

Kilby Laboratory School

Student Handbook

2025-2026



Kilby Laboratory School does not discriminate on the basis of race, color, national and ethnic origin, sex, disability or age in employment, admissions, and school programs or activities, including in the administration of its educational and employment policies, admissions policies, scholarship and loan programs, Boy Scouts of America or other youth groups, and athletic or other school-administered programs.

The following person has been designated to handle inquiries regarding Kilby Laboratory School's nondiscrimination policies:

*Dr. Eric Kirkman, Director and Associate Professor
Address: UNA Box 5035 Florence, AL 35632
Telephone Number: (256) 765-4303*

KILBY LABORATORY SCHOOL

UNIVERSITY OF NORTH ALABAMA

611 N. Pine Street Florence, AL 35632



Dear Kilby Family,

I want to welcome you all to another great year at Kilby Laboratory School! I am so excited to embark on another great journey with our amazing faculty and staff. We are so fortunate to get the opportunity to work with our wonderful students each day as they hold to the standards of the “Kilby Way”. This will be a daily habit as we work to raise the bar of excellence in our academics and overall school culture. We will continue to look for opportunities to celebrate our successes and praise one other for the efforts that are made towards achieving high standards and promoting positive experiences. We will continue the work of supporting our preservice teachers as they train to become quality educators. We will continue to foster research, support teacher development, and model innovation in our approaches to teaching and learning. It is always our hope that every adult and child at Kilby will be able to identify and celebrate areas of growth by the end of the school year. The best part of all of this is that we will get to do all of this TOGETHER! I anticipate a year that will be “out of this world!”

As I like to remind everyone each year, there will be many new faces in our school this year, so please help me welcome them and let them know that they now belong to a very special family.... The Kilby Family!

Roar Lions,

A handwritten signature in black ink that reads "Eric Kirkman". The signature is fluid and cursive, with a long horizontal line extending from the end.

Eric Kirkman, Ed.D.

Director and Associate Professor, Kilby Laboratory School

FOREWORD

This handbook was written to address the unique operations that take place at Kilby Laboratory School. It should be noted that Kilby operates under the Local Education Agency that is Florence City Schools. It is the expectation that any and all policies not specifically addressed in this handbook fall under the guidelines and policies written within the Florence City Schools Student Handbook.

Florence City Schools Handbook: [Parent/Student Handbook](#)



KILBY VISION STATEMENT

The vision of Kilby Laboratory School is to serve as a site for university students to engage in meaningful interdisciplinary teaching, research, and service opportunities. Kilby Laboratory School provides a safe, stimulating, and cooperative learning environment for elementary students promoting cognitive development with an emphasis on thinking, reasoning, and problem solving. Kilby Laboratory School maintains a positive, innovative school climate which respects, values, and embraces cultural diversity and inspires students to maximize their academic potential as life-long learners.

MISSION STATEMENT

Kilby Laboratory School is committed to preparing elementary and University students to meet the future challenges of an ever-changing global community.

BELIEF STATEMENT

The Kilby Laboratory School community believes that students learn best when they:

- Have supportive teachers, administrators, parents, and community members sharing the responsibility of providing a physically and psychologically safe learning environment
- Have equal opportunities to participate in a curriculum that incorporates a variety of learning experiences that accommodate individual learning styles and cultural differences
- Are actively engaged in the learning process toward achieving high standards of excellence
- Create and use a variety of thinking and reasoning strategies in solving problems, making judgments, and becoming reflective learners

“The Kilby Way”

“The Kilby Way” means treating others and their property with kindness and respect, doing all things with excellence, putting forth your best effort always, and standing up for what is right and good even when no one is watching. The Kilby Way also means looking for ways to help out, and looking for ways to make your school the BEST school!

WE TAKE P.R.I.D.E. IN ALL THAT WE DO!

P. Perseverance: We never give up. We give our BEST effort!

R. Respect: We are respectful to adults, our classmates and others’ property.

I. Integrity: We believe in doing the right thing even when no one is watching.

D. Diligence: We complete what we start and we always do our BEST work!

E. Excellence: Everything we do, we do with excellence!

THE FIVE TENANTS OF LABORATORY SCHOOLS

These tenants represent the work that is embedded in the identity of any laboratory school.

PRESERVICE EDUCATOR TRAINING

We work to prepare future educators and education professionals for their field of practice.

DISSEMINATION OF PRACTICE

We serve as a conduit for the exchanging of ideas and information regarding educational practice and pedagogy.

RESEARCH AND PROFESSIONAL INQUIRY

We foster the pursuit of knowledge and promote natural curiosity through questioning and exploration of the literature.

PROFESSIONAL LEARNING

We promote the growth and development of teachers and staff.

INNOVATIVE EDUCATION

We value new and creative ways to approach instruction, assessment, and project-based learning.

FACULTY AND STAFF

Dr. Eric Kirkman	Director, Associate Professor	ekirkman@una.edu
Holly Persell	Administrative Assistant	hpersell1@una.edu
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Dr. Angelique Tomlinson	Reading Specialist	atomlinson2@una.edu
Anna Wicks	Kindergarten	awicks@una.edu
Stephane Bolton	First Grade	sbolton@una.edu
Katie Ball	Second Grade	kball3@una.edu
Julie Lane	Third Grade	jlane@una.edu
Argie Campbell	Fourth Grade	acampbell4@una.edu
Colleen Price	Fifth Grade	cprice15@una.edu
Michele Derouen	Sixth Grade	mderouen@una.edu
Cathy Davis	Special Ed./Gifted	Cdavis59@una.edu
Lauri McCoy	Counselor/Coach	lmccoy1@una.edu
Misty Buerhaus	Media Specialist	mbuerhaus@una.edu
Avery Witt	Music	awitt2@una.edu
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Brenda Casey	Cafeteria	bdcasey@una.edu
Kathy Young	Cafeteria Manager	kyoung2@una.edu
Audrey Meadows	Speech Pathologist	kickstartspeech@gmail.com
Sarah Ryan	School Nurse	sacowley@una.edu



Kilby Laboratory School 2025-2026 Calendar

February 28	Kilby Intent Form and Deposit Due (\$150)
July 30 - Aug 5.....	FCS Institute Days & Teacher PD/Prep Days
August 4	STEAM PD/Curriculum Focus Day
August 4-5	*First Day for Pre-K, (1/2 of class each day)
August 6	First Day for All Students
September 1.....	Labor Day - School Closed
October 3	UNA Fall Break-School Closed
October 10.....	Parent/Teacher Conf. – No School
November 11.....	Veterans’ Day - School Closed
November 24-28.....	Thanksgiving Holiday - School Closed
December 16	12:00 Dismissal, Begin Winter Holiday
December 17 - January 4	Winter Holiday Break (No School)
January 5,6	Teacher Work Day / Data Day;
January 7.....	Students Return to School
January 19	Martin Luther King Jr. Holiday - School Closed
February 16	President’s Day (School Closed)
February 20	UNA Winter Break- School Closed
March 13	Parent/Teacher Conference Day (No Students)
March 23-27	Spring Break – No School
April 24.....	Teacher PD Day (FCS) - No School for Students
May 19.....	Parent Conference Day (Student-Led)
May 20.....	Last Day of School, Dismissal at noon (FUN DAY)
May 25.....	Memorial Day Holiday- University/School Closed

Drop-off will begin at 7:35 am. We will begin school each day at 7:55 AM. Any child arriving after 8:00 AM will be counted tardy.

The school day will end at 2:50 PM, and any child remaining after 3:10 PM will be sent to after school care. The charge for afterschool care is \$8.00 per day.

*The Pre-K calendar may be subject to change to accommodate parent conference days.

*The Pre-K classes will be CLOSED on the days that Kilby is closed.

ADMISSION PROCESS

Any student attending Kilby Laboratory School must fill out an application. Seats in grades K-6 are filled with a maximum occupancy to be determined by the Director and faculty each year. Seats for each classroom are not guaranteed, but are filled by priority according to space availability and according to the following sequence:

- 1) Students in good standing already enrolled at Kilby
- 2) Students who are direct children of current University faculty or staff.
- 3) Siblings of students who have already been admitted
- 4) Students who are residents in the Florence City School District.
- 5) Any student who is legally qualified to attend a public or private school in Alabama.

*Anyone who does not gain admission will be placed on a waitlist.

Applications are reviewed in early spring for the upcoming school year (February). A random-drawing lottery is held once all the potential UNA employee students have been placed. If there are more UNA employee students than seats available, those students will be placed according to order of application received. Students' names from the application wait-lists are entered into an online randomizer and then selected according to the outcome of the name-order prescribed by the randomizer. Those students not selected will remain on the wait list until a time comes when an opening becomes available again. The wait lists do travel with the students as they progress in grades from year-to-year. If more applicants exist than current slots are available, those applicants will remain on the wait list to be considered, should space become available. If an opening is declined by the applicant, the applicant will be removed from the waitlist. For applicants who wish to remain on the waitlist, reapplying is not necessary, as the names remain on the wait list each consecutive year in which students remain eligible to attend Kilby.

Each student who attends Kilby is asked to pay a \$750, non-refundable student fee. This fee can be paid by an initial payment of \$150, which secures the class slot for that student for the upcoming year. The remaining balance can be paid in installments, via payroll deduction (UNA employees only), or in a lump sum. All student fees must be paid by October 1st of the current school year.

**Kilby is a Laboratory School operated by the University of North Alabama. Due to the unique structure of the School, Kilby may not always be readily available to provide the same service and support as a typical K-6 public school. In the event this creates a situation where resources are not available to adequately accommodate a student at Kilby, that student may be requested to return to their home school district to receive the necessary service and/or resources.*

AFTER-SCHOOL

After-school care is available from 3:10 p.m. until 5:30 p.m. Students will be given a snack and assistance with homework. The cost for after school is **\$8 per day**, per child. **All after-school balances must be paid monthly**, and can be done so via the online payment portal. Students are expected to adhere to all school rules and policies while in afterschool. Failure to obey the rules and policies may result in a student being suspended or banned from the afterschool program.

SCHOOL ARRIVAL

The school day begins at 8:00 a.m. The Kilby Laboratory School building will open each day at 7:35 a.m. For safety reasons, no student will be admitted before 7:35 a.m. Announcements are made daily via video email. Students will be tardy after 8:00 a.m.

When unloading, pull all the way to the end of the covered porch. Make sure your child exits the vehicle on the passenger's side. Children are not permitted to walk around the front or back of a vehicle. Pre-K and Kindergarten students are to be dropped off at the rear entrance circle behind the Kilby School building. Older siblings and all students in grades 1st-6th will need to be dropped off in the **front** of the school. We ask that you **DO NOT** pass other vehicles in the loading areas.

ATTENDANCE

Reporting of Absences:

When a student is absent from school, the parent or guardian must send a note explaining the absence within three days of returning to school. If this is not done by the **third day** the child has returned to school, the absence will be recorded permanently as "unexcused."

Excused Absences:

A student shall be excused for any absence for one of the following reasons:

1. Illness
2. Inclement weather, which would be dangerous to the life or health of the student if he/she attended school
3. Legal quarantine
4. Death in immediate family
5. Emergency conditions as determined by the Director
6. Court subpoena
7. Prior permission granted by the Director

An excused absence permits a student to make up missed work. However, excused absences based on parent-written notes may not exceed a total of **FIVE days** per

semester. Any additional absences must be doctor or court verified for school officials to determine whether the absence(s) should be excused. Doctors'/Court Officials' excuses must have original signatures from appropriate medical/legal personnel.

Stamped, scanned, Xeroxed, etc. signatures from doctors' offices and/or court offices will not be accepted for the purpose of excusing an absence. Notes from doctors' offices and/or court officials may be verified at the Director's discretion if the number of these notes appears excessive or if the legitimacy of the note(s) is/are in question. The student must actually be seen at the doctor's office.

Unexcused Absences:

Any days shall be considered unexcused for one of the following reasons:

1. Truancy
2. Absent through parental neglect
3. Poverty
4. Work

State law requires that each child between the ages of 6 and 17 attend school. If a child is under the compulsory attendance age and attends a public school, the student must abide by all attendance laws and school policies. It is the responsibility of the parent/guardian to enroll their child and see that they attend school and follow all rules and guidelines. Failure to do so can result in possible dismissal or criminal charges against the parents. Parents will be notified before charges are filed and may have an opportunity to withdraw the student. (AL Code 16-28-40)

Limit on Total Absences:

Students in grades K–6 are subject to being retained if they have accumulated 20 or more unexcused absences during the school year. A student is considered chronically absent when he/she accumulates 18 or more absences during the school year. Chronic absenteeism is defined by the Alabama Department of Education as 18 or more days absent from school for any reason. It is not the same as truancy in that it includes both excused and unexcused absences

EARLY WARNING TRUANCY PROGRAM

The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

- a. A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later **than three (3) school days following return to school** if the absence is to be excused. A failure to furnish such explanation shall be evidence of the child being truant

each day he is absent. The child shall also be deemed truant for any absence determined by the director to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. FIRST TRUANCY/UNEXCUSED ABSENCE (WARNING)

- a. Parent/guardian shall be notified by the school Director or his/her designee that the student was truant and the date of the truancy.
- b. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)

- a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and Director or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
- b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. NO EARLIER THAN SEVENTH UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOL DAYS (COURT)

- a. File complaint/petition against the child and/or parent/guardian, if appropriate.

4. CHILD UNDER PROBATION

- a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), §12-15-100 and 105.
- b. When a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

** Chronic tardiness is also a form of truancy and may be subject to reporting to the Courts as excessive absences due to excessive learning loss. Please have your student at school before 8:00 am.*

ALABAMA LITERACY ACT

In 2019, the Alabama legislature passed the Alabama Literacy Act. The Alabama Literacy Act was established to improve the reading proficiency of public school kindergarten through 3rd grade students and ensure that those students are able to read at or above grade level by the end of the 3rd grade. **The law states that all 3rd grade students shall demonstrate sufficient reading skills for promotion to 4th grade, beginning with the 2021-2022 school year.**

In accordance with the law, all kindergarten through 3rd grade students are given an Alabama State Department of Education approved reading assessment. Based on the results of the assessment, each kindergarten through 3rd grade student who exhibits a reading deficiency shall be provided an appropriate reading intervention to address his/her specific needs. In addition, parents of any student who exhibits a consistent deficiency will be notified, an Individual Reading Plan shall be developed, and parents shall be given strategies and resources to use at home to help the student succeed in reading.

ALABAMA NUMERACY ACT

The Alabama Numeracy Act (ANA) has been established to implement steps to improve mathematics proficiency of public school K-5 grade students and to ensure that those students are **proficient in math** at or above grade level **by the end of fifth grade** by monitoring the progression of each student from one grade level to another.

- **What does it look like in the classroom?**

Each K-5 teacher who is providing instruction in mathematics will do the following:

- Dedicate an average minimum of 60 minutes per day for Tier I instruction, for a minimum of 164 instructional hours per year.
- Use approved comprehensive mathematics curricula for core instruction, recommended by the Elementary Mathematics Task Force (EMTF).

You can find a comprehensive list of teacher requirements in Section 5, pages 14-15 of the Alabama Numeracy Act (ANA).

- **How are students identified?**

Students identified with a mathematics deficiency, or who demonstrate the signs of dyscalculia, will be provided intensive mathematics interventions recommended by the EMTF to address his or her specific mathematics deficiency. (ANA, Section 6, page 15). There will be a summer math camp for students in grades K-5 who are identified with a mathematics deficiency sponsored by Florence City Schools. (ANA, Section 9, page 36).

- **How are parents notified about progress?**

The mathematics teacher of the student receiving mathematics intervention will prepare reports that coincide with grading periods and a comprehensive end of year report detailing any mathematics intervention needed. A report from a screener, diagnostic or formative assessment that includes all the information in subdivision (2) may be provided to the parent or legal guardian in lieu of a separate report (ANA, Section 6, Pages 15-16).

BULLYING

No student shall engage in or be subjected to constant or repeated harassment, violence, threats of violence, or intimidation by any other student. This may be in the form of verbal, physical, written or electronic harassment. Students who violate this mandate shall be subject to disciplinary action. Any student who feels they are being bullied is free and encouraged to report it to any faculty member or administrator.

CAFETERIA

Every family is asked to pay \$52/month in order to sustain the operations of our cafeteria. This will pay for a lunch each day. Students will not be required to eat from the cafeteria if they do not wish to. Students are allowed to bring their own lunches from home. Outside foods are also allowed. We just asked that they arrive in an unmarked container or bag.

Food Prices		
	Full Price	Reduced Price
Lunch	\$2.80	N/A
Ice Cream	\$1.00	N/A
Visitors Lunch	\$4.00	N/A

- *Ice cream will be sold starting after Labor Day and will only be sold on Tuesdays and Thursdays for \$1.00.*

NOTE: Kilby Laboratory School's cafeteria program is no longer under the USDA Federal Lunch Program. As such, we can no longer offer free and reduces lunches.

Students are not allowed to bring candy or gum to school. ***Students are also prohibited from bringing caffeinated drinks (coffees, teas, etc.) or energy drinks to class. These may give them energy at first, but they will be prone to crashing after the effects of these drinks has worn off. Only juice, milk, or water should be brought for lunch.*** Fast food meals, including soft drinks, must be put in an unmarked container. If a child cannot drink milk, a substitution of fruit juice can be made if a doctor's excuse is brought to the cafeteria manager and kept on file. Please let the school officials know of

any medically prescribed dietary conditions so we may ensure optional meals are provided as needed.

Parents are welcome to have lunch. Please send a note or call the school office by 8:30 a.m. on the day you plan to eat with us.

LUNCH SCHEDULE

Pre-K	10:40-11:10
Wicks-K	11:00-11:30
Bolton-1 st	11:10-11:40
Ball-2 nd	11:15-11:45
Lane-3 rd	11:30-12:00
Campbell- 4 th	12:15-12:45
Price- 5 th	12:30-1:00
Derouen- 6 th	12:30-1:00

CELL PHONE POLICY

Alabama now has a new law called the FOCUS Act, which prohibits access to any and all cell phones, SMART devices, and personal electronics during the school day. These devices are to be powered down and stored away in lockers or backpacks during the *entire* instructional day. Any student needing to call or contact a parent will need to come to the office and use the office phone. Any student caught using a device during the day, directly or implied, may be subject to disciplinary action. In short, no student is to have a phone or smart watch on his or her possession at school until after the 2:50 dismissal.

CHECK-IN AND CHECKOUT PROCEDURES

Any student arriving after 8:00 a.m. must check-in at the office! Students must obtain a pass to enter his/her classroom after this time. ***Parents must come inside to sign their student into school in the main office if they are tardy.*** Parents are discouraged from accompanying a child to the classroom. A parent/guardian must sign a student out through the office if he/she leaves school before 2:50 p.m.

DISCIPLINE

It is necessary that children learn to develop self-discipline. Students violating school rules continuously will be sent to the office. If problems persist, parents will be called to attend a meeting to help resolve the issue. Participation in field trips and other special activities may be denied based on discipline infractions. Consequences for violating classroom and/or school rules may result in:

- Verbal Reprimand
- Loss of Privileges (Recess, Flex Time, P.E. Free Play, etc...)
- Parent Contact
- Office Referral with Loss of Privileges and Administrator's Detention
- Suspension (Out of School)
- Dismissal from Kilby

SCHOOL DISMISSAL

Students will be dismissed at 2:50 p.m. Pre- K and Kindergarten students ***and their siblings*** will be picked up at the back of the school. All other grades will be picked up at the front of the school. In the front of the school, there is one car line for pick up. Passing other vehicles is not allowed. Please be sure your student number is prominently displayed in the front window. All students must enter vehicles on the passenger's side.

Students will stay inside the building and be called out by number to load. Please display your number in your windshield and wait to confirm your number has been viewed by the faculty members working outside.

Please do not get out of your vehicle. If your child needs assistance loading, please park and walk up to the building to pick up your child. **Any students not picked up by 3:10 p.m. will be sent to after-school care at a cost of \$8 per day per student.**

DRESS CODE

The Director has the responsibility to maintain an appropriate atmosphere conducive to learning. The responsibility for appropriate dress and grooming for students rests with the parents/guardians. Parents/Guardians and students should keep in mind that the reputation of the home, school, and community is reflected in dress, grooming, and behavior of students. Students' dress and grooming shall be appropriate to the classroom. Wearing apparel shall be such that it does not disrupt the classroom atmosphere, become unusually distracting, or violate health and safety rules of the school. The following minimum standards shall apply to all students in Kilby Laboratory School:

1. Students must be neatly dressed; shoes or sandals worn at all times, tennis shoes only for grades K-3. Shower shoes (slides), flip-flops, or house shoes are not to be worn at school.
2. Students shall not wear midriff shirts, tube tops, spandex, mesh, or fishnet garments, nor backless or strapless tops, or tank tops or halter tops.
3. Shorts shall be permitted when the length is at least one (1) inch below mid-thigh and not so tight that they would be considered disruptive. No bicycle shorts, lace-inserted shorts, cut-offs that are not hemmed, or garments with **unfilled** holes above the knee will be allowed. Leggings may not be worn unless covered by a top that reaches mid-thigh.
4. Skirts or dresses must be no more than 2 inches above the knee.
5. Students shall not wear sunglasses inside the school building.
6. The wearing of clothing advertising alcohol, tobacco, drugs, or suggestive words or pictures or symbols of violence or death, shall be prohibited.
7. Students shall not wear anything on their heads in the school building (bandannas, caps, hats, etc.) Exceptions may be made only for religious purposes.
8. Pants or shorts with anything written across the seat will not be allowed.
9. Pants must be worn at waistline. No low-ride sagging pants.

The Director will be the judge as to whether or not such apparel is unacceptable.

EDUCATIONAL TRIPS (EXCUSED ABSENCE)

The Director may grant permission for an educational trip if the student is not in danger of accumulating excessive absences. The student must also make arrangements for and agree to complete all required classwork before making the trip. Please contact the Director for permission for this type of trip ***ahead of time***. Otherwise, the absence will be unexcused.

FIELD TRIPS

Permission slips will be sent home prior to each field trip. If the permission slip is not signed and returned to school by the designated date, the student will not be allowed to go on the field trip. Any financial obligations related to the field trip must be cleared before participating in a field trip.

HOMEWORK

Parents are responsible for providing conditions conducive to good study habits. It is the expectation that every student complete and turn in (if applicable) homework assignments when assigned. Homework assignments or “practice activities” may be assigned periodically in all subjects.

ILLNESS

In the event your child becomes ill at school, we will contact you. If we are unable to reach you, we will use the emergency contact information you have provided. Please remember that we cannot keep a student at school if he or she is ill. ***Please keep your child at home until he or she is fever free for 24 hours.*** We encourage you to conduct a daily health assessment of your child and everyone in the household. We ask that you use precaution if you or someone in your household exhibits the following symptoms:

- Fever or chills
- Cough (severe and constant)
- Shortness of breath or difficulty breathing
- Fatigue (chronic)
- Muscle or body aches
- Headache (severe)
- New loss of taste or smell
- Sore throat (severe)
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

MEDIA CENTER

A book may be checked out for up to 2 weeks until the book is considered overdue. The library account is put on hold until either the book has been returned or contact has been made by a parent/guardian. At the end of the school year all books not returned must be paid for.

MEDICATION GUIDELINES

All medications to be administered at school will be brought to the office and safeguarded in a double-locked area as designated by the Director. The parent/guardian must sign the Alabama State Department of Education School Medication Prescriber/Parent Authorization form granting permission for the child to receive medication at school. The Alabama State Department of Education School Medication Prescriber/Parent Authorization form must be used for all medication administered in the school setting including over-the-counter (OTC) medications. Parents are encouraged to schedule medication administration before and after school hours.

- The parent/guardian or a designated responsible adult shall deliver all medication to be administered during the school day to the school nurse or office personnel. Medications should never be brought to school by the student or be on the student's person unless they are emergency medications and the proper forms have been completed. This is to ensure the health and safety of all students.
- The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle/container.
- The parent/guardian must provide the school with a completed Alabama State Department of Education School Medication Prescriber/Parent Authorization form each school year and any time medication orders are changed.
- The physician shall provide a list of side effects for prescription medications and over-the-counter medications.
- The parent/guardian shall pick up students' medications at the end of the school year. Medications left at school at the end of the school year will be destroyed by school personnel if not picked up by a parent within 14 days.
- Expired medications will need to be picked up as soon as possible or will be disposed of by school personnel.
- The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
- Over-the-counter medications administered according to manufacturer's recommendations will require completion of the Alabama State Department of Education School Medication Prescriber/Parent Authorization form signed by the parent/guardian. All over-the-counter medications must be provided by the parent/guardian in the original sealed container identifying the medication name, dosage, and manufacturer's labeling.
- Over-the-counter medication prescribed in excess of the manufacturer's recommended dosage will require completion of the Alabama State Department of Education School Medication Prescriber/Parent Authorization form signed by the parent/guardian and physician.

- No aspirin or aspirin (salicylate) containing medications will be given to children or teenagers under the age of 18 years of age, unless prescribed by a physician. Research has established a link between Reye's syndrome and the use of aspirin and other aspirin (salicylate) containing medications, over-the-counter products, and topical use products. Reye's syndrome is a deadly disease, strikes swiftly and can attack any child or teen without warning. All body organs are affected, with the liver and brain suffering most seriously.
- Natural remedies, herbs, and nutritional supplements may not be administered by school personnel without an explicit order of an authorized prescriber, parent authorization, verification that the product is safe to administer to children in the prescribed dosage and reasonable information regarding therapeutic and intended effects (SDE Medication Curriculum, 2007 and Schwab & Gelfman, 2001).
- Student self-administration of medication for a documented chronic health condition will be authorized if conducted in compliance with the State Department of Education, and the Alabama Board of Nursing guidelines. Student self-administration of medication will be determined on an individual basis.

MISSED ASSIGNMENTS (Excused Absences Only)

An excused absence gives the student an opportunity to make up any work missed during the absence. The teacher will determine how much of the missed work should be completed. If you would like to pick up missed assignments while the student is out of school, please call the office. The teacher will collect the work during a planning time and send it to the office.

If a test or assignment is missed due to an unplanned absence, a student will have 5 school calendar days to make up or turn in missed assignments. If a student does not complete the work on time, the student will receive a "0" on the assignment or test.

PARENT-TEACHER ORGANIZATION

The PTO is a very active group at Kilby Laboratory School. Every parent is encouraged to join the PTO to help generate resources and advance the mission and programs of the School. There will be various opportunities to volunteer throughout the year.

PROBLEM-SOLVING TEAM (PST)

Students in grades K-6 experiencing difficulties with academics or discipline may be referred to the Problem Solving Team (PST) by a faculty member or parent. The team is made up of faculty members from the school and parents. The team gathers all

pertinent information on referrals and meets monthly to examine student evidence. Recommendations for changes in instructional strategies can be made by the team and implemented by classroom teachers. Recommendations may also come in the form of a Student Reading Intervention Plan (SRIP), a Behavior Intervention Plan (BIP), or a referral for testing to determine if special services are required.

PROMOTION/RETENTION/PLACEMENT

The decision regarding the promotion or retention of a student in grades K-6 is made by the student's teachers, parents, and Director. Students must master learning goals for grade level so that material presented at the next grade level will be possible for them to achieve. Mastery of grade level learning goals, state testing, and student grades will be criteria used for promotion and retention.

1. Kindergarten students may be retained upon consultation with parents.
2. Students in grades 1-3 must pass math and reading for promotion.
3. Students in grades 4-6 must pass math and reading for promotion. In addition, one of the following must be passed: language, social studies, or science.

SAFETY

The physical, mental, and social/emotional safety of our students is a top priority. Kilby Laboratory School is considered a No-Bullying Zone. Behavior which is viewed as continuous harassing or threatening will not be tolerated; **students must recognize the seriousness of such offenses.**

Other measures taken that promote safety include:

1. Locking interior and exterior main doors (buzzer system)
2. Visitor sign-in policy
3. Supervision of students at all times
4. Monthly fire, severe weather, and lockdown drills
5. Emergency evacuation plan
6. Counseling and peer-mentoring opportunities
7. Student recognition and leadership programs

SCHOOL CLOSINGS

If the decision is made to close the school, parents will be contacted via Lion Alert messaging system and/or email. Also radio and television stations serving the area will be notified.

If emergency conditions require that school be dismissed early parents will be contacted via Lion Alert messaging system and email. The radio and television stations will be notified. If this occurs, parents should come to the school and check-out their child. In order for a person other than the parent/guardian to check out a child, the parent/guardian must give the school permission to release the student to that individual. Please remember, when emergency conditions exist, telephone calls to the school office prevent efficient information release. Instead of calling the school, please listen to your local radio/television station.

SECURE TESTING

Alabama State Department of Education Policy Use of Digital Device During the Administration of a Secure Test

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Local education agency (LEA) personnel will make all students, parents and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

TEXTBOOKS/LIBRARY MATERIALS

All textbooks and library materials are the property of Kilby Laboratory School. These materials include but not limited to: digital textbooks, (Chromebooks, iPads, etc...), robotics equipment, Leo Lab STEM materials, Music and Art supplies. This also includes the destruction or defacing of school property or surfaces.

Books must not be damaged. Examples of damaged books include:

- One or more pages of content missing.
- Water-soaked, causing backs and pages to be swollen or molded.
- Unnecessary marking with any kind of pencil, pen, crayon, etc., on outside of backs, inside of backs and on ends of backs.
- Defaced or marred, such as broken, cut, or smeared backs or pages, etc.
- Materials damaged or broken due to mishandling or failure to follow direction

Penalties for lost or damaged textbooks/materials:

- The student will pay full price for any lost or damaged textbooks/materials.

- No book will be issued to any student while the payment for lost or damaged textbooks is outstanding. Students may also be prohibited from using materials if there is a history of misuse or damage.

All property of Kilby Laboratory School must be returned to the school when promoted or transferred.

STUDENT CLINICALS

The Kilby Laboratory School teachers work cooperatively in the training and guidance of UNA clinical students and interns. Kilby students often participate in lessons and activities co-facilitated by Kilby faculty and UNA students. As a result, Kilby students will interact with, and receive instruction from both Kilby faculty and UNA students throughout the year.

VISITORS AND VOLUNTEER WORKERS

All visitors must check in at the office upon entering the building. Your assistance in adhering to this policy helps to ensure your child's safety. Students are not allowed to bring a "guest" student to school. Volunteers are always welcome to visit and help as needed. Please contact your child's teacher or the office if you are interested in sharing your time and talents. It is the policy of Kilby Laboratory School that siblings not accompany the parent for activities during the school day. This includes class parties, lunch visits, volunteer work, field trips and conferences with teachers. While we do not wish to create a hardship for parents, lack of space and supervision makes this request necessary. We also feel that this policy will increase the meaningfulness of the parent visit for the student.

SOCIAL MEDIA POLICY

Rationale

The widespread availability and use of social media applications bring opportunities to understand, engage, and communicate in new and exciting ways. It is important that we are able to use these technologies and services effectively and flexibly. However, it is also important to ensure that we balance this with our duties to our School, the community, everyone's privacy, our legal responsibilities, and our reputation. The policy requirements in this document aim to provide this balance to support innovation while providing a framework of good practice. They apply to all students and faculty/staff members at the School.

The purpose of the policy is to:

- Safeguard all children
- Protect the School from legal risks
- Ensure that the reputation and integrity of the institution is protected.
- Ensure that any users are able to clearly distinguish where information provided via social media is legitimately representative of the School

Definitions and Scope

Social networking applications include, but are not limited to: Twitter(X), Facebook, Instagram, Tik-Tok, Windows Live Messenger, YouTube, Flickr, Xbox Live, Blogger, Tumblr, etc... Students and faculty must also operate in line with UNA's and Florence City School's Acceptable Use Policies. Within this policy there is a distinction between the use of school-sanctioned social media for professional educational purposes, and personal use of social media.

Use of Social Media in practice

1. Personal use of social media

School staff will not invite, accept or engage in communications with children from the school community in any personal social media while employed at Kilby.

Social Media Policy

If any member of staff is aware of any inappropriate communications involving any child in any social media, these need to be reported to administration as soon as possible.

All email communication between staff and members of the school community on school business must be made from an official school email account.

Staff should not use personal email accounts or mobile phones to make contact with members of the school community for school business, nor should any such contact be accepted, except in circumstances where messaging apps are set up for group use (i.e.: Class Dojo, GROUPME, Remind, etc...)

Staff are also advised to consider the reputation of the School in any posts or comments related to the School on any social media accounts.

Staff should not accept any current pupil of any age or any ex-pupil of the school under the age of 18 as a friend, follower, subscriber or similar on any *personal* social media account.

2. School-sanctioned use of social media

There are many legitimate uses of social media within the curriculum and to support student learning and effective communication with parents and stakeholders. When using social media for educational purposes, the following practices must be observed:

- *Staff should set up a distinct and dedicated social media site or account for educational purposes. This should be entirely separate from any personal social media accounts held by that staff member and ideally should be linked to an official school email account.
- *The content of any school-sanctioned social media site should be solely professional and should reflect well on the School.
- *Staff must not publish photographs of children without the written consent of parents /guardians, identify by name any children featured in photographs, or allow personally identifying information to be published on school social media accounts.
- *Care must be taken to ensure that any links to external sites from the account are appropriate and safe.
- *Any inappropriate comments on or abuse of school-sanctioned social media should immediately be removed and reported to Kilby administration.
- *Staff should not engage with any direct messaging of students through social media where the message is not public.

Student Photo/Video Policy

Students at Kilby Laboratory School often engage in activities throughout the year that require chronicling and archiving. Pictures are also taken throughout the year to be used in the media and for the Kilby yearbook. Pictures of lab experiences or fun activities may also be taken and used in reports or presentations about the School. These photographs are to be captured by Kilby/UNA faculty or approved persons only. UNA students are prohibited from taking pictures or videos of Kilby students. However, clinical students may need to record whole-class lessons for analysis and reflection as part of their class requirements. We want to be sensitive of everyone's privacy, so if you do not feel comfortable with your child being photographed or recorded on video, please let us know.

PARENT/STUDENT HANDBOOK SIGNATURE PAGE

THIS PAGE IS TO BE REMOVED, SIGNED AND RETURNED TO SCHOOL.

Please sign below indicating that you have discussed the Kilby Laboratory School Handbook with your child(ren) and hereby agree to abide by the policies mentioned therein. If so, please return this page to your child's teacher.

.....

Student's Name

Student's Name

Student's Name

Student's Name

Signature of Parent/Guardian

Date

Photography and Video Waiver

I, _____ (parent/guardian) give Kilby Laboratory School permission to use my child's photograph/ photographic image in official Kilby Laboratory School business including, but not limited to: School web site, newsletters, article publications, presentations, graduation slideshows, etc. I understand that photographic images or video may be used for news organizations and promotional purposes for the School. They will not be used for personal use or personal monetary gain.

_____: I agree with this waiver statement.

_____: I do not approve of this waiver statement and do not want my child or their likeness to be used.

Parent/Guardian Signature

Date