



## ANNUAL NOTIFICATION OF BOARD POLICIES

*Lauderdale County Board of Education Policy Manual is located on the district website at [www.lced.net](http://www.lced.net). The policies referenced below may be examined further by viewing the online policy manual. Please note that this is a summary to provide to students and parents/guardians and does not encompass the entire school board policy manual. Individuals may contact the school or the district office for more specific information.*

**Section 504 and ADA Grievance Procedures – POLICY 1.802** - The school district is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities. This policy outlines the reporting and grievance procedures for individuals whose rights may have been violated.

**Tobacco-Free Schools – POLICY 1.803** - All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms. Further, in the interest of student and staff safety, the possession of electronic cigarettes and associated paraphernalia by district employees and students is prohibited in school buildings, on school grounds, in district vehicles and buses, and at any school-sponsored activity whether on or off school property. Any student who possesses tobacco products shall be issued a citation by the school principal or resource officer.

**Student Technology Acceptable Use Agreement – POLICY 4.406** - This agreement explains the rights and responsibilities each student has when using technology owned by the school district. The ***Acceptable Use Policy (AUP)*** agreement will be sent home with each student in the registration packet. The AUP agreement, a legally binding document, should be read carefully before signing and returning to the student's school.

**Parent/Family Involvement – POLICY 4.502** - The school district encourages the involvement of parents, families, and community members in all of its schools. The student's school may be contacted for information about volunteering or becoming more involved. This policy also includes that Title I schools will be in compliance with the *Elementary and Secondary Education Act*, which states that upon parental request, depending on the type of information requested, the district must provide: 1) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction; 2) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; 3) Whether the teacher is teaching in the field of discipline not of the certification of the teacher; and 4) Whether the teacher is teaching alongside paraprofessionals and, if so, the paraprofessional's qualifications.

**Student Equal Access (Limited Public Forum) – POLICY 4.802** - **Student Meetings** – Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. A student or a group of students who wish to conduct a meeting under this policy must file a request with the principal. The principal shall approve the meeting if he/she determines that the meeting is voluntary and student-initiated, not sponsored by the school or its employees, does not interfere with educational activities or conflicts with previously scheduled meetings, and school employees are voluntarily present in a non-participatory monitoring capacity. **School Sponsored Events** – If the principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The forum may not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject. An appropriate, neutral criteria will be used to select student speakers. Student speakers may not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

**Attendance – POLICY 6.200** - Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Refer to the ***Attendance and Truancy Procedures***.

**Code of Behavior – POLICY 6.300/Discipline Procedures – POLICY 6.313** - These policies prohibit serious student misconduct and behaviors that interfere with the educational process. Discipline procedures are outlined in school student/parent handbooks distributed each year.



**Student Discrimination/Harassment Bullying/Intimidation and Cyberbullying – POLICY 6.304** - In order to maintain a safe, civil, and supportive learning environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

Definitions:

- **Bullying/Intimidation/Harassment** – an act that substantially interferes with a student’s educational benefits, opportunities or performance, and has the effect of—physically harming a student or damaging a student’s property; knowingly playing a student in reasonable fear of physical harm to the student or damage to the student’s property; causing emotional distress to a student; or creating a hostile educational environment.
- **Cyber-bullying** – a form of bullying undertaken through the use of electronic devices, including but not limited to, telephones/cellular or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.
- **Hazing** – an intentional or reckless act by students that is directed against any other student(s) endangering the mental/physical health or safety of the student(s) or that induces or coerces the student to endanger his/her mental/physical health or safety. Coaches and other school district employees shall not encourage, permit, condone or tolerate hazing activities.

Alleged victims of the above-referenced offenses shall report incidents immediately to a teacher, counselor, or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation. The principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report, and shall notify the parent/guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. A prompt, thorough, and complete investigation of the alleged incident should occur within 20 calendar days and parents of the complainant and accused students shall be informed of the findings. Retaliation against any person who reports or assists in any investigation of an alleged act is prohibited. After considering the nature, severity, and circumstances of the act, the administrator shall determine the consequences/disciplinary actions of engaging in retaliation. Falsely accusing another person of having committed an act covered in this policy are prohibited. Consequences for a person found guilty of making false accusations may range from positive behavioral interventions and up to possible suspension and expulsion.

**Title IX and Sexual Harassment – POLICY 6.3041**- In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy outlines procedures for reporting and investigating allegations of sexual harassment as it relates to Title IX.

**Student Alcohol and Drug Testing– POLICY 6.3071** – Students are subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that: the school board policy on drugs and alcohol use has been violated; a search of lockers produced evidence of the presence of drugs and/or alcohol; A search of persons and containers produced evidence of a presence of drugs and/or alcohol; or through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

**Bus Conduct – POLICY 6.308** - Acceptable bus conduct is expected and outlined in this policy. Bus conduct procedures are defined in school student/parent handbooks distributed each year.

**Use of Personal Communication Devices and Electronic Devices – POLICY 6.312** – In grades K-5, students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, lockers, etc. In grades 6-12, students shall place cell phones in a designated container upon entering the classroom. This container will be monitored by the classroom teachers; however, the teacher, school and/or the district is not responsible for any lost, stolen or damaged devices.

**Student Surveys, Analyses, and Evaluations – POLICY 6.4001** – Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal. Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ability to review the materials and to provide consent for their child’s participation. More information can be found in Policy 6.4001.

**Student Records Annual Notice of Rights – POLICY 6.601** - Parents may inspect and review the student’s education records.

**Student Records and Inspection Rights – POLICY 6.602** - Parents of students may inspect and review the student’s education records upon written request.



**Media Access to Students – POLICY 6.604** - School administrators are authorized to grant permission for media access to students. Upon prior approval from administration, media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Each year parents/guardians will be given the option to withhold permission for public news, media interviews or photographs of their child at school. The parent consent form (in the registration packet) must be completed and returned to the student's teacher so that parental wishes can be recognized throughout the school year.

**Special Education Students – POLICY 6.500** - All disabled students between the ages of three and twenty-one (inclusive) shall receive the benefit of a free appropriate public education.

**McKinney-Vento Homeless Education Assistance Act – POLICY 6.503** - Any pre-school or school-aged students, who qualify as homeless under the McKinney-Vento Act definition, have certain rights and protections when they attend public school.

**Migrant Students – POLICY 6.504** - This policy ensures that migrant students receive services for which they are eligible. Each student should have in their permanent record a Home Language Survey that identifies migrant students.