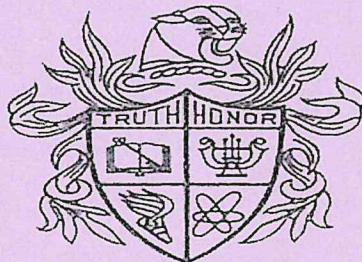


Lanett City Schools



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

2019 – 2020

District Handbook

Jennifer Boyd, Interim Superintendent

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

TABLE OF CONTENTS

Nondiscriminatory Policy	3
Calendar.....	4
School Uniform Policy and Violations.....	5-8
Attendance	9
Excused Absences.....	9-10
Unexcused Absences.....	10
Tardies to School.....	10
Checking Out of School.....	10
Makeup Work.....	10-11
Grading in the Regular Classroom.....	11
Cheating.....	11
Promotion and Retention Policy.....	11
RTI, Special Education and Services, Child Find, Gifted Program.....	11-13
Electronic/Digital Devices.....	14-15
Internet Acceptable Use & Network Safety.....	15-16
Personal Items.....	16
Interruptions/Telephone Calls/Messages.....	16
Visitors.....	16
Textbooks.....	17
Physical Education.....	17
Food Services.....	17
Medication(s).....	17
Fundraising.....	17
School Insurance.....	18
Distribution of Literature	18
Petitions.....	18
Drills/Warnings.....	18-19
Code of Conduct.....	19-23
Misconduct.....	24-25
Explanations of Disciplinary Actions as a Result of Conduct.....	25-28
Student Discrimination Grievance Procedure.....	29
It's The Law.....	29-31
Forms for Parent to Return.....	32-33
Strategies and Helpful Definitions.....	34-38

**The Lanett City Schools 2019-2020 calendar is now available on the district website.
Go to www.lanettcityschools.org, and click on the “Academic Calendar” link on the left.**

A. Shirts

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

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

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

badge to indicate permission has been granted from school officials to wear non-uniform clothing.

ITEMS NOT ALLOWED TO BE WORN BY STUDENTS

- Wind pants/Sweatpants (allowed as part of PE uniform)
- Hooded sweatshirts
- Velour pants and tops
- Trench coats
- Over-sized or ripped clothing
- Bicycle shorts
- Excessively tight clothing
- Leggings/stretch knit
- Overalls
- Carpenter's pants
- Bellbottoms
- Denim or jean fabric,
- Sleeveless tops/overcoats
- Clothing with slashes
- Un-hemmed clothing
- Flip Flops/Flip Flop type sandal
- Other clothing deemed inappropriate by the principal

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

REVOCATION OF SHORTS/SKIRTS/SKORTS PRIVILEGE FOR EXCESSIVE VIOLATIONS

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

Students new to Lanett City Schools will be given a two week (10 school days) grace period from enrollment, to obtain and wear the proper school uniforms.

UNIFORM AND APPEARANCE VIOLATIONS

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

First Offense:

Call parent to pick up student or to bring a change of clothes – (unexcused absence)

Second Offense:

Call parent to pick up student or to bring a change of clothes – (unexcused absence)

Saturday School assignment or In-School Suspension

Third (and additional) Offenses:

Call parent(s)

Saturday school assignment, In-School Suspension, or Out of School Suspension (truant)

*Excessive absences due to dress code infractions (including a trip home to change clothing) will result in truancy hearings and juvenile court referrals.

- Inclement weather which would be dangerous to the life and health of the child as determined by the principal
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the principal
- Religious holidays approved by the superintendent.

UNEXCUSED ABSENCES

The following procedures shall be followed for unexcused absences from school:

- Third Unexcused Absence – Early Warning Letter
- Fourth Unexcused Absence - Early Warning Advisory Council referral
(*This meeting is a mandatory session with police, superintendent and administrators*)
- Fifth Unexcused Absence – Second Early Warning Advisory Council referral
- Sixth Unexcused Absence – Referral to Chambers County Juvenile Court
(*A formal parent petition will be signed.*)

TARDIES TO SCHOOL

The following procedures shall be followed for tardies to school in the mornings:

- Third Tardy – 1 Day of Detention
- Fourth Tardy – Early Warning Letter and 2 days of Detention
- Fifth Tardy – Early Warning Advisory Council referral
(*This meeting is a mandatory session with police, superintendent and administrators*)
- Sixth Tardy – Automatics ISS and return to Early Warning Council

CHECKING OUT OF SCHOOL

In the event a child needs to be checked out of school, a parent, guardian, or authorized person, must first come to the office and sign him/her out. **Do not go directly to the classroom.** The child will be called from his/her classroom and will come to the office. Upon returning to school, please leave your child at the office and he/she will be sent back to class. **The office must be provided with the names and telephone numbers of TWO local emergency contact persons for each student.**

A student is allowed 3 checkouts per semester without penalty. A student who checks out 4 or more times will need an excuse from a professional (doctor, dentist, counselor, etc.). All students who check out after the 3rd time and do not have a professional excuse will get a zero in the class work they miss.

Students who check out:

- the 4th time without a professional excuse will be given 1 day detention.
- the 5th time without a professional excuse will be given 2 days detention.
- the 6th time without a professional excuse will be referred into the attendance Early Warning system (a petition will be filed against the parent(s)/guardian).

MAKE-UP WORK

The day a student returns to school after an absence, he/she should consult with his/her teachers and determine what work was missed. At this time, the time and place for the make-up should be determined. The make-up work should be completed within five (5) school days of the student's return to school. Exceptions as to the time limit may be made concerning absences of one week or more.

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

Tier II Intervention: Tier II is a set of services provided to students needing additional support in core instruction. The PST determines the students who need Tier II instruction. Parents will be notified of Tier II placement. Students will participate in progress monitoring in order to determine the success of the intervention.

Tier III Intervention: Tier III is a set of additional services provided to students needing support using research-based strategies. The PST determines the students who need Tier II instruction. Parents will be notified of Tier III placement. Students will participate in weekly progress monitoring in order to determine the success of the intervention.

SPECIAL EDUCATION AND SERVICES

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

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

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

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

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

CHILD FIND NOTICE

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

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

ELECTRONIC/DIGITAL DEVICES

At no time shall students use personal electronic devices at school. Personal electronic devices must remain turned off and out of sight. These devices include, but are not limited to, cellular phones, CD players, iPods, beepers, radios, pagers, smart watches, or any other electronic devices that may cause a disruption to the educational process. **Neither the local administrator nor the school board assumes responsibility for loss, theft, or destruction of any electronic devices including cell phones.**

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

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

Revised May 18, 2011

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

9. Violating copyright laws
10. Accessing other students' work, folders, or files
11. Re-posting non-academic personal communications without the original author's prior consent
12. Using school district resources for commercial activity such as creating products or services for sale
13. Transmitting or reproducing materials that are slanderous or defamatory in nature

Disciplinary Action

- First Violation – Loss of Internet privileges for one week
- Second Violation - Loss of Internet privileges for one month
- Third Violation – Permanent loss of Internet privileges

Class III – Major Offenses

1. Using electronic mail to harass or threaten others. This includes sending repeated unwanted e-mail to another user
2. View, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures
3. Using the Internet or network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, computer hacking, etc.

Disciplinary Action

- First Violation – Suspension (3-5 days) and loss of Internet privileges for one month
- Second Violation – Permanent loss of Internet privileges

PERSONAL ITEMS

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

INTERRUPTIONS/TELEPHONE CALLS/MESSAGES

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

VISITORS

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

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

The insurance will cover the students in all school-sponsored activities.

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

DISTRIBUTION OF LITERATURE

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

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

PETITIONS

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

ASBESTOS MANAGEMENT PLAN

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

FIRE DRILL/WARNING

1. A bell signal or fire alarm tone will sound for a fire drill or warning.
2. A diagram and instructions for exiting the building will be posted in each room. General rules to follow:
 - Leave the room in single file. Walk; do not run.
 - The teacher should be the last to leave the classroom.
 - All windows and doors must be closed.
 - All lights should be turned out.
4. Bells (or whistle) will sound for "all clear".

TORNADO DRILL/WARNING

1. A long, continuous ringing of a bell (or whistle) will sound if a tornado has been sighted and is approaching the school area.
2. When the warning bell (or whistle) is heard, all students and teachers should move into the hallways immediately outside of the classroom and away from windows. Students should sit on the floor and cover their heads with their arms. General rules to follow:
 - Stay away from windows. If in gym or auditorium, go to locker room or band room; if time permits, close all shutters and turn out all lights.
 - Do not use the telephone unless it is to report a tornado.
 - Stay inside the building. If forced to move to another location, move slowly and hold on to the person next to you.
3. Bell (or whistle) will sound for "all clear".

Role of School

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

Role of School Personnel

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

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

Student Responsibilities

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

Student Rights

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

RESPECT FOR PERSON, PRIVACY, AND PROPERTY

Student Responsibilities

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

Student Rights

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

DISCIPLINE FOR STUDENTS WITH DISABILITIES

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

DISREGARD OF DIRECTIONS AND COMMANDS (DEFIANCE OF AUTHORITY)

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

cooperatively with the local police and/or sheriff, the district attorney, and juvenile court, shall enforce the “no fight” policy at W. O. Lance Elementary, Lanett Junior High, and Lanett High School.

Procedures

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

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

IMMORALITY

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

SECLUSION AND RESTRAINT FOR ALL STUDENTS

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

SMOKING AND TOBACCO PRODUCTS

Students will not be permitted to possess, smoke, or use tobacco products in any form in the school building, on school buses, on school grounds during the school day, or at any school sponsored activity, i.e., ball games, pageants, plays, concerts, etc. Students are also not permitted to possess, smoke, or use E-cigarettes, vapes, vape pens, electronic nicotine delivery systems (ENDS), or any type of alternative tobacco products, etc. No matches or lighters are allowed at school or at school events (Class II offense).

NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS

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

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

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

MISCONDUCT

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

CLASS I-MINOR OFFENSES

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

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

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

CLASS II - INTERMEDIATE OFFENSES

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

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

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

IN-SCHOOL SUSPENSION PROGRAM (ISS)

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

ALTERNATIVE SCHOOL

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

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

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

DISCIPLINARY TRIBUNAL (Alternative School)

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

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

6. If parents/guardians are not satisfied with Step Five (5), a hearing may be requested with the superintendent within five days.
7. If parents are not satisfied with Step Six (6), a hearing may be scheduled with the school board within five days.
8. The school board shall determine whether or not a suspension upon which the board has held a hearing should be revoked, affirmed, or altered, and may expel (for good cause) any pupil in the school district.

SUSPENSION

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

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

“The Board of Education recognizes its authority to maintain good order and discipline within the school of the School District. Therefore, the Board gives to the school principal the discretion to suspend a student for good cause until a satisfactory conference has been arranged and held with the parents or guardians of the suspended pupil. The principal shall promptly advise the Superintendent of all such suspensions, stating the reasons for the suspensions. No suspended student shall be allowed to leave the school premises during the school day until parent, guardian, or other proper authorities assume responsibility for him/her.”

EXPULSION

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

ALABAMA STATE LAW: ATTENDANCE AND CONDUCT

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100.00 and may be sentenced to hard labor for up to 90 days).

ALABAMA STATE LAW: AGE-REQUIRED TO ATTEND

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

ALABAMA STATE LAW: TEACHER ASSAULT

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

ALABAMA STATE LAW: VANDALISM

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

ALABAMA STATE LAW: WEAPONS IN SCHOOLS

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

ALABAMA STATE LAW: PISTOL POSSESSION/DRIVER'S LICENSE

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

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

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

PLEASE DETACH THIS PAGE, COMPLETE & RETURN TO SCHOOL IMMEDIATELY

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

Print Name of Student

Signature of Student

Date

Print Name of Parent

Signature of Parent

Date

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

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

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

Print Name of Parent

Signature of Parent

Date

Check here ONLY if you wish to opt out of the School Messenger Alert System.

Print Name of Parent

Signature of Parent

Date

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

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

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

Print Name of Parent

Signature of Parent
Lanett City School District

Date

STRATEGIES

Alternatives to Suspensions

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

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

HELPFUL DEFINITIONS:

Alcohol:	All beverages and/or edible items or substances containing alcohol in any percent by volume, including distilled spirits.
Arson:	Willful and malicious damage to any structure by fire or explosion.
Assault:	Intentionally threatening by word or act to do violence to another person, combined with an apparent ability to commit violence, which creates a well-founded fear in the person that violence is imminent.
Battery:	Physically striking another person against that person's will causing bodily harm to another person.
Bomb Threat:	Intentionally making a false report to any person, including school personnel, concerning the planting or placing of any bomb, dynamite or other arson-causing device.
Bullying:	A form of harassment. Aggressive behavior that is repeated, is intentionally harmful, and occurs with no provocation. This includes, but is not limited to, teasing, calling names, hitting, kicking, stealing, threatening as well as spreading rumors and influencing others to do these things.
Burglary:	Breaking and entering into a building or vehicle with the intent to commit a crime.
Cheating:	To influence by deceit, trick or fraud, to violate rules for personal gain or the gain of others. To obtain by deceit a grade or reward to which one is not entitled. To plagiarize.
Coercion:	Forcing (including threats) another student to participate in an activity that defies the student Code of conduct
Defiance:	Refusing to obey directives (written or verbal)
Disobedience:	Refusal to obey
Disruption:	Behavior, which is willful and overt, initiated on the part of the student and which requires the attention of school personnel to deal with the incident.
Drugs:	All substances defined as controlled substances under federal and state laws including marijuana, hallucinogens, inhalants; any substance represented as a controlled substance by any person intending to deliver or sell said substance to another, whether or not the substance is controlled substance.

Just Cause:	Actions based on reasonable grounds or belief
Possession:	Having on one's person or belongings
Rude/ Disrespectful:	Behavior that demonstrates a lack of regard for authority
Sexual Harassment:	As defined in School Board Policy, including any of the following actions or activities: unwanted, repeated, verbal or physical sexual behavior which is offensive and objectionable to the recipient causes discomfort or humiliation, interferes with school performance, and is not defined as sexual assault under the law.
Threats/ Intimidation:	Expression of the intention of causing harm to another individual; forcing another to engage in an activity.
Tobacco Products:	All items, which in total or in part, include tobacco or by-product of tobacco, including but not limited to, cigarettes, e-cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco.
Trespassing:	Willfully entering or remaining on any school board property, building or vehicle without permission or authority. This includes returning to any school board property while under suspension or expulsion.
Vandalism:	Willfully damaging by any means any real or personal property belonging to another or to the government.
Weapon:	Any instrument that can be used to cause bodily harm/injury; includes guns, knives, tasers, mace or pepper spray.
Weapon Possession:	Having a weapon on one's person or belongings.