's account balance between 7-10AM or 1-2PM.

The application for Free or Reduced Meals will be available at school. Following review of application, the parent shall receive a letter informing them of the status of the application.

If a child cannot drink milk or requires a special diet, the cafeteria manager will need to have a signed statement from his/her physician. **Soft drinks are not allowed in the cafeteria.**

If there are any questions, please call Anita Smith, Director of Child Nutrition, at 699-5437.

Nutrition Staff

| | | |
|---|-----------------------|--------------|
| Leeds Elementary School lunchroom manager | - Mrs. Janice Daffron | 205-699-6071 |
| Leeds Middle School lunchroom manager | - Ms. Jimmie Jones | 205-699-9665 |
| Leeds High School lunchroom manager | - Ms. Bonnie Lee | 205-699-4513 |

Charged Meals

The charge policy for Leeds City Schools consists of a five (5) meal limit at all schools except Leeds High School. A Leeds High School student shall not be permitted to charge a meal. **A K-8 student shall be denied a meal after accumulating five (5) unpaid charges.**

A student (K-5) who charges a meal is given a slip stating the amount that the child owes for meals. The charge slip is given to the student each day that he/she charges so that the parent will know that his/her child needs money for the meal account. A student (6-8) is verbally informed by the school as to the status of his/her account.

When a child has charged three (3) meals, a note shall be sent to the parent from the school. **Adults and/or employees shall not be allowed to charge meals. No student shall be permitted to charge a la carte items, ice cream or extra milk.**

Returned Check Policy

The following steps will be taken when a returned check is received:

1. The bank will be called to see if there are funds available to cover the check. If funds are available, the check will be returned to the bank immediately.
2. If there are no funds to cover the check, an attempt will be made to call the party listed on the check. The party will be told to send cash the next school day to cover the check. Note: If party instructs us to send the check back through the bank, this will be done.
3. If the party cannot be reached by telephone or does not send cash the next school day, a certified letter will be mailed giving the party ten (10) days to pick up the check. At this point, the current cash service charge will be added (included certified mail postage fee). If the check is not picked up ten (10) days from receipt of said letter, the check will be turned over to authorities for collection. If the certified letter is denied by the party and sent back unopened, the check will be turned over to authorities for immediate collection.
4. If a party fails to make restitution for a returned check, cash shall be immediately required for the child's meals. If cash is not received, the child will be denied breakfast and/or lunch.
5. No checks will be accepted from a family or individual after the **second returned check** during the school year.

GRADING SCALES

The academic grading scale for K-12 shall be as follows:

| <u>Kindergarten</u> | <u>Grades 1-5</u> | <u>Grades 6-12</u> |
|-----------------------|-------------------|--------------------|
| M - Mastery | A: 90 - 100 | A: 90 - 100 |
| S - Satisfactory | B: 80 - 89 | B: 80 - 89 |
| N - Needs Improvement | C: 70 - 79 | C: 70 - 79 |
| U - Unsatisfactory | D: 60 - 69 | D: 60 - 69 |
| | F: 0 - 59 | F: 0 - 59 |

The grading scale for Grades K-5 for Physical Education, Art, and Music shall be:

S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

The grading scale for Conduct in Grades K-5 shall be:

G - Good
S - Satisfactory
U - Unsatisfactory

GRADING SYSTEM REGULATIONS – GRADES 1-5

A student shall receive a minimum of 10 grades in each subject. All grades shall be averaged to determine the nine (9) weeks grade.

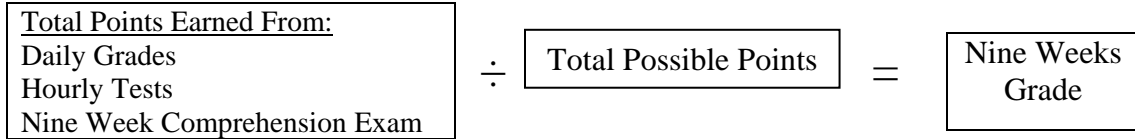
GRADING SYSTEM REGULATIONS – GRADES 6-8

Minimum Marking Each Nine Weeks

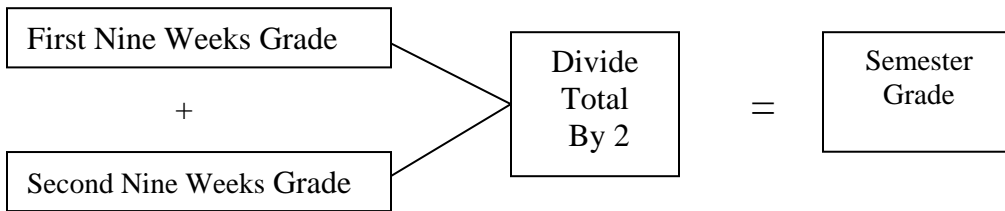
A minimum of 12 daily grades in each subject and a minimum of four (4) hourly tests, one (1) of which may be an extended report or project.

GRADING SYSTEM REGULATIONS – Grades 6-8

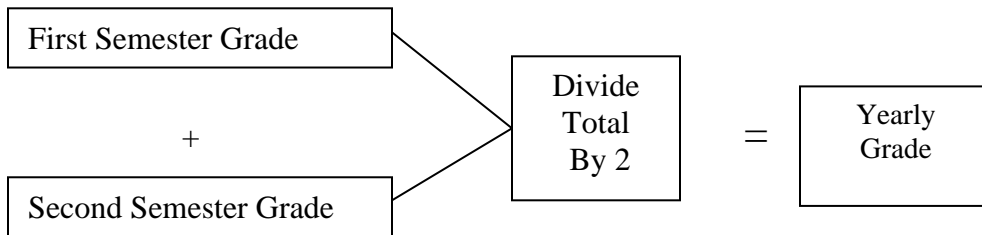
Nine Weeks Grades – Total points earned divided by total possible points equal grade for the Nine weeks.



Semester Average – Add both Nine Weeks Grades and divide by two (2).



Yearly Average - Add both Semester Grades and divide by two (2).



Partial credit shall not be awarded for any subject

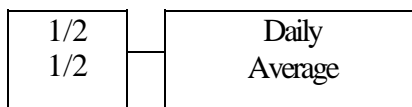
GRADING SYSTEM REGULATIONS - GRADES 9-12

Minimum Marking Each Nine Weeks

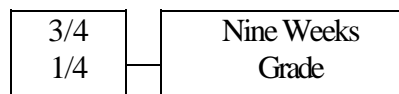
Minimum of 12 daily grades in each subject and a minimum of four (4) hourly tests. One (1) of which may be an extended report or project.

Nine Weeks Grades

Daily Grades
Hourly Test



Daily Average
Exam



End of Course Grade

End of course grade shall be the average of two (2) nine weeks grades.

Length of Nine Weeks Comprehensive Exams

Standard instructional class time.

Partial credit shall not be awarded for any subject.

PROGRESS REPORTS:

Kindergarten through Grade 5 - Papers showing student's work shall be sent home weekly. The school shall send papers home each Tuesday. The signature page shall be returned to the student's teacher each Wednesday.

Progress reports shall be sent home at the 4 1/2 week point of each nine week grading period. The progress report shall reflect at least one-half of the system's required grade for the appropriate grade level.

Grades 6-12 – Progress reports shall be sent home at the end of each 4 1/2 weeks of the nine weeks grading period. The progress report shall include all of the grades earned for the reporting period. A student experiencing academic problems may receive special reports. The progress report shall reflect at least 1/2 of the system's required grades for the appropriate grade level.

HONORS CRITERIA

Kindergarten students are recognized daily/weekly for academic accomplishments. Honor rolls are not used at this level.

“A” Honor Roll (Grades 1-5)

When: Every nine (9) weeks
Who: Students who have a grade average of 90-100 (with rounding) or greater for the nine (9) weeks grading period in each core subject (math, science, social studies, language arts) and Satisfactory (S) in Physical Education, Music, and Art shall be eligible for the honor roll. Students will receive a ribbon each time they make the honor roll and their names will be submitted to the newspaper.

“A-B” Honor Roll (Grades 1-5)

When: Every nine (9) weeks
Who: Students who have a grade average of 80-100 (with rounding) for the nine (9) weeks grading period in each core subject (math, science, social studies, language arts) and Satisfactory (S) in Physical Education, Music, and Art shall be eligible for the honor roll. Students will receive a ribbon each time they make the honor roll and their names will be submitted to the newspaper.

Annual “A” Honor Roll (Grades 1-5)

When: End of school year
Who: Annual Honor Roll shall be based on the student satisfying the criteria for “A” honor roll for each of the first three (3) nine weeks and at the end of 4 ½ weeks of the fourth nine weeks. The names of these students will be submitted to the newspaper. These students will be recognized at a special program. Certificates will be given as the Annual “A” Honor Roll award.

Annual “A-B” Honor Roll (Grades 1-5)

When: End of school year
Who: Annual Honor Roll shall be based on the student satisfying the criteria for “A-B” honor roll for each of the first three (3) nine weeks and at the end of 4 ½ weeks of the fourth nine weeks. The names of these students will be submitted to the newspaper. These students will be recognized at a special program. Certificates will be given as the Annual “A-B” Honor Roll award.

“A” Honor Roll (Grades 6-8)

When: Every nine (9) weeks
Who: Students who have a grade average of 90-100 (with rounding) or greater for the nine (9) weeks grading period in all subjects shall be eligible for the honor roll. Names will be submitted to the newspaper.

“A-B” Honor Roll (Grades 6-8)

When: Every nine (9) weeks
Who: Students who have a grade average of 80-100 (with rounding) for the nine (9) weeks grading period in each subject shall be eligible for the honor roll. Names will be submitted to the newspaper.

Annual “A” Honor Roll (Grades 6-8)

When: End of the year
Who: Students who have grades averaging 90-100 in each subject. Annual Honor Roll shall be based on the student satisfying the criteria for “A” honor roll for each of the first three (3) nine weeks and at the end of 4 ½ weeks of the fourth nine weeks. These students will be recognized at a special program. Certificates will be given as the Annual “A” Honor Roll award. Names will be submitted to the newspaper.

Annual “A & B” Honor Roll (Grades 6-8)

When: End of the year
Who: Students who have a grade average of 80-100 (with rounding) in each subject. Annual Honor Roll shall be based on the student satisfying the criteria for “A-B” honor roll for each of the first three (3) nine weeks and at the end of 4 ½ weeks of the fourth nine weeks. These students will be recognized at a special program. Certificates will be given as the Annual “A-B” Honor Roll award. Names will be submitted to the newspaper.

Principal’s Annual “A” Honor Roll (Grades 9-12)

When: End of the year
Who: Students who have grades averaging 90-100 in each subject. Annual Honor Roll shall be based on the student satisfying the criteria for “A” honor roll for each of the first three (3) nine weeks and at the end of 4 ½ weeks of the fourth nine weeks. These students will be recognized at a special program. Certificates will be given as the Principal’s Annual “A” Honor Roll award. Names will be submitted to the newspaper.

Annual “A-B” Honor Roll (Grades 9-12)

When: End of the year
Who: Students who have grades averaging 80-100 in each subject. Annual Honor Roll shall be based on the student satisfying the criteria for “A-B” honor roll for each of the first three (3) nine weeks and at the end of 4 ½ weeks of the fourth (4) nine weeks. These students will be recognized at a special program. Certificates will be given as the Annual “A-B” Honor Roll award. Names will be submitted to the newspaper.

Highest Average in Academic Subjects (Grades 9-12)

- When: End of the school year
- Who: Students who have the highest numerical average in an academic subject. Students enrolled in the class first semester shall be based on the 1st and 2nd nine weeks grades. Students enrolled in the class in the second semester shall be based on the 1st nine weeks and the average at the 4 ½ week of the second nine weeks. These students shall be recognized at a special program. Names will be submitted to the newspaper.

Senior Honors Criteria

Valedictorian and Salutatorian

Eligible students for Valedictorian and Salutatorian shall meet the following criteria:

- Pursue the Advanced Academic Diploma
- Attend Leeds High School for two (2) consecutive school years (grades 11 and 12)
- Maintain a grade of 74 or above in all courses and not have been found guilty of a Class III offense by the Hearing Officer or the Board of Education
- Declare Advanced Academic Diploma track with the school counselor before the first day of school of their senior year

The Valedictorian shall be the student with highest numeric average. The Salutatorian shall be the student with the second highest numeric average. The students' numeric averages will be calculated at the end of the 4 ½ week of the final nine week grading period. If there is a tie, the students affected shall share the honor of the tied position.

Only Core Curriculum subjects for the Advanced Academic Diploma (English, Language Arts, Mathematics, Science, Social Science, and Foreign Language) shall be used to compute averages for the Valedictorian and Salutatorian. Subjects such as (but not limited to) Physical Education, Band, Teacher's Aide, Driver's Education, Yearbook, Computer Literacy, Career Technical etc., grades shall not be averaged. Electives which are not listed in core curriculum shall not be included in the determination of honors.

Early College Entrance Program

Students who participate in the Early College Entrance Program (ECEP) shall attend the community college of their choice for two (2) full years. Students who have a grade point average of 3.5 or higher shall be recognized as an ECEP Scholar.

Honor Graduates

Honor Graduates shall be the ten students who have the highest numerical average for all core curriculum courses mandated for the Advanced Academic Diploma. Only Core Curriculum subjects for the Advanced Academic Diploma shall be used to compute averages for Honor Graduates. Subjects such as (but not limited to) Physical Education, Band, Teacher's Aide, Driver's Education, Yearbook, Computer Literacy, Career Technical etc., grades shall not be averaged. Electives which are not listed in core curriculum shall not be included the determination of honors. If there is a tie, the students affected shall share the honor of the tied position.

Numerical Average and Ranking

Rank in class is cumulative and weighted eight (8) points for Dual Enrollment and Advanced Placement Courses (AP) and four (4) points for Honors Courses. If a student fails any Dual Enrollment, Advanced Placement Course, or Honors Course, the grade will not be weighted when the numerical average and ranking are calculated. The weighted points shall not be used to attain a passing grade.

Class Ranking

Class Ranking shall be computed at the end of each school year based on the numeric average of core curriculum courses. Subjects such as (but not limited to) Physical Education, Band, Teacher's Aide, Driver's Education, Yearbook, Computer Literacy, Career Technical etc., grades shall not be averaged. Electives which are not listed in core curriculum shall not be included.

ATTENDANCE AWARDS

Certificate of Perfect Attendance: A student shall have been present for the entire school day for 180 days. The student has not been tardy to school nor has departed from school prior to the end of regular school hours on any school day.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This act offers parents and students over 18 years of age "eligible students" certain rights with respect to the student's education records. They are:

The right to inspect and review the student's education records within 45 days of the day the system receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent and eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask City of Leeds Board of Education to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the system decides not to amend a record as requested by the parent or eligible student, the system will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding request for amendment. Additional information regarding the hearing procedures will be provided to the parent and eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the system as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the system has contracted to perform a special task, (such as attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the system to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave. SW
Washington, DC 20202-4605

The school system has designated the following types of personally identifiable information about students as **“Directory Information.”** Directory information may be released by the school system without the consent of a parent or student.

- **Student's name, address and telephone listing;**
- **Date and place of birth;**
- **Dates of attendance;**
- **Participation in officially recognized activities and sports;**
- **Weight and height of members of athletic teams;**
- **Photographs;**
- **Video and audio images and recordings;**
- **Diplomas and awards received;**
- **Major field of study;**
- **The name of the most recent previous educational agency, institution, or school attended by the student.**

A parent or eligible student who desires that the school system not release any or all of the directory information about a student must notify the school system to that effect in writing addressed to City of Leeds Board of Education, Attention: the principal of the respected school, no later than September 1, 2009, or within ten (10) school days after the student enrolls.

RESEARCH

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation conducted by or for the school system, shall be available for inspection by the parents or guardians of the students involved in the survey, analysis or evaluation.

No student shall be required to submit to a survey, analysis or evaluation which reveals any of the following information without prior consent of the student (if an adult or an emancipated minor) or of the student's parent or guardian:

Information concerning political affiliations or beliefs of the student or parent; mental and psychological problems; sexual behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom students have close family relationships; legally recognized privileges and analogous relationships such as those with lawyers; physicians and ministers; religious practices; affiliations or beliefs of the student or student's parent; or income (other than that required by law to receive eligibility for participation in a program or for receiving financial assistance under such program).

PARENT NOTICE: NO CHILD LEFT BEHIND

In compliance with the requirements of the *No Child Left Behind Act*, City of Leeds Board of Education informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

1. Whether the teacher has met Alabama certification requirements for certification for the grade level and subject areas in which the teacher provides instruction,
2. Whether the teacher is teaching under an emergency or other provisional status through which Alabama qualifications or certification criteria have been waived,
3. The college major and any graduate certification or degree held by the teacher, and/or
4. Whether the student is provided services by paraprofessionals, and if so their qualifications.

If you wish to request information concerning the qualification of your child's teacher. Please contact the principal at the phone number or address on page 3 of this book.

QUESTIONING BY LAW ENFORCEMENT

No student enrolled in the Leeds City School System shall be questioned by any non-school authority without knowledge of the school principal or the assistant principal. When law enforcement officers make it known that they wish to talk to a student while under the supervision of the school, the student will be called to the office of the principal. The student shall be informed in the presence of the officers by the principal or the assistant principal that the student has three choices:

1. He/she may converse by telephone with his/her parent(s) or guardian(s).
2. He/she may decline to talk with the officers until his/her parent(s) or guardian(s) are present.
3. He/she may talk with the officers in the presence of an administrator.

Law enforcement officers who have a warrant for a student who attends a Leeds City Schools school may by state law take the student to a law enforcement center prior to questioning. Leeds City School System administrators shall follow state laws in these cases.

LOST AND/OR DAMAGED TEXTBOOKS AND LIBRARY BOOKS

Parents are responsible for the cost of lost and/or damaged textbooks and library books. Textbooks are kept for seven (7) years. The cost for lost and/or damaged textbooks will be determined as follows:

- ◆ First-year books – Full replacement costs of the textbook
- ◆ After the first year – 6/7 of the original cost of the textbook
- ◆ After the second year – 5/7 of the original cost of the textbook
- ◆ After the third year – 4/7 of the original cost of the textbook
- ◆ After the fourth year – 3/7 of the original cost of the textbook
- ◆ After the fifth year – 2/7 of the original cost of the textbook
- ◆ After the sixth year – 1/7 of the original cost of the textbook

Parents are responsible for the full replacement cost of the lost or damaged library books.

ASBESTOS ANNUAL NOTIFICATION

For buildings with an Asbestos Hazard Emergency Response Act (AHERA) asbestos-management plan in place:

Upon submission of its management plan to the Governor and, at least, once each school year, the local education agency (LEA) shall notify, in writing, parent, teacher, and employee organizations of the availability of management plans, and shall include in the management plan a description of the steps taken to notify such organizations, and a dated copy of the notification.40CFR763.93(g)(4)

The steps to inform others and a dated copy of notification should, at least, include the following:

Name of LEA: Leeds City Schools

Name of Schools: Leeds Elementary School

Leeds Middle School

Leeds High School

Date: August 1, 2009

REQUIRED ANNUAL NOTIFICATION OF PARENTS, TEACHERS, AND EMPLOYEES REGARDING THE AVAILABILITY OF MANAGEMENT PLANS

The management plan for asbestos-containing building materials (ACBM) required by the federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan is on file at the school office and is available for public inspection at the Maintenance Coordinator's Office upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE LEEDS CITY SCHOOL SYSTEM

Leeds City School System is pleased to make available to students access to interconnected computer systems within the system and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the school system to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

The Acceptable Use and Data Acquisition Site forms shall be completed by the parent or guardian. Upon reviewing, signing, and returning the Policy, as the student has been directed, each student will be given the opportunity to enjoy Internet access at the school and agrees to comply with the policy. If the student is under 18 years of age, the parents or guardians shall read and sign the policy. The school system cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and her/his parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, that student's access will be denied or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. 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 or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he or she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school system before they are given an access account.

III. ACCEPTABLE USES

- A. Educational Purposes Only. The school system is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages, offer for sale or use any substance the possession or use of which is prohibited by the school system's student discipline policy, 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. Uses that cause harm to others or damage to their property. For example, do not 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 her/his access to the network or the Internet, upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism, participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others, and do not impersonate another user.
 4. Uses that are commercial transactions. Students 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, telephone numbers, or addresses.

TECHNOLOGY USAGE

MISSION:

The mission of the Leeds City School System is to provide an educational environment, which enables each individual to reach his or her full potential.

INTRODUCTION:

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Leeds City School System to provide all students and employees with access to a variety of technology resources. The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Leeds City School System.

Thus, it is the intention of the Leeds City School System that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Leeds City School System will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

The administrators of each school will be responsible for establishing specific practices to enforce this policy at individual schools. This policy will be prominently displayed in all rooms throughout the system that contain one or more computers.

All Leeds City School System technology resources, regardless of purchase date, location, or fund, are subject to this policy. Any questions about this policy, its interpretation, or specific circumstances shall be directed to the system Technology Coordinator before proceeding. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

POLICY STATEMENT:

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Leeds City School System. Use of any and all technology resources is a privilege and not a right.

I. ACCESS:

- a. The use of all Leeds City School System technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- b. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
- c. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
- d. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Leeds City School System.
- e. Individuals identified as a security risk may be denied access.
- f. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
- g. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.
- h. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
- i. The school/system Technology Coordinators and/or school administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts. Their decision will be final.

II. PRIVACY:

- a. To maintain network integrity and to insure that the network is being used responsibly, school/system Technology Coordinators reserve the right to review files and network communications.
- b. Users should not expect that files stored on the Leeds City School System network will always be private.
- c. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
- d. The Leeds City School System cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- e. Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, user accounts, telephones, and telephone systems. During these procedures, it may be necessary to review e-mail and/or files stored on the network.
- f. Users are to avoid storing personal and/or private information on the system and/or schools technology resources.
- g. The system-wide technology staff does perform routine backups; however, all users are responsible for storage of any critical files and/or data.
- h. Student records, media center collections, and accounting information should be backed up to disk.

III. COPYRIGHT:

- a. Illegal copies of software may not be created or used on school equipment.
- b. Any questions about copyright provisions should be directed to school/system Technology Coordinator.
- c. The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).
- d. Copyright is implied for all information (text, data, and graphics) published on the Internet. Web page authors will be held responsible for the contents of their pages. Do not "borrow" icons or graphics from other pages without documented permission.
- e. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then, should occur only under the supervision and direction of the Technology department.
- f. A backup copy of all purchased software programs should be made and, thus, become the working copy.
- g. All original copies of software programs, including those purchased with departmental funds, will be stored in a secure place.
- h. For security and insurance purposes, the System and Local Technology Coordinators will be the only people with access to original software disks at a given school location with the exception of CD-ROMs. System-wide software originals will be housed at the System Technology Coordinator's office.
- i. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (1987 Statement on Software Copyright) is NOT allowed.
- j. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The System or Local Technology Coordinator and the person requesting the software will be responsible for determining how many copies should be purchased.
- k. Either the System or School Technology Coordinator in each school is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the Technology Coordinator and/or Superintendent and distributed to all schools that will use the software.
- l. The Technology staff or Local Technology Coordinator is responsible for installation of all software in use on the local area network and/or individual workstations within the Leeds City School System.
- m. Users should not purchase software without consulting the technology staff.

IV. ELECTRONIC MAIL:

- a. The Leeds City School System provides access to electronic mail for all employees, class accounts upon request and, on a limited basis, for secondary students.
- b. Access to e-mail is for employee, class, and/or student use in any educational and instructional business that they may conduct.

- c. Personal use of electronic mail is permitted as long as it does not violate Leeds City School System policy and/or adversely affect others or the speed of the network.
- d. Electronic mail should reflect professional standards at all time.
- e. Leeds City School System e-mail accounts may not be used for political or personal gain.
- f. Leeds City School System e-mail accounts may not be used for attempting or successfully sending anonymous messages.
- g. Leeds City School System e-mail accounts may not be used for sending mass e-mails.
- h. Leeds City School System e-mail accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

V. INTERNET:

- a. The intent of the Leeds City School System is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.
- b. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- c. Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
- d. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- e. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.
- f. Permission is not transferable, and therefore, may not be shared.
- g. Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

VI. INTERNET FILTERING:

- a. Internet access for all users is filtered, through one central point, by URL and IP address.
- b. Internet searches are filtered by keyword.
- c. URLs and IP addresses may be added to or deleted from the filtered list by the Local System Technical Coordinator.
- d. Staff members may request review of filtered sites.
- e. Staff members are responsible for insuring that all computers are filtered. They shall notify the Local or System Technology Coordinator of any computer in the schools which are not filtered.

VII. WEB PUBLISHING:

- a. The Leeds City School System web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
- b. All home pages will be reviewed by the Local and/or System Technology Coordinator before being added to the Leeds City World Wide Web Server.

- c. The Technology Staff reserves the right to reject all or part of a proposed home page.
- d. Home pages may only be placed on the Web server by a Local or System Technology Coordinator.
- e. All pages posted on the Leeds City School System web server must be written with an approved editor.
- f. Each posted page must include: the school location, date of last update, and an e-mail address.
- g. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
- h. All web page authors are responsible for the maintenance of their own pages.
- i. All links should be checked regularly to make sure they are current and working.
- j. Pages that are not updated in a timely fashion; that contain inaccurate or inappropriate information; or contain links that do not work will be removed and the author will be notified.
- k. Unfinished pages will not be posted until they are fully functional.
- l. Teacher created web pages stored on a commercial or private server may be a link from a teacher created web page stored on the Leeds City Internet server.
- m. Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used, only first name, last initial. No written permission is required for in-school broadcasts (i.e. morning news, announcements, class profiles, etc.)
- n. Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
- o. No written permission is required to list faculty/staff and their school contact information (phone extension, e-mail address, etc.)
- p. Written consent will be required for posting of any employee photographs.
- q. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

VIII. PARENTAL PERMISSIONS:

It is the responsibility of the staff posting information on the web, requesting videos, or designing publicity or public relations information, or allowing student access to the Internet to obtain written parental permission.

IX. EQUIPMENT:

All equipment (computers, monitors, printers, copiers, scanners, projectors, interface devices, etc.) will be approved by the Technology Coordinator. Donated equipment must meet minimum standards as defined by the Technology Coordinator. Any equipment that is brought in by individuals and used for classroom or office activities will be considered as being donated to the Leeds City School System and identified as such. Donated equipment is required to adhere to the licensing and copyright regulations as defined in this document. Personal equipment may be used on a temporary basis at the expressed permission of the Technology Coordinator and may not be connected to the network.

X. DONATION OF SOFTWARE:

Donations need to include the license(s) for operation, media shipped by the publisher, and documentation. It cannot be a version of software where the donor has paid for an upgrade, and wishes to donate the old version. This would be a violation of copyright agreement with the publisher. The software must meet system standards for curriculum and/or must be on the approved list of system software.

XI. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

The following activities are examples of inappropriate activities for any Leeds City School System network, e-mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

- a. Using another user's password or attempting to find out what another user's password is.
- b. Sharing your own password.
- c. Trespassing in another user's files, folders, home directory, or work.
- d. Saving information on ANY network drive or directory other than your personal Home directory OR a teacher specified and approved location.
- e. Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive.
- f. Harassing, insulting, or attacking others via technology resources.
- g. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, Basic Input/Output System (BIOS) information, preset passwords, etc.).
- h. Intentionally wasting limited resources such as disk space and printing capacity.
- i. Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.).
- j. Sending, displaying, or downloading offensive messages or pictures.
- k. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language.
- l. Participating in on-line chat rooms without the permission/supervision of an adult staff member.
- m. Posting any false or damaging information about other people, the school system, or other organizations.
- n. Posting of any personal information about another person without his/her written consent.
- o. Broadcasting network messages and/or participating in sending/perpetuating chain letters.
- p. Violating copyright laws.
- q. Plagiarism of materials that are found on the Internet.
- r. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.).
- s. Use of any Leeds City Schools technology resource for personal gain, commercial or political purposes.

TRANSFER PROCEDURES

Transfers into or out of the system may only be secured by application to the Board. The Board has developed a transfer application form which shall be completed in full, signed, and returned to the Superintendent's office.

There are three (3) categories of transfers which are available to students:

Substantial hardship transfer. Substantial hardship transfers are transfers granted as a result of a substantial, extraordinary and compelling hardship which is unique to the student or his or her family. Situations which justify a hardship transfer are exceedingly rare. They have been granted in the past for students displaced by fire, tornado or natural disaster, for those with medical emergencies or other family crisis. Hardship transfers are not available to those experiencing problems shared by many such as transportation difficulties, daycare, housing issues, social issues, or the desire to attend a school to be with family, friends, or for a change of environment. Hardships must be supported by detailed documentation, and will be evaluated by the superintendent.

Racial desegregation transfers. Racial desegregation transfers are transfers which help the school system meet its court ordered desegregation obligations. These transfers are evaluated utilizing court-approved criteria, and are designed to help each school in the system move closer to the system-wide racial composition. Desegregation transfers are available to students of all races, and depend on the ethnic compositions of both the school from which the student is transferring and the school to which the student wants to transfer. Availability of racial desegregation transfers at specific schools will change from year to year as space and demographics allow. Parents are encouraged to contact the superintendent for information regarding the availability of racial desegregation transfers.

Employee transfer. Employee transfers are available to children of board employees, under certain circumstances, outlined more specifically in the official guidelines. The employee must be the child's legal and custodial parent or guardian and the child must reside with the employee. This transfer is also contingent upon available space at the desired school.

Transfers between other school systems and the Leeds City School System must fall within one (1) of the three (3) named categories to be approved. Racial desegregation transfers to the Leeds City School System shall require a release. Racial desegregation transfers out of the Leeds City School System will also require a release and may require tuition to the receiving school, depending on that Board's policy. For applicants to the Leeds City School System, the release must be submitted with the transfer application. If the application meets criteria for approval, it will be selected for approval. These transfers are valid only for one (1) year.

There are a few exceptions to the transfer procedures. The Board recognizes that a move during the school year can be disruptive to a student's academic progress if the student is required to immediately change schools.

A student whose family moves will be allowed to stay in his or her current school for the remainder of the school year if the student moved at least four weeks after the school year begins; the student meets attendance, behavior and academic criteria; there is space available; and the parent completes a **Change of Address Form** and submits it to the school within fourteen days of the move. These forms are available at all local schools and the superintendent's office. If the form is not timely submitted, the student will have to attend school immediately in his or her new zone. This exception only applies to the same school year in which the move occurred, except that 11th grade students who move will be allowed to finish their senior (12th grade) year, subject to the above criteria.

Transportation is not provided for any transfers, **change in residency, or out-of-zone exemptions**. Moreover, all approved out-of-zone placements, including transfer students, students who have moved, and exempted students, are subject to immediate revocation or denial if the student does not meet all of the following:

1. **Regular attendance**
2. **Satisfactory grades**
3. **Satisfactory behavior**
4. **Tardies**

There are no appeals of decisions made on most transfers, as the transfers are approved or denied utilizing defined court approved criteria.

All parents should review this information and all court approved guidelines carefully. Parents should then acknowledge receipt of this information by signing where indicated on the attached acknowledgment form.

COURT APPROVED TRANSFER GUIDELINES

The School Board shall establish attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is defined as the residence of his/her parent(s), legal guardian, legal custodian, or other such person as defined by any order issued by a court of competent jurisdiction of the State of Alabama. Any student residing in the school system zone shall be assigned to a school for attendance by the Superintendent or designee.

- (1) A student residing with a person who is not the student's parents(s), legal guardian, legal custodian, or other such person designated by any order issued by a court of competent jurisdiction of the State of Alabama to be responsible for the students shall be allowed to attend a system school under these conditions:
 - (a) The person with whom the student resides shall complete a notarized statement as required by the Superintendent and file with the system.

- (b) No student shall be permitted to transfer, enroll, or be admitted to a school when he/she has been expelled from another school system. This prohibition shall be effective for the period of time in which the student was expelled from another system.
- (2) Any student whose legal residence is outside the boundaries of the city may not be enrolled in any System school without the approval of the school board, except under the provisions of Alabama statutes.
- (3) A student may be permitted to attend a school in another residential attendance zone pursuant to guidelines adopted by the school Board. Guidelines shall be issued annually.
- (4) The Board defines resident students as students whose parents live within the jurisdiction of the school system. All resident students of the school system shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the school serving their attendance zone.
- (5) With the exception of nonresident students who were enrolled in System schools at the time of its organization and who were included in agreements with Shelby County, Jefferson County, and St. Clair County, the Board shall authorize the enrollment of nonresident students only on an individual basis and under the following conditions:
 - (a) Children of full-time system employees may enroll in system schools.
 - (b) Students who are entering their senior year (12th grade) of school and whose parents have moved out of system, shall be allowed to remain in Leeds schools provided a release has been granted from the student's home school system in accordance with the inter-system transfer guidelines set forth in the Leeds City School System policy.
 - (c) To be considered for nonresident student status, a student must be in good standing in his/her current school, i.e., have good attendance, good academic performance, and a good conduct record.

Students not meeting these criteria will not be considered for nonresident status by the Leeds City School System. Also, a student accepted into the Leeds City School System, as a nonresident student shall maintain good standing while enrolled or he/she will be removed from the school.

The privilege of attendance of a nonresident student admitted under items one (1) and two (2) may be revoked if system policies, procedures, or rules are violated or if it is determined that system programs are inappropriate to the student's needs.

Nonresident students must reapply for admission to the system annually.

- (6) The Board authorizes the superintendent or designee to handle all student transfer requests if such transfers are in writing, stating reasons for the requests. Transfer will only be made with the approval of the superintendent or designee.

No student shall be permitted to withdraw from the school before the student's sixteenth (16th) birthday while the student's parent continues to reside within the jurisdiction of the School System, unless approved by the superintendent. If the student's parents move to another school system, or if the student chooses to attend school in another school system, the student shall withdraw in accordance with such rules and regulations as may be prescribed by the superintendent.

INTER-SYSTEM TRANSFER GUIDELINES

An inter-system racial desegregation transfer will be allowed if:

- a. The transfer will have the effect of moving the racial composition of Leeds City Schools closer to the system-wide racial composition of the Leeds City School System,
- b. The student requesting the transfer has obtained and timely submitted a release,
- c. The student meets all tuition requirements of the school systems involved,
- d. The other city or county school system has not indicated to Leeds City Schools that granting the transfer will impede desegregation at its sending or receiving school or conflict with any obligations that the city or county school system may have under desegregation or other judicial decrees.

Inter-system transfers are transfers between the Leeds City School System and another county or city school system. Such transfers to the Leeds City School System require the payment of tuition and a release from the sending system. The release has several functions - it ensures the Leeds City School System that there are no outstanding obligations to the sending system and that the transfer would not violate any legal obligations of that system.

With respect to desegregation obligations, many systems specifically state on the release form that the transfer will not impede desegregation or otherwise conflict with any legal obligation the system may have, but others are silent on the subject. The Leeds City School System will treat a release from another system as a declaration by the sending school system that the transfer comports with its desegregation and other legal obligations prior to the beginning of each school year. The Leeds City School System will issue notice to systems which have released students for inter-system transfer into the Leeds City School System in the past and which have accepted inter-system transfers from the Leeds City School System.

For any new systems, Leeds City School System will send the notice at the time of the student's transfer request. The notice will state that unless otherwise notified in writing, Leeds City School System will consider the release or acceptance of a student as an affirmative declaration that the transfer will not impede desegregation in the other system or conflict with any obligations the other system may have under desegregation or other judicial decrees. The notice will ensure that the other county or city system is in compliance with its own legal obligations.

Although inter-system employee transfers are not subject to the limitations of the preceding paragraphs, Leeds City School System agrees to provide data to the parties on inter-system employee transfers and to consider necessary modifications if the transfers are impeding the Leeds City School System desegregation efforts.

ADOPTED BY THE BOARD AS OF 3, June, 2003
(See Leeds City Schools Policy Manual)

STUDENT ATTENDANCE

A student cannot be taught nor learn to his/her maximum potential unless he/she is in attendance. The Leeds City School System and school personnel believe regular attendance is important for all students to successfully complete course requirements.

Subject to parental guidance, each student must be responsible for his/her attendance. Administrators and teachers encourage regular attendance of students and solicit assistance from parent(s)/guardian(s).

An absence is defined as non-attendance in an approved regularly scheduled class or activity, regardless of the reason for such non-attendance. An exception is when a student participates in an approved activity (such as, but not limited to, a field trip). If he/she is excused from school and counted present, he/she shall be responsible for any work missed during the time he/she is away from school.

Excused absences are as follows: illness, death in immediate family, inclement weather which would be dangerous to the life and health of the child as deemed by the principal, legal quarantine, emergency conditions as determined by the principal, prior permission of the principal upon request of the parent or legal guardian.

TRUANCY INTERVENTION PROGRAM

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) 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 also is deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current *School Attendance Manual*.

1. SECOND UNEXCUSED ABSENCE WARNING
 - a. The school principal or his/her designee shall notify parent/guardian that the student was truant and the date of the truancy.
 - b. 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.

2. FOURTH UNEXCUSED ABSENCE CONFERENCE
 - a. The parent, guardian, or person having control of the child shall have a phone conference with the attendance officer.

3. SIXTH UNEXCUSED ABSENCE REFERRAL TO THE EARLY WARNING PROGRAM
 - a. The parent, guardian, or person having control of the child shall participate in the early warning program at Family Court.
 - b. Attendance shall be mandatory except where prior arrangements have been made or an emergency exists.
 - c. Failure to appear at the early warning program shall result in the filing of a complaint/petition against the parent under *Code of Alabama* (1975), § 16-28-12 (failure to cooperate), or a truancy against the child, whichever is appropriate.

4. NO EARLIER THAN TEN UNEXCUSED ABSENCES CONSTITUTES A REFERRAL TO FAMILY COURT

Complaint/petition will be filed against the child and/or parent, as appropriate, in Family Court.

5. CHILD UNDER PROBATION
 - a. Where a child under probation is truant, the school attendance officer will immediately notify the juvenile probation officer.
 - b. The juvenile probation office shall notify the attendance officer of all children in the school system under probation services as required by state statute, *Code of Alabama* (1975), § 12-15-100 and 105.

ATTENDANCE POLICY

All persons between the ages of seven and sixteen years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education. All laws regarding school attendance shall be strictly enforced by the Leeds City School System.

All students must attend school or must be instructed privately unless the student holds a certificate of exemption. In accordance with state law, a student in the following categories may obtain a certificate of exemption by the superintendent of Leeds City Schools:

1. A person 17 years of age or older,
2. A person who has completed the course of study of the public schools of the state as now constituted,

3. A student who lives more than two miles from a public school where lack of transportation would require that the student walk to school,
4. A person who is legally and regularly employed under the provisions of child labor laws and who holds a permit to work under the terms of child labor laws.

DOCUMENTATION OF ABSENCES

Excuses may not be sent by FAX or E-mail.

To document an absence, the student shall present a written excuse signed by a parent or guardian within three (3) school days upon returning to school. Failure to present an excuse within three (3) school days shall result in an unexcused absence. **No excuses shall be accepted after three (3) school days.** If the principal/designee determines the absence is excused, the student shall be permitted to make up the work and/or the tests provided the student complies with regulations. If the principal/designee determines the absence is unexcused, the student shall not be allowed to make up daily work.

If the principal/designee determines the absence is unexcused due to circumstances beyond the child's control, the student may be allowed to make up the work and/or tests. Parents/guardians are encouraged to discuss the circumstances of the child's absence with the principal/designee prior to the absence. **A student shall be given three (3) school days to make up work or tests or to schedule with the teacher a way to make up work upon his/her return to school. Failure to make up work after three (3) school days shall result in a grade of zero (0), F, or U based on the school's grading system.**

A student attending in-school suspension is considered present at the student's school. A student participating in school-related or school-sponsored activities is considered to be in attendance. A student suspended from school shall be considered as having an unexcused absence.

ATTENDANCE REGULATIONS

EXCESSIVE ABSENCES

Any student who accumulates excessive absences in any course will not receive credit for that particular course. In grades 9-12, a student may not exceed seven (7) unexcused absences per term. In grades K-8, a student may not exceed eighteen (18) unexcused absences per year. If the maximum number of absences is exceeded, credit for that course may be allowed only if the principal or designee determines that the excessive absences were due to medical reasons as certified in writing by a licensed physician. Moreover, in such cases, the principal or his/her designee may require additional documentation relating to absences. The student may be required to make arrangements for alternative educational instruction through a Board-recognized program and have assignments completed as determined by the teacher. All decisions of the principal shall be final.

TARDIES

If a student is tardy in grades K - 5, a parent or guardian must report to the school's office to sign in the child. If the absence is determined unexcused, the student will not be allowed to make up his/her daily work. This tardy policy applies for each semester.

Grades K - 5

- First – Fourth* tardy..... Parent/guardian receives warning/notification.
- Fifth* tardy..... Parent/guardian must have conference with school administrator.
- Sixth* tardy..... Parent/guardian may be referred to Attendance Officer for excessive tardies.

If a student is tardy to school in grades 6-8, a parent or guardian must report to the school's office to sign in the child.

Grades 6 – 8

- First* tardyParent/guardian receives warning/notification
- Second* tardy.....Parent/guardian receives warning notification
- Third* tardyParent/guardian must have conference with principal or designee
- Fourth* tardyConference with parent – 1 day In School Suspension (I.S.S.), referral to an administrator
- Fifth* tardy2 days I.S.S.; referral to Hearing Officer
- Sixth* tardy1 day suspension
- Seventh* tardy.....2 day suspension
- Eighth* tardy.....3 day suspension

Grades 9 - 12

- First* tardyVerbal warning
- Second* tardy.....Verbal warning
- Third* tardySchool Personnel will contact parent; verbal warning relative to loss of parking privileges
- Fourth* tardyConference with parent – 1 day In School Suspension (I.S.S.), referral to an administrator; loss of parking privileges for one (1) week
- Fifth* tardy2 days I.S.S.; referral to Hearing Officer; permanent loss of parking privileges for the semester
- Sixth* tardy1 day suspension
- Seventh* tardy.....2 day suspension
- Eighth* tardy.....3 day suspension

* We will look at the tardies and base our decisions on excused, unexcused and habitual tardies. This will not be followed for occasional appointments (i.e. medical) but will for excessive appointments unless pre-approved by the principal. All unexcused tardies will follow the steps as listed above. All tardies after the ninth tardy will result in further disciplinary action.

TRANSPORTATION

The Leeds City School System provides daily transportation for students. If you have questions regarding bus transportation, bus routes, bus stops, etc. please contact Hobdy Moorer, Director of Support Services, at (205) 699-4510.

The bus may be equipped with a video camera. Students are videoed on each trip. The videos provide a record of student's behavior on the bus. School personnel may review the video to determine actual events.

All students transported by Leeds City School System buses shall be picked up and returned to approved stops which are configured by transportation personnel specifically for students in geographical areas. Stops shall not be made specifically to accommodate the wishes of any financial enterprise, (i.e. daycare centers, dance studios). Exceptions to the policy would be buses which transport special education students for educational purposes as specified in the student's Individualized Educational Plan (IEP).

Students will be assigned a bus and must ride only that bus. In an emergency situation, the parent shall contact the principal of the school and if space permits, arrangements may be made.

Students will be picked up at their designated bus stop and returned to their designated bus stop. It is responsibility of the Leeds City School System to transport students from bus stop to school and from school to bus stop. Parents are responsible for the child during the time he/she is at the designated bus stop. Leeds City School System shall not be responsible for the student after he/she returns to the designated bus stop or before boarding the bus.

The Leeds City School System shall not provide transportation for non-resident students.

Safety Tips

- Students must be at the bus stop five (5) minutes prior to the scheduled arrival of the school bus.
- Students who must cross a road to board a bus should never do so until the bus has arrived, the proper warning signs are displayed, and the driver signals for the students to cross.
- Students should never cross behind the bus.
- Students should always stand a safe distance from the road (at least five (5) feet).
- Students should never run to or from the bus.

Students who must cross the road after exiting the bus should always cross at least ten (10) feet in front of the bus after looking in both directions to be sure no traffic is approaching and after the driver signals that it is okay for them to cross.

STUDENT OR PARENT GRIEVANCE

(Does Not Apply to Discipline Issues or Issues Covered by The Equal Opportunity Complaint Procedure)

Leeds City Schools recognizes that a student and/or parent(s)/guardian(s) should have some means to effectively express concerns which will be considered by the school administration.

A student and/or parent(s)/guardian(s) complaint and/or grievance shall adhere to the following procedures:

1. An opportunity shall be provided any student or his/her parent(s)/guardian(s) to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair.
2. If the matter remains unresolved, the student or his/her parent(s)/guardian(s), or the teacher shall bring the matter to the principal's attention for his/her consideration. The principal shall render a decision within five (5) days.
3. If the matter remains unresolved, it may be brought to the Superintendent or designee for his/her consideration.
4. A parent may submit written reference to the Board regarding a complaint which remains unresolved following any action by the Superintendent. The Board's decision, if it chooses to make one, shall be final.

Further information concerning complaint and/or grievance procedures is available in the Board Policy Manual available at each school. A copy of this policy will be provided upon written request to the principal or designee.

**LEEDS HIGH SCHOOL
2009-2010
STUDENT FEES**

| | | | |
|---|------|---|--|
| Anatomy & Physiology – Lab fee | \$20 | Integrated Computer Technology | \$25 |
| Art Class | \$40 | Junior Class Club (Donation) | \$10 |
| Off Campus Sculpting | \$60 | | |
| Band (per semester) | \$25 | Locker Maintenance | Upper \$15 Lower \$12 |
| Biology – Lab fee | \$20 | Marine Biology – Lab fee | \$20 |
| Business Technology Essentials | \$25 | Parking Permit - (Everyone parking on school property must have a parking permit). Driver license and proof of current insurance is required. | No Charge |
| Chemistry – Lab fee | \$20 | Senior Class Fee | \$50 |
| Co-Op (per semester) | \$10 | Sophomore Class Club (Donation) | \$10 |
| Coordinated Studies | \$20 | Theatre Arts (per semester) | \$25 |
| Creative Clothing | \$25 | 2010 Yearbook | \$55 |
| Creative Cooking | \$25 | | |
| Driver's Education (Traffic Education) | \$35 | | |
| Family Dynamics | \$25 | | |
| Freshmen Class Club (Donation) | \$10 | Other | |
| Health | \$10 | Other | |

* All students in grades 9-12 who drive to school must have a valid driver's license and current proof of insurance which can be verified by school administrators.

**LEEDS MIDDLE SCHOOL
FEE SCHEDULE
2009-2010**

| | | | |
|-------------------------|--|-------------------|------|
| Hall Locker Maintenance | Upper \$13 Lower \$10 | Science – Lab fee | \$ 5 |
| | | Elective Fee | \$20 |

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

- (1) Administration of Prescription Medication
 - (a) Each school principal shall designate a staff member(s) to administer prescribed medications. The staff member(s) shall be trained annually by a licensed nurse or licensed physician.
 - (b) Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours.
 - (c) All prescription medications shall be delivered to the office/clinic with the following information on the label:
 - (i) Student's name;
 - (ii) Name of Medication;
 - (iii) Date of prescription and pharmacy;
 - (iv) Specific instructions on the administration of the medication;
 - (v) Approximate duration of medication.
 - (d) A permission form shall be required and signed by the student's parent(s) or legal guardian(s). The physician's signature on the permission form is required. The permission form shall be updated once a year. A two (2) day grace period will be extended to parent(s)/guardian(s) for renewal of authorization of medication.
 - (e) Prescription medication which is kept at school shall be counted and shall be stored in its original container, in a secure location under lock and key as designated by the school principal. Only trained staff designated by the principal shall have access to the medication.
 - (f) A record shall be maintained on each student who receives a prescription medication during school hours, including the date and time each dose of prescription medication was administered.
- (2) Administration of Non-prescription Medication
 - (a) Non-prescription medications are not administered during school hours unless prescribed by a physician. Non-prescription medication ordered by a physician will be administered in accordance with the policies and procedures required for administration of prescription medication.
 - (b) No student may carry medication in his or her pocket, purse, or on his or her person during school hours; however, the principal may authorize a student to carry an allergic reaction kit or asthma

inhaler when a permission form has been signed by the parent or legal guardian and the student's physician has signed the permission form confirming that, because of the student's medical condition, it is necessary that the student retain the allergic reaction kit or asthma inhaler in their possession during school hours.

All non-prescription medications will be stored in a locked cabinet in the clinic/office.

- (i) If a student is receiving non-prescription drugs at school, the physician prescribing that medication must give his/her written permission for any non-prescription medications to be given at school.
 - (ii) The procedures and training for the administration of any medication will be made on the student's progress note.
 - (iii) Documentation of the administration of any medication will be made on the student's progress note.
- (3) Self-Administration (Section 16-1-39, Code of Alabama 1975)
- (a) Commencing with the 2007-2008 scholastic year, the City of Leeds Board of Education and the governing body of each nonpublic school in the state shall permit the self-administration of medications by a student for chronic conditions if conducted in compliance with the State Department of Education and State Board of Nursing Medication Curriculum, as may be amended from time to time by the department and board. Approved medications may be self-administered if the parent or legal guardian of the student provides all of the information outlined in the Medication Curriculum, including, but not limited to, all of the following:
 - (1) Written and signed authorization for the self-administration to the chief executive officer of the school.
 - (2) Written and signed acknowledgement that the school shall incur no liability and that the parent or legal guardian shall indemnify and hold harmless the school and the employees and agents of the school against any claims that may arise relating to the self-administration of approved medications.

- (3) Written medical authorization that includes all of the following:
- a. The signature of the attending physician, or his or her authorized agent.
 - b. Confirmation that the student has been instructed in the proper self-administration of the approved medication.
 - c. The name, purpose, and prescribed dosage of the medications to be self-administered.
 - d. The frequency with which the prescribed medications are to be administered.
 - e. Any special instructions or circumstances under which the medications should be administered.
 - f. The length of time for which the medications are prescribed.
- (b) All documents provided to a school pursuant to subsection (a) shall be kept on file in the office of the school nurse or chief executive officer of the school.
- (c) The local board of education or the governing body of the nonpublic school shall incur no liability and is immune from any liability exposure created by this section.
- (d) Permission for the self-administration of approved medications shall only be effective for the school year in which permission is granted. Permission for self-administration of approved medications may be granted in subsequent years provided all requirements of this section are satisfied.
- (e) Upon obtaining permission to self-administer approved medications pursuant to this section, a student shall be permitted to possess and self-administer approved medications, according to the orders of the prescriber, at any time while on school property or while attending a school-sponsored event.
- (f) Nothing in this section shall be interpreted as permitting a student to possess a controlled substance, as defined in the Medication Curriculum, on school property.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

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

How do you catch the disease?

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

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

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

ALTERNATIVE SCHOOL / IN SCHOOL SUSPENSION

The mission of Leeds City Schools is to enable at-risk students to become academically and socially successful.

BELIEFS

1. Teachers, parents, and the community share the responsibility for the support of the mission.
2. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
3. A student's self-esteem is enhanced by positive relationships and mutual respect with students and staff.
4. Instructional practices should incorporate learning activities that take into account differences in learning styles.
5. Challenging expectations increase individual student performance.
6. Students learn to make appropriate decisions given a supportive and challenging learning environment.
7. All students can learn, achieve, and succeed.
8. Exceptional students require special services and resources.

GOALS

1. Increase commitment to school and learning by providing opportunities for students to experience success.
2. Improve individual behavior, attendance, and achievement.
3. Increase levels of self-confidence and self-esteem.
4. Provide successful transition from Alternative School into regular school programs, work sites, or secondary programs.

Students may enter Alternative School by (1) recommendation of their home school; (2) parent and/or student request; (3) disciplinary hearing; or (4) court placement. Students remain on roll at their home school. Alternative School follows the same curriculum and uses the same textbooks as the other schools in the Leeds City School System. Students who are enrolled in Alternative School through their senior year will be eligible to participate in the graduation exercises at their home school. To be eligible for consideration to return to their home school for transition to a regular school program, students must demonstrate successful performance in academics, attendance and behavior.

Any student reentering from an expulsion must transition through the alternate school for twenty days.

Leeds High School Credit Recovery Program

In accordance with new Alabama State Department of Education guidelines which allow for increased flexibility in State regulations regarding remedial high school programs, Leeds City Schools will offer students who have received a failing grade(s) in select core courses which are required for graduation an opportunity to recover the lost credit. The credit recovery program employs a standards-based approach which will target specific knowledge and skills deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply, and the credit recovery program must be operated under the guidelines established by this document.

Leeds High School Credit Recovery Description and Procedures

The goal of Credit Recovery is to give high school students the opportunity to graduate in a timely manner. This program has policies and procedures that allow students who have failed core courses (courses required for graduation) an opportunity to make-up non-mastered standards without repeating the entire course. Leeds High School students may participate in Credit Recovery by adhering to the guidelines outlined below.

Any student failing one or more core courses in grades 9-12 may apply for admission to the Credit Recovery program. Instruction will be delivered through the use of a computer-based instructional software program or targeted small-group instruction supervised and managed by a certified and highly qualified teacher in the subject area or through direct instruction from a teacher who is certified and highly qualified in the subject/course being recovered.

Student Eligibility, Admission, and Removal

- Students who earned a final grade between 40% - 59% in a core course are eligible for Credit Recovery. Students in grades 9-11 are given the opportunity to earn a maximum of ten (10) credits per academic year. Students in grade 12 may earn a maximum of twelve (12) credits per academic year. Exceptions for 12th graders may be granted by the Assistant Superintendent.
- Students must complete the Credit Recovery Contract form. Parent/guardian and student signatures on the form signify agreement with the terms of Credit Recovery.
- The parent/guardian and student must participate in an interview with the counselor in order to review the program goals and requirements.
- Credit Recovery is not tied to regular seat hours, with the exception of students who have failed due to excessive absences.
- Early dismissal from Credit Recovery is not allowed. Excessive absences or tardies, disruptive behaviors, and/or abuse of technology privileges as outlined in the *Acceptable Use and Internet Safety Policy* will result in removal from Credit Recovery and no refund will be given.

- Students participating in Credit Recovery must attend all sessions until the students complete the prescribed remediation plan. The principal or designee may excuse students from Credit Recovery sessions.
- **No refunds will be given for any reason once the contract is signed.**

Awarding of Grades and Credits

- Recovered credit will only be awarded when students have completed all work satisfactorily and met the attendance requirements set forth by the Credit Recovery procedures.
- The Credit Recovery grade will be calculated as an average of the failed grade with the Credit Recovery grade, up to a 70 average. Grade forgiveness will be used, whereby the original failing grade is replaced by the Credit Recovery grade for computing grade-point averages.
- A grade of C (70) is the highest grade awarded through Credit Recovery. In order to receive the C the student must complete all lessons at 70% accuracy and 90% accuracy on all tests while adhering to all attendance and other policies.
- Any student who does not complete plan requirements or earn scores required to receive a letter grade, or is removed from the program for contract violations, will receive an F for the course. No refund will be given.

Credit Recovery Curriculum

The following regular core courses will be offered through Credit Recovery

| | | | |
|-----------------------------|------------|------------------|---------------------|
| Algebra | English 9 | Biology | World History |
| Algebra II | English 10 | Physical Science | U.S. History I |
| Geometry | English 11 | Chemistry | U.S. History II |
| Pre-Calculus | English 12 | | U.S. Gov./Economics |
| Algebra III with Statistics | | | |

An individualized student prescription will be developed by the Credit Recovery teacher based on failure reports completed by the students' teacher of record and skill-specific diagnostic tools which are offered by the computer-based instructional software. The Credit Recovery teacher will use his or her professional judgment of this data along with any further diagnostic device deemed necessary to develop a prescriptive plan for specific standards for remediation targeted to individual students.

The student must complete his or her individual prescribed plan within the published operating dates and hours of the Credit Recovery Program. Students may attempt to recover multiple credits, but one credit must be completed before attempting the next.

Instructional assignments, whether computer-based or taught by a classroom teacher will be aligned with the Alabama academic content standards approved by the State Board of Education.

Students will be released from the Credit Recovery Program upon successful completion of individual prescribed plans regardless of the number of hours of instruction.

Credit Recovery Program Authorization and Operation

A tuition fee of \$200 must be paid to participate in the program and will be nonrefundable. Tuition must be paid by cash, money order or cashier's check. A student seeking financial assistance shall discuss this request with the principal. The principal will attempt to secure funding for the student's tuition.

The principal will set the operating hours.

Credit Recovery programs operating during the summer term or outside normal school hours will be supervised by an administrator or designee.

Teachers working with students in Credit Recovery programs must be certified and highly qualified in the content area they are teaching or in one content area if they are facilitating a software-based program. In situations where online courses are being utilized, a facilitator may be used who is an approved adult employee of the school system.

Credit Recovery Program offerings may be limited by the availability of space, teachers, or appropriate computer-based content for specific courses.

I have read and understand all requirements for the Leeds City School System's Credit Recovery program. I meet all the requirements for participation in the Credit Recovery program. I have received the rules/regulations/expectations/procedures for the Credit Recovery Program and I agree to abide by all guidelines of the program.

Student Signature: _____

Date: _____

I understand that if my child does not follow all rules/regulations/expectations/procedures of the Credit Recovery Program, he/she may be dismissed from the program and will lose the opportunity to regain the lost credit through the Credit Recovery Program. I understand that tuition is non-refundable.

Parent/Guardian Signature: _____

Date: _____

This section for Office Use Only:

Date Paid: _____ Amount Paid: _____

Received By: _____

**APPENDIX
A**

| | |
|---|-------------|
| STUDENT PARKING PRIVILEGES - SUBSTANCE ABUSE | 5.36 |
|---|-------------|

It is the objective of the City of Leeds Board of Education to assure that all students who wish to take advantage of the privilege of driving a vehicle on school property and/or parking a vehicle on school property, be given the opportunity to do so in a safe, drug free environment, and that all students exercising the privilege of driving and parking on school property, be completely free of the effects of alcohol, and/or the presence of other illegal or controlled substances. In an effort to meet this objective, the Board reserves the right to require any student desiring to drive a vehicle on school property and/or park on school property, be subject to and submit to random drug tests at any time while on school property, or participating in school sponsored events.

The Board will allow local principals to designate such other and additional requirements for the privilege of driving a vehicle on school property and/or parking a vehicle on school property including, but not limited to, academic standards, attendance standard and the payment of fees. The local school principals may also establish the priority for issuance of parking permits.

The Board also has the right to require the passing of a drug test as a condition to granting such privileges, the right to conduct random unannounced drug screening for students taking advantage of student parking privileges, as well as the right to conduct specific drug screening of students whenever a school official observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies.

The Superintendent shall prepare procedures for implementing this policy consistent with local, state and federal laws. All procedures prepared to effectuate this policy must be approved by the City of Leeds Board of Education.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAWS IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-9-13; 16-11-9; 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURES ACT:

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HISTORY:

**ADOPTED: 03/14/2006
REVISION DATE(S): YY/YY/YY
FORMERLY: NEW**

APPENDIX B

| | |
|------------------|-------------|
| ATHLETICS | 5.80 |
|------------------|-------------|

- (1) Each school may establish a board of control for athletics to include the school principal, instructional staff members, the athletic director, and any other member deemed appropriate by the school principal.
- (2) All System high schools and schools with middle grades shall be members of the Alabama High School Athletics Association, Inc. (A.H.S.A.A.) and shall be governed by the rules and regulations adopted by A.H.S.A.A. Students who participate in athletics shall meet eligibility requirements established by A.H.S.A.A., the School Board, and the Alabama Administrative Code. Membership dues will be paid from the internal accounts of each respective school.
- (3) Students participating or practicing in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a signed statement from the student's parent(s) or legal guardian, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s) or legal guardian through the school, or the parent(s) or legal guardian may submit evidence that insurance has been provided through another source.
- (4) No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) or legal guardian and a current physical examination as required by Alabama High School Activities Association being on file.
- (5) Pursuant to Alabama Statutes licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
- (6) All students shall be subject to all School Board rules and to the Code of Conduct while attending athletics events and practices.

- (7) In order for a student to be eligible to participate in interscholastic extracurricular student activities, he or she must meet all of the requirements established by the Alabama High School Athletic Association and maintain satisfactory conduct, as defined by the System Code of Student Conduct. If a student is convicted of an on- or off-campus felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will be suspended for the balance of the school year.
- (8) A report of an alleged violation of this standard of conduct shall be submitted to the principal or designee for investigation. If the principal or designee determines that a violation has occurred, the student and his parent or legal guardians shall be notified in writing of the suspension from school sponsored extracurricular activities.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAWS IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-8-9, 16-11-9, 16-11-15**

ALABAMA ADMINISTRATIVE PROCEDURES ACT:

AAC-3-1-02(17)

HISTORY:

**ADOPTED: 05/23/2003
REVISION DATE(S): YY/YY/YY
FORMERLY: JGA**

**APPENDIX
C**

| | |
|---|-------------|
| ATHLETICS – ACADEMIC ELIGIBILITY | 5.81 |
|---|-------------|

Athletics should enhance the learning environment of a school. The Alabama High School Athletic Association (AHSAA) determines eligibility at the beginning of each school year based on previous year’s academic performance by a student which would permit a student to participate in athletics for a year without satisfactory academic performance.

Academic performance of athletes shall be checked every four and one-half (4 ½) weeks by the respective coach. If student does not comply with the academic performance standard in two (2) classes, he/she shall be placed on probation for (2) weeks. The respective coach shall assist with the remediation of the student. If at least one (1) grade does not comply with academic performance standard at conclusion of the two (2) weeks probationary period, the athlete shall be ineligible for game competition until at least one (1) grade complies with the academic performance to participate standard. Student shall be permitted to participate in practice during a two (2) weeks probationary period. A student who is ineligible for game competition shall be permitted to participate in practice.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAWS IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURES ACT:

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HISTORY:

**ADOPTED: 09/13/05
REVISION DATE(S): 03/14/2006
FORMERLY: AAE**

**APPENDIX
D**

| | |
|---|-------------|
| DRUG AND ALCOHOL TESTING OF STUDENT ATHLETES | 5.82 |
|---|-------------|

Recognizing that student participation in interscholastic athletics is extra-curricular and voluntary, the School Board has adopted a drug and alcohol testing policy of student athletes.

Standard of conduct for student-athletes: The use or possession of a drug, as defined herein, by a student-athlete at any time is both illegal and detrimental to that student-athlete's ability to participate in interscholastic athletics and is hereby prohibited. Any student-athlete determined to be in violation of this policy is subject to disciplinary action related to his/her participation in interscholastic athletics and will be suspended from participation.

The Superintendent is responsible for developing appropriate disciplinary procedures to apply when a student/athlete is found to be in use or possession of drugs.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAWS IMPLEMENTED:

**CODE OF ALABAMA
16-8-8; 16-11-9**

ALABAMA ADMINISTRATIVE PROCEDURES ACT:

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HISTORY:

**ADOPTED: 05/23/2003
REVISION DATE(S): 03/14/2006
FORMERLY: JCDC**

**APPENDIX
E**

DRUG AND ALCOHOL TESTING OF STUDENT ATHLETES

5.83

- (1) Finding and purpose: We recognize that an increasing number of students throughout the nation are involved in the illegal use of drugs and alcohol. The illegal use of drugs and alcohol by students during school hours and at other times continues to have a direct detrimental impact upon students' behavior, academic performance, and safety. This illegal use of drugs and alcohol may cause permanent physical and mental harm. We also find that many students participate in interscholastic athletics and who are popular role models among their peers at school are also involved in the illegal use of drugs and alcohol.

It has been determined that, in addition to the harm that a student would experience as a result of illegal use of drugs and alcohol, student athletes involved in such conduct will also experience other harmful effects, including the following: interference with their athletic performance, interference with their academic performance – often affecting their athletic eligibility; an increase in the risk of injury to themselves, their teammates, athletic opponents, and others with whom they participate in athletic events; impairment of their judgment; slowing of their reaction time and reflexes; inability to adequately perceive pain, and reduction in motivation and the level of discipline necessary to any athletic program. We will educate student-athletes concerning the problems and detrimental effects of drug and alcohol use. We will identify those substances being used, encourage and facilitate appropriate counseling and treatment for any identified drug and alcohol dependency, and provide reasonable assurances that students wishing to participate in interscholastic athletics are medically and physically competent to do so.

- (2) School Board's Authority: In recognition of the fact that student participation in interscholastic athletics is extra-curricular and voluntary, and pursuant to the opinion of the United States Supreme Court in the case of *Veronica School District 47J vs. Action*, the School Board is authorized to adopt a policy allowing drug and alcohol testing of student-athletes as provided herein.
- (3) The policy shall remain in effect until such time as the School Board either repeals or amends this policy.

- (4) Definitions: For the purpose of this policy, the following terms and phrases shall be defined as follows:
- (a) Alcohol shall mean any beverage, mixture or preparation including any medications and other products, containing alcohol or ethanol.
 - (b) Chain of custody refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability at each stage of handling, testing, storing specimens, and reporting test results.
 - (c) Confirmation test, confirmed test, or confirmed drug test means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen. A second test must be different in scientific principle from that of the initial procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.
 - (d) Drugs shall mean any substance identified in Schedules 1 through V of 21 United States Code Section 202 (controlled substances act) and as further identified by 21 CFR 1300.11 through 1300.15 and shall include, without limitation, cannabinoids (marijuana), amphetamines, alcohol, cocaine, opiates and phencyclidine (PCP).
 - (e) Drug test or test means any chemical, biological, or physical instrumental analysis administered, by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.
 - (f) Initial drug test means a sensitive, rapid, and reliable procedure to identify negative or presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration as such more accurate technology becomes available in a cost-effective form.
 - (g) Medical review officer or “MRO” is a licensed physician who has agreed to provide services to the School Board for the purpose of reviewing drug test results and communicating with student-athletes and their parent(s) concerning any positive drug test results as specifically described herein.

- (h) Prescription or non-prescription medication means a drug or medication obtained from a prescription as defined by Statutes; or medication that is authorized pursuant to federal or state law for general distribution and use in the treatment of human disease, ailments, or injuries without a prescription.
- (i) Parent shall mean the parent or legal guardian of a student-athlete.
- (j) Reasonable-suspicion drug testing means drug testing based on belief that a student-athlete is using or has used drugs in violation of School Board policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experiences. Among other things, such facts as inferences may be based upon:
 - (i) Observable phenomena while at school, athletic practice, athletic competition, or other times such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of drug.
 - (ii) Abnormal conduct or erratic behavior while at school, athletic practice, athletics competition, or other times.
 - (iii) A significant deterioration in athletic performance, school performance, or interpersonal relationships.
 - (iv) A report of drug use provided by a reliable and creditable source.
 - (v) Evidence that a student-athlete has tampered with his/her drug test.
 - (vi) Evidence that a student athlete has used, possessed, sold, solicited, or transferred drugs.
- (k) Specimen means tissue, hair or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food Drug Administration or the Agency for Health Care Administration.
- (l) Student-athletes are any students enrolled in the city public schools that are participating in or applying for participation in any interscholastic athletic program, including practices and contests under the control and jurisdiction of the Leeds City School System.
- (m) Interscholastic athletics is defined as any play between organized varsity, junior varsity, B squad, 7th, 8th, or 9th grade squads of different schools in sports including cheerleader squads.

- (5) General prohibitions and penalties:
- (a) Code of Student Conduct: Nothing contained in this policy for drug testing for student-athletes shall be construed to limit the application and enforcement of the Code of Student Conduct, including all of its provisions pertaining to drugs and alcohol.
 - (b) Positive testing results: A drug test administered pursuant to this policy will be deemed to have rendered a positive result indicating the presence of a drug of the quantity as determined by an initial laboratory analysis followed by a confirmation analysis of the remaining portion of a split sample is equal to or greater than the following levels:
 - (i) Amphetamines: 1000ng for the initial test and 500ng for the confirmation test.
 - (ii) Cannabinoid: 100ng for the initial test and 15ng for the confirmation test.
 - (iii) Cocaine: 300ng for the initial test and 150ng for the confirmation test.
 - (iv) Ethanol: Any amount if detected during the initial test and the confirmation test.
 - (v) Opiates: 300ng for the initial test and 300ng for the confirmation test.
 - (vi) Other drugs: If a drug test administered pursuant to this policy is intended to detect the presence of drugs other than those listed in paragraphs 1 through 6 above, then a determination as to whether such a drug test renders a positive result shall be based upon the levels or quantities established for such drugs by the medical review officer.
 - (c) Penalties: In addition to any disciplinary action that may be applicable pursuant to the Code of Student Conduct, any student-athlete whose drug test administered pursuant to this policy renders a positive test result or who otherwise violates this policy shall be punished as follows:
 - (i) First offense or First Positive Drug Test Result: The student-athletes shall be suspended from participation in all interscholastic athletics (including practices) and referred to a school-approved drug assessment and rehabilitation program. His/her parent(s) or legal guardian will enroll the student –athlete in such a program and pay the enrollment fee. The student-athlete will attend his/her normal classes

while enrolled in the program unless he/she is under disciplinary action set forth by the Code of Student Conduct. The lengths of the suspension shall be no fewer than four weeks from notification of the test result. After the student-athlete has satisfactorily completed the program, he/she may resume participation in interscholastic athletics under a probationary status with the following conditions:

- (1) Condition Number 1: As a condition of probation, the student-athlete shall be required to comply with any recommendation resulting from the assessment/counseling conducted as part of the assessment.
- (2) Condition Number 2: At the conclusion of the assessment/counseling, the student-athlete must pass a second drug test. The cost of this test will be the responsibility of the student-athlete and his/her parent(s).
- (3) Condition Number 3: As a condition of probation, the student-athlete will be subject to recurring drug tests at times that will not be previously disclosed to the student-athlete to deter the student-athlete from committing a subsequent violation of this policy.
- (4) Condition Number 4: The student-athlete will remain on probation throughout the remainder of that time that he/she is enrolled on school.

- (ii) Subsequent Offense or Subsequent Positive Drug Test Result: Upon determination that a student-athlete is guilty of a second or subsequent violation of this policy or has a second or subsequent positive drug test result, the student-athlete shall be prohibited from participation in all interscholastic athletics for one full calendar year following the end of the athletic season during which the second offense or second positive drug test. During the middle of the football season, he/she would be prohibited from participating in any interscholastic athletics from the remainder of the season and for one calendar year thereafter.

(6) Drug Testing Procedures:

- (a) Consent: Each student-athlete and his or her parent are required to sign a written consent for drug testing form prior to being allowed to participate in interscholastic athletics. Any random drug testing or reasonable suspicion drug testing done throughout the course of

the school year will be paid for by the school. Any refusal by a student-athlete to be tested shall constitute a violation of this policy.

- (b) Medication: Student-athletes who have been selected for drug testing and who are or have been taking prescription or non-prescription medication should disclose that fact at the time of drug testing and upon request provide verification. This disclosure may be done by either a copy of the prescription or by the physician's written authorization.
- (c) Selection Process: Drug testing of student-athletes shall occur at various times throughout the school year on a team and/or individual basis. Whereby all student-athletes participating in a particular sport would be required to undergo drug testing, or where individuals would be selected at random, using a numerical selection process. Each student-athlete's parent(s) will be allowed the opportunity to discuss the test result confidentially with the MRO in determining whether he/she should verify the drug test as positive or deem that result as negative.

If the MRO determines that the test result should be deemed as negative, then no further action shall be taken and the student-athlete's test result along with all their previous negative test results will be reported to the school principal or his/her designee as a negative result. If the MRO verifies that a positive drug result as reported by the laboratory is indeed positive, then the MRO shall submit that positive drug test result to the student-athlete's school principal or his/her designee identifying that student-athlete by name so that the appropriate disciplinary action can be taken pursuant to this policy.

- (d) Retesting of student-athletes who are on probation because of a previous positive drug test or other violation of this policy shall be processed in the manner described above.
- (7) Appeal Procedures: In addition to the opportunity afforded to the student-athlete and his/her parents to discuss the student-athlete's confirmed positive drug test with the MRO, a student-athlete whose test result has been verified and forwarded by the MRO to the school principal or his/her designee for the imposition of disciplinary actions provided herein as a result of their alleged violations of this policy shall be entitled to procedural due process as follows:

- (a) Notice: The principal or his/her designee shall notify the student-athlete and his/her parent(s) that the student-athlete's positive drug test has been verified by the MRO or that the student-athlete has otherwise violated this policy shall describe the disciplinary action to be taken, and shall advise the student athlete and his/her parent(s) of their right to reschedule a due process hearing.
- (b) Hearing: If requested by the student-athlete or his/her parent(s), the principal shall conduct a hearing within a reasonable period of time. The principal shall render a decision and provide the student-athlete and parent with a written record of that decision at the hearing and within three (3) days of the hearing. The principal's decision shall be final and shall not be subject to any further administrative appeal.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAWS IMPLEMENTED:

**CODE OF ALABAMA
16-8-8; 16-11-9**

ALABAMA ADMINISTRATIVE PROCEDURES ACT:

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HISTORY:

**ADOPTED: 05/23/2003
REVISION DATE(S): 03/14/2006
FORMERLY: JCDC**

APPENDIX

F

SUBSTANCE ABUSE TESTING PROGRAM AND PROCEDURES

5.84

I. OVERVIEW

The City of Leeds Board of Education recognizes participants in competitive extracurricular activities as present and future assets to our academic and leadership education process. Students who participate in competitive extracurricular activities serve as role models for other students and are a key to our goal of providing the best possible education program for all students. To achieve our goal, and to maximize the skills and talents of our students, it is important that every student, as well as employees, of our school system understand the dangers of drug and alcohol abuse.

Substance abuse can be a serious threat to the school system, its students, visitors and employees. While the percentage of substance abusing students may be relatively small in absolute terms, any substance abuse may significantly affect the health and safety of the abusing student or the student's classmates. Moreover, practical experience and research indicate that appropriate precautions are necessary. It is the belief of the Board that the benefits derived from the policy objectives outweigh the potential inconvenience to students. The Board earnestly solicits the understanding and cooperation of all students and parents, especially those participating in competitive extracurricular activities, in implementing this policy.

The Board requires that all students report to school, practices and competitive events without prohibited substances in their system. No student shall use or be under the influence of prohibited substances while participating in any practices or competitive events or otherwise while under the care and supervision of the school system.

Participating in competitive extracurricular activities is a privilege, not a right, and the student must be willing to conform to the guidelines of the Substance Abuse Testing Policy in order to be given the privilege to participate in these events.

In order to avoid creating safety problems and to remain in compliance with this policy, students must inform their coach or sponsor when they are legitimately possessing and taking medications which may affect their ability to practice or compete.

In order to enforce the rules, the Board reserves the right to require students who desire to participate in competitive extracurricular activities to submit, at any time prior to, during or following a practice, competitive event, or otherwise while under the supervision or care of this school system, to submit to drug tests in order to determine the presence (or not) of prohibited substances.

Students applying to participate in competitive extracurricular activities may also be screened as a condition for participation in the activity of their choice. Students may also be required to undergo screening in conjunction with any scheduled physical examinations, where the Board has reasonable suspicion to believe a student has violated its Substance Abuse Testing Policy and/or in a random basis without advance notice.

Violation of these rules, including testing positive and/or refusal to undergo screening will subject the student to suspension from competitive extracurricular activities in accordance with the penalty structure set forth herein. Refusal to cooperate in any test investigation may also result in immediate suspension from participating in competitive extracurricular activities.

No student testing positive, refusing to test, refusing to cooperate with testing or being in violation of this policy will be penalized academically. Information, including testing positive, shall be held in the strictest confidence and will not be released to criminal or juvenile authorities, absent compulsion by law or consent of the student.

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the Board, through its drug and alcohol screening program, are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in the following (a) as directed by the specific, written consent of the student and the students parents or legal guardian authorizing release of the information to an identified person; or, (b) to the trier of fact(s) in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, or otherwise under compulsion of law.

The Board reserves the right to amend these policies and procedures where it deems it is appropriate. Except where specifically prohibited by law, the guidelines contained within this document, may be changed by the Board at any time. Students covered by these policies and procedures will be informed of changes.

II. OBJECTIVES

- A. To create and maintain a safe, drug-free environment for all students participating in competitive extracurricular activities.
- B. To encourage any student with a dependence on, or addiction to, alcohol or other drugs to seek help in overcoming the problem.
- C. To reduce the likelihood of incidents of accidental personal injury to students and/or damage to property.
- D. To minimize the likelihood that school property will be used for illicit drug activities.
- E. To protect the reputation of the school system and its students.
- F. Undermine the efforts of peer pressure by providing a legitimate reason for students to refuse the use of prohibited substances.

III. DEFINITIONS

- A. Competitive Extracurricular Activities - Any middle school or high school sanctioned or sponsored extracurricular activity in any way involving competition, comparison or judging of the individuals or groups with other individuals or groups. Competitive extracurricular activities include, but are not limited to, programs such as football, basketball, cheerleading, dance team, band, academic teams, choir, scholar bowl, debate teams, and drama teams.
- B. Prohibited Substances - Alcohol, amphetamines, anabolic steroids, benzodiazepines, methadone, opiates, phencyclidine, propoxyphene, barbiturates, cocaine, cannabinoids, marijuana, hallucinogenic drugs, and all drugs which the narcotic and drug abuse laws of the United States, local municipalities, and/or the State of Alabama classify as illegal. Prohibited substances also include controlled or prescribed medications taken by a student, unless such medication has been prescribed for the specific student and is being taken in the dosages specified by the prescribing physician.
- C. Trained Observer - A principal, coach, assistant coach, teacher or sponsor or other school official or designee who has been trained for at least one hour on alcohol misuse and an additional one hour on controlled substance misuse. The training will cover the physical, behavioral, speech, and performance indicators of probable use and misuse of alcohol and other prohibited substances. Documentation of training attendance must be maintained by the Drug Program Coordinator.
- D. Drug Testing Agent - The licensed and qualified independent agent testing agency or medical office selected by the Board to carry out the screening of students.
- E. Drug Program Coordinator - An employee(s) of the City of Leeds Board of Education appointed by the Board responsible for the overall implementation of the Substance Abuse Testing Program.
- F. Medical Review Officer (MRO) - A licensed physician employed by the Drug Testing Agent responsible for interpreting and evaluating the data generated from drug screenings.

IV. GENERAL PROVISIONS

Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgment and reflexes, which can create unsafe conditions for students. Even when not readily apparent, this impairment can have serious results for students engaged in competitive extracurricular activities. Drug-using students are a threat to co-participants, other students and themselves, and may make injurious errors. For these reasons, the City of Leeds Board of Education has adopted the following guidelines, procedures and penalties to assure that all students participating in competitive extracurricular activities report to all practice and competitive events and, at all times, while under the care of the school system, completely free from the effects of alcohol an/or the presence of other prohibited substances.

A. Drug Use/Distribution/Impairment/Possession

All students participating in competitive extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having prohibited substances, abusing prescription drugs or any other mind-altering or intoxicating substances, or having any prohibited substance in their system while at practice, participating in competitive events or otherwise while under the care of the school system.

B. Alcohol Use/Possession/Impairment

All students participating in competitive extracurricular activities are prohibited from possessing, drinking, or being impaired, or intoxicated by alcohol while at practice or participating in a competitive event or while under the care of the school system.

C. After School Hours Conduct

After school hours use of illegal drugs, alcohol, or any other prohibited substance which results in a positive drug test as outlined herein will result in the consequences as outlined herein. Students participating in competitive extracurricular activities should realize that these regulations test for substance abuse which may have occurred both during and away from school activities.

D. Prescription Drugs

A student may submit a confidential writing for consideration to the Drug Testing Agency and/or the Medical Review Officer detailing any prescription medication for which the student has a valid prescription or other over the counter medicine taken by the student.

V. SUBSTANCE SCREENING

The Board reserves the right to require students participating in any competitive extracurricular activities to go through three possible levels of substance screening. The first is a pre-participation screening which is a condition for participation in competitive extracurricular activities, the second is screening for the student once the student is a participant in competitive extracurricular activities, and the third is a screening is required to return to competitive extracurricular activities after a student has been suspended under the policy.

A. Pre-participation Screening

Substance screening may be required for students as a condition to participating in competitive extracurricular activities. Such testing may be included with a pre-practice or pre-participation physical examination. Applicants will be required to sign the Competitive Extracurricular Activities Consent/Release Form before being submitted to screening. Students will not be allowed to participate in any competitive extracurricular activities if they refuse to submit to the substance screening or refuse to execute the required Competitive Extracurricular Activities Consent/Release Form.

B. Participation Screening

Once a student is a participant in the competitive extracurricular activities programs, the student will be subject to a reasonable suspicion screening and/or random substance screening.

1. Reasonable Suspicion

All students will be required to submit to screening whenever a trained observer observes circumstances, which provide reasonable suspicion to believe that the student has used alcohol or another prohibited substance, or has otherwise violated the Substance Abuse Testing Program.

The trained observer's determination that reasonable suspicion exists to require the student to undergo an alcohol or drug screening must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, and speech or body odors of the student.

The trained observer requesting a reasonable suspicion screening shall prepare and sign a written report explaining the circumstances and evidence upon which they have relied. This written documentation shall be prepared within 72 hours of the testing and in all circumstances before the results of the tests are released. While one trained observer may request a reasonable suspicion screening, when feasible, he or she is encouraged to obtain written confirmation of suspicion from a second trained observer.

2. Random Substance Screening

All students participating in competitive extracurricular activities will be subject to random unannounced substance screening at any time while present at school or participating in a school related program. The Drug Program Coordinator will provide a master list of current students participating in competitive extracurricular activities to the Drug Testing Agency. The Drug Testing Agency will produce from the master list random sample lists of students and present the random sample list to the Drug Program Coordinator. Students involved in competitive extracurricular activities who are present at school or participating in a school related program, whose names appear on the random sample list will be notified and required to report to the designated collection sites for substance screening as soon as possible, but in no case later than four hours following notification. The fact that a student's name was selected for one random substance screening does not eliminate that student from the master list used in the next random substance screening.

3. Return to Participation Screening

All students who have been suspended from participation in competitive extracurricular activities for abuse of the SATP will be subject to unannounced screenings for a period of time no less than 12 months and no more than 60 months following their reinstatement to competitive extracurricular activities. The length of time a student will be subject to the unannounced random screenings will be determined by the Drug Program Coordinator.

VI. SCREENING PROCEDURES

A. General Guidelines

The Board and the Drug Testing Agency shall rely on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R. parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. parts 382, 391, 392 and 395 in assuring minimal intrusion and minimal invasion of the student's privacy.

1. Substances Subjected to Screening

Students may be screened for any Prohibited Substance including, but not limited to, amphetamines, cannabinoids, cocaine, opiates, and alcohol. Students may be tested for any other Prohibited Substances (such as, but not limited to, steroids, barbiturates and benzodiazepines) without advance notice as part of the screenings performed by the Board. Such additional Prohibited Substances to be screened for shall be determined by the Drug Program Coordinator.

2. Methods of Screening

The Board reserves the right to utilize, hair, breath, saliva or urinalysis testing procedures. All urine specimens that test positive for Prohibited Substances will be confirmed by gas chromatography/mass spectroscopy (GC/MS).

B. Collection Sites

The Drug Program Coordinator will designate collection sites for students to provide specimens. The selection of the collection sites shall be made with the intent and purpose of providing privacy to the students. Collection sites shall be conducted on school property and on-site at the student's home school, when feasible.

C. Collection Procedure

The Drug Testing Agency and its laboratory will develop and maintain a documented procedure for collecting, shipping and accessing specimens. A tamper-proof sealing system, identifying numbers, labels, and seal shipping containers will also be used for specimen transportation. The Drug Testing Agency and its laboratory will utilize a standard Custody and Control Form for all student screenings. The Drug Testing Agency and the laboratory will utilize a Breath Alcohol Testing Form for all alcohol testing. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain a proper collection procedure. All alcohol testing will be performed by certified Breath Alcohol Technician (BAT) and using equipment approved by the Alabama Department of Forensic Sciences.

D. Evaluations and Return of Results

The Drug Testing Agency will transmit, in writing, the results of the test to the Medical Review Officer. The Medical Review Officer will be responsible for reviewing test results of the student for those students who have tested positive for prohibited substances. Upon confirmation of a positive test, the Medical

Review Officer shall notify the student's parents/legal guardian and give them an opportunity to discuss the results, including, but not limited to, whether or not the student was taking a prescribed controlled substance. Any unreasonable delay by the student and/or the student's parent/legal guardian could be viewed as a waiver of this meeting.

After reasonable attempts to reach the student and/or the student's parents having not been successful, the Medical Review Officer may notify the Drug Program Coordinator to continue the reporting process.

If, after the examination of the results and conferring with the student and the student's parent and/or legal guardian, the Medical Review Officer is of the opinion that the student has violated the Substance Abuse Testing Program, the Medical Review Officer will promptly report to the Drug Program Coordinator the names of the student and the results of their tests.

The Drug Program Coordinator (or his/her designee) will then schedule a conference with the student, the student's parent or legal guardian, and the principal of the school to discuss the Medical Review Officer's report and the disciplinary action to be taken.

The Drug Program Coordinator's determination of the appropriate disciplinary action and rehabilitation program to be instituted shall be reported in detail to the superintendent. The superintendent shall review the drug program coordinator's determination and issue a written approval or return the determination to the drug program coordinator with the superintendent's recommendations. Upon the superintendent's final approval of the drug program coordinator's determination, the superintendent shall maintain a written report for the to Board review, report shall include the facts and circumstances, both mitigating and aggravating, upon which the drug program coordinator's determination is predicted.

E. Request for Retest

The parental/legal guardian of the student may request a retest of any specimen or split specimen within 72 hours of notification of the screening results. Any request for a retest must be submitted in writing to the Medical Review Officer and such retest shall take place as soon as possible. The parent/legal guardian of the student may request the retest at a lab of their choosing, as long as it meets the criteria outlined herein. If a separate lab is requested, the Drug Testing Agency and/or the Medical Review Officer will arrange for transportation of the specimen.

F. Release of Screening Results

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the Board through its Substance Abuse Testing Policy are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in accordance with the Competitive Extracurricular Activities Consent/Release Form and as provided by applicable law.

It is the responsibility of the Drug Program Coordinator to maintain the confidentiality of all documents relating to the student screenings and to implement procedures to prevent the unauthorized release of such information. The information regarding any positive drug test shall be kept in confidential files, separate from other educational records of the student.

Any student who violates this policy shall be subject to the penalties set forth therein.

G. First Violation

Upon the first violation of the Substance Abuse Testing Policy, the student who tests positive, refuses to take the test, or compromises/circumvents the testing procedure in any way will be suspended from competitive extracurricular activities for a period of two weeks, as long as drug counseling is taking place. If the infraction occurs on school premises or during a school sponsored event, the student will serve consequences as outlined in the Student Code of Conduct in addition to the suspension.

If an Alternative School assignment is warranted, it is understood that the student will be suspended from participation in any competitive extracurricular activities for the length of the Alternative School term.

Before participation can resume, the students in competitive extracurricular activities must (1) test negative for any prohibited substances and (2) participate in substance abuse counseling approved by the Drug Program Coordinator. The student will also be subject to random tests during the suspension and subject to random tests during the remainder of time he or she participates in competitive extracurricular activities. If the student elects to participate in substance abuse counseling the cost for the substance abuse counseling is to be borne by the student. The Drug Program Coordinator will assist the student in locating substance abuse counseling.

H. Second Violation

A second violation will result in a six month suspension and mandatory drug counseling.

I. Third Violation

A third violation will result in the student being permanently barred from participating in any competitive extracurricular activities in the Leeds School System.

VII. ZERO TOLERANCE

All students participating in competitive extracurricular activities must refrain from any and all involvement with prohibited substances. The disciplinary actions outlined herein shall also apply to any student participating in competitive extracurricular activities who is observed by a school official or charged by law enforcement for possessing, using, selling, transmitting, intending to transmit, or in any way involved in the encouragement of others to use, possess, sell or transmit prohibited substances, whether on or off school property and whether or not school is in session.

The disciplinary actions outlined herein are in addition to those outlined in the City of Leeds Board of Education Code of Conduct.

VIII. COSTS

All costs associated with the initial screening and any other costs associated with the implementation of this program, unless specifically outlined herein, shall be borne by the Board.

IX. APPEAL

If the student or the parent/legal guardian is dissatisfied with the finding of the Medical Review Officer of the punishment promulgated by the Drug Program Coordinator, they may apply in writing for a hearing before the Superintendent or his designee. The request for a hearing must be made in writing within 72 hours of notice of discipline. The student will be subject to the consequences as outlined in the Substance Abuse Testing Policy until such time as a hearing has been held and ruled upon.

X. INVESTIGATIONS/SEARCHES

Where a trained observer has reasonable cause to suspect that a student, based on individual suspicion, has violated the Substance Abuse Testing Policy, the trained observer may reasonably inspect vehicles, lockers purses, book bags, or other belongings of the student, whether on Board property or not, without prior notice to the student in order to insure an environment free of prohibited substances. The student may be asked to be present and to remove a personal lock. Where the student is not present or refuses to remove a personal lock, a school official will be permitted to do so. Results of such searches shall be immediately communicated to the Drug Program Coordinator.

ADDITIONAL REQUIREMENTS

In addition to the policies and procedures outlined herein, local school principals may designate such other and different requirements for the privilege of participating in competitive extracurricular activities including but not limited to academic standards, attendance standards, and other reasonable limitations. Such additional requirements shall not, however, in any way expand, change or alter the provisions of these procedures as they related to student’s use of, or being under the influence of, a prohibited substance.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAWS IMPLEMENTED:

**CODE OF ALABAMA
16-8-8; 16-11-9**

ALABAMA ADMINISTRATIVE PROCEDURES ACT:

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HISTORY:

**ADOPTED: 03/14/2006
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