<table>
<thead>
<tr>
<th>July 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>August 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

**2015-2016 Full Day School**

**LIMESTONE COUNTY SCHOOLS**

300 South Jefferson Street
Athens, AL 35611
256-232-5353

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>Aug 3</td>
<td>Institute Day</td>
</tr>
<tr>
<td>Aug 4</td>
<td>Workday</td>
</tr>
<tr>
<td>Aug 5</td>
<td>Students First Day</td>
</tr>
<tr>
<td>Sept 3</td>
<td>First Mid-Term Ends</td>
</tr>
<tr>
<td>Sept 7</td>
<td>Labor Day/No School</td>
</tr>
<tr>
<td>Sept 9</td>
<td>Half Day for Students/Teacher PD</td>
</tr>
<tr>
<td>Sept 30</td>
<td>Professional Development/No School</td>
</tr>
<tr>
<td>Oct 7</td>
<td>End of First Term</td>
</tr>
<tr>
<td>Oct 12-16</td>
<td>Fall Break/No School</td>
</tr>
<tr>
<td>Oct 28</td>
<td>Half Day for Students/Teacher PD</td>
</tr>
<tr>
<td>Nov 11</td>
<td>Veteran’s Day/No School</td>
</tr>
<tr>
<td>Nov 13</td>
<td>2nd Mid-Term Ends</td>
</tr>
<tr>
<td>Dec 6-17, 18</td>
<td>Semester Exams</td>
</tr>
<tr>
<td>Dec 18</td>
<td>Semester Exams</td>
</tr>
<tr>
<td>Dec 21</td>
<td>Half Day for Students/Teacher PD</td>
</tr>
<tr>
<td>Dec 21-Jan 1</td>
<td>Christmas Holidays</td>
</tr>
<tr>
<td>Jan 4</td>
<td>Teacher Workday/No School</td>
</tr>
<tr>
<td>Jan 5</td>
<td>Professional Development/No School</td>
</tr>
<tr>
<td>Jan 6</td>
<td>Students Return</td>
</tr>
<tr>
<td>Jan 8</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>Feb 8</td>
<td>Third Mid-Term Ends</td>
</tr>
<tr>
<td>Feb 15</td>
<td>President’s Day</td>
</tr>
<tr>
<td>Feb 24</td>
<td>Half Day for Students/Teacher PD</td>
</tr>
<tr>
<td>Mar 14</td>
<td>Third Term Ends</td>
</tr>
<tr>
<td>Mar 21-25</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Apr 21</td>
<td>Fourth Mid-Term Ends</td>
</tr>
<tr>
<td>Apr 27</td>
<td>Half Day for Students/Teacher PD</td>
</tr>
<tr>
<td>May 4</td>
<td>Professional Development/No School</td>
</tr>
<tr>
<td>May 12-13</td>
<td>Senior Exam Period</td>
</tr>
<tr>
<td>May 24, 25, 26</td>
<td>Semester Exams</td>
</tr>
<tr>
<td>May 26</td>
<td>Last Day of School</td>
</tr>
<tr>
<td>May 26-27</td>
<td>Graduation</td>
</tr>
<tr>
<td>May 27</td>
<td>Teacher Workday</td>
</tr>
</tbody>
</table>

**Students Days / Teacher Days**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Students Days</th>
<th>Teacher Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>87</td>
<td>90</td>
</tr>
<tr>
<td>Second Semester</td>
<td>93</td>
<td>97</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>180</td>
</tr>
</tbody>
</table>

**Report Cards Go Home**

- **First Term:** Oct 20
- **End First Sem.:** Jan 8
- **Third Term:** Mar 18
- **End Second Sem.:** June 1

**Mid-Term Reports Go Home**

- **First Term:** Sept 11
- **Second Term:** Nov 19
- **Third Term:** Feb 12
- **Fourth Term:** Apr 28

**Student Half-day Dismissal Time**

- Elementary Grades K-5 Schools: 11:10 a.m.
- Unit Schools Grades K-12: 11:30 a.m.
- High Schools Grades 6-12: 11:30 a.m.

---

<table>
<thead>
<tr>
<th><strong>Mid-Term Reports Go Home</strong></th>
<th><strong>Quarterly Reports Go Home</strong></th>
<th><strong>Summer School</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Term:</strong> Sept 11</td>
<td><strong>Second Term:</strong> Dec 18</td>
<td><strong>Third Term:</strong> Mar 18</td>
</tr>
</tbody>
</table>

**Institute**

**Teacher Workday**

**Professional Development Day**

**Holiday/System Closed**

**Half-day for Students/Teacher PD**

**School in Session**

**Possible Weather Make-up Day**
# Table of Contents

Statement of Non-discrimination 3

**General Information**
- Vision 7
- Mission 7
- Roles and Responsibilities 8
- Alabama Laws 11
- Annual Notification of Rights – FERPA 12
- Attendance 15
- Academic Procedures 18
- Promotion Requirements Grades K-5 20
- Additional Information 26
- Promotion Requirements Grades 6-8 35
- Graduation Requirements 36
- Eligibility to Work 39

**Code of Student Conduct**
- Violations and Sanctions 42

**Child Nutrition Program**

**Forms**
- Handbook Acknowledgement 67
- Blackboard 69
- Health Assessment Record 71
- “Opt Out” for Corporal Punishment 75
- School Medication Prescriber/Parent Authorization 77
- Diet Prescription for Meals at School 79
STATEMENT OF NON-DISCRIMINATION

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity, on the basis of sex, race, religion, belief, national origin, ethnic group, or handicapping condition.

Name of Title VI Coordinators: Zebbra Green and Rhonda Stringham

Name of Title IX Coordinators: Zebbra Green and Rhonda Stringham

Name of Section 504 Coordinator: Tara Bachus

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

Telephone number(s): (256) 232-5353
   Zebbra Green – extension 252
   Rhonda Stringham – extension 232
   Tara Bachus – extension 239

E-mail address(es):
   Zebbra Green – zebbra.green@lcsk12.org
   Rhonda Stringham – rhonda.stringham@lcsk12.org
   Tara Bachus – tara.bachus@lcsk12.org

A Publication of the Department of Curriculum
GENERAL INFORMATION
THE LIMESTONE COUNTY STUDENT HANDBOOK DOES NOT CONTAIN ALL OF THE LIMESTONE COUNTY SCHOOL SYSTEM POLICIES.

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

Jurisdiction of the School Board

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

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

Vision

Limestone County School System, in partnership with our families and our communities, will strive to ensure that each child reaches his or her full human potential to become a contributing citizen through an educational system emphasizing each child’s unique abilities and individual talents and holding students, parents, educators, and the community accountable for achieving our expectations in a safe, nurturing environment.

MISSION

LEADING the way to educational excellence
In our
COMMITMENT to children
Providing a
SAFE nurturing environment for learning
Through
STAKEHOLDER support
Roles and Responsibilities

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

Parents or Guardians Should:

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

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

Students Should:

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

School Personnel Should:

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

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

The Right to Learn

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

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

Free Speech

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

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

Student Publications

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

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

Assembly

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

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

Participation in School Programs and Activities

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

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

Respect for Person, Privacy, and Property

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

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

1) Each parent/guardian having control or custody of a child required to attend school who fails to require the child to regularly attend school or fails to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education, shall be guilty of a misdemeanor (may be fined up to $100 and may be sentenced to hard labor for up to 90 days).
   ACT 94-782 Code ~ Alabama 1975, Section 16-28-12

2) The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign an appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities, and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.
   ACT 94-784 Code ~ Alabama 1975, Section 16-1-24.1

3) Assault “with intent to cause physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty, he or she causes physical injury to any person” is a Class C felony (assault in the second degree).
   ACT 94-794 Code ~ Alabama 1975, Section 13A-6-21

4) No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony.
   ACT 94-817 Code ~ Alabama 1975 Section 13A-11-72

Limestone County Board of Education Policies

For the policies that serve as the foundation for this handbook, please refer to the Limestone County Board of Education Policy Manual. This manual can be found on the district's website (www.lcsk12.org) and at each local school.
Annual Notification of Rights –
The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information

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

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

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

If you do not want Limestone County Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by August 20, 2015 by email ferpa@lcsk12.org or the address below. Include the student’s name, date of birth, grade level and school name in all correspondence.

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

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

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

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

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

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

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

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

Compulsory Attendance
Alabama attendance law states that every child between the ages of 6 and 17 years of age shall be required to attend a school or be instructed by a competent tutor for the entire length of the school term in every scholastic year. Acknowledging the importance of regular school attendance and to be in compliance with daily attendance requirements of the Alabama State Board of Education, regular attendance shall be required. Failure to do so will result in action by the legal system.
Amendment: Each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state.

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

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

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

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

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

Excessive unexcused absences from school may result in a loss of academic credit or a referral to legal authorities.

Guidelines for Make-Up Work

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

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

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

Make up tests/exams must be of comparable rigor and quantity of questions to the missed test/exam.
For Grades K – 5
For either excused or unexcused absences: Teachers will make available any missed work to students and/or parents. It should be completed by the student and returned to the teacher by the end of the 5th school day following the absence. All work will be accepted, graded, and the grade earned posted into the gradebook management system.

For Grades 6 – 12
Students are responsible for contacting all of their teachers regarding make up work.

<table>
<thead>
<tr>
<th>Unexcused Absences</th>
<th>Excused Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are permitted 3 school days to complete and submit make up work to teachers. Work is due before the end of the 3rd day.</td>
<td>Students are permitted 5 school days to complete and submit make up work to teachers. Work is due before the end of the 5th day.</td>
</tr>
<tr>
<td>Submitted work is accepted, graded, and posted into the gradebook management system. Unsubmitted work will earn a 0%.</td>
<td>Submitted work is accepted, graded, and posted into the gradebook management system. Unsubmitted work will earn a 0%.</td>
</tr>
</tbody>
</table>

Truancy
Habitual/excessive unexcused absences from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The following Early Warning timeline will define the truancy status of a student:
1. 1st truancy/unexcused absence – Warning
2. 5th unexcused absence – Conference
3. 7th unexcused absence – Court

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

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

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

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

Tardiness
A student shall be seated at his/her assigned station for work at the time appointed for the school day or class to begin or be recorded as tardy for the day of class. Chronic tardiness is a Class I Disciplinary Violation.
Student Enrollment
Students enrolling in Limestone County Schools should provide the following documentation:

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

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

Textbooks

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

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

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

Accelerated Reader

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

Accelerated Math

The purpose of Accelerated Math is to create excitement for math and make the practice component of the math curriculum more effective and support the existing instructional materials and textbooks. It creates individualized practice assignments at each student’s level while allowing students to progress as each skill is mastered. Assessment components and reports may be used for diagnostic purposes to determine how the student is progressing giving immediate feedback to the student and the teacher. For that reason, Limestone County Schools will not use Accelerated Math for assigning grades.

Elementary Academic Emphasis

Elementary academics build the foundation for continued academic success. Research indicates that reading achievement is a determining factor for success in all subject areas. In an effort to help each student reach his or her potential, grades K – 3 place an emphasis on reading. In addition, the intermediate grades increase the emphasis for each individual subject area in preparation for high school academics. Each year students begin to assume a higher level of responsibility for their own work.
Honor Roll Requirements Grades 3 - 5

Limestone County Schools will adhere to the following guidelines for honor roll eligibility in grades 3-5 in all numerically graded subject areas:
1) The “A” honor roll will consist of all “A’s”.
2) The “B” honor roll will consist of all “A’s” and “B’s”.

The following areas will be given a grade as stated, but not included in the academic honor roll:
- Art and Music will be given a letter grade of S, N, or U

Report Cards Grades K - 5

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

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>65-69</td>
<td>D</td>
<td>Poor/Unsatisfactory</td>
</tr>
<tr>
<td>0-64</td>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I</td>
</tr>
</tbody>
</table>

- Kindergarten through Grade 2 students will receive a standards-based report card.
- Grade 3 students will receive a numerical grade in the following subjects:
  - English Language Arts
  - Mathematics
  - Physical Education
- Grades 3 students will be given a letter grade of S, N, or U in Science and Social Studies
- Grades 4-5 students will receive a numerical grade in the following subjects:
  - English Language Arts
  - Mathematics
  - Science
  - Social Studies
  - Physical Education
- Grades K-5 students will be given a letter grade of S, N, or U in Visual Arts and Music.

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

Kindergarten Readiness

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

Prior to entering Kindergarten:
- Students should know how to manage bathroom needs independently.
- Students should have experienced taking turns and sharing with others.
- Students should demonstrate age-appropriate self control.
- Students should have age-appropriate experiences using scissors and writing instruments.
Promotion Requirements Grades K - 5

Determination of promotion for grades K-5 is at the discretion of the school, following the criteria listed in the student handbook and the Alabama Course of Study. The following guidelines in addition to the grade level specific guidelines should be considered for determination of promotion.

1) Would the child benefit from repeating? Decisions should be discussed by all who come in contact with the child, but final consideration should rest with the classroom teacher, principal, and PST.
2) Do the grades indicate that the child is failing? Grades should reflect the child’s academic ability on grade level or in compliance with his/her IEP, LEP and/or 504 Plan.
3) Has every remediation attempt been made and documented?
4) Is there documentation that the parents have been informed of the child’s status?
5) Has the student been referred to the Problem-Solving Team (PST)?
6) Has the student been referred or tested for special education services?

Kindergarten

Academic and emotional/social development need to be given equal consideration in determining the placement of a kindergarten student. A child should be able to function independently, successfully, and confidently in the school setting.

Each student must demonstrate understanding of the following standards by scoring a 3 or 4 for promotion:

1. Name all uppercase and lowercase letters
2. Write letters for all sounds given
3. Produce sounds for all letters
4. Blend CVC words
5. Identify numerals 0-20
6. Apply one-to-one correspondence 0-20
7. Solve addition within 10 using objects or fluently adds within 5
8. Solve subtraction within 10 using objects or fluently subtracts within 5

First Grade

Each student must demonstrate understanding of the following standards by scoring a 3 or 4 for promotion:

1. Know and apply grade level phonics and word analysis skills in decoding words. (Consonant digraphs, one-syllable words, final –e and vowel teams, two syllable words, inflected endings and irregularly spelled words).
2. Read grade level high frequency words.
3. Read with sufficient accuracy and fluency to support comprehension.
4. Add and subtract within 20, demonstrating fluency for addition and subtraction within 10.
5. Count starting at any number, read numerals, and represent a number of objects to 120.

Second Grade

Each student must demonstrate understanding of the following standards by scoring a 3 or 4 for promotion:

1. Know and apply grade level phonics, word analysis skills and be able to decode words.
2. Read with sufficient accuracy and fluency to support comprehension.
3. Read grade level high frequency words.
4. Add and subtract within 20 fluently using mental strategies.
5. Know all sums of two one-digit numbers from memory.
Third Grade
Each student should pass reading and math and demonstrate the following skills:
1) Read and comprehend literature and informational texts at the 3rd grade level with fluency, automaticity, and accuracy.
2) Write narrative and descriptive paragraphs using appropriate expression of language, principles of grammar and usage, and mechanics application.
3) Represent and solve multiplication and division problems using strategies within 100.
4) Know from memory all multiplication facts of 2 one-digit numbers (e.g., 8x3, 9x9).
5) Know how to perform operations in the conventional order when there are no parentheses to specify a particular order.
6) Use place value to round to nearest 10 or 100.
7) Add and subtract fluently within 1000.
8) Partition a whole into parts, explain, and compare by using symbols how each part relates to the whole (> , <, or =).
9) Tell, write, and measure time to the nearest minute.
10) Measure and estimate liquid volume and masses of objects using standard units of grams, kilograms, and liters.
11) Represent and interpret liquid volume and masses of objects using standard units of grams, kilograms, and liters.
12) Tell, write, and measure time to the nearest minute.
13) Represent and interpret liquid volume and masses of objects using standard units of grams, kilograms, and liters.
14) Partition shapes into parts with equal areas and express the area of each part as a unit fraction of the whole.

Fourth Grade
Each student should pass three of the five units which must include mathematics and reading and demonstrate the following skills:
1) Read and comprehend literature including stories, dramas, and poetry at 4th grade level with fluency, automaticity, and accuracy.
2) Read and comprehend informational texts including history/social studies, science, and technical texts at the 4th grade level with fluency, automaticity, and accuracy.
3) Write with satisfactory performance informative or explanatory, narrative, and opinion pieces on topic with supporting views.
4) Demonstrate command of the conventions of standard English grammar and usage when writing and speaking.
5) Solve multistep word problems using addition, subtraction, multiplication, and/or division.
6) Multiply a four-digit number by a one-digit number and multiply 2 two-digit numbers (e.g., 4856 x5, 52x35).
7) Add and subtract fractions.
8) Divide a four-digit number by a one-digit number with or without a remainder.

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

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

Counseling Program

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

Problem-Solving Team (PST)

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

Teacher-Parent Conferences

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

iNOW Parent Portal

Limestone County Schools provide iNOW Parent Portal as a communication instrument to parents. This program allows parents/guardians to login to view their student’s grades, assignments, notes from the teacher, and attendance. Each student has a unique ID number and PIN number. This information may be picked up by the parent/guardian at the local school. An Information NOW link is visible on each local school’s website for access to the parent portal.
Limited English Proficiency

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

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

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

Academic Fees

The 2015-2016 fees for elective courses are listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver Education</td>
<td>$50.00</td>
</tr>
<tr>
<td>Band (marching and/or concert)</td>
<td>$100.00  ($50 per semester)</td>
</tr>
<tr>
<td>Family &amp; Consumer Sciences</td>
<td>$25.00</td>
</tr>
<tr>
<td>Agriscience Education</td>
<td>$20.00</td>
</tr>
<tr>
<td>Advanced Placement Test Fee</td>
<td>$91.00</td>
</tr>
<tr>
<td>Lockers</td>
<td>$6.00/yr</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>$25.00 per year</td>
</tr>
<tr>
<td>Computer (7th grade)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Exploring Art (7th &amp; 8th grade)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Art II</td>
<td>$15.00</td>
</tr>
<tr>
<td>Art III</td>
<td>$15.00</td>
</tr>
<tr>
<td>Art IV</td>
<td>$15.00</td>
</tr>
<tr>
<td>AP Studio Art 2D</td>
<td>$25.00</td>
</tr>
<tr>
<td>Middle School Theatre</td>
<td>$15.00</td>
</tr>
<tr>
<td>Theatre II</td>
<td>$15.00</td>
</tr>
<tr>
<td>Theatre III</td>
<td>$15.00</td>
</tr>
<tr>
<td>Theatre IV</td>
<td>$15.00</td>
</tr>
<tr>
<td>Literature, Mythology and Fable</td>
<td>$10.00 (per semester)</td>
</tr>
<tr>
<td>Multimedia Design</td>
<td>$20.00</td>
</tr>
<tr>
<td>Accounting</td>
<td>$20.00</td>
</tr>
<tr>
<td>Career Technical Center</td>
<td>$15.00/department + materials/supplies</td>
</tr>
<tr>
<td>ACCESS Science Classes</td>
<td>$25.00</td>
</tr>
<tr>
<td>Keyboarding (8th grade)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Computer Science Elective</td>
<td>$20.00</td>
</tr>
<tr>
<td>Advanced Placement Biology</td>
<td>$25.00</td>
</tr>
<tr>
<td>Advanced Placement Chemistry</td>
<td>$25.00</td>
</tr>
<tr>
<td>Student Transcripts</td>
<td>$1.00 each beginning with the 5th transcript request/No charge for the final year-end transcript</td>
</tr>
</tbody>
</table>

Emergency Medical Technician Program (EMT)...see School Counselor
DPI User Fees............................see iConnect Handbook (page 51)
Worthless Checks

If any checks received for the Child Nutrition Program have insufficient funds, the checks will automatically go to an outside company. This company will charge $30.00 to each check writer for processing an insufficient check. This charge will be against the check writer's bank account. The money for the check will be sent to the Child Nutrition Program account from the outside company. A list of these check writers is available to the Child Nutrition Program and this information is provided to each school office and cafeteria. The school should not accept another check from the individual until bank service charges are recovered through collection or bank waiver. An individual that issues two returned checks should be placed on a risk list and not allowed to make payments by personal check for the remainder of the school year.
Gifted Education

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

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

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

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

Child Find

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

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

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

Transportation

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

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

*The bus drivers are authorized to assign seats.

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

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

Vehicle Registration and Parking

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

The following parking regulations will apply to all schools within the system:
1) Parking upon the school grounds shall only be allowed in areas specifically designated for such purpose.
2) During the hours of the school day when classes are in session, no student will be allowed in the designated parking areas on the school premises without the expressed permission of the principal or the principal’s designated representative.
3) No student who parks his automobile on a public street or in an area off the school premises shall be allowed to return to his automobile during that part of the school day when classes are in session without the expressed permission of the principal or the principal’s designated representative.
MEDICATION

Since medical treatment is the responsibility of the parent and the family physician, no medication will be given by school personnel except in extreme cases. Proper authorization forms will be on file in the school nurse’s office. A required form can be picked up at the local school nurse’s office. **All medication, including over-the-counter medications, must be delivered to the school by the parent or guardian in the original package or prescription bottle, and all prescriptions must be current with physician authorization.**
The required form is included at the back of this handbook.

Annual Screenings and Programs

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

When Your Child Should NOT Be At School

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

1. **FEVER:** Your child should stay home if he/she has a fever of **100 degrees** (orally) or higher and should remain home for 24 hours after the fever has gone without medication.

2. **VOMITING AND/OR DIARRHEA:** Your child should stay home if he/she has vomited or has had diarrhea (more than two or three loose stools) just prior to the start of the school day and remain at home for 24 hours after the vomiting/diarrhea have subsided. If one or two loose stools are present along with vomiting or fever your child should remain at home.

3. **PINKEYE:** Conjunctivitis can be very contagious. If the white of your child’s eye is red and has a thick yellow or greenish colored drainage, you should keep your child at home.
   - Drainage due to allergies is usually clear and involves both eyes simultaneously.
   - Pinkeye can involve only one eye at a time.
   - Children with pinkeye are usually light sensitive, and complain of itching, burning in the eye(s), swollen eyelids, and dried discharge on eyelids upon awakening.

4. **HEAD LICE:** Children with *live bugs* will not be allowed in school until their hair has been treated and all steps have been taken to prevent re-infestation. The student will be excused one day per semester for live bugs.

5. **RINGWORM:** Ringworm is a fungal infection of the skin, hair, and nails. Ringworms must be covered with a clean dressing while the child is at school. Ringworm of the head (hair) will need to be evaluated by a physician.

6. **RASHES:** Any child that has an undiagnosed rash should not attend school.

7. **COUGHING/SNEEZING/NASAL DRAINAGE:** Your child should not come to school with excessive coughing, sneezing, and nasal drainage. If your child has been kept awake at night with these interruptions, please allow the child to recover at home.

8. **STREP THROAT:** If your child has been diagnosed as having strep throat (this requires a special test by a health care provider), your child should stay home for 24 hours after antibiotic therapy has been started by a physician.

9. **UNVACCINATED CHILDREN:** During an epidemic or a threatened epidemic of any disease preventable by an immunization required by the Department of Public Health, children who have not been immunized may be excluded from the school until (1) they are immunized against the disease, unless they present valid evidence of prior disease, or (2) the epidemic or threat no longer constitutes a significant public health danger.

Please keep emergency phone numbers in the school office current.

*Remember:* A doctor’s note and the completion of the appropriate forms must accompany any medications that are to be given during the school day. (See the medication policy regarding the temporary administration of medications.)
Additional General Information

1. **Blackboard Notification System** – Limestone County Schools provide the Blackboard Notification System as a communication instrument to parents. This system is utilized for emergency notifications, district wide announcements and local school announcements.

2. **Early Arrival** — The Board and its employees are not responsible for the health and safety of students who arrive at the school grounds prior to the established time for the opening of school on any given school day.

3. **Elementary Parties** – Class parties conducted by the classroom teacher in elementary school classes throughout the system (K-5) may be conducted during the last hour of the school day on Christmas and on two other occasions to be determined by the school.

4. **Emergency Drills** –
   a. Fire drills shall be conducted by each school under the supervision of the principal once a month during the school year.
   b. Tornado drills shall be conducted at each school under the supervision of the principal once a month during the school year.
   c. Lockdown drills shall be conducted at each school under the supervision of the principal once each semester.

5. **Fire** – Should a fire occur affecting a school, children could be temporarily evacuated from the school building or school may be released early.

6. **Gift Deliveries** – Schools do not accept deliveries of flowers, balloons, or other gifts for students.

7. **Hazardous Materials** – Should a hazardous materials accident occur affecting a school, children could be temporarily evacuated from the school building or school may be released early.

8. **Head Lice** - While physicians may be helpful in assisting parents with the removal of head lice, school officials will make the final decision regarding whether or not a child may return to school.

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

10. **School Closings** — In case of severe weather or other natural emergencies, official announcements regarding school closings may be heard over local radio and television stations. Parents are encouraged to tune in to applicable stations when such occasions warrant. In the case of early dismissals, busses will run routes.

11. **School Insurance** — School medical insurance for students will be available to all students on a voluntary basis. Information regarding such insurance will be distributed at the beginning of each school year and those parents who elect to secure such insurance are encouraged to read their policy carefully.

12. **Severe Weather** – Should severe weather, such as an ice storm or flood occur or should there be a threat of severe weather, school may be released early.

13. **Telephone** — The office telephones at each school within the System are not for student use except in emergency situations as determined by the principal.
1. PURPOSE

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

A. ALERT

The Director of Transportation will be notified of an “ALERT” and will notify the Superintendent of the situation. The Superintendent of Education or his designee should report to the EMA office.

All School Bus Drivers will be notified to report to their respective schools and will remain on standby.

The Director of Transportation will be kept abreast of the situation and will be notified of any changes in the situation.

B. SITE AREA EMERGENCY

Upon notification from EMA of a “SITE AREA EMERGENCY”, the Director of Transportation will report to the EMA.

The administrations of the affected schools will be notified to activate emergency procedures and follow the Emergency Action Plan, located at Attachment 1, as directed by the Superintendent.
ATTACHMENT 1

EMERGENCY ACTION PLAN

Should activation of this plan be necessary, the Limestone County Superintendent of Education or his designee will disseminate emergency information to all schools. This information should be given immediately to the Principal or Assistant Principal. In the event of an accident at the Browns Ferry Nuclear Plant, the Limestone County School Superintendent will order school administrators to take one of the following actions:

ALL TEACHERS AND INSTRUCTIONAL AIDES WILL RIDE BUSES TO THE RELOCATION SITES WITH THEIR STUDENTS.

A. PRECAUTIONARY RELOCATION

All School Bus Drivers will report immediately to their designated schools if they are not already on campus.

The following actions to be taken at each school:

1. BLUE SPRINGS ELEMENTARY SCHOOL

   Buses will take ALL students to West Limestone High School.
   All Blue Springs students will remain there until parents pick them up.

   *Owens bus drivers will come to assist in transporting Blue Springs students to West Limestone High School.

   Route—From Blue Springs buses will travel east (right) on Hwy 72 - turn left on New Cut Road—turn left on Baker Hill Road—turn left on Elk River Mills Road—cross the river bridge and bear right on Cairo Hollow Road—turn right on Cotton Belt Road—turn left on Hwy 99—turn right on West Limestone School Road.

2. CLEMENTS HIGH SCHOOL

   Buses will take ALL students to West Limestone High School.
   Clements students will remain there until parents pick them up.

   Route—From Clements, buses will travel east (right) on Hwy 72-turn left on New Cut Road—turn left on Baker Hill Road—turn left on Elk River Mills Road cross the river bridge and bear right on Cairo Hollow Road – Turn right on Cotton Belt Road—Turn left on Hwy 99-- Turn right on West Limestone School road.

3. TANNER HIGH SCHOOL

   Buses will take ALL students to Creekside Elementary School.
   Tanner students will remain there until parents pick them up.

   Tanners Special Needs buses should carry Special Needs Students and also Regular Education Students. All buses should be LOADED before departure.
Available mechanics and utility workers will help transport Tanner students to Creekside Elementary School.

Route- From Tanner, buses will travel east (left) on Huntsville Brownsferry Road –turn left on County Line Road—turn left on Capshaw Road—turn right on Sanderson Road

4. CAREER TECHNICAL SCHOOL

ALL Clements students will be taken to West Limestone High School and ALL Tanner students will be taken to Creekside Elementary School.

Clements students will remain at West Limestone until parents pick them up.

Tanner students will remain at Creekside until parents pick them up.

All other vocational students will be transported back to their respected schools.

5. OWENS ELEMENTARY SCHOOL

Owens Bus Drivers will report to Blue Springs Elementary School and will transport students to West Limestone High School.

ALL Owens students will remain at the school until parents pick them up.

6. WEST LIMESTONE HIGH SCHOOL

Bus riders will be transported home with the exception of those living in Lentzville, Elk Estates and Temperance Oak areas. Those students will remain at West Limestone.

7. STUDENTS WHO ATTEND THE FOLLOWING SCHOOLS WILL BE TRANSPOSED HOME BY BUS OR MAY LEAVE IN THEIR PERSONAL VEHICLE.
   a. Ardmore High School
   b. Cedar Hill Elementary School
   c. Creekside Elementary School
   d. East Limestone High School
   e. Elkmont High School
   f. Johnson Elementary School
   g. Piney Chapel Elementary School

8. All utility workers who are not substituting on a regular route will report to the bus garage with their bus.

Note: If immediate evacuation is necessary, school staff may drive buses.

B. SHELTER IN PLACE

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

NOTIFICATION OF UNUSUAL EVENT

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

ALERT

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

SITE AREA EMERGENCY

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

GENERAL EMERGENCY

A General Emergency is declared when events are in process or have occurred which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity or HOSTAL ACTION that results in an actual loss of physical control of the facility. Releases can be reasonably expected to exceed EPA Protective Action Guideline exposure levels offsite for more than the immediate site area.
Report Cards Grades 6-12

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>80-89</td>
<td>Good</td>
</tr>
<tr>
<td>70-79</td>
<td>Average</td>
</tr>
<tr>
<td>65-69</td>
<td>Poor/Unsatisfactory</td>
</tr>
<tr>
<td>0-64</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

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

Secondary Promotion Requirements

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

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

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

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

In an effort to encourage students to graduate on time, within a four-year period, as described in the No Child Left Behind Act of 2001, high school students in Grades 9-12 will be placed in a 9th grade homeroom their first year, 10th grade the second year, 11th grade the third year, and 12th grade the fourth year. Students are expected to make reasonable progress by passing courses in logical and sequential order. For a student to be considered a candidate for graduation during the 12th grade year, he or she must be able to complete the state-required 24 Carnegie Units and all other state and local requirements. Students not meeting all requirements for graduation at the end of the fourth year will be retained in the 12th grade.
GRADUATION REQUIREMENTS
(12th Grade Students of 2015-2016 School Year)

COURSE REQUIREMENTS:

<table>
<thead>
<tr>
<th></th>
<th>Standard Diploma*</th>
<th>Advanced Endorsement*</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 units English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 units Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 units Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 units Social Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>½ unit Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 unit LIFE PE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>½ unit Arts Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>½ unit Computer Applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5½ units electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Total Minimum Credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Students should speak with their counselors concerning courses that qualify for the advanced endorsement.

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

Limestone County Schools Honors Seal:

Beginning with the 2013-2014 Ninth Grade Class
(Class of 2017 and Beyond)

The *Limestone County Schools Honors Seal* was created to recognize those students willing to challenge themselves by enrolling in more rigorous coursework. To earn a *Limestone County Schools Honors Seal* affixed to the Alabama High School Diploma, a student must successfully complete all state requirements and the following additional requirements:

- Complete a minimum of 12 Advanced/AP/Dual Enrollment Courses
- Graduate with a minimum weighted grade point average of 3.5
GRADUATION REQUIREMENTS

For Students Beginning Ninth Grade during the 2013 – 2014 School Year (2017 Senior Class)

In January 2013 the Alabama State Department of Education approved the one diploma option, the Alabama High School Diploma, for all students beginning with the ninth-grade class of 2013 – 2014. There are no state endorsements to this diploma. For these students this diploma option replaces all variations of the prior diploma. The purpose for the change is to allow more flexibility for students to address their individual interests and plans for college and career.

<table>
<thead>
<tr>
<th>SUBJECT AREA</th>
<th>REQUIREMENTS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>English 9, 10, 11, and 12 or any AP (Advanced Placement)/IB (International Baccalaureate)/postsecondary equivalent option of these courses</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Algebra I, Geometry, and Algebra II w/Trig or Algebra II, or their equivalent</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Additional course(s) to complete the four credits in mathematics must be chosen from the Alabama Course of Study: Mathematics or CTE (Career Technical Education)/AP/IB/postsecondary equivalent courses</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>Biology and a physical science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>The third and fourth science credits may be used to meet both the science and CTE course requirement and must be chosen from the Alabama Course of Study: Science or CTE/AP/IB/postsecondary equivalent courses</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>World History, U.S. History x 2, and Government/Economics or AP/IB/postsecondary equivalent courses</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education</td>
<td>LIFE (Personal Fitness)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>One JROTC credit may be used to meet this requirement</td>
<td></td>
</tr>
<tr>
<td>Health Education</td>
<td>Alabama Course of Study: Health Education</td>
<td>0.5</td>
</tr>
<tr>
<td>Career Preparedness</td>
<td>Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy, and Online Requirement)</td>
<td>1</td>
</tr>
<tr>
<td>CTE and/or Foreign Language and/or Arts Education</td>
<td>Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>2.5</td>
</tr>
<tr>
<td>Total Credits Required for Graduation</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>
## ALABAMA HIGH SCHOOL DIPLOMA
**SUBSTITUTE COURSES FOR STUDENTS WITH DISABILITIES**

<table>
<thead>
<tr>
<th>AREAS OF STUDY</th>
<th>REQUIREMENTS</th>
<th>CREDITS</th>
</tr>
</thead>
</table>
| **English Language Arts**      | English 9, 10, 11, and 12 or any AP/IB/postsecondary equivalent courses.  
*English Essentials 9, 10, 11, and 12.*  
**AAS English 9, 10, 11, and 12.* | 4       |
| **Mathematics**                | Algebra I, Geometry, and Algebra II with Trig or Algebra II or CTE/AP/IB/postsecondary equivalent courses.  
Additional course(s) to complete the four credits in mathematics must be chosen from the Alabama Course of Study Mathematics or CTE/AP/IB/postsecondary equivalent courses.  
* Algebraic Essentials A & B and Geometry Essentials A & B (students taking Algebraic Concepts in Grade 9 are not required to take Geometry B).*  
**AAS Mathematics 9, 10, 11, and 12.* | 4       |
| **Science**                    | Biology and a physical science.  
The third and fourth science credits may be used to meet both the science and CTE requirement and must be chosen from the Alabama Course of Study: Science or CTE/AP/IB/postsecondary equivalent courses.  
*Life Skills Science I, II, III, and IV.*  
**AAS Science 9, 10, 11, and 12.* | 4       |
| **Social Studies**             | World History, U.S. History x 2, and Government/Economics or AP/IB/postsecondary equivalent courses.  
**AAS Social Studies 9, 10, 11, and 12.* | 4       |
| **Physical Education**         | LIFE (Personal Fitness)  
One JROTC credit may be used to meet this requirement.  
Adapted Physical Education. | 1       |
| **Health Education**           | Alabama Course of Study: Health Education.  
**AAS Pre-Vocational, AAS Vocational, AAS Community Based Instruction, and/or AAS Elective Course.* | 0.5     |
| **Career Preparedness**        | Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy)  
**AAS Life Skills.* | 1       |
| **CTE and/or Foreign Language** | Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.  
*Two CTE courses and Workforce Essentials (or Transition Services II in school systems that do not offer Workforce Essentials).*  
**AAS Life Skills.* | 3       |
| **and/or Arts Education**      | *Students earning core credit through the Essentials/Life Skills courses are required to take Cooperative Education Seminar/Work-Based Experience (or LS Occupational Preparation in school systems that do not have a Cooperative Education Program).*  
**AAS Pre-Vocational, AAS Vocational, AAS Community Based Instruction, and/or AAS Elective Course.* | 2.5     |
| **Electives**                  | Total Credits Required for Graduation | 24      |

---

* Course sequence for students with disabilities earning core credit through the Essentials/Life Skills courses.  
Students pursuing an Alabama High School Diploma through this pathway must participate in Community-Based Work Training or have documentation of previous work experience in addition to the course requirements described above.

** Course sequence for students with significant cognitive disabilities earning core credit through Alternate Achievement Standards (AAS) courses.
Academic Honesty
Students are responsible for completion of their own work. Instances of academic dishonesty at the elementary level will be addressed by the classroom teacher/principal. Students who demonstrate academic dishonesty in grades 7-12 will receive no credit for the work in question and be subject to disciplinary consequences.

Eligibility to Work
Work Permits are no longer required for minors to be employed. Instead, employers are required to purchase a Certificate: Class I, to employ minors age 14 or 15 and/or Class II, to employ minors age 16 or 17. Additionally, schools will issue an "eligibility to work" form certifying that students under age 16 have satisfactory grades and attendance in order to be employed. Children under the age of 14 may not work. For acceptable work hours per age group or for more information, contact The Alabama Department of Labor, Child Division or visit www.labor.alabama.gov.

Honor Roll Requirements Grades 7-12
Limestone County Schools will adhere to the following guidelines for honor roll eligibility in grades 7-12:
1) The "A" honor roll will consist of all “A's”.
2) The “B” honor roll will consist of all “A's” and “B's”.

Honor Students
Honor students will be determined by maintaining an average of 90.0 or above from the first term of the 9th grade through the first term of the 12th grade. Grades earned during the second term of the 12th grade will be used to attain honor status. All subjects are counted equally (excluding student aide) according to credit. Honor students will be recognized at graduation ceremonies.

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

No Pass/No Play
Athletics and other extra-curricular activities are valued parts of our schools. Students must maintain high academic standards in order to participate in these activities. For the immediate preceding school year:
- High School - Students entering grades 10-12 must have passed 6 subjects that total 6 Carnegie units of credit with a minimum composite numerical average of 70 (must include the four core: English, Math, Science, and Social Studies).
- Middle School – Students entering grades 8-9 must have passed 5 new subjects with a minimum composite numerical average of 70 in those five subjects.

Secondary Outside Reading
The Limestone County School System created grade-specific reading lists for all students entering Grades 7-12 to supplement and enhance the language arts curriculum. English teachers chose the novels based on literary merit, interest level, and readability. The variety in selections is intended to prepare students for college and careers and to encourage students to read more. Students should have their novels read by the first day of school. Students will complete a project and be tested on their selection in August.

Semester Exams
A cumulative semester exam is given in each academic course at the end of first semester (Weeks 1 – 18) and second semester (Weeks 19 – 36). Semester exams will count no more than 10 percent of the final semester average and are required of all students in grades 6-12.
CODE OF STUDENT CONDUCT
Knowledge and Observation of Rules of Conduct

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

CLASSIFICATION OF VIOLATIONS AND SANCTIONS

It is fundamental that an orderly school have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes a violation of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II, and Class III) which range from the least serious to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events.

Class I Violations

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

Class I Sanctions

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

Class II Violations

2.01 Refusal to follow appropriate directive from a local board of education employee
2.02 Vandalism/property damage to include throwing objects that can cause bodily injury or property damage
2.03 Theft of property
2.04 Gambling
2.05 Possession of stolen property with the knowledge that it is stolen
2.06 Threats/extortion/coercion/blackmail
2.07 Trespassing
2.08 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person) (See 1.05) to include name-calling, ethnic slurs, or derogatory statements addressed publicly to others that may precipitate disruption of the school program or incite violence
2.09 Repeated direct or non-direct use of profane language or obscene manifestations
2.10 Unauthorized leaving of the school premises
2.11 Written or verbal proposition to engage in sexual acts
2.12 Inappropriate touching of another person
2.13 Possession of and/or use of matches or lighters; possession of or igniting of firecrackers/fireworks/devices
2.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

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

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

Class III Sanctions
1. Out-of-school suspension
2. Transfer
3. Placement in the Alternative Education Program
4. Referral to outside agency, including the criminal justice system
5. Recommendation of expulsion
6. Restitution of property and damages where appropriate
7. Any sanction(s) included in Classes I and II and other sanction(s) as approved by the local Board of Education
Principal’s Responsibility to Maintain Order
Principals are charged with the responsibility of general student conduct and behavior regulations. Such
discipline may include suspension from school. The principal or assistant principal shall notify the parent prior to
sending the student home during the school day. If the parent cannot be contacted, the student shall be kept at
school until the end of the school day.

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

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

3) **Student Expulsion (including Students with Disabilities)** Students may be expelled from school for
offenses serious enough to warrant such action as provided in Code of Student Conduct or other Board
disciplinary policies. Students who are recommended for expulsion may be suspended until such time as
the Board meets to consider the recommendation for expulsion. Reasonable notice of the proposed
action, the reasons therefore, and an opportunity to be heard will be afforded to the student and the
student’s parent or guardian prior to a final decision by the Board regarding expulsion. The
Superintendent will notify the student or the student’s parent or guardian, in writing, of any action taken by
the Board. The term of an expulsion may extend to the maximum permitted by law. The Board may
impose such reasonable limitations on the student's right to re-enroll in the school system following
expiration of expulsion as may be permitted by law. A student who withdraws from school prior to the
Board’s consideration of a proposed expulsion may not re-enroll in the school system until the Board
holds a hearing or other appropriate proceedings regarding the recommended expulsion. Expulsion of
students with disabilities will be subject to applicable limitations and requirements imposed by the
Individuals with Disabilities Education Act (“IDEA”) and its implementing regulations. (LCBoE Policy 6.20)
4) **Alternative School** - The Alternative School was created and operates so that students who face disciplinary action may have an alternative to expulsion or other long-term removal from the school system. **The school hours are from 7:45 a.m. to 2:45 p.m.** Parent(s) or legal guardian(s) must accompany the student to the school and remain with the student during the placement meeting on the first day of the Alternative School Assignment. **Transportation to and from the Alternative School must be provided by the parents/guardians or by an adult family member.** Students are not allowed to drive or walk to or from campus.

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

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

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

**Enrollment of Suspended Students**

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

**Detention**

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

**Expulsion**

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

**Anti-Harassment**

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Students who violate this policy will be subject to disciplinary sanctions. Complaint forms are available in the offices of the school principal and counselor.
State Law on Safe School and Drug Free Schools
Alabama Code 16-1-24.1 (Edited)

A. The legislature finds a compelling public interest in ensuring that schools are made safe and drug-free for all students and school employees. The legislature finds the need for a comprehensive safe school and drug-free school policy to be adopted by the State Board of Education.

B. The principal shall notify appropriate law enforcement officials when any person violates Board of Education policy concerning drugs, alcohol, weapons, physical harm to another person, or threatened physical harm to a person. If any criminal charge is warranted arising from the conduct, the principal is authorized to sign the appropriate warrant. If that person is a student enrolled in any public school in the State of Alabama, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing at the earliest possible date, which shall not be later than five (5) school days.

C. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be readmitted to the public schools of this state until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

D. Any person determined to be guilty of an offense involving drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, may be readmitted to the public schools of this state upon such conditions as the local board of education shall prescribe for preservation of the safety or security of students and employees of the local school board, which may include, but are not limited to, psychiatric or psychological evaluation and counseling.

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

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

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

General Guidelines

Jewelry and Body Piercing
- Except for piercing of the ears and wearing of earrings, wearing of other body piercing items on any part of the body is not allowed.
- Students will not wear or have in their possession any jewelry, ornaments, or accessories that distract from the educational process or that might be used as a weapon. Includes but is not limited to: wallet chains, oversized chains and/or clothing chains.

Pants, Shorts, Dresses and Skirts
- Appropriate dress for students must be worn that does not reveal the body in an inappropriate manner, e.g. clothing must not be too tight, bare at the midriff or sides.
- Shorts, skirts, and dresses too short in length are not allowed. A general guide to length is that the item should fall below the tips of the fingers when arms are fully extended to the side; however, due to physical differences in some students, this guide may mean some items are still too short. This includes athletic-cut shorts.
- Pants or shorts worn below the waistline or those that display what is or appears to be an undergarment are not allowed. No pajamas.
- Pants should not be oversized, too tight, sagging, or revealing. Pants legs must be worn at the same length.
- Undergarments or undergarment areas are not to be exposed at any time.

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

Footwear
- Shoes or sandals will be worn at all times. No hard cleated shoes, house slippers, or foot apparel determined to be dangerous or a safety hazard may be worn.
Head Coverings and Sunglasses
- Except for religious purposes, hats and head coverings may not be worn in school buildings. Includes but is not limited to: caps or hats, bandanas, headbands/sweatbands, combs or picks in the hair that can be construed as weapons.

- The wearing of nonprescription sunglasses is not allowed.

Additional
- All belts must be fastened. Suspenders must be worn over the shoulder and fastened.

- No compression type apparel may be worn as outer garments.

- Holes in all clothing items must fall below the tips of the fingers when arms are fully extended to the sides.

- Students, who for religious reasons, do not choose to dress in prescribed physical education attire shall be given the opportunity to choose alternate attire in keeping with religious beliefs and the goals and objectives of said class.

- Personal appearance or attire that interferes with or distracts from the instructional program or that creates a health hazard is not allowed.

- The Principal may allow exceptions in dress for a specific activity, e.g., athletic events, drama productions, celebrations, etc., but exceptions are only for those activities.

- Elementary principals are urged to use discretion according to student age and size.

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

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

Meals are not to be charged for students during the school year. Parents can put money in student meal accounts by cash, check or PayPAMS. PayPAMS is an online program that can be used to deposit money in your child's meal account from the convenience of your home or anywhere you have access to internet. On this program, a parent can view the account balance, schedule automatic payments, view daily spending in the cafeteria, view the menu and receive low balance email reminders. This is a great tool for all parents to use. PayPAMS can be found at www.PayPAMS.com

New meal prices for 2015-2016 school year:

**BREAKFAST**
- Pre-K – 12th grade Paid - $1.25
- Reduced Student Price - $0.30

**LUNCH**
- Students, Pre K - 8th Grade - $2.35
- Students, 9th - 12th Grade - $2.50
- Reduced Student Meal - $.40
- Employee/Board Members - $3.00
- Visitor Meals - $4.00

The dietary guidelines are followed to promote a healthy life-style for students and staff. These guidelines are provided by USDA, and our school system is required by law and State to follow these guidelines given by USDA. All meals follow these guidelines and provide the calories, vegetables, grains, trans fats and fruits that have to be provided on a weekly basis.

Applications for free and reduced-price meals are available online. The online application can be found on the district website or the school website. If a meal application is filled out online, it can be processed and in our system within 12-24 hrs. If an application is filled out at the school, then the process can take up to 7 days. Paper applications will be available at the schools, but online applications are available for all families with internet access.

**IF YOUR HOUSEHOLD RECEIVES FOOD STAMPS (SNAP) YOU DO NOT NEED TO COMPLETE AN APPLICATION FOR MEALS.** Your student will automatically receive free breakfast and lunch.

Free breakfast is provided at the following schools: Tanner High School, Piney Chapel Elementary, Owens Elementary, Clements High School, and Blue Springs Elementary. This program is based on free/reduced eligibility at these schools. At this time, these are the only schools that qualify for this Federal-based program.

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

Digital Passport Initiative
iConnect Handbook
Device Purpose, Qualifications and Accommodations

Purpose of the Digital Passport Initiative
Limestone County Schools is focused on providing resources for our K-12 students and staff to become immersed in a Digital Conversion. The purpose of the Digital Passport Initiative is to employ technology in ways that improve teaching and learning through increased student engagement while teaching the Alabama state-approved curriculum standards. It is imperative to note that this is a curriculum and instruction initiative, not a technology initiative. Through this paradigm shift in methodology, we are changing the way teachers teach and students learn, while utilizing an advanced set of technological tools.

Qualifications
A student who is enrolled in a qualifying DPI grade beginning with the 2014-15 school year at a Limestone County school will be issued a district-owned MacBook Air. To maintain use of the device, students must comply with the rules and expectations identified in this Digital Passport Initiative Handbook and the Limestone County School’s Responsible Use Procedures, as the same exist now or are later amended. Any failure to comply with these rules and expectations may suspend or terminate the student’s qualification for use of a device and its accessories (charging cable, charging adapter, carrying bag).

The legal title to the device and its accessories belongs to the Limestone County Schools and shall at all times remain as such. The student/parent/guardian’s temporary rights of possession and use are limited to, and conditioned upon, full and complete compliance with the exceptions detailed in the Digital Passport Initiative Handbook and the Limestone County School’s Responsible Use Procedures, as the same exist or are later amended. Because a device is the property of the school district, it is subject to monitoring and content searches at any time. There is no expectation of privacy whatsoever in the use or data stored on a device.

A device issued by the Limestone County Schools has been assigned a unique identification code, which is indicated by a bar code affixed to the bottom of the device. This asset tag is one method used to track a device; a device will also be tracked electronically. A device and its accessories shall remain the property of Limestone County Schools. Students will make a device and its accessories available to Limestone County Schools’ faculty for necessary inspection, physical maintenance, and software maintenance at any time.
Devices and accessories will be distributed and allowed to go home once the student and parent (or guardian) have:

1. Attended a Limestone County Schools Digital Passport Initiative Orientation;
2. Read, agreed to, and signed the Limestone County Schools’ Device Agreement and Responsible Use Procedures.
3. Paid the mandatory Device Usage fee.

**Accommodations**

It is the belief of Limestone County Schools that every student should be granted equal access to resources provided by the school district. It is not the district’s recommendation that a student be restricted access to any learning resources granted to all other students. However, if the student’s parent (or legal guardian) believes circumstances call for a student to have restricted access to the use of the mobile device outside of school hours, a written request by the student’s parent must be submitted to the school principal or designee. Once the request is approved, arrangements will be made to store the student’s laptop at school after school hours.

**Device Content, Filtering and Privacy**

**Content**

Limestone County Schools will provide the necessary programs and applications needed for course materials and assignments. Limestone County Schools may push updates to student devices each time they are logged on to the district’s network. Students are not allowed to download unauthorized software programs or add-ons. Limestone County Schools does not allow students to alter the integrity of a device. Downloading illegal software to a device may result in disciplinary action, and/or the suspension/termination of the student’s use of a device and its accessories.

**Internet Filtering**

Internet filtering is set to function at any time a student accesses the Internet - both in and out of school. However, no content filter is capable of preventing all access to all online content that is not school-related and/or inappropriate; therefore, the user assumes responsibility for information accessed on a device and is bound by the terms and conditions of the Limestone County Schools’ Responsible Use Procedures. Violating this policy may result in disciplinary action, and/or the suspension/termination of the student’s use of a device and its accessories.
Privacy
No right of privacy exists in the use of a device. Files and content downloaded, created, transmitted and stored on a device are not private and shall be subject to inspection, adjustment, removal, and/or deletion by Limestone County Schools' personnel. To ensure compliance with the Responsible Use Procedures and the Digital Passport Initiative Student/Parent Handbook, Limestone County Schools’ personnel may monitor all files, communications, and online activities of individuals who access a device.

Be advised that Limestone County Schools may be required to disclose information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board of education, as a response to a public records request or as evidence of illegal activity in a criminal investigation. Additionally, any writings that indicate a student might be subject to harming themselves or someone else will be reported to officials and civil authorities. Again, there is no expectation of privacy with respect to the use of a device.

Device Responsibilities and Precautions

Responsibilities
- Keep the device and its accessories (charging cable, charging adapter, carrying bag) in a secure, supervised area and damage free.
- Bring the device to school or class each day.
- Fully charge the device before arriving to school or class each day.
- Back up data and other important files regularly. Limestone County Schools will at times perform maintenance on the laptops by imaging. All files not backed up to server storage space or other storage devices may be deleted during this process.
- Ensure that the device will receive secure storage if you have it at school related activities, performances, sporting events, etc.
- Use the provided protected computer bag at all times.
- Insert charging cables and USB devices carefully to avoid damage.
- Handle the device with care in the classroom and during transportation.
- Clean the device screen with a soft, nonabrasive, microfiber cleaning cloth.
- Clean the carrying bag with a soft cloth.
- Keep the device in the carrying bag at all times while on the bus or in a car.
Precautions

- Do not clean the device with liquid cleaning products.
- Do not leave the device unattended.
- Safeguard accessories at all times.
- Do not let other students borrow the device or its accessories.
- Avoid leaving the device in a vehicle.
- Do not leave the laptop outside.
- Avoid allowing pets in close proximity to the device.
- Avoid eating or drinking in close proximity to the device.
- Do not use the device near water such as a pool, tub or shower.
- Do not stack or place heavy objects on the device.
- Do not lean or push on the device.
- Do not check the device as luggage at the airport.
- Do not place pencils, paper, or other objects on the device keyboard.
- Do not place pencils, paper, or other objects in the device or in the device section of the carrying bag.
- Do not place the laptop on the floor or on a sitting area, such as a chair or couch.
- Do not leave the laptop near table or desk edges.

Loss and/or Damage

Loss or Damage to Accessories
A student/parent/guardian is fully responsible for the replacement cost of any device accessories (charging cable, charging adapter, carrying bag) damaged or lost while in their possession. Replacement costs of the accessories are based on the price for which Limestone County Schools purchase replacement accessories from 3rd party vendors.

Damages or Loss Caused by Bad Acts
Students/parents/guardians may be held fully responsible for damages or loss caused by dishonest, fraudulent, intentional, negligent, or criminal acts, including but not limited to altering the operating system and the removal of the Limestone County Schools
provided identification code. This may include the suspension or termination of the student’s ability to use a device and its accessories, disciplinary action against the student, and/or legal action against the parent (or legal guardian(s)). State law provides that parents, custodians, and guardians are responsible financially for their minor child’s destructive acts against school property or persons (Alabama Code - Section 16-1-24).

**Repairs only by School District**
Although students/parents/guardians are responsible for the costs of any repairs to a mobile device, Limestone County Schools is responsible for arranging for the performance of any and all repairs to a mobile device. Students and parents (or legal guardians) may not and should never attempt to repair a device themselves or through any party other than the school district.

**Fees**
The usage fee will be $50 per year. Siblings of an existing DPI student will pay $40 per year. The fee will be $25 per year for all students that have been approved for the free and/or reduced lunch program. The fee is payable when the computer is assigned to the student. A payment plan can be set up if a student is unable to pay the full fee upfront. Willful and deliberate damages to the computer will cause Limestone County Schools to charge the student/parent the full cost of the repairs and/or replacement of the computer. Such cases may be turned over to the Limestone County Sheriff’s Department. ALL damage incidents will be investigated by administration.

The usage fee will NOT cover repairs from issues resulting from:
- damage caused by use with non-Apple product
- damage resulting in a broken screen
- damage caused by accidental abuse, misuse, flood, fire, earthquake, or other external cause
- damage as a result of a pet
- damage as a result of a violation of the Internet Safety and Use of Technology Policy 4.10 in the Limestone County Board of Education Policy Manual, revised 2015 (i.e. involving food, drink or other liquid on or near the laptop)
- damage as a result of negligence (i.e. the laptop is placed in an unsafe location or position, misuse or laptop not handled properly resulting in drop damage)
- damage caused by operating the product outside the permitted or intended uses described by Apple
- damage caused by service performed by anyone who is not a representative of Apple or an Apple Authorized Service Provider
- damage to a part or product that has been modified to alter functionality or capability without the written permission of Apple
- consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship
- damage that is cosmetic, including but not limited to scratches, dents, and broken area around ports, that does not otherwise affect functionality or materially impair use
- any issue when the Apple serial numbers and/or LCS Asset Tag have been removed
- loaning your laptop, charger or bag to another student

Device Return

Return
Devices and their accessories will be returned during the final week of school unless otherwise instructed by school officials.

Student Withdrawal
If a student withdraws or is expelled from Limestone County Schools, the device will be returned at that time. Refunds will be in the amount of $5 per month (August-May) upon written request from the parent/guardian and approval at the school level. This will ensure the machine is returned and in working/acceptable condition. The refund fee for siblings ($4/month) and/or students who qualify for free and/or reduced lunch ($2.50/month) will follow the same pattern.

Failure to Return
A student failing to return a device and/or its accessories at the end of the year or before his or her departure from Limestone County Schools may be subject to criminal prosecution or civil liability. The student’s parents (or legal guardians) may also be subject to liability. School records may be held until the issue is resolved and a theft report will be filed with the local authorities if a Limestone County Schools’ owned device and accessories are not returned.

Fee Guidelines

Mandatory Device Usage Fee to be Paid by Student/Parent
### Non-Refundable Per School Year Fee

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Fee</strong></td>
<td>$50</td>
</tr>
<tr>
<td><strong>Free/Reduced Lunch Fee</strong></td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Applies to students currently qualified for free/reduced lunches</td>
</tr>
<tr>
<td><strong>Multiple Child Fee</strong></td>
<td>$40</td>
</tr>
<tr>
<td></td>
<td>Applies to parents/guardians with multiple children enrolled in Limestone County Schools who do not qualify for free/reduced lunches.</td>
</tr>
</tbody>
</table>

*Payment plans may be established if needed prior to receipt of the device. Parents should contact the school office regarding this process. These fees are required per academic year.

### Claims

In addition to the usage fee, if a device is damaged or lost, the student/parent/guardian owes an additional fee per claim. Device damage and loss are described in more detail on page 5.

#### Negligent Damage Claim

<table>
<thead>
<tr>
<th>Claim</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claim 1</td>
<td>Student/Parent pays repair fee from district not to exceed $250</td>
</tr>
<tr>
<td>Claim 2</td>
<td>Student/Parent pays full repair fee from district</td>
</tr>
</tbody>
</table>

### Claim Fees*

#### Loss Claim

Complete loss of the device caused by theft, loss, fire, flood or other cause

| All Claims | Full price of the device |

### Device Care and Guidelines

1. **Notebook Temperature Zone**

Your Apple notebook works best from 50 degrees to 95 degrees. You should store them in places with temperatures in that zone, but they work best at room temperature. Devices should never be left outside or in automobiles.
2. Software Updates
Be sure to fully charge your portable when you plug it in for the first time, and then run Software Update (in the App Store) to ensure you have the latest software. Apple periodically releases updates that may improve battery performance. Limestone County Schools will provide the updates to certain Apple programs, such as iMovie, iPhoto, GarageBand, Pages, Keynote, and Numbers. Students will be unable to update these programs.

3. Standard Maintenance
For proper maintenance of a lithium-based battery, it is important to keep the electrons in it moving occasionally. Apple does not recommend leaving your portable plugged in all the time. An ideal use would be a commuter who uses her MacBook Air on the train, then plugs it in at the office to charge. This keeps the battery juices flowing. If on the other hand, you use a desktop computer at work, and save a notebook for infrequent travel, Apple recommends charging and discharging its battery at least once per month.

4. Optimal Setting
You can choose to use your Apple notebook in a way that maximizes its battery life.

- **Energy:** The Energy Saver control panel offers several settings that determine power levels for your PowerBook. Your portable knows when it is plugged in, and runs accordingly. When on battery power, it will dim the screen and use other components sparingly.

- **Brightness:** Dim the screen to the lowest comfortable level to achieve maximum battery life. For instance, when watching a DVD on an airplane, you may not need full brightness if all the lights are off.

- **AirPort Wireless:** AirPort consumes power, even if you are not using its features to connect to a network. You can turn it off in its control panel to save power.

- **Bluetooth Wireless:** Likewise, you can turn off Bluetooth to maximize your battery life, as it also consumes power when not in use.

- **Applications and peripherals:** Disconnect peripherals and quit applications not in use. Eject CDs and DVDs if not currently accessing them.

6. MacBook Air: Care, Use, and Safety Information
- Carrying Your MacBook Air: When you carry your MacBook Air in your assigned bag, remove any small, loose items (such as paper clips, staples, or coins) that could accidentally get inside your computer through an opening, such as the optical drive slot, or get stuck inside a port.

- Important: The MacBook Air power adapter port contains a magnet that can erase data on credit cards, iPods, or other devices. To preserve data, keep magnetically sensitive items away from the power adapter port.

- Cleaning Your MacBook Air

- Follow these general rules when cleaning the outside of your computer and its components: Shut down your MacBook Air, detach the power adapter, and remove the battery. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray any type of liquid directly on the computer. Don't use aerosol sprays, solvents, or abrasives.
Parent/Student Device Agreement

A student who is enrolled in a qualifying DPI grade beginning with the 2014-15 school year at a Limestone County school will be issued a district-owned MacBook Air. To maintain use of a device, students must comply with the rules and expectations identified in the Student/Parent Digital Passport Initiative Handbook and the Limestone County School’s Responsible Use Procedures, as the same exist now or are later amended. Any failure to comply with these rules and expectations may suspend or terminate the student’s qualification for use of a device and its accessories. Each student and parent/guardian is asked to read this handbook carefully. The parent/guardian and the student should initial next to each statement that follows, and sign at the bottom of this document.

<table>
<thead>
<tr>
<th>The following items reiterate some of the most important points covered in the iConnect Handbook.</th>
<th>Student Initial</th>
<th>Parent Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>I understand that the legal title to the device belongs to Limestone County Schools and shall at all times remain as such.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I understand and agree to abide by the rules and regulations of the Responsible Use Procedures and guidelines outlined in the Digital Passport Initiative Handbook. Failure to abide may result in disciplinary action, suspension or loss of privileges.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I understand that by taking possession of the device, I agree to assume full responsibility for the safety, security, care, and proper use of the device, including its accessories.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I understand that I must report all device damages, theft or loss within the timely manner stated in the Digital Passport Initiative Handbook.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I understand that the device and its accessories should remain in a secure, supervised area as a reasonable precaution against damage, theft or loss.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I understand that, unless instructed otherwise by a teacher, all students must have their device with them, fully charged, each day for class.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I understand that if, in the opinion of the building administrator, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the laptop, the cost of the repair will be the responsibility of the student/parent/guardian.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I understand that the user assumes responsibility for information accessed on the device and Limestone County School’s personnel shall monitor all files, communications, and online activities of individuals who access the device.

I understand that a student failing to return the device and/or its accessories at the end of the year or before his or her departure from Limestone County Schools, may be subject to criminal prosecution or civil liability.

I understand that Limestone County Schools is not responsible for inappropriate materials accessed using this device.

I understand that the student, his parents (or legal guardians), or any other person using this device has no expectation of privacy whatsoever as to any content on the device.

Signatures: (Please sign, print, and date)

I, ______________________________ (print student name) have read and agree to all of the guidelines contained within the Digital Passport Initiative Handbook and the Limestone County School’s Responsible Use Procedures, as the same now exist or as they may be later amended by the school district.

_____________________________  __________________________
Print student name            Date

I, ______________________________ (print parent/guardian name) have read and agree to all of the guidelines contained within the Digital Passport Initiative Handbook and the Limestone County School’s Responsible Use Procedures, as the same now exist or as they may be later amended by the school district.

_____________________________  __________________________
Sign parent (guardian) name    Date

_____________________________
Parent email address

_____________________________
Parent phone number
Please complete the form below and return the form to school.

I, ____________________________ enrolled in ____________________________

Name of Student

School

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

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

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

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

SIGNED ______________________________________________

(Student)

SIGNED ______________________________________________

(Parent/Guardian)

PARENT EMAIL(if applicable) ________________________________

MILITARY AFFILIATION(if applicable)

_____Mother/Father _____Brother/Sister

_____Army _____Navy _____Air Force _____Marines _____Coast Guard _____Reserve or National Guard

SCHOOL YEAR _________________________________

DATE _________________________________

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

Parents,

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

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

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

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

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

Student Name: ____________________________________  Grade Level: __________

<table>
<thead>
<tr>
<th>Name</th>
<th>Will be used for</th>
<th>Relationship</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ______________________</td>
<td>Student Primary</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>2. ______________________</td>
<td>Emergency Only</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>3. ______________________</td>
<td>Emergency Only</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>4. ______________________</td>
<td>Emergency Only</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>5. ______________________</td>
<td>Emergency Only</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

* This document does not serve as a student contact listing for the local school (those with permission to pickup or check-out students).
To Parent or Guardian:
The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The school nurse may contact you for further information. The information requested is essential for the school nurse to meet the health needs of your child.

*This information will be kept confidential.*

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

<table>
<thead>
<tr>
<th>Name of Student (Last, First, Middle)</th>
<th>Birth Date</th>
<th>Sex</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Telephone Number:</th>
<th>Cell Phone Number:</th>
<th>Additional Phone Number:</th>
<th>Grade</th>
<th>Teacher/Homeroom</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Parent/Guardian (Last, First Middle)</th>
<th>Work Phone Number:</th>
</tr>
</thead>
</table>

Transportation
- [ ] Bus Rider Bus Number:
- [ ] Car Rider
- [ ] Special Needs Bus
- [ ] After School

**Part I – Health Information**

Place your child receives health care:
- [ ] Community Health Center
- [ ] Health Department
- [ ] Hospital Clinic
- [ ] No Regular Place
- [ ] Private Doctor /HMO

Your child's Insurance Information:
- [ ] ALL KIDS
- [ ] Medicaid
- [ ] No Insurance
- [ ] Other _______
- [ ] Private Insurance

Place your child receives dental care:
- [ ] Community Health Center
- [ ] Health Department
- [ ] Hospital Clinic
- [ ] No Regular Place
- [ ] Private Dentist /HMO

**Preferred Hospital:**

**Part II – Medical History Medical Equipment /Procedures Required at School**

- [ ] Catheter
- [ ] Gastric Tube
- [ ] Nebulizer Treatments
- [ ] Oxygen Supplement
- [ ] Tracheostomy
- [ ] Vagal Nerve Stimulator (VNS)
- [ ] Ventilator
- [ ] Wheelchair
- [ ] Walker

[ ] Other *Please explain:*

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

Please Complete Back of Form (Signature Required)
### Part III – Medical History

<table>
<thead>
<tr>
<th>□ YES □ NO</th>
<th>KNOWN HEALTH PROBLEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
<td>If NO, go directly to the bottom of the page and provide parent/guardian signature</td>
</tr>
<tr>
<td>□ YES □ NO</td>
<td>If YES, and diagnosed by a physician, answer each question below.</td>
</tr>
</tbody>
</table>

- **Attention Deficit Disorder (ADD)**
  - Requires medication: □ At school □ At Home

- **Allergies:**
  - □ Food ______________________
  - □ Insects ______________________
  - □ Environmental ______________________
  - □ Medications ______________________
  - □ Hives/rash
  - □ Breathing difficulty
  - □ Epi-pen
  - □ Other:

- **Asthma**
  - □ Uses an inhaler at school
  - □ Uses an inhaler at home

- **Blood/Bleeding Problems:**
  - □ Hemophilia, □ Von Willebrand’s, □ Other
  - □ Requires medication Please explain:

- **Frequent Nose Bleeds:** Please explain

- **Cancer/Leukemia:** Please explain

- **Cerebral Palsy:** Please explain

- **Dental Problems:** Please explain:

- **Diabetes**
  - □ Type 1 Diabetes □ Monitors Blood Sugars at school □ Requires Insulin at school
  - □ Insulin pump
  - □ Glucagon order
  - □ Type 2 Diabetes □ Managed with diet □ Oral medication

- **Emotional/Behavioral/Psychological:**
  - Please explain:

- **Gastrointestinal/Stomach Problems:**
  - Please explain:

- **Genetic / Rare Disorders:**
  - Please explain:

- **Headaches:**
  - Please explain:

- **Hearing Problems:**
  - □ Right Ear □ Left Ear □ Both ears □ Hearing loss □ Hearing aid
  - □ Tubes □ Cochlear Implant

- **Heart Condition:**
  - □ Activity restrictions: □ Medications taken at home: Please explain:

- **Hypertension (High Blood Pressure):**
  - Please explain:

- **Juvenile Arthritis/Bone-Joint Problems:**
  - Please explain:

- **Kidney/ Bladder/ Urinary Problems:**
  - Please explain:

- **Scoliosis:**
  - □ No Treatment □ Wears Brace □ Surgery □ Family History

- **Seizures/Convulsions:**
  - □ Monitors Blood Sugars at school □ Requires Insulin at school
  - □ Insulin pump
  - □ Glucagon order
  - □ Medications taken at home □ Other
  - Type of seizure: ______________________________________
  - Please explain:

- **Sickle Cell:**
  - □ Anemia □ Trait

- **Shunt:**
  - □ VP shunt Please explain:

- **Spina Bifida:**

- **Special Diet:**
  - Please explain:

- **Vision Problems:**
  - □ Wears glasses □ Wears contacts □ Other

- **Other Medical Conditions:** Please include any medications taken at home only.

### Required Signatures

| Signature of parent(s) or guardian: ___________________________ | Date: ___________________________ |
| Signature of school nurse: ___________________________ | Date: ___________________________ |
OPTIONAL FORMS
**CORPORAL PUNISHMENT**

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

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

Corporal Punishment “Opt Out” Form

______________________________
(Today’s Date)

______________________________
(School Year)

______________________________
(School)

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

______________________________
(Parent/guardian signature)

Student Name ___________________________ Grade level ________
# ALABAMA STATE DEPARTMENT OF EDUCATION

## SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

### School Year: ________-

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>/ /</td>
</tr>
<tr>
<td>Age:</td>
<td>Grade:</td>
</tr>
<tr>
<td>Teacher:</td>
<td>Weight: pounds</td>
</tr>
</tbody>
</table>

- [ ] No known drug allergies—-if drug allergies list: ______________________

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

<table>
<thead>
<tr>
<th>Medication Name:</th>
<th>Dosage:</th>
<th>Route:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency/Time(s) to be given:</td>
<td>Start Date: / / Stop Date: / /</td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Reason for taking medication: ______________________
- [ ] Potential side effects/contraindications/adverse reactions: ______________________
- [ ] Treatment order in the event of an adverse reaction: ______________________

#### SPECIAL INSTRUCTIONS:

- [ ] Is the medication a controlled substance?  Yes [ ] No [ ]
- [ ] Is self- medication permitted and recommended? Yes [ ] No [ ]
  - If “yes” I hereby affirm this student has been instructed on proper self-administration of the prescribe medication.
- [ ] Do you recommend this medication be kept “on person” by student? Yes [ ] No [ ]

<table>
<thead>
<tr>
<th>Printed Name of Licensed Healthcare Provider:</th>
<th>Phone: (___) - Fax: ___-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Licensed Healthcare Provider:</td>
<td>Date: __________________</td>
</tr>
</tbody>
</table>

### PARENT AUTHORIZATION

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the School Nurse to talk with the prescriber or pharmacist should a question come up with the medication.

**Prescription Medication** must be registered with School Nurse or trained Medication Assistants. Prescription medication must be properly labeled with student’s name, prescriber’s name, name of medication, dosage, time intervals, route of administration and the date of drug’s expiration when appropriate.

**Over the Counter Medication** must be registered with the School Nurse or Trained Medication Assistant, OTC’s in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:

- Parent’s/Guardian’s Signature: ____________________________ Date: ___/___/___ Phone: (___) -

### SELF-ADMINISTRATION AUTHORIZATION

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

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

<table>
<thead>
<tr>
<th>Signature of Parent:</th>
<th>Date: <em><strong>/</strong></em>/___ Phone: (___) -</th>
</tr>
</thead>
</table>

**revised 5/2014**
Physician Order for Diet Modification Instructions
(Required each school year)

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

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

Part I – To be completed by parent/guardian:

I hereby request that my child, __________________________, DOB ___________________________, DOB
(Name of Child)                                                                                               (Birthday)

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

School: __________________________ Grade: ______ Teacher: _______________________________

Date: ___________________________ Parent/Guardian Signature: _____________________________

Part II – To be completed by physician:

Medical reason for diet modification: ______________________________________________________
_____________________________________________________________________________________

Foods to be omitted or substituted: __________________________________________________________
_____________________________________________________________________________________

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

Additional precautions: (i.e. choking, feeding, positioning, etc): _________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Signature of physician: ___________________________ Date: ___________________________

_____________________________________________________________________________________
Name of Physician (type or print)

_____________________________________________________________________________________
Clinic/Hospital/Office

_____________________________________________________________________________________
Phone Number