

2024-2025

# STUDENT PARENT INFORMATION GUIDE



LIGHTING THE PATH, LEADING THE WAY  
FOR EVERY CHILD TO HAVE EVERY CHANCE, EVERY DAY...

**Superintendent**  
Chris Hand

**Assistant Superintendent**  
Taylor Leathers



**Board of Education**

President, Jackie Witt

Vice-President, Steve Stayton

Thomas Burgess

Jarrod Johnson

Ricky Saint

David Yarber

# COLBERT COUNTY SCHOOLS

August 1, 2024

Dear Parents and Guardians,

As we look forward to starting the 2024-2025 school year, I would like to take this opportunity to thank you for your ongoing support of the Colbert County School System. We are proud to serve our students and all the communities they represent. Colbert County schools offer a wide range of engaging and exciting opportunities for all students from academics to the arts, athletics, and student organizations.

Our administration, faculty, and staff have been working diligently to ensure that this will be our best school year yet. Through hard work and unwavering dedication, we have experienced academic growth within our school system over the past year. This year we anticipate even stronger gains in student achievement!

On behalf of the members of the board of education, school administration, faculty, and staff of the Colbert County School System, I welcome you and your children back for the new school year. We look forward to working with you to provide a meaningful and lasting educational experience for all our students.

CCS Vision:

*"Lighting the path, leading the way for every child to have every chance, every day"*

Sincerely,

Chris Hand  
Superintendent of Colbert County Schools

# 2024-2025 STUDENT PARENT INFORMATION GUIDE

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# COLBERT COUNTY SCHOOLS

## 2024-2025 SCHOOL CALENDAR & REPORTING PERIODS

DATE	DESCRIPTION
July 18, 2024	CTE Teachers Report
August 1-6, 2024	Teacher Professional Days (Students Do Not Report)
August 7, 2024	First Day of School
September 2, 2024	Labor Day Holiday
September 3, 2024	Teacher Professional Day (Students Do Not Report)
October 14, 2024	Fall Break Holiday
October 15, 2023	Teacher Professional Day (Students Do Not Report)
November 11, 2024	Veterans Day Holiday
November 25-29, 2024	Thanksgiving Break Holiday
December 20, 2024	Last Day of First Semester (Students Dismiss @11:30)
Dec 23, 2024 - Jan 6, 2025	Christmas Break Holiday
January 3-6, 2025	Teacher Professional Days (Students Do Not Report)
January 7, 2025	Students First Day of 2nd Semester
January 20, 2025	Martin Luther King Jr. Holiday
February 14, 2025	Teacher Professional Day (Students Do Not Report)
February 17, 2025	President's Day Holiday
March 19, 2025	Kindergarten Registration
March 21, 2025	Teacher Professional Day (Students Do Not Report)
March 24-28, 2025	Spring Break Holiday
March 31, 2025	Schools Reopen
April 17, 2025	Teacher Professional Day (Students Do Not Report)
April 18, 2025	Good Friday Holiday
May 22, 2025	School Term Ends (Students Dismiss @11:30)
May 22-23, 2025	Graduation
May 23, 2025	Teacher Professional Day (Students Do Not Report)
May 26, 2025	Memorial Day Holiday
June 9, 2025	CTE Teacher Last Contract Day
June 19, 2025	Juneteenth Holiday

2024-2025 REPORTING PERIODS	
1 <sup>st</sup> Nine Weeks – Quarter 1	August 7, 2024 – October 4, 2024
2 <sup>nd</sup> Nine Weeks – Quarter 2	October 7, 2024 – December 20, 2024
3 <sup>rd</sup> Nine Weeks – Quarter 3	January 7, 2025 – March 14, 2025
4 <sup>th</sup> Nine Weeks – Quarter 4	March 17, 2025 – May 22, 2025

# COLBERT COUNTY BOARD OF EDUCATION

425 Hwy 72 West    Tuscumbia, AL 35674    256 386 8565

Superintendent, Chris Hand

Assistant Superintendent, Taylor Leathers

## BOARD MEMBERS

District 1 Jarrod Johnson	District 2 David Yarber	District 3 Jackie Witt	District 4 Thomas Burgess	District 5 Ricky Saint	District 6 Steve Stayton
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*\*Regular meetings of the Colbert County Board of Education occur at 425 Hwy 72 W. Tuscumbia, AL 35674 on the third Thursday of every month at 5:00pm unless special circumstances are announced by the Board.*

SCHOOL DIRECTORY	PRINCIPAL	PHONE
<b>Cherokee Elementary School</b> 1305 North Pike Cherokee, AL 35616	<b>Heather Johnson</b>	<b>256 359 6422</b>
<b>Cherokee High School</b> 850 High School Drive Cherokee, AL 35616	<b>Roy Lawson</b>	<b>256 359 4434</b>
<b>Colbert County High School</b> 2200 High School Road Leighton, AL 35646	<b>Lee Craft, Interim</b>	<b>256 446 8214</b>
<b>Colbert Heights Elementary School</b> 1551 Sunset Drive Tuscumbia, AL 35674	<b>Brandon Archer</b>	<b>256 381 6132</b>
<b>Colbert Heights High School</b> 6825 Woodmont Drive Tuscumbia, AL 35674	<b>Lance Mitchell</b>	<b>256 383 7875</b>
<b>Hatton Elementary School</b> 2130 Hatton School Road Leighton, AL 35646	<b>Traci West</b>	<b>256 446 5679</b>
<b>Leighton Elementary School</b> 8100 Old Highway 20 Leighton, AL 35646	<b>Vickie Osborn</b>	<b>256 446 8351</b>
<b>New Bethel Elementary School</b> 900 New Bethel School Road Tuscumbia, AL 35674	<b>Jacob Walker</b>	<b>256 383 6471</b>

*\*Please direct all school-specific questions and concerns to the building principal.*

# CENTRAL OFFICE ADMINISTRATION & SUPPORT DIRECTORY

<b>Office Of Superintendent</b>		<b>256 386 8565</b>
Administrative Assistant to the Superintendent	Ext. 1212	Chrissy Denton
Assistant Superintendent	Ext. 1229	Taylor Leathers
District Safety and Security Officer	Ext. 1208	Brad Counce
Receptionist/Benefits Specialist	Ext. 1210	Erica Jacques
<b>Department of Finance</b>		<b>256 386 8565</b>
Chief School Financial Officer	Ext. 1230	Shauna James
Accounts Payable	Ext. 1214	Christina Turberville
Payroll Specialist	Ext. 1221	Angela Puckett
Employee Benefits- Human Resources	Ext. 1210	Erica Jacques
<b>Department of Curriculum, Instruction, and Assessment</b>		<b>256 386 8565</b>
Director of Curriculum and Assessment	Ext. 1241	Dr. Katie Dalrymple
Secondary Instructional Coach	Ext. 1243	Jessica Fuller
<b>Department of Technology</b>		<b>256 386 8565</b>
Executive Director of Technology	Ext. 1204	Matt Osborn
Network Administrator	Ext. 1205	Louis Delbert
SIS Data Manager and System-Wide Counselor	Ext. 1246	Tennille Sullivan
Technology Software and Support	Ext. 1207	Mike Pellitteri
Technology Hardware and Support	Ext. 1206	Shawn Sullivan
<b>Department Of Special Education and 504</b>		<b>256 386 8565</b>
Director of Special Education and 504	Ext. 1238	Dr. Fred Abernathy
Special Education Administrator	Ext. 1228	Nathan Fuller
Special Education Secretary	Ext. 1244	Brooke Cunningham
Homebound/Inclusion	Ext. 1237	Destin Gargis
Occupational Therapy	Ext. 1232	Anna Underwood
Speech Services	Ext. 1224	Savannah Latham
<b>Department Of Federal Programs and School Nurses</b>		<b>256 386 8565</b>
Director of Federal Programs	Ext. 1228	Tiffany Fuqua
Federal Programs Secretary	Ext. 1227	Brooke Cunningham
Lead School Nurse	Ext. 1217	Tonia Klyce
Mental Health Services Coordinator	Ext. 1215	Emily Counce
<b>Department of Career and Technical Education</b>		<b>256 386 8565</b>
Director of Career and Technical Education	Ext. 1624	Emiley Crisler
Career Coach	Ext. 1213	Lattoria Jones
<b>Department of Child Nutrition Programs</b>		<b>256 386 8565</b>
Director of Child Nutrition	Ext. 1227	Jamie Austin
<b>Department Of Transportation and Maintenance</b>		<b>256 383 5968</b>
Director of Transportation	Ext. 1264	Wade Turberville
Director of Maintenance	Ext. 1271	Al Hyde
Transportation/Maintenance Secretary	Ext. 1263	Sara Sparks
Bus Shop/Transportation	Ext. 1265	Kenneth Franks

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## **ACCREDITATION**

The district is accredited by the Southern Association of Colleges and Schools and the State Department of Education. Both an expansive curriculum which challenges the advanced student and a strong basic instructional program for the below average achiever are offered.

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## **JURISDICTION OF THE SCHOOL BOARD**

Students enrolled in the Colbert County School System are subject to the policies of the Colbert County Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including but not necessarily limited to:

- Regular school activities
- Transportation on school buses
- Field trips and Athletic functions
- Activities where appropriate school personnel have supervisory responsibility for students.
- All school regulations and prohibitions pertain to motorized vehicles driven or parked on school property. In addition, the foregoing jurisdictional control over the student may be extended to the immediate vicinity of the school, when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school.

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## **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the official policy of the Colbert County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

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## **PARENTS RIGHT TO KNOW**

Parents may request information regarding the professional qualifications of the student's classroom teachers and para-professionals. Copies of Board Policies, Title I, A-CIP Plans, and Parent Involvement Plans are available at the central office and on our system web site [www.colbertk12.org](http://www.colbertk12.org).

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## **EDUCATION FOR HOMELESS CHILDREN & YOUTH**

The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. Please contact the Coordinator of Homeless Student populations at (256) 386-8565 for more information and assistance.

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## **COLBERT COUNTY SCHOOLS BOARD POLICY MANUAL**

The Colbert County Board of Education Policy Manual is currently under revision under the guidance of the Law Offices of Bishop-Colvin. The existing policy manual can be found at [www.colbertk12.org](http://www.colbertk12.org).

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## **STUDENT RIGHTS & RESPONSIBILITIES**

Student's individual rights and associated responsibilities must be viewed in relation to the health, safety, and welfare of the majority of students within each school. It is the intent to develop, with students and parents, a better understanding of some of the rules and regulations of the district.

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## **PRIVACY & PROPERTY RIGHTS**

Federal and State laws and recent court rulings uphold the authority of school officials to conduct reasonable searches and seizures of property where there are "reasonable grounds". The law permits the Colbert County Board of Education, its employees, agents, or designees to conduct reasonable searches of students and seizure of student property to protect the health, safety, and welfare of all.

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## RESIDENCE, ENROLLMENT, & ADMISSION REQUIREMENTS

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Board Policy regarding School Attendance Zones and Out-of-District students may be found on the system website at [www.colbertk12.org](http://www.colbertk12.org). All parents/guardians wishing to enroll students in any Colbert County school must schedule an appointment with the District Registrar to complete the student enrollment process.

**Kindergarten** students must be 5 years old on or before September 1st of the current year.

**First Grade** students must be 6 years old on or before December 1st of the current year.

### Required Enrollment Documents Include:

<u>Two Proofs of Residence</u> including: Current Utility Bill (with matching valid photo ID) Other proofs may include: Utility Bills, Deed, Tax Records	Required for all students enrolling in Colbert County Schools
Current Copy of Immunization Form	Required for all students enrolling in Colbert County Schools
Official Birth Certificate	Required for all students enrolling in Colbert County Schools
Report Card or Release from last school attended	Not Applicable for first time Kindergarten/First Grade Enrollees
Guardian or Custody Papers	Only Required if applicable
Social Security Number	Optional/Voluntary Information

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## SCHOOL COUNSELORS & STUDENT RECORDS

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Counselors work with students, parents, and teachers to provide resources for every student to become college and career ready. Contact the counselor at your school with any questions and/or concerns regarding the educational and social emotional learning and development of your child.

A well-developed student record file contains information needed for making appropriate educational decisions for the students. Student records are to be treated confidentially and should contain information that is relevant, accurate, and appropriate.

### Responsibilities of Students and Parents

- To inform school of any information that may be useful in making appropriate educational decisions.
- To authorize the release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

### Rights of Students and Parents

- To inspect, review, and challenge information contained in records directly relating to students.
- To be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent or eligible student. Eligible students are those 18 years of age or older.

*\*Release of records of students 17 years or younger who attend an elementary or secondary school requires the parent signature except when released to other educational institutions or when subpoenaed by the courts.*



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**EDUCATION RECORDS PRIVACY RIGHTS (FERPA)**

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Parent's and student's rights regarding the student's education records and their disclosure, review, amending or correction, believed by the parent or eligible student (18 years of age or older), to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

The school district renders this notice to parents or eligible students (18 years of age or older), that they have a right to inspect and review the student's education records; seek to amend such student's education records if they are believed by the parent or eligible student to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; consent to disclosures of personally identifiable information contained therein, where such consent is required under the law, and file with the U.S. Department of Education a complaint about any infractions relative to the student's education records.

In order to inspect and review a student's education records, either the parent or eligible student must make a request in writing addressed to the principal of the school.

In order to request amending a student's education records, the parent or the eligible student must set forth in writing the specific record requested to be amended, the specific amendment intended and the reason for the request. If the education agency agrees with the request to amend the record(s) it shall be done. If the education agency does not agree to amend the record it shall so state giving a reason therefore. If dissatisfied with the denial by the education agency, the parent or eligible student may request, in writing to the principal, to have a hearing to determine the issue.

Upon request, a parent or eligible student may request a meeting with the student's principal to have questions answered regarding this education records policy and the right to restrict access to the student's education records by any individual or institution who may believe they have a need to examine those records. The Family Education Rights and Privacy Act of 1974 (20 U.S.C. 1232g), is the source for the authority of the foregoing policy regarding a student's education records.

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**FERPA DIRECTORY INFORMATION**

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The Family Educational Rights and Privacy ACT (FERPA), a Federal law, requires that the Colbert County Board of Education, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information for any student's education records. However, Colbert County Schools may disclose appropriately designated "directory information" without written consent, unless advised by the parent in accordance with District procedures. The primary purpose of directory information is to allow Colbert County Schools to include information in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation Programs
- Athletic Team Information, such as weight/height of student-athletes published in programs

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

\*Parents may notify the district in writing by the day following Labor Day to request the district to not disclose a student's personally identifiable without prior written consent. The Colbert County Board of Education has designated the following information as directory information:

- Student's name, address, and telephone listing
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Email address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

\* These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for armed forces.

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#### **edTPA NOTICE**

Preservice teachers participating in edTPA, a national performance assessment, may record short video recordings of their teaching abilities. As a result:

- Students may be featured in educational media that may be evaluated by 3rd Party sources.
- Student's work may be blindly submitted as part of this review.
- Student names will not appear on any material submitted by the preservice teacher.

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#### **EMERGENCY SCHOOL CLOSINGS**

In the event of a school closing for any reason, media will be notified to broadcast or televise details of the situation and each home will receive messages from our Mass Notification System regarding the event. Necessary details will be shared on all social media platforms and local news outlets.

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#### **DELAYED START & EARLY DISMISSAL**

In the event of a delayed start to the school day, notice will be communicated via Mass Notification, local news outlets, and social media channels. Typical delayed starts are hourly. For example, a "Two Hour Delay" would move all operations of the school forward by 2 hours. This includes bus pick up times so a student typically arriving at school at 7:40 a.m. would arrive at 9:40 a.m.

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#### **MAKE-UP SCHOOL DAYS**

In the event a school must be closed due to an unexpected occurrence, the school day may need to be made up by that particular school. In these rare cases, Professional Days listed on the school calendar will become a school day first, followed by certain holidays depending on the time of year the closure occurs. Makeup days will be announced by the school administration.

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#### **SAFETY FIRST**

The mission of Colbert County Schools is to provide a quality education in a safe environment. In the event of a crisis, natural disaster, or inclement weather situation, the school system's main goal is to keep students and staff safe. The district's comprehensive safety plan includes:

- District and School Emergency Operation Plans and Response Procedure, including safety audits and safety plan reviews, are updated annually. These resources include information about how to respond to various events including severe weather, natural disaster, or other possible emergencies.
- Schools frequently conducts emergency response drills to practice and to improve the effectiveness of responses to various situations.
- The district meets with city, county, and other agencies that assist schools in times of need.
- District and School Crisis Response Teams include administrators, licensed professional counselors, law enforcement, fire and medical emergency responders, city leaders, and other community partners.
- Parents and guardians to are encouraged to communicate concerns and potential issues and questions to school administrators, or by contacting the Safe Schools Hotline.
- Mass notification is utilized to notify parents and stakeholders of important information as quickly as possible. Consistently update your family contact information through the school office.
- Emergency Operation Plans, safe-place diagrams, and fire escape diagrams are posted in every room of all school buildings.
- Programs related to drug prevention, violence prevention, and abuse/neglect prevention for at-risk student are provided to students throughout the district.
- Annual trainings regarding reporting child abuse and neglect, the district harassment policy and reporting, Erin's Laws sexual abuse prevention, and Jason Flatt Act suicide prevention awareness are presented to all staff through annual professional development.

**In partnership with the state department safety task force, the following terms and descriptions are used to describe emergency circumstances throughout the district if needed.**

**Heightened Awareness** - This status may be used when there is an event in the community or on the state or national level. Instruction will continue but the system/school will be instructed to report any suspicious or unusual activity. This includes weather watches/warnings.

**Secure Area of Responsibility** - This phrase might be encountered during inclement weather or a hazardous material release. A tornado warning will require schools to take our students to an inner hallway or a room with few or no windows and stay there until it is safe to release students. These areas have been reviewed and approved by the Emergency Management Agency. Please note that we cease operations such as checkout during an active warning. If you are at the school during a warning, we invite you to join us as we "shelter." Should we ever encounter a hazardous material release we have made precautions to limit the amount of exposure students have with the outside environment.

**Secured Perimeter** - This term is used when we are notified of a concern or when a potential threat is identified in the vicinity of the school but not within the school or on campus. If you are notified of a Secured Perimeter, do not go to the school as instruction will continue with restricted entry and limited supervised movement within the building. These situations are often very short lived. If the situation allows and is of a lengthy period of time, the school will make notification to parents via their normal communication methods, such as School Cast. Entries and exits are monitored during this situation; students will not be released outside the building until we receive an all clear by the appropriate agency.

**Lockdown** - A lockdown takes place if a threat or possible threat is identified inside the school or on the campus. Instruction and all movement is halted. All exterior and interior doors are locked, and students are secured in their classrooms. No one (except appropriate emergency response personnel) will be allowed to enter or leave the building/campus to avoid hindering emergency response teams arriving at the school. We ask that you monitor School Cast or local news for more information about any possible evacuation of the building and parent reunification site. Lockdown audits and review of lockdown procedures are completed annually at each school.



# HEIGHTENED AWARENESS

GET YOUR ATTENTION

**This means a potential MAY exist for an unusual situation and all parties should have heightened awareness to react as needed.**

- Follow school's communication plan for information.
- Limit movement to and from your classroom.
- Be accountable for all students.
- Be on the lookout for unusual behavior both in and outside of the school.
- Check exterior doors to make sure they are secure.

GOT QUESTIONS?



SCAN ME!



NFPA COMPLIANT FIRE SIGN  
BROUGHT TO YOU BY NSIDE



# SECURE PERIMETER

ON ALERT

**A potential threat or danger does exist within the community/neighborhood and all parties should be aware to react as needed.**

- Execute **ALERT** methods.
- Secure all people within the building.
- Lock external doors.
- Cover windows.
- Stay in secure area within the building until further notice from administration or law enforcement.
- Monitor/use communication devices.
- Requires leaving unsecure areas such as fields, gym, playground, or library to a secure area.
- Continue with instruction.
- May release via intercom.

GOT QUESTIONS?



SCAN ME!



NFPA COMPLIANT FIRE SIGN  
BROUGHT TO YOU BY NSIDE



# SECURE YOUR AREA OF RESPONSIBILITY

CLASSROOM | HALLWAY | ETC.

**Specific incident within your area of responsibility  
(Medical, threat to self or others)**

- Execute **ALERT** methods.
- Secure all people within your immediate area. (May require you to move to a more secure area.)
- Lock or Secure doors.
- Monitor/use communication devices.
- May release by intercom or other personal contact.

GOT QUESTIONS?



SCAN ME!



NFPA COMPLIANT FIRE SIGN  
BROUGHT TO YOU BY NSIDE



# LOCKDOWN

IMMEDIATE THREAT

**Recognition of Danger. Take immediate action using the safest and best option for survival.**

- Execute **ALERT** methods.
- Secure yourself and others by assessing and using available information to decide if you should:



## HIDE (Secure and/or Barricade)

Lock doors, Lights off, Barricade entry, Quiet, Stay in place.



## RUN (Informed Escape)

Evacuate to safer location, Remain with your group, Call 911 when safe, follow HIDE protocol.



## FIGHT (Defend and Protect)

As a matter of survival engage the intruder with any means necessary.

GOT QUESTIONS?



SCAN ME!



NFPA COMPLIANT FIRE SIGN  
BROUGHT TO YOU BY NSIDE

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## **PARENT REUNIFICATION**

When students have been removed from the school or when an emergency has occurred that affects normal dismissal procedures, a relocation site will be established. Parents will be notified of this location by school/district communication channels. At this location, parents will be updated concerning the situation and plans for reunification with their student. Students may only be released to contacts (with proper photo identification) listed in the Student Information System.

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## **BE PREPARED**

Update family contact information through the school office. Become familiar with safety procedures. Remind student to take drills seriously and remain calm in crisis situations. Contact school administration with concerns.

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## **EMERGENCY DRILLS**

**Fire Drills** - Monthly fire drills are completed at least monthly in each during the school year. Fire exit plans shall be posted in each school in all rooms occupied at any time by students.

**Tornado Drills** - In accordance with local Emergency Management Agency (EMA) guidelines, Tornado drills are conducted in all schools at least three (3) times each year.

**Tornado Watch** - In the event a tornado watch is issued for areas in which a school is located, school administrations or their designees shall take all actions as specified in the approved Crisis Management Plans. In the event a tornado watch is in effect at the conclusion of the normal school day, students will be released via regular dismissal and transportation plans.

**Tornado Warning** - In the event a tornado warning is issued for areas in which a school is located, school administration or their designees shall take all actions as specified in the approved Crisis Management Plans. Under a tornado warning, students shall not be released via regular transportation plans if the warning is in effect at the dismissal time of the normal school day. However, students may be released during a tornado warning to students' parents, provided the parents come to the school and assume custody of their child(ren).

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## **SCHOOL VISITORS**

All school visitors are required to enter the school's main entrance and report to the office upon arrival on campus. All visitors must sign in and secure a visitor's pass. Enrolled students are not permitted to bring student visitors to school during regular school hours without prior approval of school administration.

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## **STUDENT CHECK-OUTS**

All parents or other authorized check out student through the main office via the school's approved check-out plan. Students may not be checked out directly from classrooms.

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## **CHILD NUTRITION PROGRAM**

Student breakfast and lunch will be served to students beginning the first full day of the school year unless otherwise announced by school administration. Colbert County Schools currently participates in the Community Eligibility Program so students receive breakfast and lunch at no cost. Limited a la carte items also are available during the lunch period at various prices.

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## **SEXUAL HARASSMENT OF STUDENTS**

It is the policy of the Board that sexual harassment of students by employees or other students is unlawful behavior and will not be permitted. The Board is committed to providing an environment that is free of unlawful sexual harassment and utilizes available measures to deter such conduct.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic progress or completion of a school-related activity; or
- Submission to or rejection of such conduct is used as a basis in evaluating the student's performance in a course of study or other school-related activity; or
- Such conduct has the purpose/effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive working environment.

### **Reporting Incidents of Sexual Harassment**

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A student who feels they have been sexually harassed should report the incident to school administration and the designated reporting officer at the central office. Such report shall be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence. Students are urged to make such report no later than ninety (90) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made verbally to administration in person or may be made in writing, signed by the complainant, and then delivered to administration and reporting officer. If such report is first made verbally then it will be the responsibility of the complainant or their parent/guardian to reduce the same to writing and to sign the written complaint. Upon delivery of the written complaint to the reporting officer, they, with the cooperation of the principal, shall begin an investigation of the written complaint. Nothing shall relieve school administration or other school personnel from reporting wrongful acts against students to the Department of Human Resources as required by law.

### **Complaint Resolution Procedure**

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Upon completing an investigation of the complaint, the designated reporting officer shall report in writing to the Superintendent the results of the investigation of the complaint. The school principal shall thereupon meet with the complainant and the charged employee or student, together with the designated reporting officer, and make every effort to resolve such complaint. If such complaint cannot be resolved at this level, the Superintendent shall report the same to the Board, and if in their discretion it is warranted, may recommend a hearing be held by the Board in accordance with the laws and statutes applicable to such charged employee's contract status or to such charged student's status. In the event that a hearing before the Board is recommended and scheduled, a copy of the reporting officer's written report shall be furnished to the parent/guardian of the complainant and a copy to the charged employee or another student at least five (5) calendar days before the hearing.

## **STUDENT GRIEVANCES**

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All due process criteria specified in Board Policy shall be strictly observed in any expulsion proceeding as well as any preliminary steps prior to the hearing.

**Grievance Defined** - A grievance is defined as a claim submitted by a student of a violation, misinterpretation, or inequitable application of local board policy, local school rules and regulations, or local administrative procedure. The term "grievance" shall apply to matters which fall within the discretionary powers of the principal, Superintendent, and/or Board, but shall not apply to areas where the principal, Superintendent, and/or Board has no authority to act.

**General Grievance** - Students have both the right and the responsibility to express school-related concerns and grievances to the teachers and school administrators.

**Grievance Procedure** - The normal procedure followed by any student regarding a personal grievance is to discuss the matter with the teacher or other person involved. When the nature of the grievance dictates otherwise, the student, upon notifying the teacher directly involved, may request a meeting with the school principal. In the event such grievance is related to the principal, the student may contact the Central Office

to arrange to discuss the matter with an appropriate administrator. Such meetings should be granted within two (2) school days at a reasonable time and place. One faculty member of the student's choice or the student's parent may be present at such meeting.

**Grievance Appeal** - It is expected that most student grievances will be resolved satisfactorily at this level. However, in the event that the grievance cannot be settled by this procedure, then the student through their parents may pursue the grievance to the Superintendent for review and disposition.

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#### **AUTOMOBILE & MOTORIZED VEHICLE USE BY STUDENTS**

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All students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. The privilege to operate a private vehicle on school property will be revoked if safety rules are violated or for sitting in automobiles parked on school property during school hours. Students may be required to present evidence of an Alabama driver's license and proof of current liability insurance before they are authorized to bring a vehicle on school premises.

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#### **HEALTH INSURANCE**

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Students may qualify for Medicaid or All Kids. For more information, contact the school nurse.

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#### **STUDENT ACCIDENT INSURANCE PROGRAMS**

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All students may purchase low-cost student accident insurance from Guarantee Trust Life Insurance Company. This is a service to students and may be participated in on a voluntary basis.

The Board may require a student, in certain curricular or extracurricular areas, to participate in the school accident insurance program or file with the school principal a notarized statement from the student's parent verifying the student is protected adequately against accidents that may occur while participating. Insurance is also made available for all students participating in athletics sponsored by the school. The student athlete shall pay their own insurance. No student athlete shall be allowed to participate in practice or games prior to providing written evidence of purchase of the school-sponsored insurance plan or the notarized parental statement form as noted above. Form 6.79F is required for athletes. Contact your school's athletic director for more information on student-athlete insurance.

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#### **WORTHLESS CHECK COLLECTION POLICY**

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Anyone presenting a check returned by the bank as "NSF" or "Account Closed" will be charged a fee of \$30.00 per NSF check returned. The fees will be payable to the school receiving the bad check. Unless the amount of the NSF check and the \$30.00 fee are collected within the specified time, the holder of the check may assume the check was delivered with the intent to defraud and will be turned over to the District Attorney's Worthless Check Unit for collection and criminal prosecution.

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#### **TEXTBOOK PAYMENT SCHEDULE**

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All textbooks furnished free of charge to students shall remain the property of the State of Alabama and the Board. The parent, guardian, or other person having custody of the student to whom the textbooks are issued shall be held liable for any loss, abuse, or damage to any state-owned textbooks.

Failure to pay for a lost or damaged book will result in a non-issuance of other textbooks. Reimbursement will be made to students who relocate textbooks after payment is made and upon presentation of payment receipt. Such reimbursement will also be made based on the year of adoption payment schedule below.

1 <sup>st</sup> Year of Adoption	2 <sup>nd</sup> Year of Adoption	3 <sup>rd</sup> Year of Adoption	4 <sup>th</sup> Year of Adoption
Original Cost	75% of Original Cost	50% of Original Cost	25% of Original Cost

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**PROGRAM FOR EXCEPTIONAL CHILDREN**

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Services are provided for exceptional children and youth in accordance with federal and state mandates concerning education for the handicapped. Procedures for evaluation and diagnosis are provided to each school within the system.

Section 504 of the Rehabilitation Act of 1973 outlines Parent/Student Rights in Identification, Evaluation, and Placement of students with disabilities. Any parent who has any questions about these Rights should contact the 504 Coordinator, Dr. Fred Abernathy at 256 386 8565.

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**PROGRAM FOR ACADEMIC & CREATIVE ENRICHMENT (P.A.C.E.)**

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities, may refer a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the school counselor or Dr. Fred Abernathy at 256 386 8565 for more information.

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**PARENT/ FAMILY INVOLVEMENT PLAN**

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The following plan has been developed to involve parents in the design and implementation of the Parent/Family Involvement Program in Colbert County Schools. The plan is developed, revised, evaluated, and approved annually as a collaborative effort among all stakeholders: faculty, parents, community and Federal Programs Advisory Committee. The Parental Involvement Plan is approved and adopted by the board and made available to all stakeholders.

- Each school will conduct an annual parental involvement meeting. The meeting will be scheduled at a time convenient for parents and will provide information about the Title I Program and the importance of parents' participation in the school's educational process.
- Parents will be invited to participate in the planning and review of the Title I Plan and Parental/ Family Involvement Plan and Policy.
- Parents will be invited to attend informational sessions that describe and explain the curriculum in use at the school, the forms of academic assessment used to measure students' progress, and the proficiency levels students are expected to meet.
- Opportunities will be available for parents to make suggestions and to participate as appropriate in decisions relating to the education for their children.
- Parent Suggestions regarding the Title I Plan will be seriously considered.

In addition to the District's Parental Involvement Plan, each Title I School will develop a Parent Involvement Plan with the assistance of parents and LEA support, which will provide coordination, technical assistance, and training activities for school staff. The main focus of this and all plans will be to improve student academic achievement and school performance.

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**STUDENT/PARENT/SCHOOL COMPACT COMMITMENT**

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For effective instruction to occur, there must be a cooperative relationship among student, parent, and educator. This relationship may be described as follows:



**Parents Should:**

- Communicate regularly with the schools concerning their student's progress and conduct.
- Ensure students attend daily and promptly report and explain an absence or tardiness to school.
- Notify school authorities of any problem or condition which may affect students.
- Maintain up-to-date emergency contact information.
- Provide needed resources for students to complete class work.
- Discuss report cards and work assignments with their children.
- Attend scheduled parent/teacher conferences.

**Students Should:**

- Attend all classes daily and be punctual in attendance.
- Be prepared to come to class with appropriate working materials.
- Be respectful of all individuals and property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Be clean, neat, and appropriately dressed.
- Be responsible for their own work.
- Abide by the rules and regulations of the school and each classroom teacher.
- Seek changes in an orderly and recognized manner.

**Schools Should:**

- Encourage the use of good guidance procedures.
- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a flexible curriculum to meet the needs of students.
- Promote effective training or discipline based upon fair and impartial treatment of all students.
- Develop a good working relationship among staff and with students.
- Encourage the school staff, parents, and students to use the services of community agencies.
- Promote regular parental communication with the school.
- Encourage parent participation in affairs of the school.
- Seek to involve students in the development of policy.
- Endeavor to involve the entire community in the improvement of the quality of life within.
- Notify parents, if possible, when students are absent.
- Bring to the attention of parents any problem or condition which exists with their children.

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**CURRICULUM & INSTRUCTION**

Colbert County Schools provides a challenging curriculum with supportive learning environments that promote shared involvement between the district, parents, students, and stakeholders. The board understands that all students should have an equal opportunity in the pursuit of education; thus, the Board will make every attempt to balance the school system's educational programs to provide for the varied interests and needs of all students and to provide the appropriate courses required by law and by the State Board of Education policies and resolutions.

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**CURRICULUM TRANSPARENCY "PARENTS RIGHT TO KNOW" ACT 2024-35**

The Colbert County Board of Education posts all state adopted curriculum used in our classrooms at [www.colbertk12.org](http://www.colbertk12.org) in compliance with ACT 2024-35. Parents may request curriculum and materials for review by contacting the central office and following the adopted process.

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## **ELEMENTARY SCHOOL CURRICULUM**

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Listed below are examples of subjects taught at the elementary level:

- |           |           |                 |                         |
|-----------|-----------|-----------------|-------------------------|
| - Reading | - Health  | - Mathematics   | - History and Geography |
| - Music   | - Science | - Language Arts | - Physical Education    |

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## **ALABAMA LITERACY & NUMERACY ACTS**

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Colbert County Schools is in compliance with the Alabama Literacy Act and Alabama Numeracy Acts at the elementary level. Student academic achievement may result in grade retention. For more information on these Acts contact school administration.

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## **JUNIOR HIGH CURRICULUM**

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Listed below are examples of subjects taught at the junior high level:

- |           |                |                  |                                   |
|-----------|----------------|------------------|-----------------------------------|
| - Reading | -Beginner Band | - Language Arts  | - Physical Education              |
| - Science | - Mathematics  | - Social Studies | - Intro to CTE/Career Exploration |

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## **HIGH SCHOOL CURRICULUM**

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Courses in English, mathematics, science, and social studies are part of the general curriculum. Dual Enrollment college courses, advanced mathematics, advanced science, advanced English, Spanish, and AP computer science are also options for students who want and need the most challenging courses available. Electives including art, drama, music, physical education, and drivers' education are available. Career and Technical education courses are offered throughout high schools in the district. These courses guide students towards career opportunities for entry into the world of work after targeted, specialized training through technical or junior college programs. The Board of Education makes every effort to meet the curricular needs of all students, whether they choose to pursue post-secondary education, serve our country through the military, or directly enter the workforce upon graduation.

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## **ACADEMIC COMPETITIONS**

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Regular academic competitions positively affect both attitudes toward learning of the participating students and the knowledge base to which they are exposed. Junior and senior high school teams participate in tournaments within the school district, which test students' knowledge of mathematics, science, social studies, geography, and English. Schools also participate in regional competitions.

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## **STUDENT GOVERNMENT**

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

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## **STUDENT PUBLICATIONS**

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Education is the process of inquiry and learning, acquiring and imparting knowledge, and exchange ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the student body.

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## **IMMUNIZATION REQUIREMENTS**

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All students entering grades Pre-K through 12 of Alabama's public or private schools are required by law to provide the appropriate Alabama Certificate of Immunization to the school. This documentation is necessary to ensure that our students are protected against vaccine-preventable diseases. All immunization records must be kept up to date. Parents or guardians will be notified when certificates expire.

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## **STUDENTS WITH SEVERE HEALTH PROBLEMS**

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Students with potential life-threatening illnesses or conditions, (such as asthma, seizures, severe allergic reactions, hemophilia, diabetes, cardiac conditions, or any other condition the doctor recognizes as life threatening), should have an emergency health care plan on file at the school. Parents should notify the teacher or school nurse if an emergency plan is needed. The school nurse will meet with the parent to develop the emergency health care plan.

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## **STUDENT MEDICATION**

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All medications to be administered at school must be brought to the school office by the student's parent or guardian and safeguarded in a locked area as designated by the principal and school nurse. The ALSDE Prescriber/Parent Authorization form (PPA) must be completed for any medication administered in the school setting and will NOT be administered until this form is submitted.

- The parent/guardian or a designated responsible adult shall deliver all medication to be administered during the school day to the school nurse or personnel designated by the school nurse. Medications should never be brought to school by the student. This is to ensure the safety of all students.
- Prescription medications must be in the original container with a current pharmacy prescription label attached. The Prescriber/Parent Authorization form (PPA) must be completed and signed by the physician and the parent/guardian.
- Nonprescription medications must be provided by the parent in a new, unopened, sealed container identifying the medication name, dosage, and manufacturer's labeling. The Prescriber/Parent Authorization form (PPA) must be completed and signed by the physician and parent/guardian.
- The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
- The parent/guardian must provide the school with a new Parent/Prescriber Authorization (PPA) if the medication orders or dosage are changed during the school year. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, time, etc.). Changes to the medication orders by a parent/guardian will not be accepted.
- The parent or guardian will be notified when their child's medication becomes out of date. Expired medications will not be given at school. Expired medications will need to be picked up by the parent/guardian or will be disposed of by school personnel after 14 days.
- Parents/guardians shall pick up student medication at the end of the school year. Medications left at school after the course of administration or at the end of the school year will be disposed of by the school nurse. No medications will be kept through summer.
- No aspirin or aspirin containing medication (salicylate) will be given to children or teenagers under the age of 18 years of age, unless prescribed by a physician.
- Natural remedies, herbs, and nutritional supplements may not be administered by school personnel without an explicit order from an authorized prescriber that includes parent authorization and verification that the product is safe to administer to children in the prescribed dosage with reasonable information regarding therapeutic and untoward effects.
- Student self-administration of medication for a documented chronic health condition will be authorized if conducted in compliance with the State Department of Education, Alabama Board of Nursing, and the Colbert County Board of Education guidelines. The school nurse will verify all orders before students are allowed to carry and self-administer medications.
- Colbert County Schools follows the Alabama Board of Nursing and State Department of Education guidelines for the administration of medications to students.

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## PREVENTION & WELLNESS

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With the frequency of communicable diseases on the rise, Colbert County Schools adheres to the following regarding exclusion periods for sick students, as well as some preventative tips. Please adhere to these guidelines and make note of the suggested habits. For the most current information, visit [www.flu.gov](http://www.flu.gov) or call 1-800-CDC-INFO. Let's work together to keep our school, community, and our homes as healthy as possible.

- Please do NOT send students to school with:
  - Fever over 100.0 within the last 24 hours - Must be fever free without medication
  - Vomiting or diarrhea within the last 24 hours
  - Continuous coughing not relieved with cough medicine
  - Strep Throat - Students may return 24 hours after starting antibiotics
- Please remember to notify the School Nurse or Office if your student has a contagious illness and check with the School Nurse or your doctor about other illnesses.

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## PARENT ACCESS TO STUDENT GRADES & ATTENDANCE

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Parents may access their student's attendance, grades and information at any time by logging into the PowerSchool Parent Portal. Access can be located at [www.colbertk12.org](http://www.colbertk12.org).

Report Cards are for the purpose of transmitting an evaluation of student progress to students and their parent(s). Report cards shall be issued at least four (4) times during the scholastic year to all students enrolled in grades K-12 in the schools of the school system. At the end of the school year, students or their parent may pick up a copy of the report card from the school, or access it digitally via the PowerSchool Parent Portal. For access to the parent portal to view your child's grades during the school term please contact the school counselor.

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## UNIFORM GRADING SCALE

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A numerical system will be used as the uniform grading scale as indicated. The key to grades will be listed on the report cards. Each teacher should have a minimum of six major grades per nine-week grading period.

A	B	C	D	F
90-100%	80-89%	70-79%	60-69%	0-59%
Superior	Above Average	Average	Below Average	Failure

Report Card Grades			
Kindergarten	+ = Can Perform Task    N = Needs Improvement    - = Cannot Perform Task		
Grades 1 - 2	Letter & Number Grades	Language, Reading, & Math	
Grades 3 - 4	Letter & Number Grades	Language, Reading, Math, Science, & Social Studies	
Grades 5-12	Letter & Number Grades	All Subject Areas	

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## GRADE CALCULATIONS

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Grade calculations are configured in PowerSchool prior to the start of the academic year per the following:

Grades K-6				
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Final Yearly Average
25%	25%	25%	25%	100%

Grades 7-12 Regular, Year-Long Course if Student TAKES Final Exam					
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Final Exam	Final Yearly Average
22.5%	22.5%	22.5%	22.5%	10%	100%

Grades 7-12 Regular, Year-Long Course if Student EXEMPTS Final Exam					
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Final Exam	Final Yearly Average
25%	25%	25%	25%	0%	100%

Grades 7-12 Semester-Long Course* if Student TAKES Final Exam			
Quarter 1	Quarter 2	Final Exam	Final Yearly Average
45%	45%	10%	100%

Grades 7-12 Semester-Long Course* if Student EXEMPTS Final Exam			
Quarter 1	Quarter 2	Final Exam	Final Yearly Average
50%	50%	0%	100%

*\* Examples of Semester-long courses include: Government, Economics, Health, Dual Enrollment, etc.*

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## GRADING SCALE FOR CREDIT-BEARING COURSES (SECONDARY)

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Specified AP, Dual Enrollment, Honors and/or Advanced courses will be weighted on the GPA. Advanced Placement and Dual Enrollment courses offer students the opportunity to take college-level courses as a part of their high school curriculum. Honors and advanced courses offer a more rigorous curriculum. The weighting of these courses is designed to encourage students to enroll in more advanced courses, if appropriate.

- Numeric, weighted GPAs (NOT Quality Points, weighted GPAs) will be used in determining class rankings including Valedictorian and Salutatorian.
- Only passing grades are weighted and grades on the report card and transcript are the actual grades without weighting.
- Students who do not pay for dual enrollment credit, but take the class are still eligible for the weighted grade provided they fulfill all requirements of the class including final exam.
- Students not approaching the curriculum as a college student without being instructed in intervention tiers or remediation will not receive weighted credit.
- For weighted classes, standard GPA may be above 4.0 and numeric GPA may be above 100.
- Quality Points GPA Calculation for approved AP, Dual Enrollment, Honors and Advanced classes
  - Specified AP or Dual Enrollment courses will be weighted by 1 on the standard GPA.
    - For example, an A weighted by 1 counts as 5 quality points, a B counts as 4, a C counts as 3, and a D counts as 2.
  - Specified Advanced or Honors courses will be weighted by .5 on the standard GPA.
    - In this case an A weighted by .5 counts as a 4.5 quality points, a B counts as 3.5, a C counts as 2.5, and a D counts as 1.5.

- Numeric GPA calculation for approved AP, Dual Enrollment, Honors and Advanced classes
  - Specified AP or Dual Enrollment courses will have 10 points added to the final grade used for calculating the numeric GPA.
  - Specified Advanced or Honors courses have 5 points added to the final grade used for calculating the numeric GPA.
- The district-approved list of weighted courses may be obtained from school counselors.
- Each high school will accommodate colleges and universities based on their preferred GPA, whether weighted or unweighted.
- For students who transfer into Colbert County Schools from another school system, weight shall be assigned to Honors, Dual Enrollment, and AP courses completed at the sending school unless the courses were already weighted at the sending school.

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## **EXAM EXEMPTIONS**

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Final Exam exemption conditions for students in Grades 7-12:

- An average of 90 or above with no more than 4 absences, for a semester-long course, or 8 absences, for a year-long course, during the school year.
- An average of 80-89 with no more than 3 absences, for a semester-long course, or 6 absences, for a year-long course, during the school year.
- An average of 70-79 with no more than 2 absences for a semester-long course, or 4 absences, for a year-long course, during the school year.
- An average of 60-69 with no more than 1 absence for a semester-long course, or 2 absences, for a year-long course, during the school year.
- Student eligibility for exemption will be determined by the teacher in each class on the basis of the yearly average and the number of absences from the class during the year.
- Absences due to participation in official school sponsored activities are not to be included in the number of absences counted for exemption purposes.
- Any student suspended (out-of-school suspension or expulsion) for any reason will not be eligible for an exemption in any class, unless waived by the Exemptions Incentive Guidelines.
- Exemption Incentive Guidelines
  - 11<sup>th</sup> Grade – May exempt all classes in which they have a passing grade with a composite score of 21 on the ACT w/writing and not exceeded 10 total all day absences.
  - 12<sup>th</sup> Grade – May exempt all classes in which they have a passing grade by Benchmarking on the ACT Workkeys and not exceeding 10 total all day absences.
- Students who qualify for an exemption in a class may at their own choosing take that examination. However, if they choose to do so, the examination score will count toward the student's yearly average.
- Students who miss more than ½ of a class period for any reason, other than official school participation absences, will be counted absent from the class for exemption purposes. The teacher of the class will make this determination.

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## **PROMOTION & RETENTION**

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**Grades K-6** The Board has determined that the decision regarding promotion/retention in elementary school is best made by school administration, and the student's teachers. Each case should be considered individually and a decision made which is based upon the best interest of the student. To help provide consistency throughout the district, the Board has established guidelines located in School Board Policy. Any exception to guidelines should be carefully weighed giving due consideration to the probability of success at the next grade level and what benefit may be gained by retaining the student. Kindergarten students may be retained only upon approval/agreement of the student's parents.

**Special Education** Promotion of any student in a special education program, with the exception of gifted students, must be based on the student's accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement, i.e., for a special education student to be placed at the 6th-grade level, they must have been enrolled in school for at least 5 years.

**Grades 7-8** The Board has determined that the decision regarding promotion/retention in grades seven and eight is best made by school administration, and the student's teachers. Each case should be considered individually and a decision made which is based upon the best interest of the student. To help provide consistency throughout the district, the Board has established guidelines located in School Board Policy.

***\*Each case for retention in grades K-8 grade must be reviewed by a local school committee consisting of school administration, student's teachers, and counselor.***

**Grades 9-12** Twenty-six (26) units of credit are required for graduation. If not otherwise stated, all courses for the advanced diploma requirements will be at the advanced level. Homeroom placement criteria:

10 <sup>th</sup> Grade Homeroom	Students must have earned at least 6 Carnegie Units
11 <sup>th</sup> Grade Homeroom	Students must have earned a cumulative total of at least 13 Carnegie Units
12 <sup>th</sup> Grade Homeroom	Students must have earned a cumulative total of at least 20 Carnegie units and be on track to graduate during their 12 <sup>th</sup> Grade scholastic year

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#### **VALEDICTORIANS, SALUTATORIANS, & HONORS GRADUATES**

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To be eligible for Valedictorian and Salutatorian, students must be on track towards an Alabama High School Diploma with Advanced Academic Endorsement in grades 10 through 12, which shall include:

- 4 units of English to include highest-level offered at the school in grades 10 through 12
- 4 units of Social Studies to include all appropriate, required courses per the Alabama Course of Study.
- 4 units of science to include Biology, Chemistry and/or Physics.
- 4 units of Math to include Geometry, Algebra I w/Probability, Algebra II w/Statistics, Math Elective. (Pre-Calculus, Dual Enrollment math, Computer Science, and/or state-approved elective)
- A minimum of 1 year of the same Foreign Language.
- All designated courses (including half units) offered by a local high school shall be eligible for the calculation determining class standing or overall average, except "aide" courses (Student Aide).
- Candidates must have been enrolled at the local high school for one-full school year prior to the date of their graduation.
- The standing of the candidates shall be computed on a numerical basis (including weighted grades when applicable) up to and including the second nine weeks of the senior year.
- If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. Provided the school will not or cannot provide numerical grades, said student's letter grades will be converted to numerical grades at the midpoint of the grading scale approved for use by high schools of the district.
- All final course grades (excluding "Aide" courses) shall be averaged to determine the overall grade average. The student with the highest overall grade average shall be Valedictorian, with the second highest being named Salutatorian. GPA shall be carried three places to the right of the decimal.
- Extraordinary situations or circumstances that may arise will be resolved by school administration.
- All high schools will maintain a common list of courses to be excluded in determining overall GPA.

**Honors Graduate Criteria:**

- Candidates must have an overall grade average of at least 90.
- Candidates must be eligible to receive an Alabama High School Diploma with an Advanced Academic Endorsement recognized by the school district.
- In determining the overall grade average for Honor Graduates, all final course grades through the second nine weeks of the senior year will be averaged. The grade average shall be carried 2 places to the right of the decimal point and if the last number is 5 or more, the preceding number is raised to the next higher number.
- Candidates must meet any additional requirements approved by the high school.

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**GRADUATION EXERCISES PARTICIPATION ELIGIBILITY**

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The Board authorizes high school administration and appropriate staff members to design and implement graduation ceremony exercises for their schools. Eligibility criteria for participation in graduation exercises:

- Diplomas are only awarded to students meeting the Carnegie Unit criteria established by the Board.
- All students must complete the required number of Carnegie Units for graduation or complete requirements for an Attendance Certificate in order to participate in graduation exercises.
- Any student not meeting the Carnegie Unit requirements cannot march.
- Special Education students, with the exception of the gifted and the speech-impaired, may participate in graduation exercises provided they are eligible to receive a Graduation Certificate or Diploma.
- Students must have no outstanding balances owed to the school to participate in graduation exercises.

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**STUDENT CLUBS & ORGANIZATIONS**

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All school-sponsored clubs and organizations shall be sponsored by a member of the faculty and approved by school administration. All school-sponsored clubs shall have a constitution approved by the Student Council and/or school administration.

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**EXTRACURRICULAR ACTIVITIES**

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Extracurricular activities participation eligibility:

- Students entering Grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of 6 new subjects including the 4 core subjects composed of English, science, social studies, and mathematics with a composite numerical average of 70.
- Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least 5 new subjects with a minimum composite numerical average of 70 in those 5 subjects and must have been promoted to the next grade.
- Students entering the 7th grade for the first time are eligible.
- Physical education may count as only 1 unit per year.
- No more than 2 Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
- Students eligible at the start of the academic year remain eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school.
- Ineligible students may not become eligible after the fifth school day of each semester. For athletic eligibility, bona fide transfers will be assessed according to AHSAA Rules & Guidelines.
- Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.



- Any student earning more than 4 credits in the core curriculum in any given year or accumulating a total in excess of the required 4 per year may be exempt from earning the 4 core courses in the succeeding year as long as that student remains on schedule for graduation with their cohort by earning 8 core credits over any two-year span, including summer school.

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### **SCIENCE SAFETY CONTRACT**

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Schools utilize methods, resources, and materials from the Alabama Math, Science and Technology Initiative (AMSTI). For the safety of all, the following minimum lab safety rules must be followed:

- Students should conduct themselves in a responsible manner at all times in the laboratory.
- Follow all written and verbal instructions carefully.
- Never work alone. No student may work in the laboratory without an instructor present.
- Students should not touch equipment, chemicals, or other materials in the until instructed to do so.
- Do not eat food, drink beverages, or chew gum in the laboratory.
- Perform only those experiments authorized by the instructor.
- Horseplay, practical jokes, and pranks are dangerous and prohibited in the classroom and Lab.
- Know the locations and operating procedures of all safety equipment.
- Be alert and proceed with caution at all times, notifying the instructor immediately of any observed unsafe conditions.
- If chemicals, heat, or glassware are used, students must use safety goggles. No Exceptions!
- Contact lenses should not be worn in the laboratory unless granted permission by the instructor.
- Dress properly during laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals.
- Always ask the instructor for help using unfamiliar pieces of equipment.
- Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately.

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### **SUBSTANCE ABUSE TESTING POLICY**

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Recognizing that participation in extracurricular activities is a privilege and not a right, students enrolled in Colbert County Schools, grades 7-12, may be required to submit to a random, unannounced screening for alcohol, drugs, and tobacco. The list of students in the random drug testing program list will be updated periodically. Students whose names appear on this list will be notified and requested to report to the designated collection site for substance screening immediately. A student checking out of school prior to being selected for testing or absent from school the day the test is being administered may be required to be tested the first day they return to school. All testing will be performed in accordance with local, state, and federal laws and procedures that are developed by the Superintendent for approval by the Board.

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### **STUDENT CONDUCT**

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Colbert County Schools believes a uniform code of conduct for students is important to the pursuit of academic excellence in order for students to experience meaningful learning. This can only be accomplished in schools where the environment is free from distraction caused by disruptive behavior.

Creating such an environment requires the cooperation of the parents, students, Board of Education, and all employees of the school system. A consistent set of behavior standards to establish and maintain a positive learning environment is critical to student success.

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### **Student Due Process Act 2024-262**

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Following an alleged violation of the student code of conduct or a violation of state law that results in a recommendation for the long-term alternative school placement of more than 15 days, long-term suspension for more than 10 days, or expulsion of a student, formal due process will be afforded.

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## STUDENT CODE OF CONDUCT

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**Parent Responsibility** - The Board hereby advises parents/guardians/custodians of their responsibility for the conduct of their child(ren) based on *The Code of Alabama, 1975, §16-28-12*, as amended. These laws have important implications for parents and students of the School District. *The Code of Alabama, 1975, §16-28-12*, as amended, reads as follows:

- a) "Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100.00) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.
- b) Omitted
- c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of education of the school system in which the suspected violation occurred. The Superintendent or designee shall report such suspected violations to the District Attorney within 10 days. Any principal or Superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public schools."

In an effort to implement and communicate the basic principles of these laws, the board adopts the following operational procedures:

1. Parents/guardians/custodians and students shall be informed of the intent of *The Code of Alabama, 1975, §16-28-12*, as amended, through the printing of the basic principles in student handbooks and/or in school newsletters. Such information is to be communicated at the beginning of each school year. The basic principles are as follows:
  - a. Parents/guardians/custodians must enroll their children who are between the ages of 6 and 17 and are required to attend school.
  - b. Parents/guardians/custodians are responsible for the regular attendance of their children.
  - c. Parents/guardians/custodians are responsible to see that their children properly conduct themselves in accordance with the policies of the Board related to student behavior.
  - d. Parents/guardians/custodians should be informed that inappropriate conduct or behavior on the part of their child(ren) may result in suspension of the child from school and after the fourth such suspension, the parent will be reported to the Superintendent and District Attorney by school administrators.
  - e. Parents/guardians/custodians will be subject to prosecution by the District Attorney after the fourth suspension of their child pursuant to *The Code of Alabama, 1975, §16-28-12*, as amended.
  - f. Parents/guardians/custodians will be referred to the District Attorney's Office on the first or

- second suspension of their child if, in the opinion of the principal, the offense committed by their child warrants such action.
2. School principals and/or the Superintendent are responsible for reporting violations of these suspensions to the District Attorney's office. School principals and/or the Superintendent are hereby informed that the intentional failure to report a suspected violation of this Act may result in being charged with being guilty of a Class C misdemeanor. Such reports shall be made on the School District's Notification of Suspension Form.

**Damages To School Property** - In accordance with Legislative Acts 94-784 and 94-819, parents, guardians, and custodians are liable for damages to school property caused by their child(ren) in an amount up to \$1,000.00.

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## STUDENT ATTENDANCE

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- **School Day Absence** Non-attendance for more than 50% of the regularly scheduled school day. Students must be present more than 50% of the scheduled school day to be counted.
- **Class Absence** Non-attendance for more than 50% of a regularly scheduled class. To be counted present, a student must be present more than 50% of the scheduled class time.
- **Elementary Students** All students are expected to be in attendance each day unless they are ill or an emergency arises. Students must be in attendance 160 (no more than 15 absences per school year) days in order to receive credit for academic work. In extraordinary circumstances, a student's attendance record may be reviewed by the school attendance committee to determine eligibility for credit for the year's work and promotion to the next grade.
- **Secondary (High School) Students** All students are expected to be in attendance each day unless they are ill or an emergency arises. Students in grades 7-12 may not be absent more than 15 days in any class for which they are given credit. In extraordinary circumstances (i.e. extended illness or hospitalization), a student may appeal to the school attendance committee for a waiver to this policy.
- **Written Parental Excuse** Required In accordance with State Law, a parent, guardian, or custodian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a written excuse from home within 3 days following the absence signed by the student's parent/guardian/custodian for each absence and present it to the principal or designee.
- **Doctor's Excuses or Legal Documentation** For students in grades K-12, the following guidelines will be used during each school year for absences to be excused:
  - 10 days excused with home notes per school year. Maximum of 5 home notes per semester
  - All other excuses must be signed by a doctor or legal documentation provided from court where the student's attendance in court was commanded by the court and not necessitated for the reason that the student and/or a member of the student's immediate family initiated the civil action for his/her own benefit must be presented by the parent/guardian.
  - All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

## Excused Absences

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All student absences shall be designated as either excused or unexcused by school administration or designee. In accordance with Alabama law, a student shall be excused for an absence when:

- Student is too ill to attend school
- Emergency conditions as determined by the Superintendent or School Administrator
- Absence with prior permission of administration/designee and consent of parent/guardian/custodian.
- Inclement weather, which would be dangerous for students to attend school as determined by the Superintendent or school administration

- Death in the immediate family (defined as father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, nephew, niece, grandparent, uncle, aunt)

### **Unexcused Absences**

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Absence for reasons other than those defined shall be considered unexcused.

### **Absentee Referrals**

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Homeroom teachers shall refer all cases of known truancy, parental neglect, and chronic absenteeism to the school administration or designee. School administrators or designees shall refer students to the Attendance Supervisor in accordance with the Truancy and Early Warning Prevention Program, under this cover.

Students taken into custody by officers in compliance with the County Truancy and Juvenile Delinquency Prevention Program shall be reported to the Attendance Supervisor by administration or designee.

### **Make-Up Work - Excused Absences**

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Students absent for any excused reason shall be allowed to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

- Elementary- Parents/guardian/custodian shall be responsible for arranging necessary make-up work.
- High School- Students shall be responsible for contacting the teacher(s) to arrange make-up work.
- Time Limit on Work Assigned/Missed During Excused Absences- Arrangements must be made with the teacher to complete exams, homework, papers, projects, etc. missed or assigned during excused absence(s) must be made within three days after returning to school. Normally, arrangements and make-up work must be completed within a total of five (5) school days; however, for long-term absences, additional days to make up the work may be approved by school administrators.
- Time Limit on Work Assigned Prior to Excused Absences – Exams, homework, papers, projects, etc. assigned prior to an excused absence(s) are due the date the student returns to school. However, school administrators may approve additional days to make up work for long-term absences.

### **Make-Up Work - Unexcused Absences**

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Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, class work, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeros to students absent for unexcused reasons on an automatic basis; zeros may be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.

### **Tardiness**

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Students are tardy to school when they fail to report “on time” to their first class when the bell begins to ring to start the school day. When tardy to school, students should report to the attendance office for the tardy to be documented and a tardy slip to be issued. An unexcused check-in during the 1<sup>st</sup> scheduled class will be counted as a tardy to school and may lead to a Saturday School assignment.

A student is tardy to class when they enter the classroom after the tardy bell BEGINS TO RING. To be counted “on time”, students should be seated and ready to begin class.

- Students are allowed 3 tardies to each class per semester.
- 3 unexcused tardies in any class will be counted as an unexcused absence.
- On the 4th tardy to any class, students will be assigned 1 day of Saturday School.
- After the 5th tardy in the same class, students will be assigned 1 day of Saturday School for each future tardy.

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**Check-Ins/Outs**

Any student checking in/out of school should bring a note of explanation at the time of the check-in and/or check-out within three days thereafter to be filed in the principal's office or another designated area. Check-ins and check-outs should be kept to a minimum.

- Students are allowed to check-in/out a total of 5 times per semester by calling their parent/guardian.
- After the 5th check-in/out, a parent/guardian must check-in/out the student in-person.
- The school office must speak with a parent or guardian to grant permission for student check-in/out.
- Students must sign a check-in or check-out form before leaving school.
- Students may not check-in or check-out of school and remain on school campus.
- Unexcused check-ins during 1st period will be counted as tardies and may lead to Saturday School assignment. Students must check-in/out through the school office in compliance with Board Policy.

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**Perfect Attendance**

A Perfect Attendance Certificate shall be awarded to students who have attended school every day for the entire day during the school year, i.e. no tardies, no check-outs, etc.

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**School Participation Absences**

Students absent from school because of participation in official school-sponsored activities shall be marked present and allowed to make up work. Students absent from school for an excused or unexcused reason shall not participate in any school extracurricular or co-curricular activities for the day (athletic contest, cheerleading, scholars bowl, etc.), except in extenuating circumstances determined by school administrators.

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**Religious Absences**

Students will be excused for official religious instruction when the student's parent, guardian, or custodian notifies the principal in advance for the student to be absent for this purpose. Students shall be allowed to make up work missed during such absences. Documentation may be requested by the principal.

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**Early Warning Truancy Prevention Program**

In order to comply with Legislative Acts, 93-672 and 94-782, the Board has established the following procedures to monitor and reduce the number of absences by students. Student absences must be explained in writing by the parent/guardian/custodian on or before the 3rd day after each absence. In the event no explanation is given, or based on Board Policy, the explanation is not excusable, the absence will be recorded as unexcused.

Early Warning Truancy Prevention Program Steps:

1. After the 1<sup>st</sup> unexcused absence, the student and parent will receive a warning from school administration, a copy of Colbert County Schools' Attendance Policy, and a copy of the Alabama Compulsory School Attendance Law through the school district's automated communication platform.
2. After the 3<sup>rd</sup> unexcused absence, the parent and student will be notified of the consequences of additional unexcused absences through the school district's automated communication platform.
3. After the 5<sup>th</sup> unexcused absence, a conference shall be held by school administration and/or attendance officer with the parent and student.
4. After the 7<sup>th</sup> unexcused absence, the parent and student shall be referred to the Colbert County District Attorney's Office for truancy violations.

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**DRESS CODE**

The Board and administration recognize the importance of personal rights and privileges of each individual student. However, the Board equally recognizes that individual rights stop where the rights of the group (the school) begin, and no student has the right to dress or appear in such a manner that is disruptive to the teaching-learning process. The Board strongly believes it is the responsibility of students and parents/guardians to use reason, good judgment, and common sense for dress and physical grooming.

Therefore, the following dress and appearance standards are applicable in all schools of the School District. Local school personnel are expected to enforce the standards with firmness and fairness in an effort to foster the orderly operation of the schools. The standards are as follows:

- Clothing should not be excessively soiled, torn, or ragged.
- Clothing must be worn in the manner that it was designed to be worn (e.g., clothing may not be worn backward, inside-out, or undone).
- Students must wear shoes or sandals at all times. Shoes which mark or damage floors will not be permitted. No roller, or skate shoes are allowed. (House slippers are prohibited).
- Clothing should not be excessively revealing. Prohibited items may include midriff shirts, tube tops, spandex, mesh, sheer, fishnet garments, backless tops, strapless tops, spaghetti straps, tank tops, halter tops, or pajamas. Gym shorts, spandex/bike shorts and other similar type shorts are prohibited. Under garments shall not be visible at any time.
  - Shorts, dresses, skirts should not be shorter than a credit card's length above the knee (3")
  - Straps on sleeveless tops should be at least a credit card's width (2")
  - Shirts with sleeves cut away, drooping armholes, or that expose a large area under the arm are prohibited unless worn with an undershirt.
  - Leggings, tights, and yoga-style pants may be worn as long as the student's backside/bottom area is completely covered.
  - Mesh items may be permitted if the clothing underneath meets dress code.
  - Students shall not wear pants/shorts that, when fastened, sag, are baggy, or fit below the waist (not sagging or revealing the student's underwear). All pants/shorts must fit around the waist and be properly fastened and should not have holes higher than 3" above the knee revealing skin.
  - Lounge/pajama clothes are not to be worn in school. With administrative approval, special clothing days may be allowed.
  - Dark glasses may be worn in the school building only with a doctor's prescription.
  - Body piercings shall be limited to the ears and nose rings only. Tongue rings, lip pins, or other similar items are prohibited. Teeth ornaments, otherwise known as grillz, or other similar items are prohibited on campus during the regular school day or partial school day.
  - Clothing shall not display writing or symbols deemed by a school administrator as vulgar/profane, offensive, sexually suggestive, gang related, violent/threatening, or that advertises tobacco, alcohol, or drugs.
  - Students shall not wear hats, caps, hoods, athletic headbands, combs, picks, toboggans, bandannas, scarves, or other similar items that cover the student's head while inside the school building(s) except for a medical purpose. With administrative approval special cap or hat days may be held.
  - Bandanas are not to be brought to school. Any paraphernalia that can/does denote gang affiliation shall not be worn.
  - When the dress or appearance of an individual student disrupts the orderly teaching learning process or is unsafe, the principal has the authority to take disciplinary action.
  - Garments or accessories that have chains, spikes, or any other potentially dangerous attachments are not allowed.

School administrators will make the final determination as to whether or not student apparel is compliant with the dress code. Student and parent cooperation is expected and appreciated. The administration reserves the right to address individual instances of inappropriate dress or grooming that are not covered by these guidelines. Any classes missed due to a dress code violation is unexcused.

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## **DRESS CODE INFRACTIONS**

Students arriving to school outside of the Dress Code will be given an opportunity to call parents to bring an item within the dress code. Students unable to reach a parent or if a parent is unable to provide clothes, the student will be placed in In-School Suspension for the remainder of the school day for the first offense. For the 2<sup>nd</sup> offense and following, within the same school year, the student will be placed in out-of-school suspension for a minimum of 1 day.

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## **STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES**

The possession of cellular telephones, other personal electronic/communication devices during the school day by students is allowed. However, the use of personal, wireless communication devices by students is prohibited on school grounds during the hours of 7:30 a.m. to 3:00 p.m., or while students are being transported on a school bus, except as provided for herein.

Personal, wireless communication devices include, but are not limited to: cellular devices (phones, watches, etc.), email devices (laptops, chrome books, iPad, etc.), headphones (wireless and wired) or any other electronic communication device. School administration or their designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Students may connect their personal communication device at appropriate times to the district's wireless network but only according to the district's Acceptable Use Policy. School administration and teachers will also have the authority to further restrict or deny the use of personal communication devices by any student to prevent misuse, abuse, or violation of the school rules regarding the use of such device.

The Board assumes no responsibility for theft, loss, or damage (physical or digital corruption related to any connection to the district's network) to any personal communication device. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, Board policy, student code of conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

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## **CLASSIFICATION OF VIOLATIONS & DISCIPLINE**

Violations of the Code of Conduct are classified as: minor, intermediate, or major offenses. Each classification follows a disciplinary procedure to be implemented by the school administration or designee.

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### **Procedures For the Administration of Formal Disciplinary Action**

In the following classes of violations and disciplinary procedures, it is understood school administration or designees shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation, and disciplinary action to be taken.

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### **Requirement To Distribute Code of Conduct to Parents**

In accordance with Legislative Acts 94-782 and 94-784, the Board requires that this Code of Conduct be printed annually in local school student/parent handbooks for distribution to parents and students.

Each classroom teacher will deal with general classroom discipline by taking appropriate in-class disciplinary action, such as making a personal call to the parent(s)/guardian(s)/custodian(s) when feasible and/or by scheduling conferences with the parent(s)/guardian(s)/custodian(s) and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the principal or designee. Failure to bring notebook, pencil, books, or required materials and equipment to class; refusal to do homework, or refusal to work in class are not cause for disciplinary referrals to the principal or designee. Parents/ guardians/custodians of students who consistently exhibit poor work habits should be notified by school personnel.

## Minor Offenses – Class I

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- 1.01 Excessive distraction of other students** Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction. Examples: talking excessively, interrupting class functions, or provoking other students.
- 1.02 Illegal organizations** Any participation in fraternities, sororities, and secret societies.
- 1.03 Threat, harassment, or intimidation of a student** The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such harm is likely to occur.
- 1.04 Gambling** Any participation in games of chance for money and/or other things of value.
- 1.05 Tardiness** Reporting late to school or class.
- 1.06 Use of Profane or Obscene language**
- 1.07 Non-Conformity to Dress Code**
- 1.08 Minor Disruption on a School Bus**
- 1.09 Inappropriate Public Display of Affection** Interpreted as any physical contact such as hand holding, arms around waists, etc., on school premises or at school functions on or off campus.
- 1.10 Unauthorized Absence from Class or School**
- 1.11 Intentionally providing false information to a Board employee including, but not limited to, forgery of parent(s) name(s); intentionally providing false information to parents, such as changing grades; intentionally providing false information during an interrogation of an incident as described in the Code of Conduct.**
- 1.12 Repeated refusal to complete class assignments and failure to bring required instructional materials to class.**
- 1.13 Vehicular Violations** Violation of Alabama traffic laws, and/or rules and regulations formulated by local school officials; no driver's license; no current liability insurance.
- 1.14 Other Violation** Any other violation which administration may deem reasonable to fall within this category

## Administrative Responses to Minor Class I Offenses

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May include but are not limited to the following:

- Student conference
- Parent contact(s)/conference(s)
- After-school detention
- Suspension from school/bus
- Out-of-school suspension not to exceed 3 days
- Corporal punishment
- Assignment to in-school suspension, Saturday school or C.L.A.S.S.
- Revocation of vehicle use privilege on school campus.

## Intermediate Offenses - Class II

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- 2.01 Defiance of Board employee's authority** Any refusal to comply with a lawful and reasonable directive or order of a Board employee, or violation of any local school or Board policy.
- 2.02 Possession, control, or use of tobacco products** The possession, control or use of any tobacco products, including VAPES while under school jurisdiction on campus or a school function off campus.
- 2.03 Battery upon students** The actual and intentional pushing or striking another student against the will of the other person(s), or the intentional causing of bodily harm to an individual.
- 2.04 Vandalism** Intentional and deliberate action resulting in damages of a value of less than \$200, to



public property or the real or personal property of another.

- 2.05 Stealing - Larceny - Petty Theft** The intentional, unlawful taking and/or carrying away of public or privately owned personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.
- 2.06 Possession of stolen personal property with the knowledge that it is stolen**
- 2.07 Threats – Extortion** The verbal or by a written, printed or telecommunication of a malicious threat of injury to the person, property or reputation of another, with the intent to extort money or any advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will. NOTE: Completion of the threat, either by the victim complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.08 Trespassing** The willful entering or remaining in any structure, conveyance, or property of another without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart the premise and the trespasser refuses.
- 2.09 Possession of fireworks or firecrackers**
- 2.10 Offensive touching of another person against the will of the other person**
- 2.11 Written or verbal propositions to promote sexual acts**
- 2.12 Use of obscene manifestations (verbal, written, physical) toward another person**
- 2.13 Leaving local school premises without permission**
- 2.14 Cheating on class assignment(s)**
- 2.15 Using electronic communication device on school property (cell phones, pagers, etc.)**
- 2.16 Bullying**
- 2.17 Any other offense which the principal may reasonably deem to fall within this category**

#### **Administrative Responses to Intermediate Class II Offenses**

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May include but are not limited to the following:

- Parent contact(s)/conference(s)
- Corporal punishment
- Assignment to in-school suspension, Saturday school, or C.L.A.S.S., Out-of-school suspension
- For unintentional violation of electronic communication device infraction or violation of acceptable use:
  - **1st Offense** - Notify parent/guardian and electronic device will be returned to student.
  - **2nd Offense** - Notify parent/guardian and electronic device will be returned to parent.
  - **3rd Offense** - 2 Days C.L.A.S.S. and Electronic device may be picked up by the legally authorized custodial person upon the completion of C.L.A.S.S.
  - **4th Offense** - 3 Days C.L.A.S.S. and Electronic device may be picked up by the legally authorized custodial person at the end of the semester.
- For direct usage of electronic communication device infraction or violation of acceptable use:
  - **1st Offense** - 1 Day Detention and device returned to student upon completion of Detention.
  - **2nd Offense** – 1 Day Saturday School and device may be picked up by the student's legally authorized custodial person at the end of the semester.
  - **3rd Offense** – 3 Days C.L.A.S.S. and device will be returned at the end of the academic year.
  - **4th Offense** – 3 Days Out-of-School Suspension and device will not be returned

*\*Students below 4th grade will attend In-School Suspension at local school of residence.*

## Major Offenses - Class III

- 3.01 Drugs and Alcohol - Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages** In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a person may be liable for injury or damage or both. In accordance with Legislative Act 94-784, the school principal shall notify appropriate law enforcement officials when the School District's alcohol and drug policy is violated by a student. If any criminal charges are warranted, the principal is authorized to sign the warrant. The student shall be immediately suspended from attending regular classes and a hearing scheduled within five (5) school days.
- 3.02 Arson** The willful and malicious burning of any part of a building, its contents or its surrounding lands. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).
- 3.03 Battery Upon Board Employee** The unlawful and intentional touching or striking of a Board employee against his or her will, or causing of bodily harm to a School Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or Board employees.
- 3.04 Directing Obscene or Profane Language to a Board Employee or Visitor** Verbal assault using obscene or profane language upon a Board employee or visitor to the school/premises.
- 3.05 Robbery** The taking of money or other property from the person or custody of another by force, violence, assault or putting in fear of force, violence or assault.
- 3.07 Burglary of School Property** The breaking into, entering, or remaining in a structure with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.08 Criminal Mischief** Willful infliction of injury to property of a value of \$200.00 or more. The actor has no right to do so or any reasonable grounds to believe they have such right.
- 3.09 Possession of Firearms** Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any ammunition capable of use by or with any of the weapons/firearms described herein and; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- 3.10 Discharging of Any Pistol, Rifle, Shotgun, Airgun, Pellet Gun, or Bb Gun, or Any Other Device on School Property.**
- 3.11 Possession of Weapons** Possession of any knife, razor blades, box cutters, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm, in addition to a violation of school Board policy, is a Class C felony.
- 3.12 Bomb Threats** Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.
- 3.13 Explosives** Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.
- 3.14 Sexual Acts** Acts of sexual nature including, but not limited to, battery, intercourse, attempted, rape.
- 3.15 Aggravated Battery** Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.16 Inciting or Participating In Major Student Disorder** Leading, encouraging, or assisting in major disruptions which result in destruction/damage of private or public property; personal injury to participants or others, or otherwise disruptive of the education community or functions.
- 3.17 Unjustified Activation of a Fire Alarm System**

- 3.18 Discharge or Igniting Fireworks and/or Firecrackers**
- 3.19 Fighting** Any physical conflict between two or more individuals.
- 3.20 Threat to Kill Another Student or Board Employee, Either by Word of Mouth or In Writing, Stated to Another Person, Either the Person Threatened Against or Any Other Person, Whether or Not There is a Present Ability to Carry Out the Threat.**
- 3.21 Indecent Exposure** A person commits the act of indecent exposure if he/she exposes his/her genitals or her breasts under circumstances in which he/she knows his/her conduct is likely to cause affront or alarm in any public place or on private premises or another so near thereto as to be seen from such private premises or public place.
- 3.22 Any Other Offense Administration may deem Reasonable to Fall within this Category**

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#### **Administrative Responses to Major Class III Offenses**

May include but are not limited to the following:

- Out-of-school suspension
- Assignment to the alternative school program
- Expulsion
- Legal action
- Long-term suspension of 90 school days or more.

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#### **Detention - Middle School & High School**

Students may be detained for disciplinary purposes at the discretion of the local school principal and professional staff of individual schools. If a student is to be detained after regular school hours, the student must be given notice of such detention in time to notify parents/guardians/custodians and arrange for necessary transportation. Students shall not be required to remain after school for more than 1 hour per day for detention purposes. Publicly transported students shall not be detained after school on an involuntary basis without reasonable prior notification to their parents/guardians/custodians.

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#### **Detention - Elementary School**

Provided an elementary student is detained after regular school hours, the above provisions shall be observed, and in addition, the local school principal or certified staff member shall notify said student's parent/guardian/custodian prior to detention.

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#### **County-Level Alternative Suspension System (C.L.A.S.S.)**

C.L.A.S.S. is an alternative to out-of-school or in-school- suspension and allows students the opportunity to stay in school without unexcused absences. Furthermore, the student can continue regular academic studies under the supervision of a certified teacher. In addition to regular studies, the student receives instruction in behavior modification, life skills and social decorum.

A student may be placed in C.L.A.S.S. for inappropriate school behavior. The principal of the student's school places the student in C.L.A.S.S. and determines the length of term. Upon completion of the term, the C.L.A.S.S. instructor makes a fair and just evaluation of the student's behavior performance. The student is returned to regular classes after successfully completing the period of placement. The C.L.A.S.S. program is a strict disciplinary environment. The rules and expectations of the program will be shared during placement in the program. Students who do not follow the expectations of the program will receive further disciplinary action.

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#### **Saturday School**

Saturday School is an alternative discipline measure, which may be used by schools in the district. The school may be held one day per month at each of the three high schools. Saturday School will be in session from 8:00 a.m. - 12:00 p.m. Parents are responsible for transportation to and from the school. Students who refuse to report to Saturday School may be suspended.

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### **Colbert County Alternative School**

The Colbert County Alternative School is for students enrolled in the Colbert County School District who are in grades seven through twelve. This alternative program will be used in lieu of expulsion from the School District and for enforcement of the Zero Tolerance Fighting Policy.

Procedure for referral to Colbert County Alternative School will follow corrective measures implemented by the principal or designees at the student's home school. If the administration at the home school feels that expulsion is necessary, the Alternative School may be offered to the student in lieu of expulsion.

Placement in lieu of expulsion will be for a minimum of six weeks. Placement for enforcement of the Zero Tolerance Fighting Policy will be for a minimum of three weeks with the actual time spent based on past discipline records, as well as work habits, attendance, and attitude while assigned to the alternative school. Any days missed will be required to be made up. Disruptive behavior, lack of effort, and/or excessive absences or tardies will result in removal from the alternative program. This removal forces the administration to proceed with the expulsion process.

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### **In-School Suspension**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom and extracurricular activities, but is not dismissed from the school setting, nor counted absent during the period of in-school suspension. School Administration or designees have the authority to assign students to the in-school suspension program for a reasonable and specified period of time not to exceed 3 days. School Administrators or designees should determine the scope of in-school suspension in their respective schools. The parent/guardian/custodian must be notified by the procedure outlined in the out-of-school suspension policy. In addition, the local school principal shall ensure that the following safeguards are met:

- Students must be supervised by the school's professional staff during in-school suspension.
- Confinement areas should be adequate and conducive to completing school assignments.
- The C.L.A.S.S. program is not in-school suspension.
- Students suspended with a recommendation for expulsion may not be assigned to in-school suspension.
- Students shall be responsible for completing all class assignments, homework, exams, etc. that are applicable to other students in their classes, with the exception of students serving an in-school suspension shall not be permitted to complete assignments that require class attendance (oral reports, recitations, etc.) and shall be graded accordingly. Students shall not be given a 0 for (in-school) suspension absences.

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### **SCHOOL OPENING & CLOSING TIMES**

The Board hereby directs each school principal to develop, implement, and publicize a plan for reasonable supervision of students transported by parents/guardians/custodians who arrive before school opens and depart after school closes each school day. A part of such plan shall include a written statement that school personnel will not assume responsibility for such students more than 30 minutes before the time set for opening classes/homeroom each morning and 30 minutes after the time set for closing the normal school day's classes. In all cases, responsibility shall be accepted and supervision provided for students who arrive at school via School District buses or who participate in approved activities sponsored by the school. The written statement shall be widely publicized and included in each school's student handbook, information sheet, etc.

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### **STUDENT TRANSPORTATION**

Transportation, to and from the school, shall be provided by the Board to eligible students of the School District. The transportation programs shall be operated in accordance with provisions of *The Code of Alabama* and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of students. The driver is in charge of the school bus in the same manner a teacher is in charge of a classroom. The bus is considered an extension of the classroom. Students shall

conduct themselves in an orderly and respectful manner. Poor conduct is not tolerated in the classroom, nor will it be tolerated on the bus. Failure to do so endangers the driver and students. RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT. LOSS OF BUS TRANSPORTATION MAY OCCUR IF THE BUS RULES ARE NOT FOLLOWED.

### **The Charles Poland, Jr. Act (Act 2013-347)**

Under this law, the crime of trespassing in the first degree includes intentionally stopping, impeding, delaying or detaining any school bus from being operated for public school purposes "with the intent to commit a crime". Perpetrators will also be prosecuted in the first degree if they are found guilty of: Entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver or other authorized school official; Refusing to depart the school bus after the bus driver in charge or other school official demands this of said occupant; or intentionally destroying, defacing, burning or damaging any public school bus.

### **General Regulations Governing Bus Students**

It is imperative that students and their parents/guardians/custodians follow prescribed procedures when:

- Bus students seek to ride buses other than the one to which they are assigned. Students must ride the buses to which they are assigned. Students wishing to ride other buses to other locations must have a written request from their parents/guardians/ custodians outlining such arrangements and have the note approved by the principal with bus driver notifications given by the principal.
- Bus students seek to board and get off buses at stops other than their regular stops. Unless approved by the principal, students shall board and depart School District buses only at regularly scheduled stops nearest their homes, and board buses for the return trip only at the school where they are enrolled. Bus students who live in a non-transported area with one parent/guardian/custodian will not be allowed to ride buses to the homes of the other parent/guardian/custodian unless permission is obtained, in writing, from the legal guardian. Such request must be approved by the principal with driver notification. This regulation also applies to students who want to ride a different bus to another area to visit parents/guardians/custodians.
- Bus students must remain after school for varying reasons. If a student who rides a bus is required to remain after school hours, the school must have on file a signed statement by the parent/guardian/custodian showing that notification to this effect has been received from the teacher and that the parent will make arrangements for the student's transportation on this date.
- Bus students seek to ride a bus to a school where they are not enrolled. Students will not be permitted to ride a school bus to a school where they are not enrolled unless they have the permission of both principals and the bus driver has been officially informed in advance.

**Meeting the Bus** It is the parent/guardian's responsibility to have their child at the assigned bus stop at least 10 minutes before the regular pickup time and remain at the stop until the bus arrives.

**Who Do I Call?** For questions regarding the transportation process to include bus stops, bus routes, bus pick up times, drop off times, etc., please call the CCS Transportation Department at (256) 383-5968. Direct all questions or concerns related to disciplinary actions to school administrative staff. Drivers will not have any information regarding the outcome of infractions submitted to the school office.

### **School Bus Rules**

The bus is an extension of the classroom or school. The school administrator, transportation director, the superintendent and their designee are the only authorized staff to make the recommendation to suspend students from the bus. The following regulations shall apply to all students riding CCS-owned or leased buses:

1. Drivers are in charge of the bus and students and must be obey promptly and willingly.
2. All school rules/regulations are in effect when students are on school buses.

3. Students must board/exit the bus at assigned stops and should not request special consideration.
4. Students must not move toward the bus until it has made a complete stop and doors are opened.
5. Students must remain seated while the bus is in motion and remain seated until the bus has come to a complete stop.
6. Bus drivers are responsible for seating arrangements and may assign students to a seat.
7. Students crossing the road after getting off the bus should walk at least 10 feet in front of the bus to make sure they are seen by the driver. Students should never walk behind the bus.
8. Students must be quiet at all railroad crossings and road intersections.
9. Students and/or parent/guardians are responsible for any damage to a school and are required to make restitution.
10. Band instruments or sports equipment are not allowed on the bus floor and should be stored in a backpack or in the student's lap.
11. Students must not throw anything from a bus window and must keep head, hands, and feet inside the bus at all times.
12. Students must keep the aisle free of feet, books or any objects that may obstruct the pathway.
13. Students will not fight, push, play or participate in any activity that would disrupt the process of transporting students or might cause an unsafe environment.
14. Students must not eat or drink on the bus. This rule protects students or drivers that have food allergies and anaphylaxis, prevents choking, and maintains bus cleanliness.
15. Students must never tamper with or exit the emergency doors or windows unless authorized.
16. Students must use appropriate language. No profanity is allowed.
17. When students are suspended from riding the bus, they will not be permitted to ride any CCS bus until the suspension has ended.
18. All cell phones, tablets, and other electronic devices should be stored in a backpack before entering the bus. No loud music allowed.
19. The playing of cards or any form of gambling on a school bus is prohibited.
20. Parents may not remove a student from a bus after the student has boarded without school approval.
21. Students will not use any aerosol sprays or body products (deodorants, perfume, etc.) on the bus.
22. Students shall NOT sit in the driver's seat or attempt to operate any bus mechanisms.
23. Students shall not use matches, lighters, tobacco, vapes, alcohol or drugs in any form on the bus.
24. Pets are not allowed on the bus.
25. Students will participate in all bus evacuation procedures and safety drills.
26. Students who do not adhere to the rules are subject to disciplinary action, suspension, or expulsion.
27. CCS is not responsible for items left on the bus.
28. In case of a road emergency, remain on the bus or follow the driver's directions.

### **Reporting Incidents**

Students who have difficulty with other students while riding the bus should report the problem to the driver as soon as possible. If the problem cannot be resolved by the driver, then the driver will report the incident to the school principal. The bus driver has no authority to administer disciplinary actions. Please contact school administration in regards to disciplinary concerns.

### **Violation of Bus Rules**

Major/Minor Offenses include disruptive behaviors that interfere with transporting students in Colbert County School's jurisdiction. Bus drivers are expected to manage general bus disruptions and distractions. When the action taken by the bus driver is ineffective or the disruption is severe, the bus driver may write a bus referral for a Major or Minor offense. The referral is submitted to the school principal for disciplinary action. Suspension from bus transportation does not excuse the student from school attendance. It is the parent/guardian's responsibility to ensure students are transported to and from school. Students MUST be responsible for their own conduct while on the bus, ensuring their actions do not risk anyone's safety.

### **Minor Violations**

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1. False identification (failing to give the bus driver your name)
2. Excessive noise
3. Horseplay
4. Eating/drinking/ littering on the bus
5. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
6. Getting on/off at an unassigned stop
7. Playing cards on the bus
8. Uses of electronic devices on the bus inappropriately
9. Using body products on the bus
10. Riding a bus while suspended
11. Delaying bus schedule
12. Refusing to stay seated
13. Refusing to obey driver's instructions
14. Disruptive behavior
15. Other offenses as reported by the driver or principal

### **Minor Violation Consequences Grades K-5**

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- First violation: Students receive warning notice to allow parent/guardian to take corrective action
- Second violation: Student will receive up to two (2) days suspension
- Third violation: Student will receive up to three (3) days suspension. Continued violations by a student will result in the loss of bus privileges

### **Minor Violation Consequences Grades 6-12**

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- First violation: Students receive warning notice to allow parent/guardian to take corrective action
- Second violation: Student will receive up to two (2) days suspension
- Third violation: Student will receive up to three (3) days suspension. Continued violations by a student will result in the loss of bus privileges

### **Major Violations**

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1. Profanity/threats directed towards the bus driver
2. Tampering with emergency equipment/unauthorized use bus emergency door or window
3. Throwing objects on/out of the bus
4. Use of tobacco, vapes, or any controlled substances
5. Bullying and/or fighting
6. Possession, threat or use of weapons, explosives or flammables
7. Vandalism to the bus (restitution will be made)
8. Hanging out of the windows
9. Spitting out the windows
10. Sexual offense/ Sexual harassment

### **Major Violation Consequences Grades K-5**

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- Student will be suspended for a minimum of two (2) up to 10 days depending on the severity of the incident and may lose bus privileges.
- Restitution will be required, if warranted
- Loss of bus privilege for up to one year
- Law enforcement may be called for criminal prosecution

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**Major Violation Consequences Grades 6-12**

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- Student will be suspended for a minimum of two (2) days up to 10 days depending on the severity of the incident and may lose bus privileges.
- Restitution will be required, if warranted
- Law enforcement may be called for criminal prosecution
- Loss of bus privilege for up to one year

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**Special Education Student Bus Suspensions**

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Bus suspension status depends on whether the bus transportation is part of a student's IEP. If bus transportation is part of the child's IEP, a bus suspension would be treated as a suspension unless the public agency provides the bus service in some other way because that transportation is necessary for the child to obtain access to the location where all other services will be delivered. If the bus transportation is not part of the child's IEP, a bus suspension would not be a suspension. In those cases, the child and their parents would have the same obligations to get the child to and from school as a non-disabled child who had been suspended from the bus. However, education agencies must address whether the behavior on the bus is similar to behavior in the classroom that is addressed in an IEP and whether bus behavior should be addressed in the IEP or in a behavioral intervention for the child. Any student suspended off the bus for more than 3 days must be approved by the Special Education Department.

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**DRIVER'S LICENSE & LEARNER'S PERMIT**

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Students, by presentation of this written policy, are hereby notified of the provisions of Legislative Act 93-368 as enacted by the Alabama Legislature and as approved by the Board.

The purpose of the Act is to require school attendance by persons seventeen (17) to nineteen (19) years of age as a prerequisite for the issuance of a driver's license/learner's permit by the state of Alabama for the operation of a motor vehicle. School attendance standards may be met by enrollment in a school or General Educational Development (GED) program or job training program approved by the State Superintendent.

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**Enrollment, Schooling, Employment Provisions**

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Section I of the Act states, "The Department of Public Safety shall deny the issuance of a driver's license/learner's permit or the renewal of a driver's license to operate a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation from a secondary high school or documentation that the person:

- Is enrolled in a secondary school, or
- Is enrolled and making satisfactory progress toward the GED certificate, or
- Is participating in an approved job training program approved by State Superintendent, or
- Is gainfully and substantially employed, or
- Is a parent with care and custody of a minor or unborn child, or
- Is exempt from this requirement based on statute §16-28-1 of the code of Alabama or
- Has physician's statement that the parents depend on them as their sole source of transportation.

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**Suspension Of Current Driver's License/Learner's Permits**

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Persons seventeen (17) years and older who have a driver's license/learner's permit who withdraw or who are absent from school for more than 10 consecutive days or more than 15 days total for unexcused reasons during a semester shall be reported by the school authorities to the Department of Public Safety. The Department of Public Safety shall notify persons that their driver's licenses/Learner's Permits will be suspended on the 30th day following notification unless re-enrollment occurs or another documented condition.



### **Principals' Responsibilities Related to Legislative Act 93-368**

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- Principals or designees shall provide students with information relative to the Act and compliance.
- Principals or designees shall complete Part 1, Section 1 of the "Student Enrollment/Exclusion Status Form" at the request of students enrolled in their schools. Principals or designees should provide students with information relative to completing Part 1, Section 2, and Part 2 sections of the form; however, it is the responsibility of the student/parent/guardian to secure signatures, documentation statements, etc. for the GED and Exclusion Status Sections.
- Principals or designees shall complete and transmit the "Department of Public Safety Notification Form" on each student who drops out or is absent from school for 10 or more consecutive days or more than 15 days total for unexcused reasons during a semester.
- Principals shall be the sole determiners of student enrollment or non-enrollment.

### **Students' Responsibilities Related to Legislative Act 93-368**

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- Students, 15 to 19 years of age, who are enrolled in a school of the School District and desire to get their driver's license/learner's permit should pick-up a "Student Enrollment/Exclusion Status Form" at the office of the school where they are enrolled prior to going to the Courthouse, Department of Public Safety. Students should complete the name, address, etc. Section and request the principal or designee to complete Section 1 of the form.
- Persons, 15 to 19 years of age, who are not enrolled in a school of the School District and desire to get their driver's license/learner's permit should pick-up a "Student Enrollment/Exclusion Status Form" at the office of the school they previously attended or at the Central Office prior to going to the Courthouse, Department of Public Safety.
- Such persons should complete the name, address, etc. portion of the Form, request the principal of the school previously attended to complete Section I of the Form, and contact the appropriate agency/individual to complete other applicable sections. Note: Persons should provide reasonable advance notification to have such forms completed.
- In accordance with Legislative Act 94-820, students under the age of 19 who are convicted of possession of a firearm on school premises are subject to having their driver's licenses revoked.

### **Disciplinary Procedures Related To Legislative Act 93-368**

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Students, by presentation of this written policy, are hereby notified of the provisions of Legislative Act 32-6-7.4, enacted by the Alabama Legislature and as approved for implementation by the Board.

Notwithstanding any other provision of law, each student over the age of 12 years enrolled in a public or private secondary school shall be subject to a disciplinary point system for an infraction committed on school property to determine the age at which the student shall be allowed to apply for a learner's permit, motor driven cycle operator's licenses, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel. Disciplinary action shall be as follows:

One day in-school suspension.....	1 point
One day out of school suspension .....	2 points
Alternative school placement.....	6 points
Expulsion .....	20 points

The points shall accumulate on a yearly basis, beginning with the school year including summer school in which the student turns 13, and accumulate each year until the student is eligible to apply for a driver's licenses under the imposed point system. Each accumulated point shall add one additional week to the age at which the student is eligible to be issued a learner's permit, motor-driven cycle operator's license, or driver's licenses.

Notwithstanding subdivision (1), the age at which a student may apply for a license or permit shall not be extended by Act 2009-713 beyond one year from the date the student initially applies for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel.

The following subdivisions are contingent upon the technical capability of the student data management system to track, manage, and coordinate the data:

- Points shall be accrued on a school-year basis.
- Points may not accrue for the first three days of in-school suspension in any school year; however, beginning with the fourth day of suspension in any school year, all days, including the first three of in-school suspension shall be counted in determining the points.
- Points may not accrue for an initial out-of-school suspension of two days or less in any school year; however, the days of the initial suspension shall be used to determine the points after a second out-of-school suspension in any school year or all days will be used to determine points if the initial suspension exceeds two days.
- Accumulated points shall be reduced by one-half if the student has not received additional accumulated points for one school year. If no additional points are received for two years, all records of the accumulated points shall be removed from the student's record at the school.

## **2024-2025 TECHNOLOGY ACCEPTABLE USE AGREEMENT**

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### **RESPONSIBLE USE OF TECHNOLOGY**

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Colbert County Schools (CCS) is committed to creating and managing a technology environment in legally and ethically appropriate ways while balancing the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available make this a constant challenge. Thus, it is the intention of Colbert County Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws. The Acceptable Use Policy applies to all students and employees, regardless of location, both at school and at home. It is the sole responsibility of every student, parent, & employee to read, review, and agree to these policies.

To ensure that students receive quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the intention of Colbert County Schools to provide all students and employees with access to a variety of technology resources that will support the educational and instructional needs of students and teachers throughout the district. Use of any and all resources should be considered a privilege and not a right.

Technology users include anyone (employees, students, or guests) that utilize any technology equipment, service, or resource provided by Colbert County Schools including, but not limited to:

- Computers, both wired and wireless networks (including the Wide Area Network), Internet, email, chat rooms, phones, and other forms of technology services and products.
- Equipment includes smartphones, iOS devices, desktop computers, tablets, laptops, Chromebooks, and any portable storage device.

Some of these procedures pertain to technology equipment personally owned by employees and students that are brought into school facilities. All personal technologies used on any CCS campus are subject to this agreement and may be used only if such use is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. This also includes external and online storage (i.e. Dropbox, Google Docs, Microsoft OneDrive, etc.)

Employees are prohibited from emailing outside the school system or storing/saving on external/portable storage devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. Exceptions are made for employees carrying out their assigned job responsibilities. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Executive Director of Technology should be notified immediately.

Questions about this agreement, its interpretation, or specific circumstances shall be directed to the Executive Director of Technology before proceeding. Violations of this agreement will be handled in a manner consistent with comparable situations requiring disciplinary/legal action.

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## **I. ACCESS TO TECHNOLOGY**

The use of all Colbert County Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use can result in cancellation of those privileges, pending investigation. Moreover, users of CCS technology must be aware that the district cannot assume any liability arising from the illegal or inappropriate use of technology resources. The Executive Director of Technology, district Technology staff, and/or school system administrators will determine when inappropriate use has occurred, and have the right to deny, revoke, or suspend specific user accounts.

- A. Individuals may only use accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for the user.
- B. Individuals identified as a real or suspected security risk can be denied access.
- C. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this Agreement.
- D. Personal technology-related devices (if connected to the CCS network) such as, but not limited to, laptops, mobile devices, etc., used on school grounds are subject to all items covered in this Agreement and other applicable published guidelines.
- E. Access to technology, including the Internet, shall be made available to students primarily for instructional purposes and to staff primarily for educational and work-related purposes.

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## **II. PRIVACY**

To maintain network integrity and ensure that the network is being used responsibly, designated technology staff and administration reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices (if connected to the CCS network). Users should be aware that activities might be monitored at any time, without notice.

- A. Users should not have any expectation that their use of technology resources, including files stored by them on the CCS network, will be private and secure from access by others.
- B. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur.
- C. Because communication on the Internet is public in nature, all users should be careful to maintain appropriate and responsible communication. CCS cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet, email, telephone, etc.
- D. Users are encouraged to avoid storing personal and/or private information on technology devices or network resources owned by the district and/or school.

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## **III. DATA SECURITY**

Secure data systems and protection of the privacy of students and employees are a priority for CCS. Strict processes help safeguard the confidentiality and security of the data.

- A. Students and staff are expected to follow all local, state, and federal laws in addition to this acceptable use agreement regarding the protection of all confidential data.

- B. Individuals may not attempt to log into the network using any network account and/or password other than their assigned login(s).
- C. Individuals may not allow others to use their assigned usernames and/or passwords to access the network, email, or the Internet. The Technology Department is exempt from this to allow them to troubleshoot and provide support to employees and students with issues related to their network accounts and passwords.
- D. In case of emergency or authorized personnel absence, an individual's manager or supervisor may request temporary access to the network account and/or password for a designated period upon the approval of the Executive Director of Technology.
- E. In emergency situations, student and/or employee photos or other personally identifiable information can be shared with outside agencies in accordance with this signed agreement and in accordance with FERPA guidelines.
- F. District or school data, such as but not limited to student information systems (PowerSchool) data, accessed through school system technology resources may not be used for any private business activity.
- G. Employees are prohibited from sharing electronic copies of student or staff personal. This includes emailing the information outside the school system or storing/saving it on any external storage devices or online platforms that do not remain within official district systems. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information.
- H. In the event that the security of any protected information is believed to have been breached in any way, the Executive Director of Technology should be notified immediately.
- I. Users are expected to maintain and back up their critical files and data. While district technology staff perform routine backups, there can be no assurance that technology resources will be available following an outage, nor that information that existed prior to an outage, malfunction, or deletion, can be recovered.
- J. Permission for publishing employee photographs on the CCS website is assumed unless the employee specifies otherwise in writing to their direct supervisor.
- K. All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a CCS network is subject to all Board policies and guidelines, as well as local, state, and federal laws.
- L. Staff and students must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the CCS network. Any such unauthorized usage shall be reported immediately to the district administration.
- M. Staff and students shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices, or failures of technical security measures.
- N. Staff and students are encouraged to avoid storing personal and/or private information on the district and/or school's technology resources.

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#### **IV. COPYRIGHT & PLAGIARISM**

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All users are expected to abide by copyright laws and to follow the Fair Use Guidelines for Educational Multimedia. Students should always seek guidance from teachers or administrators, and staff should consult School and/or District Administration if the legal or ethical use of online material is questionable.

- A. The United States Copyright Law must be followed at all times.
- B. Students may not illegally copy text, music, software, pictures, videos, or graphics from any Internet, online, or software source.
- C. Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.

- D. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

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## **V. EMAIL**

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Colbert County Schools provide access to email accounts for employees and students.

- A. CCS email users should not have any expectation that the usage of the service is private.
- B. Technology administrators may review e-mail, file folders, and communications to maintain system integrity and ensure that users are using the system responsibly.
- C. Email accounts may be granted for school-related organizations or classes with designated employee sponsors.
- D. Technical support is provided for CCS email accounts used to conduct educational and/or instructional business.
- E. CCS email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- F. Use of CCS email accounts for harassing or threatening is strictly prohibited.
- G. Limited personal use of email is permitted as long as it does not violate this Acceptable Use Agreement and/or adversely affects others or the speed of the network.
- H. CCS email accounts may not be used for attempting to send or sending anonymous messages (SPAM). CCS email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.
- I. CCS email accounts may not be used for posting or forwarding another user's personal communication without the author's consent.
- J. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.
- K. Incoming and outgoing email is filtered by the district for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. CCS cannot assume any liability for such breaches.
- L. At the discretion of the Executive Director of Technology, email accounts may be locked without notice.
- M. Email confidentiality statements do not guarantee any legal protection.
- N. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail.

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## **VI. INTERNET USE**

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The intent of Colbert County Schools is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws, apply to the usage of the Internet.

- A. Internet activity can and will be monitored, along with other aspects of technology usage.
- B. CCS utilizes filtering software and other technologies to prevent students from accessing visual depictions that are (a) obscene, (b) child pornography, or (c) harmful to minors.
- C. The district and schools also monitor the online activities of students through direct observation or technological means. Students logged into Google Chrome with a school-owned account, whether on a school-issued or personal device, may be monitored to ensure inappropriate material is not being accessed by students. Monitoring may include web searches, social media activities, videos, or Google products.
- D. Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added

to or deleted from the filtered list by the Executive Director of Technology or their designee. Staff members may request to review filtered categories.

- E. This acceptable use agreement is not transferable and, therefore, may not be shared.
- F. Existing acceptable use agreements are valid until new forms are received.
- G. Teachers should always screen online resources before presenting them to students.
- H. Users requesting sites for blocking or unblocking must submit specific URLs to Technology Department.
- I. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources (VPNs) are a violation of this agreement.

While the following is not an all-inclusive list of examples of inappropriate Internet use, it is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. The following are examples of inappropriate activities when using any CCS network, email system, hardware, software, technology service, &/or Internet access:

- Using another user's password or attempting to discover another user's password
- Sharing passwords
- Unauthorized access of another user's files, folders, home directory, or work
- Saving information on any network drive or directory other than your personal home directory or a teacher-specified & approved location
- Downloading, installing, or copying software of any kind onto a workstation, laptop, or any network drive without permission.
- Harassing, insulting, embarrassing, or attacking others via technology resources
- Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks.
- Placing irresponsible demands on limited resources such as Internet bandwidth, disk space & printing capacity
- Accessing inappropriate material from websites or attempting to bypass the Internet filter to access websites that have been blocked.
- Sending, displaying, or downloading offensive messages or pictures
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate &/or embarrassing pictures
- Editing or modifying digital pictures with the intent to embarrass, harass, or bully
- Posting/sharing false or damaging information about individuals, the school system, or other organizations
- Using images or text from an online source without appropriate reference (i.e., plagiarism)
- Use of technology resources to create illegal materials (i.e., counterfeit money, fake identification, etc.)

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## **VII. SOCIAL MEDIA GUIDELINES**

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Social media technology can serve as a powerful tool to enhance education, communication, and learning. CCS is committed to ensuring that all stakeholders who utilize social media technology for professional purposes described below, including staff and students, do so in a safe and responsible manner.

Social media is defined as any form of online publication or presence that allows interactive engagement and communication, including, but not limited to, social networks, blogs, Internet websites, and forums. Examples include, but are not limited to, Facebook, Twitter, YouTube, Google, and Instagram

Student & Employee Social Media Guidelines have been developed to help protect CCS users from charges of inappropriate use and apply to all social networking venues. Employee Social Media Guidelines, as well

as social media Best Practices for students, are available at [colbertk12.org](http://colbertk12.org). Employee Guidelines are also part of the beginning of the year mandatory training.

- A. Employees assume full personal responsibility by choosing to engage with current students and/or students under 18 years of age.
- B. Users should avoid social media activities that discuss or criticize others.
- C. All posts & pictures should be shared in a professional role or manner.
- D. Confidential student information should never be posted on social media. Only post what could be shared in a face-to-face meeting with the public.
- E. Employees should avoid communicating directly with students or instructing students to communicate directly to each other or the general public on social media sites not hosted or monitored by CCS.
- F. District-sponsored & approved teacher websites should be the primary means for electronic parent communication. Once something is posted on a social networking site, it is available forever.

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## **VIII. PERSONAL TECHNOLOGY DEVICES**

Personal technology devices (PTDs) are Internet-accessing devices that are not the property of the school district that can be used to transmit communications by voice, written characters, words, or images; share information; record sounds; process words; and/or capture images, such as a laptop computer, tablet, smartphone, smartwatch, cell phone, or any other electronic communication device.

- A. Students and staff shall adhere to all applicable Board policies regarding the use and possession of PTDs on school property.
- B. Under no circumstances may students possess or use a PTD during any state assessment or exam.
- C. PTDs may be confiscated due to violations of the Codes of Conduct and/or other disciplinary actions.
- D. CCS is not responsible for theft, loss, or damage to PTDs or other electronic devices brought onto school district property.
- E. Students permitted to use PTDs during the school day must follow Board policy concerning Internet safety and the use of technology.

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## **IX. CYBERBULLYING**

Cyberbullying is not tolerated in Colbert County Schools. Engaging in these behaviors may result in disciplinary actions and/or loss of privileges. Examples of cyberbullying include but are not limited to Harassment, Intimidation, Threats, Impersonation, Insults, Displaying offensive photos/images/videos, and Lewd behavior.

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## **X. CCS TECHNOLOGY PROPERTY**

Chromebooks, computers, laptops, and other digital devices, as well as chargers and protective cases issued to or used by enrolled students and employees of the Colbert County Board of Education, are the property of the district. The following guidelines apply to all devices and equipment owned by CCS.

- A. District-owned equipment is labeled by unique stickers and/or asset tags located on the device and deployed from the district's inventory (by both asset and serial number).
- B. End-users (Employees or Students and their guardians) are personally responsible for the proper care, use, and handling of the assigned devices.
- C. Users are responsible for promptly submitting damaged, broken, or non-working devices to the designated school personnel for repair.
- D. Inventory tags, asset numbers, serial numbers, or any other identifying device information should never be tampered with or removed. This includes peeling off or removing stickers, covering up serial numbers in any way, and scratching or marking through any identifying device information. Tampering with or removing an asset number or serial number constitutes non-repairable damage and requires the device to be immediately returned and the full replacement cost of the device to be paid. In the event an inventory sticker or tag is unintentionally modified, removed, or begins to

peel away, it must immediately be reported to the school and/or technology staff.

- E. Parents/guardians or other persons having custody of the student to whom equipment is issued shall be held liable and solely responsible for any loss, abuse, or damages to the student's device without regard to the cause, fault, location, or circumstances and may be required to pay for the repair/replacement depending on the severity of the damage.
- F. Employees to whom equipment is issued shall be held liable and solely responsible for any loss, abuse, or damages to the student's device without regard to the cause, fault, location, or circumstances and may be required to pay for the repair/replacement depending on the severity of the damage.
- G. Assignment and use of Chromebooks/digital devices is considered to be a privilege, not a right. Inappropriate use or neglect of a Chromebook, charger, the Internet, and/or any installed software could result in the loss of privileges. Loss of privileges will not change classroom expectations and/or assignment completion.
- H. Employees or students and their guardians are responsible for reporting lost or stolen devices to the appropriate school/district personnel, then obtaining a police report within 24 hours of the discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.
- I. Students and parents shall address all concerns regarding the use of technology to the supervising teacher(s) and/or the school administrative staff.
- J. Devices are issued with one charger and one protective case. NO device, charger, or protective case will be issued without a completed device agreement and no device, charger, or protective case will be issued to any student with outstanding payment for damaged or lost devices.
- K. Chromebooks shall be returned as received, except for normal wear and tear (determined by district) at the conclusion of every school year or as requested by Technology Staff.
- L. Annually, student-assigned devices and chargers must be turned in by the date set by the school district to be assessed and may be reissued by a member of the technology staff or designee.
- M. CCS Technology staff, the principal of the school, and/or school designee are empowered to approve or disapprove the condition of devices and chargers upon issue and return.
- N. Any withdrawn/expelled student or staff whose employment has ended, must immediately return all devices & chargers for inspection and payment made if damage is determined

In the event a device is lost, stolen, damaged, destroyed, stops holding a charge, becomes inoperable, or exhibits any other problems during the time it is issued, the student must immediately notify the appropriate person at their school & return the device.

Students may be issued a replacement or loaner device if possible. A member of the Technology Staff or designated school staff member will assess the defective device. Depending on staff assessment, defects will be classified as:

- Manufacturer defects covered by warranty
- Accidental damage covered by protection policy
- Non-accidental damage to be covered by the user to which the device is assigned

The following guidelines should be used to understand what to expect if an incident occurs. This is not an exhaustive list, only general examples. Technology staff &/or school designees are the ONLY authorities approved to assess & determine the condition & type of defect.



## 2024-2025 CHROMEBOOK & DIGITAL DEVICE DAMAGE & FEES

<p style="text-align: center;"><b>MANUFACTURER DEFECTS EXAMPLES</b></p> <p>Determined by manufacturer (Dell, Asus, etc.) &amp; verified by CCS Technology.</p> <ul style="list-style-type: none"> <li>▪ Constant Reboots</li> <li>▪ Persistent Crashes</li> <li>▪ Battery Problems</li> </ul>	<p style="text-align: center;"><b>MANUFACTURER DEFECTS FEES</b></p> <p>No fees are assessed if it is determined (by the Manufacturer, CCS Technology Staff, or Designee) that the incident is a verified manufacturer defect.</p>
<p style="text-align: center;"><b>ACCIDENTAL DAMAGE EXAMPLES</b></p> <p>Determined by protection policy</p> <ul style="list-style-type: none"> <li>▪ ACCIDENTAL liquid spilled on or in unit</li> <li>▪ ACCIDENTAL drops, falls, or other collisions</li> <li>▪ ACCIDENTAL damage/cracked LCD</li> <li>▪ ACCIDENTAL keys popped off keyboard</li> <li>▪ Electrical Failure NOT attributed to user</li> </ul>	<p style="text-align: center;"><b>ACCIDENTAL DAMAGE FEES</b></p> <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> Occurrence- No Cost</li> <li>▪ 2<sup>nd</sup> Occurrence- \$50.00</li> <li>▪ 3<sup>rd</sup> Occurrence- \$100.00</li> <li>▪ 4<sup>th</sup> Occurrence &amp; Following- \$500.00</li> </ul>
<p style="text-align: center;"><b>NON-ACCIDENTAL DAMAGE EXAMPLES</b></p> <p>Determined by CCS Technology</p> <ul style="list-style-type: none"> <li>▪ Theft &amp;/or Damage by Vandalism</li> <li>▪ Rubber torn off Device</li> <li>▪ Intentional popping of keys off keyboard</li> <li>▪ Excessive cosmetic damage or defacing</li> <li>▪ Stripped, cut, exposed, frayed cords</li> <li>▪ Scratching, writing, graffiti, or markings of any kind on devices or chargers</li> <li>▪ Tampered with Serial Number, Asset Tag, or Other Device-identifying Information</li> <li>▪ Unreasonable damage outside of the normal, expected use</li> <li>▪ Any condition that will otherwise render the device or charger unsuitable for reissue</li> </ul>	<p style="text-align: center;"><b>NON-ACCIDENTAL DAMAGE FEES</b></p> <ul style="list-style-type: none"> <li>▪ Students: Non-accidental damage is the full responsibility of the parent, guardian, or persons having custody of the student to whom the device and charger are issued.</li> <li>▪ Employees: Non-accidental damage is the full responsibility of the employee.</li> <li>▪ Lost/Damaged Charger - \$60.00</li> <li>▪ Full Replacement Cost- \$500.00</li> </ul>

**SOURCE:** Colbert County Board of Education, Tuscumbia, Alabama

**ADOPTED:** Feb 5, 1987    **REVISED:** Jun 8, 1995; Sep 4, 1997; Jan 3, 2002; Oct 16, 2008; Aug 20, 2009; Jun 23, 2011; Aug 6, 2012; Jan. 3, 2020; May 2022

**LEGAL REFERENCE:** Legislative Acts 93-672, 94-782, 783, 94-784, 794, 817, and 819. Act No. 2009-564 Amending §16-28-6. §16-28-12 to -15; Alabama State School Attendance Register, §16-1-13, §16-1-14, §16-9-15, §16-36-32, §16-36-35, §16-8-7 to 9, §§16-8-13 to 14, §16-13-51, §§16-27-1 to -6, §16-39-11; Conecuh County Board of Education v. Campbell, 162 So. 2d 233 (1964); Stout v. Jefferson Co. Bd. of Ed., 419 F.2d 1211 (5th Cir. 1969); Carr v. Montgomery Board of Ed., 377 F. Supp. 1123 (M.D. Ala. 1974), Griffin v. Tatum, 425 F.2d 201 (5th Cir., 1970); Karr v. Schmidt, 460 F.2d 609 (1972). , 93-368, 94-820. Act No. 2009-564 Amending §16-28-6, §32-6-7.4, §16-28-40 to §16-28-45.

# 2024-2025 PARENT ACKNOWLEDGEMENTS

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## STUDENT MEDIA RELEASE

Throughout the year, Colbert County Schools may develop, participate in, or be the subject of media/content that highlights, promotes, or features Colbert County Schools students and/or staff that may include:

- Content developed by Colbert County Schools Students or Staff
- Images, videos, or likenesses of individual Students and/or Staff of Colbert County Schools
- Student and/or Staff Activities that are associated with or represent Colbert County Schools

This content may be used in areas including, but not limited to:

- Faculty & Staff Professional Development
- Parent Programs
- School/District Websites/Social Media Platforms
- School/District Promotional Materials
- School/District Public Relations (Newspaper/TV Appearances)

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## TECHNOLOGY HARDWARE & DEVICE ACKNOWLEDGEMENT

Chromebooks and/or other Technology Hardware/Devices may be assigned to students and staff for use in the classroom and at home. These devices often contain the necessary access for digital programs, textbooks, and other classroom learning materials used for daily classroom instruction.

Parents may choose to opt-out of using devices provided by the district. However, by opting out, parents assume full responsibility for students to have access to a device outside of school, and understand students are still responsible for any classroom assignment that may require access to a device.

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## STUDENT/PARENT INFORMATION GUIDE ACKNOWLEDGEMENT

All students enrolled in Colbert County Schools received and signed an acknowledgement they have received a copy of this **Student/Parent Information Guide**, which includes but is not limited to:

- |                                  |   |
|----------------------------------|---|
| - Science Safety Contract        | - Education for Homeless Children and Youth |
| - Student Code of Conduct        | - Acceptable Use Agreement                  |
| - Electronic Device Possession   | - Zero Tolerance Fighting Policy            |
| - Parent/Family Involvement Plan | - Possession of Weapons and Firearms        |
| - Parent's Right to Know         | - Right to Search Student Personal Property |

The Student/Parent Information Guide is also available digitally for download at [www.colbertk12.org](http://www.colbertk12.org).

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***\* It is the full responsibility of all students and parents to read, or have read to them, understand the contents, and request clarification, if needed, regarding the Student/Parent Information Guide.\****

***\* Parents shall notify school administration by phone or in writing within 5 days of receiving the handbook to request student content and/or likeness not be published.\****

***\* Parents shall notify school administration by phone or in writing within the 5 days of receiving the handbook to opt-out of using a district-provided technology device.\****