



V12152022

2022-2023

# **STUDENT PARENT INFORMATION GUIDE**

# **COLBERT COUNTY SCHOOLS**



### **Superintendent**

Chris Hand

### **Board Members**

Jarrold Johnson

Thomas Burgess

Steve Stayton

Ricky Saint

Jackie Witt

David Yarber

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425 Hwy 72 West  
PO Box 538  
Tuscumbia, AL 35674

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Tel 256 386 8565  
[www.colbertk12.org](http://www.colbertk12.org)

July 6, 2022

Dear Parents and Guardians,

As we look forward to starting the 2022-2023 school year, I would like to take this opportunity to thank you for your ongoing support of the Colbert County School System. It is an understatement to say that the past few years have proven to be some of the most challenging times in any of our lives. However, throughout those recent experiences, we have learned to adjust to the changes in health and safety protocols while keeping our focus on serving our students to the best of our ability. Even though we have faced many challenges and obstacles, the commitment, support, dedication, and prayers of everyone involved have only made us stronger.

Our administration has been working diligently to ensure that this will be our best school year yet. We are excited to welcome several new faces as well as some exciting new opportunities for our students.

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

Sincerely,

Chris Hand  
Superintendent of Colbert County Schools

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# 2022-2023 STUDENT/PARENT INFORMATION GUIDE

## TABLE OF CONTENTS

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### **GENERAL DISTRICT INFORMATION**

District School Directory.....	4
Central Office Directory .....	5
Parents Rights to Know.....	6
Immunization Requirements.....	7
Age and Admission Requirements .....	8
Students with Severe Health Problems.....	10
Child Nutrition Program .....	10
School Visitors.....	11
Safety First .....	11
Emergency Drills .....	14
Promotion and Retention .....	14
Report Cards & Grading Scale .....	15
Exam Exemptions .....	17
Student Clubs and Organizations .....	18
Valedictorian, Salutatorian and Honor Students .....	18
Graduation Exercises Participation Eligibility .....	19

### **CURRICULUM & INSTRUCTION**

Accreditation.....	20
Curriculum Examples .....	20
Program for Academic and Creative Enrichment.....	21
School Counselors .....	22

### **STUDENT CONDUCT**

School-Parent-Student Compact .....	23
Parent/Family Involvement Plan .....	24
Education Records Privacy Rights (FERPA) .....	25
Student Records .....	25
Student Grievances.....	27
Sexual Harassment .....	27
Automobile and Motorized Vehicle Use by Students.....	28
Textbook Payment Schedule .....	29
edTPA Notice .....	29

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## TABLE OF CONTENTS (CONTINUED)

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### **STUDENT CODE OF CONDUCT**

Parent Responsibility .....	29
Damages to School Property .....	31
Student Attendance .....	31
Excuses, Excused & Unexcused Absences.....	32
Make-Up Work.....	33
Tardiness .....	33
School Participation Absences .....	34
Truancy.....	34
Dress Code .....	35
Student Use of Electronic Communication Devices .....	36
Code of Conduct- Minor Offenses Class I.....	37
Code of Conduct- Intermediate Offenses Class II.....	38
Code of Conduct- Major Offenses Class III.....	40
Detention, C.L.A.S.S. ....	42
Alternative School & In-School Suspension.....	43
Student Transportation.....	44
Suspension of Student Transportation Privileges .....	45
General Regulations- Bus Students.....	46
Student Driver's License & Learner's Permit .....	47
Suspension of Driver's License & Permit Guidelines.....	48
Digital Device Guidelines .....	49
Chromebook Distribution, Best Practices.....	51
Digital Device Expectations .....	50
Schedule of Damages & Fees.....	51
Source & Legal References.....	52
2022-2023 School Calendar & Reporting Periods.....	53
2022-2023 Handbook Acknowledgement Form .....	54

# COLBERT COUNTY BOARD OF EDUCATION

425 Hwy 72 West    Tuscumbia, AL 35674    256 386 8565

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## SUPERINTENDENT

Chris Hand

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### CURRENT BOARD MEMBERS UPDATED DECEMBER 2022

Jarrold Johnson    Thomas Burgess    Steve Stayton    Ricky Saint    Jackie Witt    David Yarber

*\*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 5:00p.m. unless special circumstances are announced by the Board.*

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SCHOOL DIRECTORY	PRINCIPAL	PHONE
Cherokee Elementary School 1305 North Pike Cherokee, AL 35616	Tiffani Fuqua	256 359 6422
Cherokee High School 850 High School Drive Cherokee, AL 35616	Pam Worsham	256 359 4434
Colbert County High 2200 High School Road Leighton, AL 35646	Melcha Satchel	256 446 8214
Colbert Heights Elementary 1551 Sunset Drive Tuscumbia, AL 35674	Brandon Archer	256 381 6132
Colbert Heights High 6825 Woodmont Drive Tuscumbia, AL 35674	Jared King	256 383 7875
Hatton Elementary 2130 Hatton School Road Leighton, AL 35646	Nick Cottrell	256 446 5679
Leighton Elementary 8100 Old Highway 20 Leighton, AL 35646	Vickie Osborn	256 446 8351
New Bethel Elementary 900 New Bethel School Road Tuscumbia, AL 35674	Nathan Fuller	256 383 6471

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

## **CENTRAL OFFICE ADMINISTRATION & SUPPORT DIRECTORY     256 386 8565**

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### **Office of Superintendent & Central Office Staff**

Administrative Assistant to the Superintendent ..... Ext. 1212..... Bailey Britt  
District COVID Officer & Special Projects ..... Ext. 1201..... Lymos McDonald  
District Safety & Security Officer..... Ext. 1208..... Brad Counce

### **Department of Finance**

Chief School Financial Officer..... Ext. 1230..... Terry Wilhite  
Accounts Payable ..... Ext. 1221..... Angela Puckett  
Payroll & Benefits..... Ext. 1214..... Kathy Howard  
ESSER 3 Funding..... Ext. 1209..... Amita Smith

### **Department of Curriculum, Instruction, & Assessment**

Director of Curriculum & Assessment..... Ext. 1241..... Dr. Katie Dalrymple  
Secondary Instructional Coach ..... Ext. 1243..... Jessica Fuller  
Elementary Math Coach ..... Ext. 1241..... Courtney Snipes

### **Department of Technology**

Director of Technology ..... Ext. 1204..... Matt Osborn  
Network Administrator ..... Ext. 1205..... Louis Delbert  
SIS Data Manager System-Wide Counselor..... Ext. 1246..... Tennille Sullivan  
Technology Software & Support..... Ext. 1207..... Mike Pellitteri  
Technology Hardware & Support..... Ext. 1206..... Shawn Sullivan

### **Department of Special Education & 504**

Director of Special Education & 504..... Ext. 1238..... Dr. Fred Abernathy  
Special Education Secretary ..... Ext. 1244..... Brooke Cunningham  
Homebound/Inclusion ..... Ext. 1237..... Destin Gargis  
Occupational Therapist..... Ext. 1232..... Anna Underwood  
Speech Therapist..... Ext. 1224..... Savannah Latham  
Speech Therapist..... Ext. 1220..... Judd Franks  
Speech Therapist..... Ext. 1242..... Hannah Lolley  
Gifted Teacher ..... Ext. 1238..... Amanda Parker  
Gifted Teacher ..... Ext. 1238..... Michelle Reaves

### **Department of Transportation & Federal Programs**

Director of Transportation & Federal Programs ..... Ext. 1102..... Wade Turberville  
Federal Programs/Transportation Secretary..... Ext. 1101..... Brooke Cunningham  
Mental Health Services Coordinator..... Ext. 1215..... Emily Counce  
Bus Shop/Transportation ..... Ext. 1103..... Kenneth Franks  
Bus Shop/Transportation ..... Ext. 1103..... Jerry Landers  
Bus Shop/Transportation ..... Ext. 1103..... James Colbert

### **Department of Health Services**

Director of Health Services..... Ext. 1217..... Leatonia Klyce

**Department of Career & Technical Education**

Director of Career & Technical Education ..... Ext. 1229.....Emiley Crisler  
Career Coach..... Ext. 1213.....Lattoria Jones

**Department of Child Nutrition Programs**

Director of Child Nutrition..... Ext. 1228.....Jamie Austin  
CNP Secretary..... Ext. 1227.....Marilyn Caldwell

**Department of Maintenance**

Director of Maintenance ..... Ext. 1110.....Al Hyde  
Maintenance Technician..... Ext. 1110.....Daniel Cunningham  
Maintenance Technician..... Ext. 1110.....Josh Everett  
Maintenance Technician..... Ext. 1110.....Chuck Fadell  
Maintenance Assistant ..... Ext. 1110.....Greg Lovelady  
Maintenance Assistant ..... Ext. 1110.....Ricky McAnally

**EDUCATION FOR HOMELESS CHILDREN & YOUTH**

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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.

**PARENTS RIGHT TO KNOW**

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

**EQUAL EDUCATION OPPORTUNITY STATEMENT**

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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.

**HEALTH INSURANCE**

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Students may qualify for Medicaid or All Kids Insurance. For further information, contact your school nurse.

**RESIDENCE & ZONE REQUIREMENTS**

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See board policy regarding School Attendance Zones and Out-of-District Students located on the system website at [www.colbertk12.org](http://www.colbertk12.org).

## IMMUNIZATION REQUIREMENTS

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

## EMERGENCY SCHOOL CLOSINGS

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In the event of a school closing for any reason, the media will be notified to broadcast or televise details of the situation and each home will receive a phone message from our Mass Notification System regarding the event. Please **DO NOT CALL** the individual schools, radio or television stations. Necessary details will be shared on all social media platforms, broadcast or televised, as information is available.

*Local Radio, Television, & News Outlets include:*

WBTV-FM	WFXV-FM	WLYV-FM	WQTV-FM	WZZA-AM
WAAY-31	WAFF-48	WHNT-19	WZDX-54	TimesDaily

## DIRECTORY INFORMATION

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The Family Educational Rights and Privacy ACT (FERPA), a Federal law, requires that the Colbert County Board of Education, with certain exceptions, obtain your written consent prior to the disclosure of personal identifiable information from your child's education records. However, the Colbert County Board of Education may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Colbert County Board of Education to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for football, showing weight/height of team members

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 that they do not want their student's information disclosed without their prior written consent.\*

If you do not want the Colbert County Board of Education to disclose directory information from your child's education records without your prior written consent, you must notify the district in



writing by the day following Labor Day. The Colbert County Board of Education has designated the following information as directory information:

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

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

## **AGE & ADMISSION REQUIREMENTS**

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Students entering *KINDERGARTEN* must be *5 YEARS OLD ON OR BEFORE SEPTEMBER 1*. Students entering *FIRST GRADE* must be *6 YEARS OLD ON OR BEFORE DECEMBER 31*.

Students enrolling in school for the first time in kindergarten or 1st grade must present:

- Official Birth Certificate
- Social Security Number (voluntary)
- Current Immunization Form
- Proof of residence in appropriate school zone or reciprocal area
- Guardian or custody papers, if applicable.

All other students enrolling in a Colbert County school for the first time must present:

- Proof of residence
- Recent report card or release from last school attended
- Copy of Immunization Form
- Guardian or custody papers, if applicable
- Social Security Number (voluntary)

## **MEDICATION**

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All medications to be administered at school will be brought to the school office by the parent or guardian and safeguarded in a locked area as designated by the principal and school nurse. The State Department of Education School Medication Prescriber/Parent Authorization form (PPA) must be completed for any medication administered in the school setting. Medication will NOT be administered at school until this authorization form has been submitted.

- The parent/guardian or a designated responsible adult shall deliver all medication to be administered during the school day to the school nurse or personnel designated by the

school nurse. Medications should never be brought to school by the student. This is to ensure the safety of all students.

- Prescription medications must be in the original container with a current pharmacy prescription label attached. The Prescriber/Parent Authorization form (PPA) must be completed and signed by the physician and the parent/guardian.
- Nonprescription medications must be provided by the parent in a new, unopened, sealed container identifying the medication name, dosage, and manufacturer's labeling. The Prescriber/Parent Authorization form (PPA) must be completed and signed by the parent/guardian. Manufacturer's dosing guidelines will be followed.
- Nonprescription medication prescribed in excess of the manufacturer's recommended dosage will require completion of the Prescriber/Parent Authorization form signed by the physician and the parent/guardian.
- The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
- The parent/guardian must provide the school with a new Parent/Prescriber Authorization (PPA) if the medication orders or dosage are changed during the school year. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, time, etc.). Changes to the medication orders by a parent/guardian will not be accepted.
- The parent or guardian will be notified when their child's medication becomes out of date. Expired medications will not be given at school. Expired medications will need to be picked up by the parent/guardian or will be disposed of by school personnel after 14 days.
- Parent/guardians shall pick up student medication at the end of the school year. Medications left at school after the course of administration or at the end of the school year will be disposed of by the school nurse. No medications will be kept through summer.
- No aspirin or aspirin containing medication (salicylate) will be given to children or teenagers under the age of 18 years of age, unless prescribed by a physician.
- Natural remedies, herbs, and nutritional supplements may not be administered by school personnel without an explicit order from an authorized prescriber that includes parent authorization and verification that the product is safe to administer to children in the prescribed dosage with reasonable information regarding therapeutic and untoward effects.
- Student self-administration of medication for a documented chronic health condition will be authorized if conducted in compliance with the State Department of Education, Alabama Board of Nursing, and the Colbert County Board of Education guidelines. The school nurse will verify all orders before students are allowed to carry and self-administer medications.
- Colbert County Schools follows the Alabama Board of Nursing and State Department of Education guidelines for the administration of medications to students.

## **COLD & FLU SEASON**

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

## **EXCLUSION PERIODS**

- Please do NOT send students to school if student has or has had:
  - 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.

## **HELPFUL TIPS FOR STAYING HEALTHY**

- Frequent hand washing is the BEST way to prevent and combat the spread of germs. Wash hands often with soap and water or hand sanitizer.
- Cover coughs and sneezes with a tissue or use an elbow or arm if no tissue is available.
- Do not share drinks, food, and unwashed utensils.
- Get plenty of rest, eat healthy foods, and drink lots of water and healthy drinks.
- Avoid people that are sick and stay home when you are sick.
- Disinfect surfaces that are prone to germs.

## **STUDENTS WITH SEVERE HEALTH PROBLEMS**

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

## **STUDENT ACCIDENT INSURANCE PROGRAMS**

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

The Board may require a student in certain curricular or extracurricular areas to participate in the school accident insurance program or file with the school principal a notarized statement from the student's parent that said student is protected adequately against accidents that may occur while participating in said activities. Insurance is also made available for all students participating in athletics sponsored by the school. The student athlete shall pay his or her 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.

## **CHILD NUTRITION PROGRAM**

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

## **SCHOOL VISITORS**

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All school visitors are required to report to the office upon arrival at a school campus. All visitors will be required to sign in and secure a visitor's pass. Students enrolled in the school system are not permitted to bring student visitors to school during regular school hours without prior approval by the principal.

## **STUDENT CHECK-OUTS**

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All parents or other authorized persons coming to school to check a student out of school must do so through the principal's office via the school's approved check-out plan. Such persons are not to go directly to classrooms for this purpose.

## **SAFETY FIRST**

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

- The district and each school annually update our Emergency Operations Plan and response procedures. These resources include information about how to respond to various events including severe weather, natural disaster, or other possible emergencies that might occur in and or around our schools. This also includes annual safety audits and safety plan review.
- Each school frequently conducts emergency response drills to practice and to improve the effectiveness of our response to various situations.
- The district meets with city and county officials and other agencies that are always there to assist our school system in a time of need.
- We have an established crisis response team at the district as well as each school that includes administrators, licensed professional counselors, law enforcement, fire and medical emergency responders, city leaders, and other individuals both inside and outside of the school system that are ready to respond.
- Receiving information is important in the identification and prevention of potential issues. We encourage you to call administrators with any concerns you may have. Also, you may contact Safe Schools Hotline 1-888-728-5437 with any concerns.
- Providing you with communication is vitally important. Colbert County Schools has implemented a mass notification system that allows parents to be notified of important information as quickly as possible. Please keep your family's contact information (address, phone number, email) constantly updated through your school office.
- Emergency Operation Plans, safe-place diagrams, and fire escape diagrams are posted in every room in the school building.
- Programs are provided to students on drug prevention, violence prevention, and abuse/neglect prevention as well as "Against All Odds program for at-risk students.
- Annual trainings regarding reporting child abuse and neglect, the district harassment policy and reporting, Erin's Laws sexual abuse prevention, and Jason Flatt Act suicide prevention awareness are presented to all staff through annual professional development.

**In partnership with the state department safety task force, the following terms and descriptions are used to describe certain circumstances throughout the district if needed. Please know these terms and how to properly respond.**

**HEIGHTENED AWARENESS** - This means a potential may exist for an unusual situation. This status may be used when there is an event in the community or on the state or national level. Instruction will continue but the system/school will be instructed to report any suspicious or unusual activity. This includes weather watches/warnings.

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

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

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

<p><b><u>HEIGHTENED AWARENESS</u></b> <i>Get Your Attention</i>  Potential MAY exist for unusual situation &amp; all parties should have heightened awareness to react as needed.</p> <ul style="list-style-type: none"> <li>- Follow school's communication plan for info.</li> <li>- Limit movement to and from classroom.</li> <li>- Be accountable for all students.</li> <li>- Look for unusual behavior in and around the school.</li> <li>- Check exterior doors to make sure they are secure.</li> </ul>	<p><b><u>SECURE AREA OF RESPONSIBILITY</u></b> <i>Hallway, etc.</i>  Specific incident within area of responsibility such as medical or potential threat to self/others</p> <ul style="list-style-type: none"> <li>- Execute Alert methods.</li> <li>- Secure all people within immediate area.</li> <li>- May require move to a more secure area.</li> <li>- Lock or Secure doors.</li> <li>- Monitor/use communication devices.</li> <li>- May release by intercom or other personal contact.</li> </ul>
<p><b><u>SECURE PERIMETER</u></b> <i>On Alert</i>  Potential threat/danger exists within neighborhood or community &amp; all parties should be aware to react.</p> <ul style="list-style-type: none"> <li>- Execute Alert methods.</li> <li>- Secure all people within the building.</li> <li>- Lock external doors &amp; cover windows.</li> <li>- Stay in secure area within the building until further notice from administration or law enforcement.</li> <li>- Monitor/use communication devices.</li> <li>- Requires leaving unsecure areas such as fields, gym, playground, or library to a secure area.</li> <li>- Continue with instruction.</li> <li>- May release via intercom.</li> </ul>	
<p><b><u>LOCKDOWN</u></b> <i>Immediate Threat</i>  Recognition of Danger. Take immediate action using safest &amp; best option for survival.</p> <ul style="list-style-type: none"> <li>- Execute Alert methods.</li> <li>- Secure yourself and others by assessing and using available information to decide if you should;</li> <li>- <b>HIDE</b> <i>Secure and/or Barricade</i> - Lock doors, Lights off, Barricade entry, Stay Quiet, Stay in Place.</li> <li>- <b>RUN</b> <i>Intelligent Escape</i> - Evacuate to Safer Location, Remain with Group, Call 911 when Safe, OR</li> <li>- <b>FIGHT</b> <i>Defend and Protect</i> - As a matter of survival, Engage by any means necessary, monitor &amp; use Communication Devices, Release only by administration or law enforcement.</li> </ul>	

## PARENT REUNIFICATION

When students have been removed from the school or when an emergency has occurred that affects the ability to have a normal dismissal, a relocation site will be established. Parents will be notified of this location by school/district communication systems. At this location, parents will be updated concerning the situation and the plans for reunification with their student. Remember, a student can only be released to an adult who is listed as an emergency contact on school records, so be sure your information is updated. Anyone attempting to pick up a student must show proper photo identification.

## BE PREPARED

Always update your family's contact information through your school office. Become familiar with the procedures listed above. Talk with your student about taking our drills seriously and remaining calm in a crisis situation. Always contact your school's administration with safety concerns.

## EMERGENCY DRILLS

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**FIRE DRILLS** - Fire drills are held in each school at least once a month during the school year. Fire exit plans shall be posted in each school in all rooms occupied at any time by students.

**TORNADO DRILLS** - Tornado drills are conducted in all schools. Procedures for tornado drills shall be developed and conducted in accordance with local Emergency Management Agency (EMA) guidelines. Such drills shall be conducted 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 principals or their designees shall take all actions as specified in the approved Crisis Management Plans. When 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, the principal or their designees shall take all actions as specified in the approved Crisis Management Plans. Under a tornado warning, students shall not be released via regular transportation plans (i.e., car pools, private vehicles, etc.) provided the warning is in effect at the time set for concluding normal school day activities, except students may be released during a tornado warning to students' parents at the end of the school day, provided said parents come to the school and assume custody of their child(ren).

## PROMOTION & RETENTION

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

**GRADES K-6** The Colbert County Board of Education has determined that the decision regarding promotion/retention in elementary schools is best made by the respective school principal and the student's teachers. Each case shall be considered individually and a decision made, which is based upon the best interest of the student. To help provide consistency throughout the School District, the Board has set up guidelines, which may be found in the School Board Policy Manual. Any exception to guidelines should be carefully weighed giving due consideration to the probability of success at the next grade level and what benefit may be gained by retaining the child in his/her present grade level. Kindergarten students may be retained only upon approval/agreement of the student's parent.

**GRADES 7-8** The Board has determined that the decision regarding promotion/retention in grades seven and eight is best made by the respective school principal, and the student's teachers. Each case should be considered individually and a decision made which is based upon

the best interest of the student. To help provide consistency throughout the school district, the Board has set up guidelines, which may be found in the School Board Policy Manual.

**GRADES 9-12** Twenty-eight (28) units of credit in (2021-2022); Twenty-seven (27) units of credit in (2022-2023); Twenty-six (26) units of credit in (2023-2024) are required for graduation. If not otherwise stated, all courses for the advanced diploma requirements will be at the advanced level. Movement from one homeroom to another is based on the following criteria:

- 10<sup>TH</sup> Grade Homeroom*..... Students must have earned at least six (6) Carnegie units.
- 11<sup>TH</sup> Grade Homeroom*..... Students must have earned a cumulative total of at least thirteen (13) Carnegie units.
- 12<sup>TH</sup> Grade Homeroom*..... Students must have a cumulative total of at least twenty (20) Carnegie units and be on track to graduate during the scholastic year in which they are promoted to the twelfth grade.

Each case for retention must be reviewed by a local school committee consisting of the principal, the student’s teachers, and school counselor.

**REPORT CARDS**

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

**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. Semester tests will be scheduled and required for students in grades 7-12.

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

**KINDERGARTEN** - Grades shall be mandatory in classes based on the following scale:

- +** = Can perform task                      **N** = Needs Improvement                      **-** = Cannot perform task

**GRADES 1 & 2** – Language, Reading, and Math will be reported as letter and number grades on the report cards.



**GRADES 3 & 4** - Language, Reading, Math, Science/Health, and Social Studies will be reported as letter and number grades on report cards.

**GRADES 5-12** – All subject areas will be reported as letter & numerical grades on report cards.

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

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Specified AP, Dual Enrollment, Honors and/or Advanced courses will be weighted on the GPA. Advanced Placement and Dual Enrollment courses offer students the opportunity to take a college-level course as a part of his/her 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 & Salutatorian.
- Only passing grades are weighted & grades on the report card and transcript are the actual grades without weighting.
- Students who do not pay for dual enrollment credit, but take the class are still eligible for the weighted grade provided they fulfill all requirements of the class including final exam.
- Students not approaching the curriculum as a college student without being instructed in intervention tiers or remediation will not receive weighted credit.
- For weighted classes, standard GPA may be above 4.0 & numeric GPA may be above 100.
- Quality Points GPA for approved AP, Dual Enrollment, Honors and Advanced classes will be calculated as follows:
  - Specified AP or Dual Enrollment course will be weighted by 1 on the standard GPA.
    - For example, an A weighted by 1 counts as 5 quality points, a B counts as 4, a C counts as 3, and a D counts as 2.
  - Specified Advanced or Honors courses will be weighted by .5 on the standard GPA.
    - In this case an A weighted by .5 counts as a 4.5 quality points, a B counts as 3.5, a C counts as 2.5, and a D counts as 1.5.
- Numeric GPA for approved AP, Dual Enrollment, Honors and Advanced classes will be calculated as follows:
  - Specified AP or Dual Enrollment courses will have 10 points added to the final grade used for calculating the numeric GPA.
  - Specified Advanced or Honors courses have 5 points added to the final grade used for calculating the numeric GPA.
- The district-approved list of weighted courses may be obtained from school counselors.
- Each high school will accommodate colleges and universities based on their preferred GPA, whether weighted or unweighted.
- For students who transfer into Colbert County Schools from another school system, weight shall be assigned to Honors, Dual Enrollment, & AP courses completed at the sending school unless the courses were already weighted at the sending school.

<b>Letter Grade</b>	<b>Course Average</b>	<b>Standard Course Quality Points</b>	<b>AP, Dual Enroll., Adv. Courses Quality Points</b>
A .....	> 100% .....	Cannot Exceed .....	5
A .....	90-100% .....	4 .....	4
B .....	80-89% .....	3 .....	3
C .....	70-79% .....	2 .....	2
D .....	60-69% .....	1 .....	1
F .....	0-59% .....	0 .....	0

### **EXAM EXEMPTIONS (GRADES 7-12)**

Students in Grades 7-12 may exempt final exams by meeting the following conditions:

- An average of 90 or above with no more than (4) absences on the semester block schedule or eight (8) absences on the 7-period day or split period during the year in the class.
- An average of 80-89 with no more than three (3) absences on the semester block schedule or six (6) absences on the 7-period day or split period during the year in the class.
- An average of 70-79 with no more than two (2) absences on the semester block schedule or four (4) absences on the 7-period day or split period during the year in the class.
- An average of 60-69 with no more than one (1) absence on the semester block schedule or two (2) absences on the 7-period day or split period during the year in the class.
- Student eligibility for exemption will be determined by the teacher in each class on the basis of the yearly average and the number of absences from the class during the year.
- Absences due to participation in official school sponsored activities are not to be included in the number of absences counted for exemption purposes.
- Any student suspended (out-of-school suspension or expulsion) for any reason will not be eligible for an exemption in any class, except the policy may be waived for 11th & 12th grade students who meet incentive guidelines on the ACT/WorkKeys. (See Incentive Guideline.)
- 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 1/2 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.

### **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. The check will then be turned over to the District Attorney's Worthless Check Unit for collection and criminal prosecution.

## **STUDENT CLUBS & ORGANIZATIONS**

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All school-sponsored clubs and organizations must comply with the following criteria:

- Every school club or organization shall be sponsored by a member of the faculty and approved by the principal of the school.
- Every school-sponsored club shall have a constitution approved by the Student Council and/or by the principal of the school.

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

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The following criteria shall be used for determining who may be eligible for Valedictorian and Salutatorian. The candidate must 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 the highest-level 10<sup>th</sup> through 12<sup>th</sup> grade English courses offered at the school.
- 4 units of Social Studies to include the appropriate required courses as per the Alabama Course of Study.
- 4 units of science to include Biology, Chemistry and/or Physics.
- 4 units of Math to include Algebra I, Geometry, Algebra II with Statistics.
- 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 and figured into the calculations for determining class standing or overall average, except courses designated with an "assistant" description (Library Assistant, Office Assistant, etc.) shall not be used in calculating the overall average of candidates.
- The candidates must have been enrolled at the local high school for one-full school year prior to the date of their graduation.
- The standing of the candidates shall be computed on a numerical basis (including weighted grades when applicable) up to and including the second nine weeks of the senior year.
- If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. Provided the school will not or cannot provide numerical grades, said student's letter grades will be converted to numerical grades at the mid-point of the grading scale approved for use by high schools of the School District.
- In determining the overall grade average, all final course grades (excluding "Assistant" courses) shall be averaged. The student with the highest overall grade average shall be Valedictorian, with the second highest being named Salutatorian. Grade point averages shall be carried three places to the right of the decimal.
- Any extraordinary situations or circumstances that may arise will be resolved by the school principal.
- All high schools will maintain a common list of courses to be excluded in determining the overall grade point average for students.

The following criteria shall be used for determining who may be eligible as an "Honor Graduate" in the schools of the School District:

- The candidate must be eligible to receive an Alabama High School Diploma with an Advanced Academic Endorsement recognized by the school district.
- The candidates must have an overall grade average of at least 90.
- 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.
- Candidate must meet any additional requirements approved by the high school.

### **GRADUATION EXERCISES PARTICIPATION ELIGIBILITY**

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The Board authorizes high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following:

- A diploma can be awarded only if a student has met the Carnegie Unit requirement 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 (can march).
- All students who have not met these requirements cannot march.
- Special education students, with the exception of the gifted and the speech-impaired, may participate in graduation exercises (can march) provided they are eligible to receive a Graduation Certificate or Diploma.
- Students must have no outstanding indebtedness owed to the school or class to participate in graduation exercises.

### **EXTRACURRICULAR ACTIVITIES**

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Eligibility for participation in Extracurricular activities shall be as follows:

- Students entering Grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) new subjects that total six (6) the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of 70. Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five (5) new subjects with a minimum composite numerical average of 70 in those five (5) subjects and must have been promoted to the next grade. Students entering the 7th grade for the first time are eligible.
- Physical education may count as only one (1) unit per year.
- No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
- A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of

having failed to meet the requirements outlined above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school.

- An ineligible student may not become eligible after the fifth school day of each semester. For athletic eligibility, bona fide transfers will be dealt with according to the rules of the Alabama High School Athletic Association.
- Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
- Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning (8) core credits over any two-year span, including summer school.

## **CURRICULUM & INSTRUCTION**

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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.

## **ACCREDITATION**

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

## **ELEMENTARY SCHOOL CURRICULUM**

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

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

## **JUNIOR HIGH CURRICULUM**

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

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

## **HIGH SCHOOL CURRICULUM**

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Courses in English, mathematics, science, and social studies are part of the general curriculum. Advanced mathematics, advanced science, advanced English, Spanish, and AP computer science are also options for students who want and need the most challenging courses available. Electives including art, drama, music, physical education, and drivers' education are available. Career & 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.

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

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

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the guidance counselor at your child's school. Questions concerning the Gifted Program may be directed to Dr. Fred Abernathy at 256 386 8565.

### **ACADEMIC COMPETITIONS**

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All secondary schools at the junior and senior high school level participate in tournaments, within the school district, which test students' knowledge of mathematics, science, social studies, geography, and English. Schools also participate in regional competitions. Such activities have positively affected both attitudes toward learning of the participating students and the knowledge base to which they are exposed.

### **PROGRAM FOR EXCEPTIONAL CHILDREN**

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

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

### **SCIENCE SAFETY CONTRACT**

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

- Conduct yourself in a responsible manner at all times in the classroom and laboratory.

- Follow all written and verbal instructions carefully.
- Never work alone. No student may work in the laboratory without an instructor present.
- When first entering a math or science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
- Do not eat food, drink beverages, or chew gum in the laboratory.
- Perform only those experiments authorized by the instructor.
- Never fool around in the classroom and laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
- Know the locations and operating procedures of all safety equipment.
- Be alert and proceed with caution at all times in the classroom and laboratory. Notify the instructor immediately of any unsafe conditions you observe.
- Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
- Contact lenses should not be worn in the laboratory unless you have permission from your instructor.
- Dress properly during laboratory activity. Long hair, dangling jewelry, & loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back & dangling jewelry & loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals.
- If you do not understand how to use a piece of equipment, ask the instructor for help.
- Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.

## **SCHOOL COUNSELORS**

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

## **STUDENT CONDUCT**

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It is the belief of the Colbert County School System that a uniform code of conduct for students is important to the pursuit of academic excellence in order that the students may have meaningful learning experiences. This can only be accomplished in schools where the environment is free from distraction caused by disruptive behavior.

Creating such an environment requires the cooperation of the parents, students, Board of Education, and all employees of the school system. It is important that each person connected with the school understands the importance of a consistent set of behavior standards so a positive environment can be established and maintained.

As students' progress in our school system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures identified shall apply to all students in Grades K-12.

## **STUDENT/PARENT/SCHOOL COMPACT COMMITMENT**

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

### **PARENTS SHOULD**

- Maintain regular communication with the school authorities concerning their student's progress and conduct.
- Ensure that their students are in daily attendance and promptly report and explain an absence or tardiness to school.
- Provide needed resources for students to complete class work.
- Notify school authorities any problem or condition which may affects their student or other students of the school.
- Maintain up-to-date work and emergency telephone numbers at the school, including doctor, hospital preferences, and emergency health care form.
- 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.



## **PARENT/ FAMILY INVOLVEMENT PLAN**

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

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

In addition to the County 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 staffs. The main focus of this and all plans will be to improve student academic achievement and school performance.

## **JURISDICTION OF THE SCHOOL BOARD**

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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
- Athletic functions
- Activities where appropriate school personnel have supervisory responsibility for students.

All school regulations and prohibitions pertain to motorized vehicles driven or parked on school property. In addition, the foregoing jurisdictional control over the student may be extended to the immediate vicinity of the school, when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school.

## **STUDENT RIGHTS & RESPONSIBILITIES**

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The student's individual rights and associated responsibilities must be viewed in relationship to the health, safety, and welfare of the majority of students within each school. It is our intent to develop, with our students and parents, a better understanding of some of the rules and regulations of the Colbert County School System.

## **PERFECT ATTENDANCE**

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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.

## **PRIVACY & PROPERTY RIGHTS**

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

## **EDUCATION RECORDS PRIVACY RIGHTS (FERPA)**

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

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

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

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

Upon request, a parent or eligible student may request a meeting with the student's principal to have questions answered regarding this education records policy & 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.

## **STUDENT RECORDS**

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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 & PARENTS**

- To inform the 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.

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

## **RIGHTS OF STUDENTS & PARENTS**

- To inspect, review, & 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.

## **STUDENT GOVERNMENT**

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

### **STUDENT RESPONSIBILITIES**

- To elect student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs.
- To become knowledgeable of school board and individual school policies governing the actions of students.
- To conduct election campaigns in a positive, mature manner, with all due respect provided their opponents.
- To attend regularly scheduled meetings, if an elected student representative, and exhibit appropriate conduct at all times.

### **STUDENT RIGHTS**

- To form and operate a student government within the respective schools under the supervision of a faculty advisor.
- To have access to policies of the school board in the individual school.
- To seek office in student government, or any school organization, regardless of race, sex, color, creed, or political beliefs.
- To attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal.

## **STUDENT PUBLICATIONS**

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

## **STUDENT RESPONSIBILITIES**

- To refrain from publishing libelous and obscene materials; to seek full information on the topics about which they write; and to observe normally accepted rules for responsible journalism under the guidance of the faculty advisor.

## **STUDENT RIGHTS**

- To participate in the development and distribution of publications as a part of the educational process.

## **STUDENT GRIEVANCES**

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

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

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

**PROCEDURE** The normal procedure followed by any student regarding a personal grievance is to discuss the matter with the teacher or other person involved. When the nature of the grievance dictates otherwise, the student, upon notifying the teacher directly involved, may request a meeting with the school principal. In the event such grievance is related to the principal, the student may contact the Central Office to arrange to discuss the matter with an appropriate administrator. Such meetings should be granted within two (2) school days at a reasonable time and place. One faculty member of the student's choice or his/her parent may be present at such meeting.

**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 his/her parents may pursue the grievance to the Superintendent for review and disposition.

## **SEXUAL HARASSMENT OF STUDENTS**

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It is the policy of the Board that sexual harassment of students by employees or other students is unlawful behavior & 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 DEFINED**

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

- Submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic progress or completion of a school-related activity; or
- Submission to or rejection of such conduct is used as a basis in evaluating the student's performance in a course of study or other school-related activity; or
- Such conduct has the purpose or 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 that he/she has been sexually harassed should report the incident to the school principal and the designated reporting officer, Dr. Fred Abernathy at 256-386-8565. 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 the principal in person or may be made in writing, signed by the complainant, and then delivered to the principal and reporting officer. If such report is first made verbally then it will be the responsibility of the complainant or his/her parent/guardian to reduce the same to writing and to sign the written complaint. Upon delivery of the written complaint to the reporting officer, he/she, with the cooperation of the principal, shall forthwith commence an investigation of such written complaint. Nothing herein shall relieve the principal 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 of the complaint, the designated reporting officer shall report in writing to the Superintendent the results of the investigation of the complaint. The school principal shall thereupon meet with the complainant and the charged employee or student, together with the designated reporting officer, and make every effort to resolve such complaint. If such complaint cannot be resolved at this level, the Superintendent shall report the same to the Board, and if in his/her discretion it is warranted, he/she 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.

## **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.

## **TEXTBOOK PAYMENT SCHEDULE**

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

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

1st year of Adoption .....	Original cost
2nd year of Adoption .....	75% of original cost
3rd year of Adoption .....	50% of original cost
4th year of Adoption .....	25% of original cost
5th year of Adoption .....	25% of original cost

## **EDTPA NOTICE**

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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 3<sup>rd</sup> Party sources.
- Student's work may be blindly submitted as part of this review.
- Student names will not appear on any material submitted by the preservice teacher.

## **STUDENT CODE OF CONDUCT (UPDATED 2022-2023)**

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

"(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be

guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100.00) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

(b) Omitted.

(c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of education of the school system in which the suspected violation occurred. The Superintendent or designee shall report such suspected violations to the District Attorney within 10 days. Any principal or Superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public schools."

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

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

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

## **DAMAGES TO SCHOOL PROPERTY**

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

## **STUDENT ATTENDANCE**

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### **ABSENTEEISM**

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- **School Day** School-day absences are defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present more than fifty (50%) percent of the scheduled school day.
- **Class** Class absences are defined as non-attendance for more than fifty (50%) percent of a regularly scheduled class. To be counted present, a student must be present more than fifty (50%) percent of the scheduled class time.
- **Elementary Students** All students are expected to be in attendance each day unless they are ill or an emergency arises. Students must be in attendance 160 (no more than 15 absences per school year) days in order to receive credit for academic work. In extraordinary circumstance, a student's attendance record may be reviewed by the school attendance committee to determine eligibility for credit for the year's work & promotion to the next grade.
- **Secondary (High School) Students** All students are expected to be in attendance each day unless they are ill or an emergency arises. Students in grades 7-12 may not be absent more than 15 days in any class for which they are given credit. In extraordinary circumstance (i.e. extended illness or hospitalization), a student may appeal to the school attendance committee for a waiver to this policy.

### **EXCUSES**

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- **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 three (3) days following the absence signed by the student's parent/guardian/custodian for each absence and present it to the principal or designee.
- **Doctor's Excuses or Legal Documentation** For students in grades K-12, the following guidelines will be used during each school year for absences to be excused:
  - Ten (10) days excused with home notes per school year. Each student may use five (5) home notes per semester (maximum)



- All other excuses must be signed by a doctor or legal documentation from court where the student's attendance in court was commanded by the court and not necessitated for the reason that the student and/or a member of the student's immediate family initiated the civil action for his/her own benefit must presented by the parent/guardian.
- **Filing of Excuses** All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

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### **EXCUSED ABSENCES**

All student absences shall be designated as either excused or unexcused by the principal or designee. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

- Legal quarantine
- Student is too ill to attend school
- Emergency conditions as determined by the Superintendent or principal
- Absence with prior permission of principal/designee & consent of parent/guardian/custodian.
- Inclement weather, which would be dangerous for students to attend school as determined by the Superintendent or principal
- Death in the immediate family (defined as father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, nephew, niece, grandfather, grandmother, uncle, or aunt)

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### **UNEXCUSED ABSENCES**

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

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### **PARENTAL/STUDENT NOTICE**

The provisions of this policy/procedure shall be included in the student handbooks and distributed to students in a timely manner.

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### **ABSENTEE REFERRALS**

The homeroom teacher shall refer all cases of known truancy, parental neglect, and chronic absenteeism to the principal or designee. The principal or designee shall refer any such students to the Attendance Supervisor in accordance with the Truancy and Early Warning Prevention Program, under this cover.

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

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### **MAKE-UP WORK - EXCUSED ABSENCES**

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

- Elementary – The parent/guardian/custodian shall be responsible for arranging necessary make-up work.
- Secondary (High School) – The student shall be responsible for contacting the teacher or teachers to arrange to make up the 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 an excused absence(s) must be made within three days after returning to school from an excused absence. 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 the principal.
- Time Limit on Work Assigned Prior to Excused Absences – Exams, homework, papers, projects, etc. assigned prior to an excused absence(s) are due the date the student returns to school. However, principals may approve additional days to make up work for long-term absences.

### **MAKE-UP WORK - UNEXCUSED ABSENCES**

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

### **TARDINESS**

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

A student is tardy to class when he/she enters 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 three (3) tardies to each class per semester.
- Three (3) unexcused tardies in any class will be counted as an unexcused absence.
- On the fourth (4th) tardy to any class, the student will be assigned 1 day of Saturday School.
- After the fifth (5th) tardy in the same class, students will be assigned 1 day of Saturday School for each future tardy.

### **CHECK-INS/OUTS**

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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.

- Student are allowed to check-in and/or check-out a total of five (5) times a semester by calling his or her parent or guardian.
- After the 5th check-in/out, a parent/guardian must check-in/out the student in-person.

- If a student needs to check-out, the office must speak with a parent or guardian. Only a parent or guardian can give a student permission to check-in or check-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.
- An unexcused check-in during 1st period will be counted as tardy to school and may lead to a Saturday School Assignment. Students must check-in/out through the school office and in compliance with board policy.

### **PERFECT ATTENDANCE**

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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.

### **SCHOOL PARTICIPATION ABSENCES**

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

### **RELIGIOUS ABSENCES**

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A student will be excused for official religious holidays 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**

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In order to comply with Legislative Acts, 93-672 and 94-782, the Board has established the following procedures to monitor and reduce the number of absences by students. If a student does not attend school, his/her absence must be explained in writing by the parent/guardian/custodian on or before the 3rd day after each absence. If an explanation is not given or if an explanation is given that is not excusable, based on Board policy, the absence will be marked as unexcused. Steps in the Early Warning Truancy Prevention Program:

1. After the first unexcused absence the student and parent will receive a warning from the principal and a copy of the Colbert County Schools' Attendance Policy and a copy of the Alabama Compulsory School Attendance Law.
2. After the third unexcused absence the parent and student will be notified of the consequences of additional unexcused absences.
3. After the fifth unexcused absence, conference shall be held by the principal attendance officer with the parent and student.
4. After the seventh unexcused absence the parent and student shall be referred to the Colbert County District Attorney's Office for truancy violations.

## **DRESS CODE**

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The Board and administration recognize the importance of personal rights and privileges of each individual student in the school system. However, the Board equally recognizes that individual rights stop where the rights of the group (the school) begin and no student/employee has the right to dress or appear in such manner that is disruptive to the teaching-learning process.

The Board strongly believes it is the responsibility of students and parents/guardians/custodians to use reason, good judgment, and common sense in the choice of dress and physical grooming in the school setting.

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

- Clothing should not be excessively soiled, torn, or ragged.
- Clothing must be worn in the manner that it was designed to be worn (e.g. clothing may not be worn backward, inside-out, or undone).
- Students must wear shoes or sandals at all times. Shoes which mark or damage floors will not be permitted. No roller, or skate shoes are allowed. (House slippers are prohibited).
- Clothing should not be excessively revealing. Prohibited items may include midriff shirts, tube tops, spandex, mesh, sheer, fishnet garments, backless tops, strapless tops, spaghetti straps, tank tops, halter tops, or pajamas. Gym shorts, spandex/bike shorts and other similar type shorts are prohibited. Under garments shall not be visible at any time.
  - Shorts, dresses, skirts should not be shorter than a credit card's length above the knee (3")
  - Straps on sleeveless tops should be at least a credit card's width (2")
  - Shirts with sleeves cut away, drooping armholes, or that expose a large area under the arm are prohibited unless worn with an undershirt.
  - Leggings, tights, and yoga-style pants may be worn as long as the student's backside/bottom area is completely covered.
  - Mesh items may be permitted if the clothing underneath meets dress code.
  - Students shall not wear pants/shorts that, when fastened, sag, are baggy, or fit below the waist (not sagging or revealing the student's underwear). All pants/shorts must fit around the waist and be properly fastened and should not have holes higher than 3" above the knee revealing skin or body.
  - 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 when required by a doctor's prescription.
  - Body piercings shall be limited to the ears and nose rings only. Tongue rings, lip pins, or other similar items are prohibited. Teeth ornaments, otherwise known as grillz, or other similar items are prohibited on campus during the regular school day or partial school day.
  - Clothing shall not display writing or symbols deemed by a school administrator as vulgar/profane, offensive, sexually suggestive, gang related, violent/threatening, or that advertises tobacco, alcohol, or drugs.
  - Students shall not wear hats, caps, hoods, athletic headbands, combs, picks, toboggans,

bandannas, scarves, or other similar items that cover the student's head while inside the school building(s) except for a medical purpose. With administrative approval special cap or hat days may be held.

- Bandanas are not to be brought to school. Any paraphernalia that can/does denote gang affiliation shall not be worn.
- When 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.

The building principal 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 will be unexcused.

### **DRESS CODE INFRACTIONS**

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Students who come to school in clothing that is not within the dress code will be given opportunity to call parents to bring an item that is within the dress code. If the student is unable to reach the parent or the parent is unable to bring a change to the school, the student will be placed in In-School Suspension for the remainder of the school day on the first offense. On the second offense or more, within the same school year, the student will be placed on out-of-school suspension for a minimum of one day.

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

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

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

The Board assumes no responsibility for theft, loss, or damage (physical or digital corruption related to any connection to the district's wide area network) to any personal communication

device. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, Board policy, student code of conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

## **CLASSIFICATION OF VIOLATIONS**

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Violations of the Code of Conduct are grouped into the three classifications: minor, intermediate, and major offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

## **PROCEDURES FOR THE ADMINISTRATION OF FORMAL DISCIPLINARY ACTION**

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

## **REQUIREMENT TO DISTRIBUTE CODE OF CONDUCT TO PARENTS**

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

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

## **MINOR OFFENSES - CLASS I**

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- 1.01 Excessive distraction of other students** Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction. Examples: talking excessively, interrupting class functions, or provoking other students.
- 1.02 Illegal organizations** Any participation in fraternities, sororities, and secret societies.
- 1.03 Threat, harassment, or intimidation of a student** The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such harm is likely to occur.
- 1.04 Gambling** Any participation in games of chance for money and/or other things of value.
- 1.05 Tardiness** Reporting late to school or class.

- 1.06 Use of Profane or Obscene language**
- 1.07 Non-Conformity to Dress Code**
- 1.08 Minor Disruption on a School Bus**
- 1.09 Inappropriate Public Display of Affection** Interpreted as any physical contact such as hand holding, arms around waists, etc., on school premises or at school functions off campus or on campus.
- 1.10 Unauthorized Absence from Class or School**
- 1.11 Intentionally providing false information to a Board employee including, but not limited to, forgery of parent(s) name(s); intentionally providing false information to parents, such as changing grades; intentionally providing false information during an interrogation of an incident as described in the Code of Conduct.**
- 1.12 Repeated refusal to complete class assignments and failure to bring required instructional materials to class.**
- 1.13 Vehicular Violations** Violation of Alabama traffic laws, and/or rules and regulations formulated by local school officials; no driver's license; no current liability insurance.
- 1.14 Other Violation** Any other violation which the principal may deem reasonable to fall within this category

## **ADMINISTRATIVE RESPONSES TO CLASS I OFFENSES**

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May include but are not limited to the following:

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

## **INTERMEDIATE OFFENSES - CLASS II**

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- 2.01 Defiance of Board employee's authority** Any refusal to comply with a lawful and reasonable directive or order of a Board employee, or violation of any local school or Board system-wide policy.
- 2.02 Possession, control, or use of tobacco products** The possession, control or use of any tobacco products, including VAPES while under school jurisdiction whether on campus or at a school function off campus.

- 2.03 Battery upon students** The actual and intentional pushing or striking another student against the will of the other person(s), or the intentional causing of bodily harm to an individual.
- 2.04 Vandalism** Intentional and deliberate action resulting in damages of a value of less than \$200, to public property or the real or personal property of another.
- 2.05 Stealing - Larceny - Petty Theft** The intentional, unlawful taking and/or carrying away of public or privately owned personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.
- 2.06 Possession of stolen personal property with the knowledge that it is stolen**
- 2.07 Threats – Extortion** The verbal or by a written, printed or telecommunication of a malicious threat of injury to the person, property or reputation of another, with the intent to extort money or any advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will. NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.08 Trespassing** The willful entering or remaining in any structure, conveyance, or property of another without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart the premise and the trespasser refuses to do so.
- 2.09 Possession of fireworks or firecrackers**
- 2.10 Offensive touching of another person against the will of the other person**
- 2.11 Written or verbal propositions to promote sexual acts**
- 2.12 Use of obscene manifestations (verbal, written, physical) toward another person**
- 2.13 Leaving local school premises without permission**
- 2.14 Cheating on class assignment(s)**
- 2.15 Using electronic communication device or pocket pager on school property (cell phones, pagers, etc.)**
- 2.16 Bullying**
- 2.17 Any other offense which the principal may reasonably deem to fall within this category**

## **ADMINISTRATIVE RESPONSES TO CLASS II OFFENSES**

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May include but are not limited to the following:

- Parent contact(s)/conference(s)
- Corporal punishment
- Assignment to in-school suspension, Saturday school, or C.L.A.S.S., Out-of-school suspension



- **For *unintentional violation of electronic communication device infraction or violation of acceptable use policy*, the following shall apply:**
  - 1st Offense - Notify parent/guardian and electronic device will be returned to student.
  - 2nd Offense - Notify parent/guardian and electronic device will be returned to parent.
  - 3rd Offense - 2 Days C.L.A.S.S. & Electronic device may be picked up by the legally authorized custodial person upon the completion of C.L.A.S.S.
  - 4th Offense - 3 Days C.L.A.S.S. & Electronic device may be picked up by the legally authorized custodial person at the end of the semester.
- **For *direct usage of electronic communication device infraction or violation*, the following shall apply:**
  - 1<sup>st</sup> Offense – 1 Day Detention & device may be returned to student upon completion of Detention.
  - 2<sup>nd</sup> Offense – 1 Day Saturday School & device may be picked up by the student's legally authorized custodial person at the end of the semester.
  - 3<sup>rd</sup> Offense – 3 Days C.L.A.S.S. & electronic device will be returned at the end of the academic year.
  - 4<sup>th</sup> Offense – 3 Days Out-of-School Suspension & Electronic device will not be returned

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

## **MAJOR OFFENSES - CLASS III**

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- 3.01 Drugs & Alcohol - Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages** In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a person may be liable for injury or damage or both. In accordance with Legislative Act 94-784, the school principal shall notify appropriate law enforcement officials when the School District's alcohol and drug policy is violated by a student. If any criminal charges are warranted, the principal is authorized to sign the warrant. The student shall be immediately suspended from attending regular classes and a hearing scheduled within five (5) school days.
- 3.02 Arson** The willful and malicious burning of any part of a building, its contents or its surrounding lands. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).
- 3.03 Battery Upon Board Employee** The unlawful and intentional touching or striking of a Board employee against his or her will, or the causing of bodily harm to a School Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.
- 3.04 Directing Obscene or Profane Language to a Board Employee or Visitor** Verbal assault using obscene or profane language upon a Board employee or visitor to the school/premises.

- 3.05 Robbery** The taking of money or other property from the person or custody of another by force, violence, assault or putting in fear of force, violence or assault.
- 3.07 Burglary of School Property** The breaking into, entering, or remaining in a structure with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.08 Criminal Mischief** Willful infliction of injury to property of a value of \$200.00 or more. The actor has no right to do so or any reasonable grounds to believe they have such right.
- 3.09 Possession of Firearms** Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any ammunition capable of use by or with any of the weapons/firearms described herein and; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- 3.10 Discharging Of Any Pistol, Rifle, Shotgun, Airgun, Pellet Gun, Or Bb Gun, Or Any Other Device On School Property.**
- 3.11 Possession of Weapons** Possession of any knife, razor blades, box cutters, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm, in addition to a violation of school Board policy, is a Class C felony.
- 3.12 Bomb Threats** Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.
- 3.13 Explosives** Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.
- 3.14 Sexual Acts** Acts of sexual nature including, but not limited to, battery, intercourse, attempted, or rape.
- 3.15 Aggravated Battery** Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.16 Inciting Or Participating In Major Student Disorder** Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property; personal injury to participants or others, or otherwise disruptive of the education community or its functions.
- 3.17 Unjustified Activation of A Fire Alarm System**
- 3.18 Discharge or Igniting Fireworks and/or Firecrackers**
- 3.19 Fighting** Any physical conflict between two or more individuals.

**3.20 Threat to Kill Another Student or Board Employee, Either by Word of Mouth or In Writing, Stated to Another Person, Either the Person Threatened Against or Any Other Person, Whether or Not There is a Present Ability to Carry Out the Threat.**

**3.21 Indecent Exposure** A person commits the act of indecent exposure if he/she exposes his/her genitals or her breasts under circumstances in which he/she knows his/her conduct is likely to cause affront or alarm in any public place or on private premises or another so near thereto as to be seen from such private premises or public place.

**3.22 Any Other Offense the Principal may deem Reasonable to Fall within this Category**

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### **ADMINISTRATIVE RESPONSES TO CLASS III OFFENSES**

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May include but are not limited to the following:

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

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### **DETENTION - MIDDLE SCHOOL & HIGH SCHOOL**

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

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### **DETENTION - ELEMENTARY SCHOOL**

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

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### **COUNTY-LEVEL ALTERNATIVE SUSPENSION SYSTEM (C.L.A.S.S)**

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

Beginning in fourth grade, a student may be placed in C.L.A.S.S. for inappropriate school behavior. The principal of the student's school places the student in C.L.A.S.S. and determines the length of term in CLASS. Upon completion of the term, the C.L.A.S.S. instructor makes a fair and just evaluation of the student's behavior performance. The student is returned to regular classes after successfully completing the period of placement.

## **SATURDAY SCHOOL**

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

## **COLBERT COUNTY ALTERNATIVE SCHOOL**

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

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

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

## **IN-SCHOOL SUSPENSION**

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

- The student must be supervised by school's professional staff during in-school suspension.
- The confinement area to which the student is to be assigned should be adequate and conducive to completing school assignments.
- The student shall be responsible for completing all class assignments, homework, examinations, 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 zero (0) for (in-school) suspension absences.
- C.L.A.S.S. is considered disciplinary placement not in-school suspension.
- A student to be suspended with a recommendation for expulsion may not assigned to in-school suspension.

## **SCHOOL OPENING & CLOSING TIMES**

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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 thirty (30) minutes before the time set for opening classes/homeroom each morning and thirty (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**

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Transportation, to and from the school, shall be provided by the Board to eligible students of the School District. The transportation programs shall be operated in accordance with provisions of *The Code of Alabama* and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of the students.

The following regulations shall apply to all students riding School System-owned or leased buses:

- Students are responsible to the bus driver while riding the bus.
- Students are subject to their school's student code of conduct while riding school buses.
- Students shall not ride school buses on trips other than regular routes without signed documentation authorized by their parents/guardians/custodians for such trips.
- Students shall be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the principal.

Students should adhere to the following rules while riding school buses:

- Be on time at the designated pickup sites.
- Stay off public roads while waiting for the bus.
- Wait for the bus to stop before attempting to board.
- Keep all body parts inside the bus at all times.
- Assist in keeping the bus safe and clean.
- Refrain from loud talking or behavior which may divert the driver's attention.
- Refrain from damaging the bus (pay for any damage to seats, windows, etc.).
- Do not bring bottles, cans, food, balloons, etc. onto the bus.
- Leave no books, lunches, etc. on buses
- Keep aisles of the bus unobstructed at all times.
- Help with the comfort and safety of smaller students.
- Do not throw anything out of bus windows.
- Remain in your seat while the bus is in motion.
- Remain quiet when the bus is approaching a railroad crossing stop.
- In case of a road emergency, remain in the bus or follow the driver's instructions.

Students should adhere to the following requirements when exiting & crossing in front of the bus

- Make certain the bus has come to a complete stop, the door is still open, and the stop signal is extended.
- Cross in front of the bus within sight and hearing of the driver, look both ways, and stay out of line of traffic until the path across the roadway is free from danger.
- Proceed across the roadway upon signal from driver or bus patrol.
- Proceed with extreme caution across four-lane roadways.

### **SUSPENSION OF STUDENT TRANSPORTATION PRIVILEGES**

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Student transportation to and from school at public expense is considered a privilege and not a right. Good behavior by students while riding school buses is expected and will be required. Therefore, all student behavior codes applicable at school are also applicable to students while being transported via School District buses or on buses/vehicles leased or controlled by the School District. A student's bus riding privilege may be suspended if:

- The principal, based on reasonable evidence, determines that the student has participated in misconduct on a School District bus/vehicle. Further, such student may also be suspended from school for such misconduct on a school bus or buses.
- The principal, based on reasonable evidence, determines that the student is guilty of destroying or damaging school bus equipment. In such cases, the student may be placed on immediate suspension from the bus/vehicle and he/she or his/her parent/guardian/custodian will be assessed for cost of all replacements and/or repairs. Restitution for such replacements and/or repairs must be made before permission can be granted for such student to resume riding the bus.
- The principal, based on reasonable evidence, determines that a student is guilty of a violation(s) of any Class III; Major Offense of the Student Code of Conduct, while riding a School District bus/vehicle will be placed on immediate suspension from the bus/vehicle. Further, such violation(s) will result the application of Class III Administrative Alternatives. In addition, appropriate legal authorities may be notified for possible legal action.
- The principal, based on reasonable evidence, determines that a student is guilty of a series of violations of Class I or II offenses of the Student Code of Conduct, while riding a School District bus/vehicle may be placed on immediate suspension from the bus/vehicle. Further, such violation(s) will result the application of Class I or II Administrative Alternatives. In addition, appropriate legal authorities may be notified for possible legal action.

### **PRINCIPAL'S ROLE IN STUDENT TRANSPORTATION**

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The principal of the school plays a very important role in student transportation and has certain definite responsibilities. Some of which are as follows:

- Working with the Director of Transportation on problems that arise relating to: student-driver relationships, attitudes of parents toward transportation, and bus stops.
- Control discipline problems of transported students. When problems arise between or among students who ride the same bus, but attend different schools, the principals shall make every attempt to confer with one another prior to administering discipline. Such conference shall be for the purpose of fair and consistent discipline measures.
- Designating loading, unloading and parking areas for buses.

- Scheduling bus arrival and departure times with the Director of Transportation
- Assigning teachers to supervise loading and unloading of school buses.
- Observing daily operation of buses around the school, & when possible, in transported zones.
- Reporting incidents considered to be unsafe and/or not in compliance with the policies and regulations in the manual to the Director of Transportation.
- Including school bus safety in the instructional program and ensuring students are aware of applicable policies and behavior codes that apply while riding school district buses/vehicles.

## **TEACHER'S ROLE IN STUDENT TRANSPORTATION**

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No public-school transportation system can function as smoothly or be as thorough in its safety education program as it should without the aid of the classroom teachers. Responsibilities include:

- Keeping accurate records of attendance of transported students.
- Learning rules, regulations and policies of the Board related to the transportation system so as to be able to assist and advise children or parents with questions or problems.
- Assisting principals carry out responsibilities related to transportation upon request.
- Confirming students transported by bus are familiar with the rules, regulations and policies of concern to them and report to proper authorities any violations by either drivers or students.
- Recognizing and accepting the fact that student transportation is a vital part of public education and that a school bus is a rolling classroom. Allocating time to instruct students on how to ride a school bus safely, and in such a manner as to provide a maximum contribution to their total education. Understanding that riding a school bus affords opportunities for students to learn such things as safety, courtesy, cooperation, respect for the rights of others and worthwhile training in that it can be more than just transportation to and from school.

## **GENERAL REGULATIONS GOVERNING BUS STUDENTS**

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It is imperative that students & their parents/guardians 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, approved by the principal, with bus driver notifications given by the principal.
- **Bus students seek to board and get off buses at stops other than their regular stops.** Unless approved by the principal, students shall board and depart School District buses only at regularly scheduled stops nearest their homes, and board buses for the return trip only at the school where they are enrolled. Bus students who live in a non-transported area with one parent/guardian/custodian will not be allowed to ride buses to the homes of the other parent/guardian/custodian unless permission is obtained, in writing, from the legal guardian. Such request must be approved by the principal with driver notification. This regulation also applies to students who want to ride a different bus to another area to visit parents, guardians, and/or 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 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.

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

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**NOTICE** 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 for implementation by the Board.

**PURPOSE** 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 of Education.

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

**SUSPENSION OF CURRENT DRIVER'S LICENSE/LEARNER'S PERMITS:** Further, 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 one of the other conditions is documented.

## **PROCEDURES RELATED TO LEGISLATIVE ACT 93-368**

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### **PRINCIPALS' RESPONSIBILITIES**

- Principals or designees shall provide students with information relative to the Act and procedures for 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:**

- 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 & 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 the principal or designee of their need 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.

#### **PROCEDURES RELATED TO LEGISLATIVE ACT 93-368 - DISCIPLINE**

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

Notwithstanding any other provision of law, each student over the age of 12 years who is 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.

## **2022-2023 UPDATED DIGITAL DEVICE GUIDELINES**

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Updated guidelines have been adopted for the 2022-2023 school year in order to better align with evolving circumstances related to COVID-19. Households may choose not to receive a school-issued device via the *DEVICE OPT-OUT FORM*.

The following guidelines apply to ALL devices. Chromebooks and other digital devices (including chargers) issued to or used by enrolled students and employees of the Colbert County Board of Education are the property of the district. All devices are deployed from the district's inventory (by both asset and serial number) to the individual it has been assigned to. Every device owned by the district is labeled by one or more unique stickers and/or asset tags located on the device.

- 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, 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.
- Parents/ guardians or other persons having custody of the student to whom the digital device and charger is issued shall be held liable and solely responsible for any loss, abuse, or damages to the student's devices without regard to cause, fault, location, or circumstances.
- Employees to whom digital devices and chargers are issued shall be held liable and solely

responsible for any loss, abuse, or damages to the device without regard to cause, fault, location, or circumstances.

- Colbert County Schools Acceptable Use Policies apply to all students and employees using Chromebooks or any other school-issued digital device, regardless of location, both at school and at home. It is the sole responsibility of every student, parent, and employee to read, review, and agree to these policies.
- 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.

## **CHROMEBOOK & DIGITAL DEVICE EXPECTATIONS**

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- ALL students will bring their Chromebook to school with them every day. Loaner devices may not be readily available for any student that forgets to bring their device to class.
- Student-assigned Chromebooks will be FULLY charged at home for the start of every school day. Failure to charge the device is equivalent to not being prepared for class.
- Chromebooks and chargers will remain free of any writing, drawing, stickers or labels that are not property of, or added by the district.

## **CHROMEBOOK & DIGITAL DEVICE DISTRIBUTION & RETURN**

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- At the beginning of each school year, every student's parent/guardian and district employee must complete the Digital Device Agreement granting the district permission to provide and use a District-owned device.
- Student-assigned devices will be issued with one charger. NO device or charger will be issued without a completed device agreement and no device or charger will be issued to any student with outstanding payment for damaged or lost devices.
- Chromebooks are to be returned as received, except normal wear and tear as determined by the District, at the conclusion of every school year, or as requested by Administration or Technology Staff.
- 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.
- CCS Technology staff, the principal of the school, and/or school designee is empowered to approve or disapprove the condition of devices and chargers upon issue and return.
- Students owing fees and graduating Seniors must turn their device in by the date set by the school district.
- Any withdrawn/expelled student or staff whose employment has ended, must immediately return the device and charger for inspection. If any damage is determined, payment must be made at that time.

## **BEST PRACTICES & PROPER CARE TO PREVENT DAMAGE & FEES**

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- NEVER leave your device unattended, especially if stored in a backpack or other bag. You are responsible for any damage that may occur to your device, no matter the circumstances.

- NEVER let anyone else borrow or use your device. You are responsible for any damage that may occur to your device, no matter the circumstances.
- NEVER throw, slide, drop, or press harshly on your device.
- NEVER place anything on the keyboard before closing the lid (i.e. pen, pencil, etc.).
- NEVER use your device around food, liquids or drinks.
- Carefully and considerately store your device at school and at home.
- It is preferred that you carry your device in a protective sleeve or case when not in use.
- Devices must come to school with a full battery charge.
- Avoid getting any moisture or crumbs in any opening.
- Do not use household cleaners to clean your device- only a soft lint-free cloth on the screen.
- Do not leave your device in the sun or extreme cold.
- Cords, cables, connections, & storage drives should be carefully inserted and removed

## **CHROMEBOOK & DIGITAL DEVICE DAMAGE & FEES**

Parents, guardians, or other persons having custody of the student to whom digital devices and chargers are issued shall be held liable for any loss, abuse, or damage regardless of circumstances

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 and return the device.

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

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

The following guidelines should be used to assist parents, students, and employees understand what to expect if an incident occurs. This is not an exhaustive list, only general examples. Technology staff and/or school designees are the **ONLY** authority approved to assess and determine condition of devices and chargers and the **ONLY** authorized persons to determine type of defect for any device or charger.

<b>MANUFACTURER DEFECTS EXAMPLES</b>	<b>MANUFACTURER DEFECTS FEES</b>
Determined by manufacturer (Dell, Asus, etc.) & verified by CCS Technology Staff or Designee <ul style="list-style-type: none"> <li>▪ Constant Reboots</li> <li>▪ Persistent Crashes</li> <li>▪ Battery Problems</li> </ul>	No fees assessed if determined (by Manufacturer, CCS Technology Staff, or Designee) the incident is a verified manufacturer defect.

<p><b>ACCIDENTAL DAMAGE EXAMPLES</b></p> <p>Determined by manufacturer protection policy</p> <ul style="list-style-type: none"> <li>▪ ACCIDENTAL liquid spilled on or in unit</li> <li>▪ ACCIDENTAL drops, falls, or other collisions</li> <li>▪ ACCIDENTAL damage/cracked LCD</li> <li>▪ ACCIDENTAL keys popped off keyboard</li> <li>▪ Electrical Failure NOT attributed to user</li> </ul>	<p><b>ACCIDENTAL DAMAGE FEES</b></p> <ul style="list-style-type: none"> <li>▪ 1st Occurrence- No Cost</li> <li>▪ 2nd Occurrence- \$25.00</li> <li>▪ 3rd Occurrence- \$75.00</li> <li>▪ 4th &amp; Addtnl. Occurrences- \$400.00</li> </ul>
<p><b>NON-ACCIDENTAL DAMAGE EXAMPLES</b></p> <p>Determined by CCS Technology Staff/Designee</p> <ul style="list-style-type: none"> <li>▪ Theft and/or Damage by Vandalism</li> <li>▪ Rubber torn off Device</li> <li>▪ Intentional popping keys off of keyboard</li> <li>▪ Excessive cosmetic damage or defacing</li> <li>▪ Stripped, cut, exposed, frayed charging cords</li> <li>▪ Scratching, writing, graffiti, and/or markings of any kind on device or chargers</li> <li>▪ Tampered with Serial Number, Asset Tag, or Other Device-identifying Information</li> <li>▪ Unreasonable damage outside of the normal, expected use</li> <li>▪ Any condition that will otherwise render the device or charger unsuitable for reissue</li> </ul>	<p><b>NON-ACCIDENTAL DAMAGE FEES</b></p> <ul style="list-style-type: none"> <li>▪ For Student-assigned devices, non-accidental damage is the full responsibility of parents and/or guardians or persons having custody of the student to whom device and charger is issued.</li> <li>▪ For Employee-assigned devices, non-accidental damage is the full responsibility of the employee to whom the device and/or charger are issued.</li> <li>▪ Lost/Damaged Charger - \$50.00</li> <li>▪ Full Device Replacement Cost- \$400.00</li> </ul>

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

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

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

# COLBERT COUNTY SCHOOLS

## 2022-2023 CALENDAR & REPORTING PERIODS

DATE	DESCRIPTION
July 18, 2022	CTE Teachers Report
August 1-5, 2022	Teacher PD Days (Students Do Not Report)
August 8, 2022	First Day of School
September 5, 2022	Labor Day
September 6, 2022	Teacher PD Day (Students Do Not Report)
October 10, 2022	Fall Break
October 11, 2022	Teacher PD Day (Students Do Not Report)
November 11, 2022	Veterans Day
November 21-25, 2022	Thanksgiving
December 20, 2022	Last Day of First Semester (Students Dismiss @11:30)
Dec 21, 2022-Jan 5, 2023	Christmas Break
January 6, 2023	Teacher PD Day (Students Do Not Report)
January 9, 2023	First Day of 2nd semester
January 16, 2023	MLK Day
February 17, 2023	Teacher PD Day
February 20, 2023	Presidents Day
March 15, 2023	Kindergarten Registration
March 17, 2023	Teacher PD Day (Students Do Not Report)
March 27-31, 2023	Spring Break
April 3, 2023	Schools Reopen
April 7, 2023	Good Friday
April 28, 2023	Teacher PD Day (Students Do Not Report)
May 25, 2023	School Term Ends (Students Dismiss @11:30)
May 25, 2023	Colbert Heights High School Graduation
May 26, 2023	Teacher PD Day (Students Do Not Report)
May 26, 2023	Cherokee High School & Colbert County High School Graduation
May 31, 2023	Memorial Day
June 12, 2023	CTE Teacher Last Day
June 19, 2023	Juneteenth

2022-2023 REPORTING PERIODS	
1 <sup>st</sup> Nine Weeks	August 8, 2022 – October 7, 2022
2 <sup>nd</sup> Nine Weeks	October 12, 2022 – December 20, 2022
3 <sup>rd</sup> Nine Weeks	January 9, 2023 – March 16, 2023
4 <sup>th</sup> Nine Weeks	March 20, 2023 – May 25, 2023

# COLBERT COUNTY SCHOOLS

## 2022-2023 HANDBOOK ACKNOWLEDGEMENT FORM

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Please complete one Handbook Acknowledgement Form for EVERY student enrolled as a student in any Colbert County School. Each school will give specific directions of who to submit the completed form. **Every student enrolled in any Colbert County School must have a completed & signed Handbook Acknowledgement Form for the 2022-2023 school year.**

School: \_\_\_\_\_

Student Name (First & Last): \_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent /Guardian Name: \_\_\_\_\_

I/we hereby acknowledge by agreeing below that we (I) have received and read, or had read to us (me) the foregoing STUDENT/PARENT INFORMATION GUIDE including, but not limited to:

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_