

COLBERT COUNTY SCHOOLS

TUSCUMBIA, ALABAMA

WWW.COLBERTK12.ORG



Student Handbook

2025
2026

Superintendent
Nathan Fuller
Assistant Superintendent
Taylor Leathers

COLBERT COUNTY SCHOOLS

Board of Education
President, Jackie Witt
Vice-President, Jarrod Johnson
Thomas Burgess Steve Stayton
Ricky Saint David Yarber

August 1, 2025

Dear Parents and Guardians,

I am humbled and honored to have the opportunity to serve as the Superintendent of Colbert County Schools. I am excited about the 2025-2026 school year. Many positive things are happening in our school system. I know we have a lot of changes, and change always presents some challenges, but I am confident our faculty, staff, and students will soon be more successful than ever before. Thank you so much for your continued support of the Colbert County School System, as we continue to offer a wide range of engaging and exciting opportunities for all students from academics to the arts, athletics, and student organizations.

We are all working together to ensure we get off to a great start and have a smooth and successful school year. Our ultimate goal is the success of our students. Our faculty and staff will be working hard this year to support our students academically, athletically, socially, and in every endeavor, we undertake in Colbert County Schools.

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 2025-2026 school year. I truly believe the best is yet to come for our schools and students!

CCS Vision:
"Kids from Colbert County Can ..."

Sincerely,



Nathan Fuller
Superintendent of Colbert County Schools

2025-2026 STUDENT HANDBOOK

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2025-2026 SCHOOL CALENDAR & REPORTING PERIODS

DATE	DESCRIPTION
July 15, 2025	CTE Teachers Report
July 29-August 1, 2025	Teacher Professional Days (Students Do Not Report)
August 4, 2025	First Day of School (Students Return)
September 1, 2025	Labor Day- Holiday (Closed)
September 22, 2025	School Data PD Day (Students Do Not Report)
October 13-14, 2025	Fall Break- Holiday (Closed)
November 10, 2025	Central Office PD Day (Students Do Not Report)
November 11, 2025	Veterans Day- Holiday
November 24-28, 2025	Thanksgiving Break- Holiday (Closed)
December 18, 2025	Last Day of First Semester (Students Dismiss @11:30)
Dec 19, 2025 - Jan 6, 2026	Christmas Break- Holiday
January 5-6, 2026	Teacher Professional Days (Students Do Not Report)
January 7, 2026	Students First Day of 2nd Semester
January 19, 2026	Martin Luther King Jr. - Holiday
February, 2, 2026	School Data PD Day (Students Do Not Report)
February 16, 2026	President's Day- Holiday
March 2, 2026	Central Office PD Day (Students Do Not Report)
March 18, 2026	Kindergarten Registration
March 23-27, 2026	Spring Break- Holiday (Closed)
April 3, 2026	Good Friday (Closed)
April 6, 2026	School Data PD Day (Students Do Not Report)
May 20, 21, 22, 2026	Students Dismiss at 11:30am all three days
May 22, 2026	School Term Ends (Dismiss @11:30)
May 21-22, 2026	Graduation
May 25, 2026	Memorial Day- Holiday (Closed)
May 26, 2026	Flex Workday for 187 Day Contract Employees
June 9, 2026	10 Month Employee Last Contract Day
June 19, 2026	Juneteenth- Holiday (Closed)

2025-2026 REPORTING PERIODS	
1 st Nine Weeks – Quarter 1	August 4, 2025 – October 3, 2025
2 nd Nine Weeks – Quarter 2	October 6, 2025 – December 18, 2025
3 rd Nine Weeks – Quarter 3	January 7, 2026 – March 13, 2026
4 th Nine Weeks – Quarter 4	March 16, 2026 – May 22, 2026

COLBERT COUNTY BOARD OF EDUCATION

425 Hwy 72 West Tuscumbia, AL 35674 256 386 8565

Superintendent, Nathan Fuller

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

**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
Cherokee Elementary School 1305 North Pike Cherokee, AL 35616	Heather Johnson	256 248 9040
Cherokee High School 850 High School Drive Cherokee, AL 35616	Shannon Edmondson	256 248 9050
Colbert County High School 2200 New High School Street Leighton, AL 35646	Charles Beene	256 446 8214
Colbert Heights Elementary School 1551 Sunset Drive Tuscumbia, AL 35674	Brandon Archer	256 381 6132
Colbert Heights Middle School 6825 Woodmont Drive Tuscumbia, AL 35674	Dr. Marc Tracy	256 383 7875
Colbert Heights High School 6825 Woodmont Drive Tuscumbia, AL 35674	Lance Mitchell	256 383 7875
Hatton Elementary School 2130 Hatton School Road Leighton, AL 35646	Traci West	256 446 5679
Leighton Elementary School 8100 Old Highway 20 Leighton, AL 35646	Vickie Osborn	256 446 8351
New Bethel Elementary School 900 New Bethel School Road Tuscumbia, AL 35674	Jacob Walker	256 383 6471

CENTRAL OFFICE ADMINISTRATION & SUPPORT DIRECTORY

Office Of Superintendent		256 386 8565
Administrative Assistant to the Superintendent	Ext. 1212	Chrissy Denton
Assistant Superintendent	Ext. 1229	Taylor Leathers
District Safety Coordinator	Ext. 1208	Chief Brad Counce
Receptionist	Ext. 1210	Bonita Taylor
Department of Finance		256 386 8565
Chief School Financial Officer	Ext. 1230	Shauna James
Accounts Payable	Ext. 1214	Christina Turberville
Payroll Specialist	Ext. 1221	Angela Puckett
Human Resources & Employee Benefits	Ext. 1244	Brooke Cunningham
Department of Curriculum, Instruction, and Assessment		256 386 8565
Director of Curriculum, Instruction & Assessment	Ext. 1241	Roy Lawson
Department of Technology		256 386 8565
Executive Director of Technology	Ext. 1204	Matt Osborn
Network Administrator	Ext. 1205	Louis Delbert
Technology Support	Ext. 1207	Mike Pellitteri
Instructional Technology	Ext. 1206	Heather Pendley
Department Of Special Education and 504		256 386 8565
Director of Special Education & 504	Ext. 1228	Tiffani Fuqua
Special Education Secretary	Ext. 1227	Brooke Cunningham
Homebound/Inclusion	Ext. 1237	Destin Gargis
Occupational Therapy	Ext. 1232	Anna Underwood
Special Education Testing & Placement	Ext. 1224	Ida Trousedale
Department Of Federal Programs and School Nurses		256 386 8565
Director of Federal Programs	Ext. 1228	Tiffany Fuqua
Federal Programs Secretary	Ext. 1227	Brooke Cunningham
Lead School Nurse	Ext. 1217	Megan Estes
Mental Health Services, Attendance & Homeless Coordinator	Ext. 1213	Brooklyn Bigbee
Department of Career and Technical Education		256 386 8565
Director of Career and Technical Education	Ext. 1250	Emiley Crisler
Department of Child Nutrition Programs		256 386 8565
Director of Child Nutrition	Ext. 1227	Jamie Austin
CNP District Manager	Ext. 1218	Chastity Howard
Department Of Transportation and Maintenance		256 383 5968
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

ACCREDITATION

The district is accredited by Cognia & the State Department of Education. The district offers both an expansive curriculum to challenge the advanced student and a strong basic instructional program for all levels of student achievement.

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; and
- Motorized vehicles driven or parked on school property. In addition, only when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school, the district's authority over the student may be extended beyond campus and school-sponsored activities.

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.

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.

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.

COLBERT COUNTY SCHOOLS BOARD POLICY MANUAL

The Colbert County Board of Education Policy Manual be found at www.colbertk12.org.

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 student property to protect the health, safety, and welfare of all.

RESIDENCE, ENROLLMENT, & ADMISSION REQUIREMENTS

Board Policy regarding School Attendance Zones and Out-of-District students may be found on the system website at www.colbertk12.org. All parents/guardians wishing to enroll students in any Colbert County school must schedule an appointment with the School Counselor to complete the student enrollment process. Please contact the school for information regarding enrollment.

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

SCHOOL COUNSELORS & STUDENT RECORDS

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.*

EDUCATION RECORDS PRIVACY RIGHTS (FERPA)

The school district renders this notice to parents and 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, the parent or eligible student must make a request in writing to the principal of the school.

In order to request amendment of a student's education records, the parent or eligible student must set forth in writing the specific record requested to be amended, the specific amendment requested, 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 will provide the parent or eligible student a reason for the denial. 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.

FERPA DIRECTORY INFORMATION

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 from 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; and
- 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 must notify the district in writing by the day following Labor Day to request the district to not disclose directory information 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;
- Grade Level, Photograph, and Email address,
- Degrees, honors, and awards received;
- Date and place of birth;
- Major field of study;
- Dates of attendance; and
- 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.

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; and
- Student names will not appear on any material submitted by the preservice teacher.

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.

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.

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. 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.

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 conduct emergency response drills to practice and 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 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 students are provided to students throughout the district; and
- 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.

COLBERT COUNTY SCHOOLS SAFETY PROTOCOLS



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.

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 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.

Used during inclement weather or hazardous material release. Tornado Warnings require schools to take students to an inner hallway or a room with few/no windows (areas reviewed & approved by EMA) until safe. Student checkouts and other school operations cease during active warnings. Anyone at a school during a warning may participate in safety protocols. Specific precautions are taken to limit exposure in the event of a hazardous material release.



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.

Used upon notification of a concern or when a potential threat is identified in the vicinity but not within a school or on campus. Student instruction continues with restricted entry and limited movement inside the building. While normally short-lived, schools will notify parents via mass notification if the situation allows. Entries and exits are monitored. Students are not released outside the building until appropriate agencies issue an all clear.



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.

Used when a threat or possible threat is identified inside the school or on campus. Instruction and all movement are halted. All exterior and interior doors are locked, and students are secured in classrooms. No one (except first responders) is allowed to enter or exit. Monitor school social media and/or local news for updates. Lockdown audits and reviews of procedures are completed annually at each school.

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.

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.

EMERGENCY DRILLS

Fire Drills - Monthly fire drills are completed during the school year. Fire exit plans are 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 administrators or their designees shall take all actions as specified in the approved Crisis Management Plan. 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 administrators or their designees shall take all actions as specified in the approved Crisis Management Plan. 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).

SCHOOL VISITORS

All school visitors are required to enter the school's main entrance and report to the office upon arrival on campus. For safety purposes, visitor's may be required to pass through weapon's detection systems to enter the school building. 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.

STUDENT CHECK-OUTS

All parents or other adults authorized to pick up students must check out students in the main office via the school's approved check-out plan. Students may not be checked out directly from classrooms. For phone checkouts, parents may be asked to confirm their identity by answering a series of basic to advanced identification questions

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 and all students receive breakfast and lunch at no cost. Limited a la carte items also are available during the lunch period at various prices.

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;
- 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

A student who feels they have been sexually harassed should report the incident to school administration and the District Safety Coordinator 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

Upon completing an investigation by the District Safety Coordinator 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, separately 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

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 for personal grievances 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.

AUTOMOBILE & MOTORIZED VEHICLE USE BY STUDENTS

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. Students who park on campus may also be subject to student random drug testing.

HEALTH INSURANCE

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

STUDENT ACCIDENT INSURANCE PROGRAMS

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

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 for more information on student-athlete insurance.

WORTHLESS CHECK COLLECTION POLICY

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.

TEXTBOOK PAYMENT SCHEDULE

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.

Reimbursement will be made to students who relocate textbooks after payment is made. Such reimbursement will also be made based on the following payment schedule determined by year of adoption.

1 st Year of Adoption	2 nd Year of Adoption	3 rd Year of Adoption	4 th Year of Adoption +
Original Cost	75% of Original Cost	50% of Original Cost	25% of Original Cost

PROGRAM FOR EXCEPTIONAL CHILDREN

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, Tiffani Fuqua at 256 386 8565.

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

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 the Special Education Department at 256 386 8565 for more information.

PARENT/ FAMILY INVOLVEMENT PLAN

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. The full plan is available by visiting www.colbertk12.org.

- 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.

STUDENT/PARENT/SCHOOL COMPACT COMMITMENT

For effective instruction to occur, there must be a cooperative relationship among students, parents, and educators. This relationship may be described as follows:

Parents Should:

- Communicate regularly with the school 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 at the school.
- Provide needed resources for students to complete classwork.
- 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.

ACADEMIC COMPETITIONS

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

STUDENT GOVERNMENT

Effective student governments are essential for the training and involvement of students in the democratic process. School communities share the responsibility for shaping governments into positive student instruments.

STUDENT PUBLICATIONS

Education is the process of inquiry and learning, acquiring and imparting knowledge, and exchanging 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.

CAREER TECHNICAL EDUCATION (CTE) & CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSOs)

The Colbert County School District is committed to providing students with high-quality CTE programs that prepare them for successful careers and post-secondary education. As an essential component of these programs, the district recognizes the significant benefits of CTSOs in fostering professional growth, leadership skills, and real-world application of classroom learning. With this in mind, Colbert County Schools offers a wide variety of CTSOs available for student membership.

IMMUNIZATION REQUIREMENTS

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.

STUDENTS WITH SEVERE HEALTH PROBLEMS

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.

STUDENT MEDICATION

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 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. The parent or guardian must count and sign-in/out the medication with the school nurse or a trained medication assistant each time the medication is dropped off or picked up.
- 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 student's full name must be written on the medication.
- The parent/guardian shall give the first dose of a new medication, with the exception of emergency 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 can change a

medication order (dose, frequency, time, etc.). Changes to the medication orders by a parent/guardian will not be accepted.

- All medication policies remain in effect for students during field trips, extended day programs, and any other school-sponsored activities.
- Only school staff who have completed the required medication administration training and received proper authorization are permitted to assist with medications in the school setting.
- The parent/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 7 days.
- Parents/guardians shall pick up student medication on or before the last day of the school. 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.
- 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.

PREVENTION & WELLNESS

Colbert County Schools adheres to the following regarding exclusion periods for sick students, as well as preventative tips. Please adhere to these guidelines and make note of suggested habits. For the most current information, visit www.flu.gov or call 1-800-CDC-INFO. Let's work together to keep everyone healthy.

- 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.

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.

PARENT ACCESS TO STUDENT GRADES & ATTENDANCE

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.

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. At the end of the school year, students or their parent may pick up a copy of the report card from the school upon request, or access it digitally via the PowerSchool Parent Portal. For access to the Parent Portal to view student grades during the school term, please contact the school counselor.

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 in compliance with ACT 2024-35. Parents may request curriculum and materials for review by contacting the central office and following the adopted process.

ELEMENTARY SCHOOL CURRICULUM K-5TH GRADES

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

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

ALABAMA LITERACY & NUMERACY ACTS

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

MIDDLE SCHOOL CURRICULUM 6TH-8TH GRADES

Listed below are examples of subjects taught at the middle school level:

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

HIGH SCHOOL CURRICULUM 9TH-12TH GRADES

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, athletics, 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.

UNIFORM GRADING SCALE

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

GRADE CALCULATIONS

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

Grades K-5				
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Final Yearly Average
25%	25%	25%	25%	100%

Grades 6-12 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 6-12 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 6-12 Semester-Long Course* if Student TAKES Final Exam				Final Exam	Final Yearly Average
Quarter 1		Quarter 2			
45%		45%		10%	100%

Grades 6-12 Semester-Long Course* if Student EXEMPTS Final Exam				Final Exam	Final Yearly Average
Quarter 1		Quarter 2			
50%		50%		0%	100%

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

GRADING SCALE FOR CREDIT-BEARING COURSES (GRADES 9-12)

Specified AP, Dual Enrollment, Honors and/or Advanced courses will be weighted when calculating a student's 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.
- For weighted classes, the 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 count 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 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 will 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.

EXAM EXEMPTIONS

Final Exam exemption conditions for students in Grades 6-12:

- 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, Alternative Program Placement, or expulsion) will not be eligible for an exemption in any class, unless waived by the Exemptions Incentive Guidelines.
- Exemption Incentive Guidelines:
 - 11th 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 exceeding 10 total all day absences.
 - 12th 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.

PROMOTION & RETENTION

Grades K-8: The Board has determined that the decision regarding promotion/retention in kindergarten through eighth grade is best made by school administration and the student's teachers, except for special education students whose determination shall be made by the IEP Committee. Each case will be considered individually and a decision will be made based on the best interests of the student. Any exception to the 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-** Kindergarten students may be retained only upon approval/agreement of the student's parent/guardian.
- **First Grade** To be promoted from 1st to 2nd grade a student should have a minimum yearly average of 70 in Reading and a 60 in Math.
- **Second Grade** To be promoted from 2nd to 3rd grade, a student should have a minimum yearly average of 60 in Reading and Math.
- **Third Grade** To be promoted from 3rd to 4th grade, a student should have a minimum yearly average of 60 in Reading, Math, and two of the following subjects: English Language Arts, Science, Social Studies. The district will comply with the Alabama Literacy Act as it pertains to promotion and retention of students.
- **Fourth Grade** To be promoted from 4th to 5th grade, a student should have a minimum yearly average of 60 in Reading, Math, & two of the following subjects: English Language Arts, Science, Social Studies).

- **Fifth Grade** To be promoted from 5th to 6th grade, a student should have a minimum yearly average of 60 in Reading, Math, & two of the following subjects: English Language Arts, Science, Social Studies.
- **Sixth Grade** To be promoted from 6th to 7th grade, a student should have a minimum yearly average of 60 in English Language Arts and Math, and in one of the following subjects: Science, Social Studies. Any core classes (English, Math, Science, Social Studies) failed should be completed in summer school for promotion.
- **Seventh Grade** To be promoted from 7th to 8th grade, a student should have a minimum yearly average of 60 in English Language Arts, Math, and in one of the following subjects: Science, Civics, Geography. Any core classes (English, Math, Science, Social Studies) failed should be completed in summer school for promotion.
- **Eighth Grade** To be promoted from 8th to 9th grade, a student should have a minimum yearly average of 60 in English Language Arts, Math, and in one of the following subjects: History, Science. Any core classes (English, Math, Science, History) failed should be completed in summer school for promotion.

*All other cases for retention in grades 6th through 8th must be reviewed by a local school committee consisting of the principal, the student's teachers, and the school counselor. The committee should consider the following factors before making a decision for retention:

1. Age of student;
2. Number of times previously retained, both cumulative and in current grade; and
3. Other extraordinary circumstances.

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

VALEDICTORIANS, SALUTATORIANS, & HONORS GRADUATES

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, and Math Elective (Pre-Calculus, Dual Enrollment math, Computer Science, and/or state-approved elective); and
- 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 a candidate's transcript uses letter grades, 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.

GRADUATION EXERCISES PARTICIPATION ELIGIBILITY

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.
- Students must have no outstanding balances owed to the school to participate in graduation exercises.

STUDENT CLUBS & ORGANIZATIONS

All school-sponsored clubs and organizations shall be sponsored by a member of the faculty and approved by school administration.

ATHLETICS

Athletic participation eligibility is defined by the Alabama High School Athletic Association. Students participating in athletics must be eligible to do so under the AHSAA Rules and Regulations. Contact the school for guidance regarding participation in athletics.

SCIENCE SAFETY CONTRACT

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 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.

SUBSTANCE ABUSE TESTING POLICY

Recognizing that participation in extracurricular activities, including students who drive a vehicle on campus, is a privilege and not a right, students enrolled in Colbert County Schools, grades 9-12, 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 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.

STUDENT CONDUCT

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 distractions 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.

Student Due Process Act 2024-262

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 (more than 15 days), long-term out-of-school suspension (more than 10 days), or expulsion, formal due process will be afforded.

2025-2026 STUDENT CODE OF CONDUCT

Parent Responsibility - The Board hereby advises parents/guardians/custodians of their responsibility for the conduct of their child(ren) based on Alabama Code §16-28-12, as amended. These laws have important implications for parents and students of the School District. §16-28-1 *et seq.*

In an effort to implement and communicate the basic principles of the law, the Board adopts the following operational procedures:

1. Parents/guardians/custodians and students shall be informed of the intent of §16-28-1, *et seq.* via student handbooks and/or school newsletters, which will 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.

* In cases of habitual or excessive absences, school principals and/or the Superintendent may refer the matter to juvenile authorities or initiate truancy proceedings.

Damages To School Property - In accordance with Alabama Code § 6-5-380, parents, guardians, and custodians are liable for damages to school property caused by their child(ren), up to \$1,000.00.

STUDENT ATTENDANCE

- **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 & Middle School 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.
- **High School Students** All students are expected to be in attendance each day unless they are ill or an emergency arises. Students in grades 9-12 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** Students may receive up to 10 days of excused absences with home notes per school year. Only 5 home notes per semester are accepted. All other excuses must be turned into the school and:
 - Signed by a doctor; or
 - Legal documentation, provided from a 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.

Excused Absences

All student absences shall be designated as either excused or unexcused by a school administrator 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 school administrator or 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 administrator; or
- Death in the immediate family

Unexcused Absences

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

Absentee Referrals

Homeroom teachers shall refer all cases of known truancy and chronic absenteeism to the school administrator or designee. School administrators or designees shall refer these students to the Attendance Supervisor in accordance with the Truancy and Early Warning Prevention Program. 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 the school administrator or designee.

Make-Up Work - Excused Absences

Students absent for any excused reason are allowed to make up all major assignments and other work missed during the absence at a time agreeable to the teacher(s). Teachers are not required to reteach lessons, but students will 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.
- Middle/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) and 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 day 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

Teachers will not provide make-up work or examinations for unexcused absences. Teachers, at their discretion, may require students with unexcused absences to make up homework, class work, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers will not assign zeros to students automatically for being absent from school. Zeros may be assigned to students only when a graded assignment was planned to be given in class the day the unexcused absence occurred.

Tardiness

Students are tardy to school when they fail to report on time to their first class. 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 first scheduled class will be counted as a tardy to school and may lead to a disciplinary 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 detention.
- For each tardy after the 4th tardy in the same class, students will be assigned 1 day of in-school suspension.

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 phone call from or to parent/guardian.
- After the 5th check-in/out by phone call, a parent/guardian must check-in/out the student in-person.
- The school office must speak with a parent or guardian and confirm their identity 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-in during 1st period will be counted as tardy.

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. and who have not served a disciplinary assignment to in-school suspension or the Alternative Program.

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 are not allowed to 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.

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.

Early Warning Truancy Prevention Program

In order to comply with compulsory education laws, 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 if, the explanation is not excusable under Board Policy, the absence will be unexcused.

Early Warning Truancy Prevention Program Steps:

1. After the 1st unexcused absence, the student and parent will receive a warning from the district's automated communication platform, 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 3rd 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 5th unexcused absence, a conference will be held by a school administrator and/or an

attendance officer with the parent and student.

4. After the 7th unexcused absence, the parent and student will be referred to the Colbert County District Attorney's Office for truancy violations.

DRESS CODE

The Board and district administration recognize the importance of personal rights and privileges of each individual student. However, the Board equally recognizes that all students deserve to attend school in an environment conducive to learning. The Board strongly believes it is the responsibility of students and their 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, spandex/bike shorts and other similar type shorts are prohibited. Under garments shall not be visible at any time.
 - Athletic Shorts, Shorts, dresses, and 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.
 - Clothing shall not display writing or symbols deemed by a school administrator as vulgar/profane, 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, bandanas, scarves, or other similar items that cover the student's head while inside the school building(s) except for a medical or religious 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.

DRESS CODE INFRACTIONS

Students arriving to school who fail to comply with the Dress Code will be given an opportunity to call parents to bring an item that complies with the dress code. Students unable to reach a parent or if a parent is unable to provide clothes, the student will be assigned in-school suspension for the remainder of the school day. For the 2nd offense and following, within the same school year, the student will be assigned in-school suspension for 1 day for failing to comply with the school district's dress code.

STUDENT USE OF WIRELESS COMMUNICATION DEVICES: FOCUS ACT 2025-386

Under the FOCUS Act, effective July 1, 2025, the use, operation, or possession of Wireless Communications Devices (including but not limited to cellular telephones, tablet computers, laptop computers, pagers, gaming devices, smart watches, and earphones or headphones) in school buildings or on school grounds during the Instructional Day, as that is defined in Board Policy, except as permitted under exceptions included in Board Policy, is prohibited. Violation of Board policy with respect to such use, operation, or possession of Wireless Communication Devices will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

The possession of cellular telephones during the school day by students is allowed as long as the device is turned **OFF** and stored **OFF** their person in a locker, car, backpack, or similar storage location. The possession and use of a school issued electronic device (Chromebook, iPad, etc.) for instructional purposes is allowed.

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 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.

THREATS AND ILLEGAL ACTIVITY

Threats and illegal activity on any school campus will be reported by the school administration to the School Resource Officer and the District Safety Coordinator.

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 administrator or designee.

Procedures For the Administration of Formal Disciplinary Action

Before determining the classification of violation, the principal or designee will consult with the involved student(s) and relevant school personnel. Once the classification of the violation is determined, the principal or designee will implement the appropriate disciplinary procedure, including the Student Discipline Due Process Procedures when required. The principal or designee should consider the student's age, discipline history for the current school year, and any other relevant circumstances.

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. Parents/guardians/custodians of students who consistently exhibit poor work habits should be notified by school personnel.

Minor Offenses – Class I

- 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 Failure to comply with Colbert County Schools' Medication Policy.** This applies to over-the-counter/non-prescription medicine
- 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 or at school bus stops**
- 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; and 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, or 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

May include but are not limited to the following:

- Student conference
- Parent contact(s)/conference(s)
- Detention
- Bus Suspension
- Out-of-school suspension not to exceed 3 days
- Corporal punishment
- Assignment to in-school suspension
- Revocation of vehicle use privilege on school campus.

Intermediate Offenses - Class II

- 2.01 Defiance of Board employee's authority** Any refusal to comply with a lawful and reasonable directive or order of a Board employee.
- 2.02 Possession, sale, or use of tobacco products** The possession, sale, or use of any tobacco or nicotine products, including vapes, while on campus or at school-sponsored functions off campus. If a vape contains an illegal drug or any Delta variation (Delta 8, Delta 9, etc.) school officials will use offense 3.01. To make this determination all vapes collected will be tested by the SRO and the results sent to the District Safety Coordinator.
- 2.03 Fighting** The actual and intentional pushing or striking another student against the will of the other person(s). Includes mutual participation in a fight involving physical violence where there are at least two participants, but no one main offender and no major injury. Fighting does not include verbal confrontations, tussles, horseplay, or other minor confrontations. This conduct creates a substantial risk of serious physical injury to another person. Administrators need to consider age and developmentally appropriate behavior before using this category. **For severe injuries to the victim, use the Assault offense.**
- 2.04 Vandalism** of school property or another student's private property while at school resulting in damages
- 2.05 Theft** Physically taking or obtaining property from another without consent. The intentional, unlawful taking and/or carrying away of public or privately owned personal property 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,** Threat by word or act including electronic threats to harm another person which creates a reasonable belief of physical danger. NOTE: Completion of the threat, or the carrying out of the threats against the victim, constitutes a Class III offense. Threats will be reported to the Superintendent and the District Safety Coordinator by the school administration to initiate the threat assessment protocol.
- 2.08 Trespassing** Willful entering school facilities or on school property without permission
- 2.09 Possession of fireworks or firecrackers**
- 2.10 Inappropriate touching of or bodily contact with another person.** This includes horseplay.
- 2.11 Written or verbal propositions, in person or electronically to promote sexual acts**
- 2.12 Use of obscene manifestations (verbal, written, physical) toward another person**
- 2.13 Leaving campus without permission**
- 2.14 Academic Dishonesty** Includes cheating and plagiarism.
- 2.15 Using electronic wireless communication device** unintentional and intentional use
- 2.16 Inappropriate Use of Technology** violations of the district's Acceptable Use Policy
- 2.17 Bullying**
- 2.18 Circumventing School Safety Measures** non-compliance with weapons detector use, propping open doors or windows, letting a visitor enter the school at an unauthorized entrance, etc.
- 2.19 Any other offense which the principal may reasonably deem to fall within this category**

Administrative Responses to Intermediate Class II Offenses

May include but are not limited to the following:

- Parent contact(s)/conference(s)

- Corporal punishment
- Assignment to in-school suspension, or out-of-school suspension
- For unintentional violation of 2.15:
 - **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 in-school suspension and electronic device may be picked up by the student's parent/guardian, but will not be returned directly to the student.
 - **4th Offense** - 3 days in-school suspension and electronic device may be picked up by the student's parent/guardian, but will not be returned directly to the student.
- For a direct violation of 2.15:
 - **1st Offense** - 1 day detention and device returned to student upon completion of detention at the end of the school day.
 - **2nd Offense** – 1 day in-school suspension and device may be picked up by the student's parent/guardian, but will not be returned directly to the student.
 - **3rd Offense** – 3 Days of in-school suspension and device may be picked up by the student's parent/guardian, but will not be returned directly to the student.
 - **4th Offense** – 5 days in-school suspension and device may be picked up by the student's parent/guardian, but will not be returned directly to the student.

Major Offenses - Class III

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| 3.01 | Drugs and Alcohol Use, transfer, or possession of drugs or alcohol, or being under the influence of drugs or alcohol at school, school grounds, or at a school-sponsored event. This includes misuse of prescription drugs. The student shall be immediately suspended from attending regular classes and an expulsion hearing before the school board scheduled within five (5) school days. |
| 3.02 | Arson Setting or attempting to set a fire or helping others set a fire. |
| 3.03 | Battery Upon Board Employee or Visitor The unlawful and intentional touching or striking of a Board employee or visitor against his or her will, or causing of bodily harm to a School Board employee or visitor. |
| 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 |
| 3.05 | Possession of a Firearm 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; capable of use by or with any of the weapons/firearms described herein and; any destructive device. The student shall be immediately suspended from attending regular classes and an expulsion hearing before the school board scheduled within five (5) school days. |
| 3.06 | Discharging of Any Pistol, Rifle, Shotgun, Airsoft Gun, Pellet Gun, or BB Gun on School Property. |
| 3.07 | Possession of Weapons Possession of any knife, razor blades, box cutters, metallic knuckles, tear gas gun, chemical weapon or device, taser, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. |
| 3.08 | Bomb, school shooting threats, threats to kill another student or board employee with a reasonable belief of harm and/or the ability to carry out the threat. Threats will be reported to the Superintendent and the District Safety Coordinator by the school administration to initiate the threat assessment protocol. |
| 3.09 | Explosives Preparing, possessing, or igniting explosives on School Board property. |
| 3.10 | Sexual Acts Acts of sexual nature including, but not limited to, battery, consensual or non-consensual sex acts, rape, or attempts of any sexual act. |

- 3.11 Assault** An actual and intentional striking of another person against his or her will or intentionally causing bodily harm to an individual. When one individual physically attacks or “beats up” another individual. Includes an attack with a weapon or one that causes **serious bodily harm** to the victim. **This category should be used only when the attack is very serious.**
- 3.12 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.
- 3.13 Unjustified Activation of a Fire Alarm System**
- 3.14 Discharge or Igniting Fireworks and/or Firecrackers**
- 3.15 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.
- 3.16 Any Other Offense Administration may deem Reasonable to Fall within this Category**

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
- Long-term suspension of more than 10 but less than 90 school days.
- Expulsion

Detention - Middle School & High School

Students may be assigned detention for disciplinary purposes at the discretion of the local school principal and professional staff of individual schools. If a student is assigned detention after regular school hours, the student must be given notice of such detention in time to notify parents/guardians 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.

Detention - Elementary School

Provided an elementary student is assigned detention 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 prior to detention. Publicly transported students shall not be detained after school on an involuntary basis without reasonable prior notification to their parents/guardians.

In-School Suspension

In-school suspension is an alternative to out-of-school suspension that 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 assigned in-school suspension for inappropriate school behavior. The principal assigns the student in-school suspension and determines the length of time, not to exceed 10 days per incident. Upon completion of in-school suspension the student is returned to regular classes. The in-school suspension program is a strict disciplinary environment. The local school principal shall ensure the following safeguards are met:

- Students must be supervised by the school's professional staff during 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. Students assigned in-school suspension shall not participate in extracurricular activities from the date and time of the incident until the in-school suspension is served.

Colbert County Alternative School Program

The Colbert County Alternative School Program is for students enrolled in the Colbert County School District who are in grades six through twelve. This alternative program will be used in lieu of expulsion from the School District, as an administrator response to a Class III violation, for students with pending criminal charges resulting from an incident that occurred at the school, or as a progressive disciplinary measure for continued violations of the code of conduct.

Procedure for referral to Colbert County Alternative School will follow corrective measures implemented by the principal or designees at the student's home school, and/or as a result of an expulsion hearing.

Placement in the Alternative School Program by the school principal will be for a minimum of 15 days and a maximum of 30 days with the actual time spent based on past discipline records, as well as work habits, attendance, and attitude while assigned to the alternative school. Placement in lieu of expulsion or for pending criminal charges may exceed 30 days. Students must be present for the full number of days assigned. Days absent will not count as days served. The district attendance policy and early warning truancy program will apply for students assigned to the Alternative Program.

Students assigned to the Alternative Program are prohibited from returning to any school campus, with the exception of the Alternative Program classroom. Participation in extracurricular activities is prohibited from the date and time of the incident until the assignment is served. An intake meeting is required prior to starting. Transportation is not provided. Upon returning from the Alternative School program the student and parent/guardian must meet with school administration.

SCHOOL MORNING AND AFTERNOON SUPERVISION

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.

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 State law 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 custodial parent. 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 their 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 not adhering to the rules are subject to disciplinary action, including 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

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-12

- 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

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-12

- 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

Special Education Student Bus Suspensions

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 from school unless the district 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 from school. 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, the district must determine 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 plan for the child. Any student suspended off the bus for more than 3 days must be approved by the Special Education Department.

DRIVER'S LICENSE & LEARNER'S PERMIT

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.

Enrollment, Schooling, Employment Provisions

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;
- Is enrolled and making satisfactory progress toward the GED certificate;
- Is participating in an approved job training program approved by State Superintendent;
- Is gainfully and substantially employed;
- Is a parent with care and custody of a minor or unborn child;
- 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.

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

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

- 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

- 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

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.

2025-2026 TECHNOLOGY ACCEPTABLE USE AGREEMENT

RESPONSIBLE USE OF TECHNOLOGY

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.

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.

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.

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 information. This includes emailing 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.

IV. COPYRIGHT & PLAGIARISM & ARTIFICIAL INTELLIGENCE

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.
- E. Students must acknowledge the use of Artificial Intelligence (AI) in any capacity related to their school work: text, image, multimedia, etc.
- F. The use of AI could be subject to the Academic Dishonesty Policy. Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims.

For more information regarding Educational Copyright Guidelines, please visit:

- [Fair Use Guidelines for Education Multimedia](#)

V. EMAIL

Colbert County Schools provide access to email accounts for most employees and students. This agreement addresses all users.

- 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.

VI. INTERNET USE

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 the Department of Technology.
- 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
- 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
- Use of technology resources to create illegal materials (i.e., counterfeit money, fake IDs, etc.)

VII. SOCIAL MEDIA GUIDELINES

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. 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 try to maintain a positive social media presence.
- 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. Remember, once something is posted on a social networking site, it is available forever.

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, including the provisions outlined in Alabama's FOCUS Act 2025-386.
- B. Under no circumstances may students possess or use a PTD during any state assessment or secure 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.

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.

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 school employee 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 when 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
- Non-accidental damage to be covered by the user to which the device is assigned

2025-2026 CHROMEBOOK & DIGITAL DEVICE DAMAGE & FEES

The following should only be used to understand what to expect if an incident occurs. This is not an exhaustive list, only general examples.

<p style="text-align: center;">MANUFACTURER DEFECTS EXAMPLES</p> <p>Determined by manufacturer (Dell, Asus, etc.) & verified by CCS Technology.</p> <ul style="list-style-type: none"> ▪ Constant Reboots ▪ Persistent Crashes ▪ Battery Problems 	<p style="text-align: center;">MANUFACTURER DEFECTS FEES</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;">NON-ACCIDENTAL DAMAGE EXAMPLES</p> <ul style="list-style-type: none"> ▪ Theft &/or Damage by Vandalism ▪ Rubber torn off Device ▪ Intentional popping of keys off keyboard ▪ Excessive cosmetic damage or defacing ▪ Stripped, cut, exposed, frayed cords ▪ Scratching, writing, graffiti, or markings of any kind on devices or chargers ▪ Tampered with Serial Number, Asset Tag, or Other Device-identifying Information ▪ Unreasonable damage outside of the normal, expected use ▪ Any condition that will otherwise render the device or charger unsuitable for reissue 	<p style="text-align: center;">NON-ACCIDENTAL DAMAGE FEES</p> <ul style="list-style-type: none"> ▪ 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. ▪ Employees: Non-accidental damage is the full responsibility of the employee. ▪ Lost/Damaged Charger - \$60.00 ▪ Full Replacement Cost- \$500.00

2025-2026 INTERNET SAFETY POLICY

INTERNET SAFETY POLICY INTRODUCTION

Colbert County Schools is committed to providing safe and secure access to the Internet to all students and staff throughout the district that complies with all Federal and state legislation related to the online safety of students, including but not limited to:

- Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]
- Neighborhood Children's Internet Protection Act
- Protecting Children in the 21st Century Act
- Alabama's Freeing our Classrooms of Unnecessary Screen for Safety (FOCUS) Act

In order to accomplish this, it is the policy of Colbert County Schools to:

- a) Prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications
- b) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- c) Prohibit access to websites, web applications, or software that exposes students to the disclosure, use, or dissemination of their personal information
- d) Provide specific procedures and other protections that prioritize the safety and security of students when using email, chat rooms, and other forms of direct electronic communication
- e) Prevent "hacking" and other forms of unauthorized use of or access to computer or Internet files, sites, databases, or equipment
- f) Prohibit access by students to unlawfully obtained data or information, including "hacking," and other unlawful online activity by students;
- g) Educate minors about appropriate online behavior, including interacting with individuals on social networking websites, in chat rooms, and cyberbullying awareness and response
- h) Prohibit students from accessing social media platforms, unless expressly directed by a teacher for educational purposes.
- i) Prevent unauthorized access and other unlawful online activity
- j) Restrict access by minors to inappropriate and harmful material on the Internet
- k) Limit Internet access by students to only age-appropriate subject matters and materials

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of users of the Colbert County Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

EDUCATION, SUPERVISION, & MONITORING

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries.

It shall be the responsibility of all members of the Colbert County Schools staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Executive Director of Technology or designated representatives.

Library/Media Specialists or designated representatives will provide age-appropriate training for students who use Internet facilities on the campuses of all Colbert County Schools. The training provided will be designed to promote Colbert County School's commitment to:

- A. The standards and acceptable use of Internet services as set forth in Colbert County Schools Internet Safety Policy;
- B. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while online, on social networking, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").
- D. Compliance with Alabama's Freeing our Classrooms of Unnecessary Screen for Safety (FOCUS) Act

Following receipt of this training, the student will acknowledge receiving the training, acknowledge understanding of the training, and agree to follow the provisions of the district's acceptable use policies.

2025-2026 PARENT ACKNOWLEDGEMENTS

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)

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.

STUDENT HANDBOOK ACKNOWLEDGEMENT

All students enrolled in Colbert County Schools received and signed an acknowledgement they have received a copy of this ***Student Handbook***, 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 | - Internet Safety Policy |
| - Parent/Family Involvement Plan | - Possession of Weapons and Firearms |
| - Parent's Right to Know | - Right to Search Student Personal Property |

The Student Handbook is also available digitally for download at www.colbertk12.org.

**** 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 Handbook. ****

**** 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. ****