

ACKNOWLEDGMENT

Appreciation is extended to the members of the Student Policy Committees for their valuable contribution to the development of written school board policies for the School District. Many hours of work by the members of these committees are represented by the policies that are contained in this manual.

Members of the 1987 Student Policy Committee were as follows:

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DATE OF EFFECT

This is to advise that the policy statements contained in this manual were officially adopted on date displayed on each respective statement. However, in order to promote consistency and fairness in their implementation, the policies displayed in this section will become effective throughout the School District on the date shown below. Further, the student policy statements contained in this manual hereby supersede all other student policies previously adopted by the Colbert County Board of Education.

Signed _____
Mr. Roger L'Don Moore, Superintendent

Date ____ \ ____ \ ____

6 – STUDENTS

File

- 6.1 Equal Educational Opportunities
- 6.2 Student Admission Policy
- 6.3 Compulsory Attendance Ages (Also 5.27)
- 6.4 School Attendance Zones and Out-Of-District Students
- 6.4.F Student Mobility and Transfer Request Form
- 6.4.F(S) Formulario De Solicitud De Movilidad Y Transferencia Del Estudiante
- 6.5 School Admission Requirements
- 6.5.F Student Enrollment Form
- 6.5.F(S) Forma De Inscribir Estudiantil
- 6.6 Residency Verification
- 6.7 Establishing Guardianship/Custodian Status
- 6.8 Transfers into the School District
- 6.8.R Transfer Guidelines
- 6.9 Transfers from Non-Accredited Schools (Also 5.18,5.19)
- 6.10 Withdrawals from the School District
- 6.11 Student Attendance Regulations
- 6.12 Student Attendance: Driver's License/Learner's Permits
- 6.12-F Enrollment/Exclusion Form
- 6.13 Attendance of Students Charged With Criminal Conduct
- 6.14 Students Leaving School Campus
- 6.15 Truancy
- 6.16 Early Warning Truancy Prevention Program
- 6.17 Student Rights and Responsibilities and Freedom of Expression
- 6.18 Student Due Process Procedures
- 6.19 Interrogation and Searches by School Officials
- 6.20 Interrogation by Public Officials
- 6.21 Student Conduct
- 6.22 Student Code of Conduct
- 6.23 Parents Responsibility for Their Child's Conduct
- 6.24 Smoking and Use of Tobacco Products
- 6.25 Zero Tolerance Fighting Policy
- 6.26 Student Alcohol and Drug Use (Also 5.7)
- 6.27 Substance Abuse Testing Policy
- 6.27.F Substance Abuse Policy Consent/Release Form
- 6.28 Possession of Weapons and Firearms by Students (Also 6.22)
- 6.29 Student Use of Electronic Communication Devices
- 6.30 Physical Restraint and Seclusion
- 6.31 Dress Code
- 6.32 Student Grievance Procedure
- 6.32.F Grievance Claim Form
- 6.33 Corporal Punishment
- 6.34 Detention
- 6.35 County-Level Alternate Suspension System (CLASS)
- 6.36 Saturday School
- 6.37 Colbert County Alternative School

6.38	Out of School Suspension
6.38.F	Notice of Student Suspension Form
6.39	In-School Suspension
6.40	Expulsion
6.40.F1	Expulsion Form from Principal
6.40.F2	Expulsion Form from Superintendent
6.40.F3	Alcohol and Drug Use Policy Violation Letter from Superintendent
6.40.F4	Acknowledgement of Notice of Hearing
6.41	Student Guidance Program (Also 6.41)
6.42	Student Records
6.42.F1	Request for Release of Student Records Form
6.42.F2	Notification of Transfer of Student Records to Another School
6.43	Procedures for Safeguarding Student Records
6.44	Storing Student Permanent Records
6.45	Public Use of Student Records
6.46	Report Cards and Grading System (Also 6.46)
6.47	Required Examinations and Exemptions (Also 6.47)
6.48	Parent Conferences (Also 5.52)
6.49	School Visitors (Also 5.53)
6.50	Graduation Requirements (Also 5.58)
6.51	Classload and Promotion Requirements
6.52	Graduation Requirements: Diplomas and Certificates (Also 5.59)
6.52.R	Graduation Requirements: Diplomas–Certificates for Beginning Ninth Grade 2013-2014
6.53	Eligibility for Participation in Graduation Exercises (Also 6.52, 5.60)
6.54	Criteria for Valedictorian & Salutatorian and Honor Graduates (Also 5.55)
6.55	Homework Policy (Also 5.54)
6.56	Textbook Payment Schedule
6.57	Summer School (Also 5.10)
6.58	Student Insurance Programs
6.59	Student Health Services
6.60	Student Immunizations
6.61	Communicable Disease
6.61.R	Routine Procedures for Sanitation and Hygiene When Handling Body Fluids
6.62	Head Lice
6.63	Guidelines for Administering Medication to Students
6.63.F1	Administering Medication: Letter to Parent
6.63.F2	School Medication Prescriber/Parent Authorization
6.63.F3	Medication Daily Log
6.64	Student Psychological Testing
6.65	Emergency Drills
6.66	School Opening and Closing Times
6.67	Daily Dismissal Precautions (Safety)
6.68	Automobile and Motorized Vehicle Use by Students
6.69	Accidents
6.70	Student Transportation (Also 7.29)
6.71	TV Camera Surveillance on School Buses
6.72	Child Nutrition Program
6.73	Child Nutrition Procurements

6.74	Uncollected Meal Charge and Bad Check Policy
6.75	Student Activities
6.76	Student Activity Fees
6.77	Activity Fund Management
6.78	Student Clubs and Organizations
6.79	Interscholastic Athletics
6.79.F	Student Athlete Consent/Insurance Form
6.80	Extracurricular Activity Participation--Academics First
6.81	Student Publications
6.82	Student Social Events
6.83	Out-Of-School Employment of Students
6.84	Solicitations of and by Students
6.84.F	Fund-Raising/Charity Form
6.85	Gifts by Students
6.86	Anti-Harassment Policy
6.86.F	Anti-Harassment Policy Complaint Form
6.86.1	Harassment/Bullying Protocol
6.86.1.1	Suicide Awareness and Prevention
6.86.1.2	TITLE IX
6.86.1.2	Harassment/Bullying Investigation Flow Chart
6.86.1.F1	Bullying Investigation Form
6.86.1.F2	Stay Away Agreement
6.86.1.F3	Harassment/Bullying Incident Report
6.86.1.F4	Interim Safety Actions Discussed/Taken
6.86.1.F5	Witness Statements
6.86.1.F6	Student Harassment/Bullying Action Form
6.87	Sexual Harassment of Students
6.88	Married Students
6.89	Unwed Mothers
6.90	Student Fees
6.91	Field Trips and Excursions
6.92	Supervision of Low Risk Juvenile Sex Offenders

6.1 EQUAL EDUCATIONAL OPPORTUNITIES

The School District has been created by the Alabama State Legislature to execute educational law as defined by the Federal Constitution, the State Constitution, state statutes, State Board of Education resolutions, and the policies of the Board. It shall be the policy of the Board to offer the best educational program possible and one which will provide all students with the necessary skills and attitudes, commensurate with their ability, to become effective citizens who are able to take their places in society. It shall be the policy of the Board to strive to provide equal educational opportunities for all students in the School District.

Further, it shall be the policy of the Board that no student shall knowingly be discriminated against in any education program or activity on the basis of race, color, disability, creed, national origin, age, or sex.

In an effort to afford students appropriate access to administrative remedies relative to perceived discriminatory practices by School District personnel, the Superintendent shall designate a member of the certified staff to investigate any and all complaints which may be brought against the School District in regard to any alleged discriminatory action relative to Title IX, Section 504 of the Rehabilitation Act, and/or sexual harassment.

The name(s), title(s), and business telephone number(s) of the certified staff member(s) designated as the hearing officer(s) shall be disseminated to all schools and work sites for posting.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995
LEGAL REF.: 42 U.S.C. 200d (1-6); 42 U.S.C. 2000c (1-9); 20 U.S.C. 1681 et. seq.; 42 U.S.C. 1983; 29 U.S.C. 794; 29 U.S.C. 621 et. seq.; Singleton v. Jackson Municipal Separate School District, 419 F.2d. 1211 (5th Cir. 1969); Ross v. Moffitt, 94 S.Ct. 2437 (1974); San Antonio Independent School District v. Rodriguez, 93 S.Ct. 1278 (1973); Regents of University of California v. Bakke, 98 S.Ct. 2733 (1978); Dayton Board of Education v. Brinkman, 97 S.Ct. 2766 (1977); Swann v. Charlotte-Mecklenburg Board of education, 91 S.Ct. 1267 (1971); Southeastern Community College v. Davis 470 U.S.L. W. 4689 (U.S. Jun 11, 1979); Brown v. Board of Education, 347 U.S. 483 (1954).

6.2 STUDENT ADMISSION POLICY

Statement of Purpose

“to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessment.”

It is the policy of the Colbert County Board of Education that, pursuant to the Every Student Succeeds Act (ESSA) of December 2015 and Title VII-B of the McKinney-Vento Homeless Assistance Act of 2001 (42 USC 11431, et seq.), as amended by the ESSA, and each and every other law, rule, regulation or code, regarding a free appropriate public education, all students, regardless of status, whether homeless, migratory, immigrant, or limited English proficiency, or in a foster placement, shall have equal access to appropriate education, including public preschool education. All students shall be provided the opportunity to attain the challenging content and student performance standards established by the State of Alabama, without stigma or isolation on any basis.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 2, 2006; Feb 16, 2017
LEGAL REF: No Child Left Behind Act of 2001 (NCLB); Title VII-B, of the McKinney-Vento Homeless Assistance Act of 2001 (42 USC

6.3 COMPULSORY ATTENDANCE AGES

Every student residing in the area served by the School District between the ages of six (6) and seventeen (17) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day proceeding the seventeenth (17th) birthday.

Entrance Ages – Regular School Programs

Kindergarten – A child whose fifth (5th) birthday is on or before September 1 shall be entitled, based on age, to admission to kindergarten classes.

First Grade – A child whose sixth (6th) birthday is on or before September 1 shall be entitled, based on age, to admission to first grade classes.

Transfers

Out-Of-State – A child whose birthday is after September 1 is not admissible to first grade classes in the School District that year, except that an under-aged child who completes a mandated kindergarten program in another state or transfers from the first grade of a school in another state may be admitted upon approval of the Superintendent.

In-State – A child who has attended a private or parochial school in Alabama must meet the age requirements as noted above in order to be admitted to kindergarten or first grade classes.

Enrollment Ages – Adult Education Classes

The School District may operate adult education classes as a service to citizens of the community when federal or state funds are available. All citizens are eligible, based on age, to attend said classes provided they are at least seventeen (17) years old.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Aug 2, 1990; Jun 8, 1995; Aug 1, 2009
LEGAL REF.: Ala. Code, §§16-28-3 to 4; Ogle v. Ogle, 156 So. 2d 345 (1963); Attorney General's Op., Feb 29, 1924, Oct 11, 1929, Aug 18, 1947, Oct 18, 1948, Jul 11, 1960, Oct 8, 1963; Legislative Act 89-854. Act No. 2009-564 Amending §16-28-6.

6.4 SCHOOL ATTENDANCE ZONES AND OUT-OF-DISTRICT STUDENTS

School Zones – Grades 1-12

The School District attendance zones for students in grades one (1) through twelve (12) have been established by Federal Court Order. Students residing within the School District must live with their biological or adopted parent(s)/guardian(s)/ custodian(s) and attend the school that serves their grade level in the designated zone in which their parent(s)/ guardian(s)/custodian(s) have established official residence. An official residence is determined by the address where the parent(s)/guardian(s)/ custodian(s) resides the major portion of the time. The principal of each local

school and the School District Attendance Supervisor are responsible for ensuring that students attend schools based on approved zone maps.

If a student's parent(s)/guardian(s)/custodian(s) move to a new residence in a different school zone within the School District during the school year, the student has the following options:

1. Continue to attend the school previously attended for the remainder of the current semester. In such case, the student must assume responsibility for his/her transportation. The student must transfer to the school serving the school zone in which his/her parent(s)/guardian(s)/custodian(s) resides upon completion of said current semester.
2. Transfer to the school serving the school zone in which his/her parent(s)/guardian(s)/custodian(s) resides as soon as official residency is established.

All such transfers shall be in accordance with such rules and regulations as may be required by the School District and local schools.

School Zones – Kindergarten

Attendance zones are not specified in the Federal Court Order for kindergarten students; however, based on Board approval, kindergarten students are required to attend kindergarten classes at the elementary school where they will be zoned for first grade.

Out-Of-District Students

It is the policy of the Colbert County Board of Education that students residing outside the School District may attend the schools of the School District based on the following criteria:

1. Admission is contingent on space available in the grade, class, and appropriate program for the applying student.
2. New out-of-district students and his/her parent(s)/guardian(s)/custodian(s) will be interviewed by the principal and/or superintendent before enrolling.
3. New out-of-district students are also responsible in providing records from previous school(s) attended indicating:
 - a. Satisfactory attendance
 - b. Excellent discipline
 - c. Satisfactory academic achievement
4. Out-of-district students must be and remain in satisfactory attendance/academic achievement and excellent disciplinary standing.
5. The student's enrollment may not violate district policies, procedures, or the Federal Court Order.

Provided further, that the child or children of an employee of the Colbert County School System, who elects to enroll his/her child or children in a school in the community (Leighton, Colbert Heights

or Cherokee) where he/she is employed will be permitted to do so with the permission of the principal and/or superintendent of that grade appropriate school which will be granted provided space and an appropriate educational program are available along with same criteria as students residing outside the school district as previously described. Said permission shall be conditioned upon the continued employment in the Colbert County school community where employed at the time of the initial enrollment or to which the employee may be transferred by the Board of Education.

Provided further, that a child or children of a parent(s) who had an in-district residence and are enrolled within the Colbert County School System, and whose parent(s) change his/her or their residence to an out-of-district address, the student(s) have the option to either continue their education with the Colbert County School System or withdraw from the Colbert County School System and immediately enroll in the new school district wherein the residence of the parent(s) shall become. Should the child exercise the first option set out herein, the child shall continue in the Colbert County School System so long as the child's conduct concurs with the criteria set forth for students residing outside the school district.

Majority to Minority Transfer

Based on current enrollment patterns, majority to minority transfers are not applicable.

Transfers for Special Education Students

Based on requirements of providing for the special education needs of qualified students, a student with special education needs may attend any school within the School District offering the appropriate special education program. Such transfers must be approved by the IEP team for that student.

Hardship Transfers

Upon a recommendation of the Superintendent and the majority vote of the whole Board, a student may be granted special permission to attend a school in an attendance zone other than the zone prescribed by the residence of the child's parent(s)/guardian(s)/custodian(s), for the following reason(s):

1. The out-of-zone school offers a special education opportunity not provided at the school from which the transfer is permitted.
2. The child or children of an employee of the Colbert County School System, who elects to enroll his/her child or children in a school within the school system where he/she is employed may be permitted to do so with the permission of the principal and/or superintendent and the completion of the Colbert County School System Student Mobility and Transfer Request Form (File: 6.4.F). Said permission may be granted by the Board of Education provided space and an appropriate educational program are available along with same the same criteria as student residing outside the school district as previously described. Said permission shall be conditioned upon the continued employment in the Colbert County school where the employed at the time of the initial enrollment or to which the employee may be transferred by the Board of Education.

3. The child or children of a parent(s) who have an in-district residence within the Colbert County School System and are currently enrolled within the school system, and whose parents change his/her residence to an adjacent school community within the school system may request through the completion of the Colbert County School System Student Mobility and Transfer Request Form (File: 6.4.F). Said permission may be granted by the Board of Education provided space and an appropriate educational program are available along with same the same criteria as student residing outside the school district as previously described.

4. The child or children of a parent(s) who have an in-district residence within the Colbert County School System and are currently enrolled within the school system, may request a hardship transfer. Said request must include the following: 1. Completion of the Colbert County School System Student Mobility and Transfer Request Form (File: 6.4.F). 2. Justification letter documenting the hardship. The application process must be completed by July 1 for an August effective date and November 1 for a January effective date. Upon the completion and submission of all items, said permission may be granted by the Board of Education provided space and an appropriate educational program are available along with same the same criteria as student residing outside the school district as previously described.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Mar 2, 2006; Oct 18, 2007; Jan 15, 2009; Sep 15, 2011; Aug 6, 2012; Jun 27, 2013; Jan 16, 2014; Jun 11, 2015
LEGAL REF.: Federal Court Order, Civil Action, 604E.

**6.4.F STUDENT MOBILITY AND TRANSFER REQUEST FORM
COLBERT COUNTY SCHOOL SYSTEM**

STUDENT'S NAME: _____ GRADE: _____ RACE: _____ GENDER: _____

HOME ADDRESS: _____ PHONE NUMBER: _____
(Home address must be the student's primary residence)

CITY: _____ STATE: _____ ZIP CODE: _____

Requested Effective Date: _____ (*August* for Fall Semester or *January* for Spring Semester)

Current School: _____ Requested School: _____

Student lives in the _____ (school) attendance zone

I, the undersigned parent/guardian, hereby request that my child be allowed to transfer to the requested schools based upon the following provisions in the Student Mobility Policy:

- a. _____ In-county child of School-Based Employee
- b. _____ Out-of-county child of School-Based Employee
- c. _____ Hardship Transfer

(If the requested is based on a or b above, please state the school where the employee is employed _____)

Attached hereto, in support of the transfer request, is each of the following information

- 1. A copy of a current utility bill showing name of parent/guardian and property address
- 2. Other documents as required for registration by the Colbert County School System
- 3. Letter of Explanation (Hardship Transfer Only)

Parent/Guardian Signature: _____ Date: _____

The transfer application must be submitted by July 1 for an August effective date, and November 1 for January effective date. Once the requests are received and reviewed, the superintendent will then submit those requests to the Colbert County Board of Education for final action.

The Student Mobility Request forms may be hand-delivered or mailed to the Colbert County Board of Education, Attention: Superintendent, P.O. Box 538, Tuscumbia, AL 35674.

You may contact the Colbert County Board of Education at (256) 386-8565 for additional information.

*****OFFICE USE ONLY*****

Date Request Received _____ Received By _____

Request and All Requested Information:

Complete _____ Incomplete _____ Incomplete Notice given on _____ (date)

Board Approved _____ (date) Board Denied _____ (date)

Notification to Parent/Date _____ Certified Mail No. _____ (date)

6.4.F(S)

**FORMULARIO DE SOLICITUD DE MOVILIDAD
Y TRANSFERENCIA DEL ESTUDIANTE
SISTEMA ESCOLAR DEL CONDADO DE COLBERT**

NOMBRE DEL ESTUDIANTE: _____ GRADO: _____ RAZA: _____

DIRECCIÓN DEL HOGAR: _____ NÚM. DE TELÉFONO: _____
(La dirección del hogar debe ser la residencia principal del estudiante)

CIUDAD: _____ ESTADO: _____ CÓDIGO POSTAL: _____

Fecha de entrada en vigencia solicitada: _____ (Agosto del semestre de otoño o enero del semestre de primavera)

Escuela actual: _____ Escuela solicitada: _____

Estudiante vive en la zona de asistencia de _____ (escuela)

**Yo, el padre / tutor abajo firmante, por la presente solicito que se permita a mi hijo / a
transferencia a las escuelas solicitadas según las siguientes disposiciones en la Política de movilidad
estudiantil:**

- a. _____ Hijo de un empleado de la escuela dentro del condado
- b. _____ Hijo de un empleado de la escuela fuera del condado
- c. _____ Transferencia por dificultades financieras

(si la solicitud se basa en a o b anterior, indique la escuela donde el empleado está empleado _____)

**Adjunta a la presente, en apoyo de la solicitud de transferencia, se encuentra cada uno de los
siguientes datos**

- 1. Una copia de una factura actual de utilidad que muestra el nombre del padre / tutor y la dirección de la propiedad
- 2. Otros documentos requeridos para el registro por el Sistema Escolar del Condado de Colbert
- 3. Carta de Explicación (Si su solicitud de transferencia se basa en dificultades financieras)

Firma del padre / tutor: _____ Fecha: _____

La solicitud de transferencia debe ser presentada por 1 de julio para una fecha efectiva en agosto y 1 de noviembre para enero. Una vez que las solicitudes se reciben y revisan, el superintendente luego presentará esas solicitudes a la Junta de Educación del Condado de Colbert para la acción final.

Los formularios de Solicitud de Movilidad Estudiantil pueden ser entregados personalmente o enviados por correo a la Junta de Educación del Condado de Colbert, Atención: Superintendente, PO Box 538, Tuscumbia, AL 35674.

Puede comunicarse con la Junta de Educación del Condado de Colbert al (256) 386-8565 para Información Adicional.

***** **USO DE OFICINA SOLAMENTE** *****

Fecha solicitada recibida _____ Recibida por _____

Solicitud y toda la información solicitada:

completa _____ incompleta _____ Notificación de incompleta dada el _____ (fecha)

Aprobado por la Junta _____ (fecha) Denegado por la Junta _____ (fecha)

Notificación al padre / Fecha _____ Correo certificado No. _____ (fecha)

6.5 SCHOOL ADMISSION REQUIREMENTS

Kindergarten/First Grade

No child shall be admitted to kindergarten or first grade until his/her parent(s)/guardian(s)/custodian(s) meets the following requirements:

1. Presents proof to school officials of residence in the area served by the School District and the appropriate school zone or in a reciprocal agreement area.
2. Presents guardianship papers or custody papers, if applicable.
3. Presents a Certified Birth Certificate to school officials as verification of the child's date of birth (voluntary).
4. Presents a current Health Department Immunization Form to school officials as proof of the child's immunization against all communicable diseases as determined by the Chief State Health Officer.
5. Presents a valid Social Security Card or a copy of the Card for the child when enrolling in kindergarten or the first grade (voluntary).
6. Completes and submits to the school principal a fully completed student enrollment form (see Form at JBC-F1)

Transfers

Temporary Admission – A transfer student seeking to enroll in a school of the School District for the first time shall be admitted temporarily by meeting the following requirements:

1. Presenting proof to school officials of parent's(s')/guardian's(s')/custodian's(s') residence in the area served by the School District and in the appropriate school zone or residence in a reciprocal agreement area.
2. Presenting the most recent report card or release form from the last school attended (A student may be temporarily admitted based on the student's oral statement, provided immediate contact is made via telephone with officials at the school from which the student is transferring to verify the oral statement and admission eligibility.).
3. Presenting a copy of his/her Health Department Immunization Form.
4. Presenting guardianship or custody papers, if applicable.
5. Presenting a valid Social Security Card or a copy of the Card (voluntary).
6. Completing and submitting to the school principal a fully completed student enrollment form (see Form at 6.5.F,6.5.F(S)).

Full Admission – Full admission will be granted to a transfer student when the principal of the receiving school determines:

1. That the student is eligible for continued enrollment at the school from which he/she is transferring, i.e. not currently suspended or expelled or pending suspension or
2. That the student's transcript and other applicable records have been received and are on file.

Equal Education Opportunity Statement

It is the official policy of the Colbert County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. All children, without regard to status-e.g., homeless, limited-English proficient, migrant, immigrant, neglected/delinquent-will be provided a free and appropriate public education; including student assessment, equal and appropriate education opportunities and support services to enable them to achieve state and local content and achievement standards.

Documentation Requirements For Entry For School Admission

If a student fails to have the appropriate documents for enrollment, the superintendent or his/her designee should be contacted concerning the appropriate action to take.

Students Over Twenty-One

If a person's twenty-first birthday is on or before September second (2nd) in any given school year, he/she shall not be admitted to a school within the School District without the written approval of the principal and Superintendent.

A person applying for enrollment who would not be able to graduate before his/her twenty-second (22nd) birthday must have the written approval of the principal and Superintendent.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Jun 8, 1995; REVISED: Sep 4, 2003

LEGAL REF.: Ala. Code, §16-28-4, §16-30-4; State Department of Education, Dated Dec 8, 1988; Attorney General's Op., Jan 17, 1923, Mar 31, 1931, Dec 1974.

6.5.F

STUDENT ENROLLMENT FORM

Must be completed by Parent/Legal Guardian

Please Print

DATE: _____ SCHOOL: _____ GRADE: _____ BUS 1: _____ BUS 2: _____

LAST NAME: _____ FIRST: _____ MIDDLE: _____

DATE OF BIRTH: _____ SEX (Circle One): MALE FEMALE HOME PHONE: _____

PHYSICAL ADDRESS: _____ CITY: _____ ZIP CODE: _____

MAILING ADDRESS: _____ CITY: _____ ZIP CODE: _____

STUDENT LIVES WITH (Circle One): PARENTS MOTHER FATHER GUARDIAN (Relation): _____

Who has primary custody if parents do not live in same household? _____

*SOCIAL SECURITY NUMBER (voluntary): _____

PARENT(S) / GUARDIAN NAME: (Verification shall be in accordance with local school board policy)

If guardian, provide school with a copy of guardianship papers.

MOTHER / GUARDIAN: _____	Address: _____
Email Address: _____	Cell Phone: _____
EMPLOYER: _____	Work Phone: _____

FATHER / GUARDIAN: _____	Address: _____
Email Address: _____	Cell Phone: _____
EMPLOYER: _____	Work Phone: _____

SPECIAL INFORMATION ABOUT CUSTODY: _____

EMERGENCY CONTACTS: (Please list numbers other than your own.....**very important.**)

EMERGENCY #1	EMERGENCY #2
CONTACT: _____	CONTACT: _____
Relation: _____ Phone: _____	Relation: _____ Phone: _____

THESE PEOPLE HAVE PERMISSION TO CHECK MY CHILD OUT OF SCHOOL: (In accordance to school system check-out procedures)		
1. _____	Relation: _____	Phone: _____
2. _____	Relation: _____	Phone: _____
3. _____	Relation: _____	Phone: _____
4. _____	Relation: _____	Phone: _____
5. _____	Relation: _____	Phone: _____
6. _____	Relation: _____	Phone: _____

NAME AND ADDRESS OF FORMER SCHOOL ATTENDED: _____

I hereby affirm that the above named student resides with parent(s)/guardian(s)/custodian(s) at the address listed above and does in fact occupy this residence. I further declare that this residence is located within the boundaries for which the student is registering. I understand that if I move out of the school zone I am responsible for reporting my new address to the school.

PARENT / GUARDIAN / CUSTODIAN SIGNATURE: _____

**Disclosure of your child's social security number (SSN) is voluntary. If you elect not to provide a SSN, a temporary identification number will be generated and utilized instead. Your child's SSN is being requested for use in conjunction with enrollment in school as provided in Ala. Admin. Code §290-3-1-.02(2)(b)(2). It will be used as a means of identification in the statewide student management system.*

ETHNICITY AND RACE

Student's Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Please answer BOTH Question 1 AND Question 2

Question 1: Is this Student Hispanic/Latino? CHOOSE ONLY ONE ETHNICITY:

- NO**, not Hispanic/Latino
- YES**, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

The above question is about ethnicity, no race. No matter what you selected above, **please continue to answer the following Question 2 by marking one or more boxes to indicate what you consider your student's race to be.*

Question 2: What is the student's race? CHOOSE ONE OR MORE:

- AMERICAN INDIAN OR ALASKA NATIVE.** A person having origins in any of the original peoples of North and South America (including, Central America), and who maintains tribal affiliation or community attachment.
- ASIAN.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- BLACK OR AFRICAN AMERICAN.** A person having origins in any of the black racial groups of Africa.
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER.** A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
- WHITE.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Office use only:	
Ethnicity – Choose only one: <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino	Race – Choose one or more: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
Date:	Staff Signature:

ADDITIONAL REQUESTED INFORMATION

MILITARY

Circle One:

Is student connected to an Active Duty Military family? YES NO

Is student connected to a Guard or Reserve Military family? YES NO

PRESCHOOL

Circle One:

Head Start YES NO

Center-Based Child Care YES NO

Circle One:

First Class Funded Preschool YES NO

Home-Based Child Care YES NO

Home Visitation Program	YES	NO
No Preschool	YES	NO

Other Preschool	YES	NO
Special Education Funded	YES	NO

YES	NO
YES	NO

6.5.F(S)

FORMULARIO DE INSCRIPCIÓN DEL ESTUDIANTE

Debe de ser llenado por un padre de familia/tutor

Por favor complete con letra de molde

FECHA: ESCUELA: GRADO: BUS 1: BUS 2:

APELLIDO: PRIMER NOMBRE: SEGUNDO NOMBRE:

FECHA DE NACIMIENTO: SEXO (marque uno): HOMBRE MUJER TELÉFONO:

DIRECCIÓN: CIUDAD: CÓDIGO POSTAL:

GRUPO ÉTNICO (marque uno):ASIÁTICO AFROAMERICANO HISPANO INDIO AM. MULTI CAUCÁSICO ISLAS PACÍFICAS

EL MENOR VIVE CON (marque uno): AMBOS PADRES MADRE PADRE TUTOR (Relación):

¿Quién tiene la custodia principal si los padres no viven en la misma casa?

*NÚMERO DE SEGURO SOCIAL (voluntario):

NOMBRE DE LOS PADRES/ TUTOR: **Si es tutor, proporcione a la escuela una copia de los papeles de tutela.**

MADRE / TUTORA: Dirección: E-mail: Celular: PATRÓN: Teléfono del trabajo:

PADRE / TUTOR: Dirección: E-mail: Celular: Celular: PATRÓN: Teléfono del trabajo:

INFORMACIÓN ESPECIAL ACERCA DE LA CUSTODIA:

CONTACTOS DE EMERGENCIA: (Por favor proporcione otros números aparte del suyo.....muy importante.)

CONTACTO DE EMERGENCIA #1 CONTACTO DE EMERGENCIA #2

Relación: Teléfono: Relación: Teléfono:

LAS SIGUIENTES PERSONAS TIENEN PERMISO DE RETIRAR A MI HIJO (A) DE LA ESCUELA: 1. Relación: Teléfono: 2. Relación: Teléfono: 3. Relación: Teléfono:

4. _____ Relación: _____ Teléfono: _____

5. _____ Relación: _____ Teléfono: _____

6. _____ Relación: _____ Teléfono: _____

NOMBRE Y DIRECCIÓN DE LA ESCUELA ANTERIOR: _____

Por este medio yo afirmo que el estudiante mencionado anteriormente reside con su(s) padre(s)/ tutor (es) en la dirección previamente establecida y de hecho ocupa esta residencia. Yo también declaro que esta residencia está ubicada dentro de los límites que le corresponde al estudiante. Yo tengo entendido que si me mudo fuera de la zona escolar tengo la responsabilidad de reportar mi nueva dirección a la escuela.

FIRMA DEL PADRE DE FAMILIA/ GUARDIÁN LEGAL: _____

*Divulgar el número de seguro social (SSN) de su hijo es voluntario. Si usted opta a no proveer un SSN, será generado un número de identificación temporal en su lugar. Se pide el SSN de su hijo para utilizarse juntamente con la inscripción en la escuela como lo establece el Código Admin. Ala. §290-3-1-.02(2)(b)(2).Será utilizado como medio de identificación en el sistema estatal de control del estudiante

6.6 RESIDENCY VERIFICATION

Responsibility

The local school principal shall be responsible for determining that the parent(s)/guardian(s)/custodian(s) of each student in his/her school legally resides within the area served by the School District and in the appropriate school zone. Provided the principal is unable to make the determination, he/she will request assistance from the Attendance Supervisor.

Proof of Legal Residence

When there is reasonable cause to believe that the residence of a student's parent/guardian/custodian is or may be outside the appropriate school zone, the principal or designee may require proof of residency. In such cases, the principal may request verifying information from the student's parent/guardian/ custodian based on the following evidences of legal residency:

1. One or more, at the discretion of the principal of the school, of the following documents may be presented as proof of legal residence:
 - a. A home ownership title
 - b. A lease/rent agreement
 - c. A current utility connection receipt or a utility bill showing the student's parent/guardian/custodian by name and address
 - d. Any other document that will substantiate an "intent to remain" at a residence may be offered for consideration
 - e. Copy of a change of address filed with the U.S. Postal Service

Note: A student age 19 and above may legally establish a residence independent of the parent(s)/guardian(s)/custodian(s), and in such case, may attend the school for which the residence is zoned.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995; REVISED: Mar 2, 2006
LEGAL REF.: Martinez v. Bynum, 461 U.S. 321 (1983).

6.7 ESTABLISHING GUARDIANSHIP/CUSTODIAN STATUS

In order for a student to attend the schools of the School District he/she must reside with his/her biological or legally adopted parent or with a court sanctioned guardian or custodian. The above residency requirement applies to any student who attends a Colbert County school, regardless of whether or not he/she lives in Colbert County or in an area served by another school system. The following requirements must be met by any guardian/custodian seeking to enroll a child in the schools of the School District:

1. The guardianship papers or custodian papers must be executed by an appropriate state court (guardianship -Colbert County Probate Court and custodian - Colbert County District Court, Juvenile Division).
2. The court papers must be presented to the school principal or designee prior to enrollment. A student residing with anyone other than his/her biological or legally adopted parent(s)

will not be permitted to enroll in school until such court papers are presented to the school principal or designee.

3. A guardian/custodian residing in a Colbert County District Area will be required to enroll his/her child in the school zoned for his/her residence address.
4. The child must reside with the guardian/custodian a major portion (minimum of four (4) nights per week) of the time.
5. Failure to comply with any of the above guidelines will mean the child cannot be enrolled, or if already enrolled, the child may be withdrawn from school. Violations of the above noted guidelines may result in the Board reporting violators to appropriate officials.
6. Upon adoption date of this policy by the Board, all students residing with persons other than their biological or legally adopted parents must be enrolled under the provisions as noted above within one year from the date of adoption.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995

6.8 TRANSFERS INTO THE SCHOOL DISTRICT

Transfer Eligibility

Students transferring into any school within the School District shall meet the criteria that follow:

1. They must be eligible (not suspended or expelled) to attend the school from which they are transferring (See Policy 6.5, Full-Admission Section #1).
2. If student's parent(s)/guardian(s)/custodian(s) establishes residence within the School District, the student must reside with the parent(s)/guardian(s)/custodian(s) and attend the school which serves his/her grade level in the zone in which such residence is established.
3. A student whose parent(s)/guardian(s)/custodian(s) resides within the School District may not transfer to schools within the School District which are outside the court approved attendance zones, except that an eligible student may transfer in accordance with the majority to minority and hardship provisions outlined in policy 6.4.

Placement of Transfer Students

1. Normally, students will be placed in the same grade they were in at the school from which they are transferring based on official records and transcripts.
2. Students shall be placed in classes and grades in compliance with The Alabama Administrative Code, 290-030-010-.06. The Code standard reads as follows:

"Each state accredited school must accept complete transcripts of credits from other state accredited schools and from schools accredited by other states. The student being transferred shall be classified

and accepted by the school as he was in the previous school. Example: a student meeting the requirements for graduation and in good standing in school 'X' who is classified in the 11th grade and transfers during the school year or at the conclusion of the year to school 'Y' must be given the full credit toward graduation even though school 'X' must have additional requirements over and above school 'Y'.

This student must not be required to take additional credit, but must meet the remaining requirements for graduation. School 'Y' is required to classify the student as school 'X' indicated on the transcript. School 'Y' must schedule the student in subjects which are required for graduation for the remaining portion of the student's enrollment.

Admissions and classifications of students transferring from non-accredited elementary, junior/middle, and senior high schools should be on the basis of demonstrated ability and records of attendance and work done in school previously attended. Credit for such courses pursued in a non-accredited school must be validated by the principal with an appropriate faculty committee. A student may also be required to successfully pass an entrance examination." (For additional information on transfers from non-accredited schools and home schools, see Polices 5.18.F and 5.19)

Policy for Enrolling Transfer Students

See Policy JBC, Temporary and Full-Admission Transfer Enrollments.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995; Jun 27, 2013
LEGAL REF.: Ala. Code, §16-28-3, §17-28-6; The Alabama Administrative Code, §§290-030-010-.06.

6.8.R TRANSFER GUIDELINES

The following guidelines are taken from *The Alabama Administrative Code*, §§290-030-010-.06 and shall serve as rules and regulations governing the withdrawal and transfer of students within all schools of the School District:

1. Each accredited school is required to furnish promptly upon request a transcript of the record of any student transferring to another school or to an institution of higher learning, which the student desires to enter.
2. Students transferring from other schools accredited by the Alabama State Department of Education and from schools accredited by other state or regional accrediting agencies should be admitted upon official transcripts sent directly to the principals of the schools to which the students are applying for admission.
3. Students in good standing, transferring to any school in Grades 9, 10, 11, and 12, should be enrolled in the required grade courses and the available elective courses which correspond as nearly as possible to those taken at the previous school.
4. Required subjects on the grade levels below his/her entrance level do not apply to the transferring student. Upon satisfactory completion of the work, the student should be promoted or graduated.

5. When a student transfers to a school at the twelfth grade level, it is the responsibility of the principal to have a letter submitted from the principal of the accredited school from which the student transfers indicating the student's status.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987
LEGAL REF.: The Alabama Administrative Code, §§290-030-010-.06.

6.9 TRANSFERS FROM NON-ACCREDITED SCHOOLS

Pursuant to *The Administrative Code of Alabama*, §§290-3-1-.02(7)(c), the Board adopts the following statement as Board Policy:

Transfers from non-accredited schools: The admissions and classification of students transferring from non-accredited elementary, junior/middle, and senior high schools will be on the basis of demonstrated ability and records of attendance and work done in schools previously attended. The credit for such courses pursued in a non-accredited school must be validated by the school principal with an appropriate faculty committee by the guidelines set forth in 5.19.

See policies 5.18 and 5.19 for more information on placement of transfer students and home school students.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995; REVISED: Sep 2, 1999
LEGAL REF.: The Alabama Administrative Code, §290-3-1-.02(7)(c).

6.10 WITHDRAWALS FROM THE SCHOOL DISTRICT

Students and their parents/guardians/custodians who live within the School District are subject to the compulsory attendance laws of the State. Under these laws, no student residing within the geographical area served by the School District shall be permitted to withdraw from school before his/her seventeenth (17th) birthday unless approved by the Superintendent and Board or the Juvenile Court.

Provided the student's parent/guardian/custodian moves to another school system or the student chooses to attend school in another school system, the student shall withdraw in accordance with such rules and regulations as may be prescribed by the School District and the local school. It shall be the responsibility of the student and his/her parent/guardian/ custodian to withdraw in accordance with the following rules and regulations.

Rules and Regulations for Withdrawing from School

The local school principal or designee shall be responsible for complying with the following rules and regulations when withdrawing a student from school:

1. Determine that all state-owned textbooks or payment for such have been collected.

2. Determine that all locally or state-owned library books have been returned.
3. Determine that legally permissible school fees have been collected.
4. Complete the State Transfer Form (A222) with a copy to the student.
5. Return the students Immunization Certificate or exemption to the student.

Transmitting Students Records

Based on recent interpretations of Public Law 93-380 (Buckley Announcement), student records of students transferring to other schools may be released without the written consent of parent(s)/guardian(s)/custodian(s) to the following:

Other local school officials who have legitimate educational interest and officials of other school in which a student intends to enroll.

Re-Enrollment After Withdrawal

Students over seventeen (17) years of age may not be permitted to enroll and withdraw more than 2 times during the same academic year in the schools of the School District when residing continuously at the same address in the School District without approval of the Board.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995; Aug 1, 2009

LEGAL REF.: Ala. Code, §16-28-3, §16-28-6; The Alabama Administrative Code, §290-030-010-.06; Public Law 93-380. Act No. 2009-564 Amending §16-28-6.

6.11 STUDENT ATTENDANCE REGULATIONS

Absenteeism

School Day - A school day absence is 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 - A class absence is defined as non-attendance for more than twenty-five percent (25%) of a regularly scheduled class. To be counted present, a student must be present more than seventy-five percent (75%) of the scheduled class time.

At the Elementary Level- All students are expected to be in attendance each day unless they are ill or an emergency arises. Students must be in attendance 165 (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 and promotion for the next school year.

At the Secondary Level- 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 seven (7) days in any class for which they are given credit. In extraordinary circumstance (e.g. extended illness or

hospitalization), a student may appeal to the school attendance committee for a waiver to this policy.

Excuses

Written Parental Excuse Required – In accordance with State Law, a parent/guardian/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:

1. Ten (10) days excused with home notes per school year. Each student may use five (5) home notes per semester (maximum)
2. All other excuses must be signed by a doctor or other 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.

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.

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:

1. Student is too ill to attend school;
2. Inclement weather, which would be dangerous for students to attend school as determined by the Superintendent or principal;
3. Legal quarantine;
4. 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 and aunt);
5. Emergency conditions as determined by the Superintendent or principal;
6. Absence with prior permission of principal or a designee and consent of parent/guardian/custodian.

Unexcused Absences

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

Parental/Student Notice

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

Absentee Referrals

The following provisions shall apply:

1. 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, filed 6.15 under this cover.

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

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.

At the Secondary Level – The student shall be responsible for contacting the teacher or teachers to arrange to make up the work.

At the Elementary Level – The parent/guardian/custodian shall be responsible for arranging necessary make-up work.

Time Limit on Work Assigned/Missed During Excused Absences – Arrangements must be made with the teacher to complete exams, homework, papers, projects, etc. missed or assigned during 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 on the date the student returns to school. However, for long term absences additional days to make up the work may be approved by the principal.

Make-up Work - Unexcused Absences

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.

Student Accounting

A student must be present more than fifty percent (50%) of the school day to be counted present in the Attendance Register.

Tardiness

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 1st scheduled class will be counted as a tardy to school and may lead to a Saturday School assignment. Any student who fails to attend Saturday School within the academic year will receive one day in in-school suspension (ISS) for every missed 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.

1. Students are allowed three (3) tardies to each class per semester.
2. Three (3) unexcused tardies in any class will be counted as an unexcused absence.
3. On the fourth (4th) tardy to any class, the student will be assigned to one day of Saturday School.
4. After the fifth (5th) tardy in the same class, students will be assigned to one day of Saturday School for each future tardy.

Check-Ins/Outs

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

1. A student will be allowed to check-in and/or check-out a total of five (5) times a semester by calling his or her parent or guardian.
2. After the fifth (5th) check-in and/or check-out, a parent or guardian must come to the school to check a student out.
3. 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.

1. Students may not check-in or check-out of school and remain on school campus.
2. An unexcused check-in during 1st block 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 policy 6.14 under this cover.

Perfect Attendance Award

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

School Participation Absences

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

A student will be excused for official religious holidays when the student's parent/guardian/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.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: June 8, 1995; Apr 10, 1997; Jul 10, 1997; Aug 3, 2000; Aug 5, 2004; June 2, 2008; Jun 23, 2011; Jun 8, 2017; Jun 26, 2018
LEGAL REF.: Ala. Code, §16-28-12 to -15; Alabama State School Attendance Register.

6.12 STUDENT ATTENDANCE: DRIVER'S LICENSE/LEARNER'S PERMIT

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 of Act

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.

Penalty Provisions of The Act

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

1. is enrolled in a secondary school, or
2. is enrolled and making satisfactory progress toward the GED certificate, or
3. is participating in an approved job training program approved by the State Superintendent of Education, or
4. is gainfully and substantially employed, or
5. is a parent with care and custody of a minor or unborn child, or
6. has a physician's statement that the parents of the person depends on him/her as their sole source of transportation, or
7. is exempt from this requirement based on statute §16-28-1 of *The Code of Alabama*.

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.

Operational Procedures

Principals' Responsibilities:

1. Principals or designees shall provide students with information relative to the Act and procedures for compliance.
2. 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.
3. 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.

4. Principals shall be the sole determiners of student enrollment or non-enrollment.

Students' Responsibilities:

1. 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.

2. Persons, 15 to 19 years of age, who are not enrolled in a school of the School District and desire to get their driver's license/learner's permit should pick-up a "Student Enrollment/Exclusion Status Form" at the office of the school they previously attended or at the Central Office prior to going to the Courthouse, Department of Public Safety.

Such persons should complete the name, address, etc. portion of the Form, request the principal of the school previously attended to complete Section I of the Form, and contact the appropriate agency/individual to complete other applicable sections. Note: Persons should provide reasonable advance notification to 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.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995; REVISED: Aug 1, 2009
LEGAL REF: Alabama Legislative Act, 93-368, 94-820. Act No. 2009-564 Amending §16-28-6

6.12.F

ENROLLMENT/EXCLUSION FORM

To Implement Sections 16-28-40 through 16-28-45, Code of Alabama, 1975

Follow instructions on the back of this form. Print or type all information.

I. Applicant*

Driver's License No.: _____ Social Security No.: _____ Sex: _____
Male/Female

Legal Name: _____ Date of Birth: _____
Last First MI MM/DD/YY

Address: _____
Street City State Zip

II. ENROLLMENT* SCHOOL OR GED OR JOB TRAINING PROGRAM

Name: _____

Check one: ->GED Program
->Job Training Program

Address: _____ ->Secondary School
Street City State Zip

Telephone No.: _____ Signature: _____

Title: _____

Enter the actual date of compliance or noncompliance in the blank located to the left of the appropriate statement.

IN COMPLIANCE

NOT IN COMPLIANCE

The applicant:
_____ Is enrolled.
Date

The applicant:
_____ Is not enrolled.
Date

Date
_____ consecutive or
his or her control.*
semester.

Date
_____ Withdrew due to circumstances beyond
_____ Has accumulated more than 10
15 cumulative unexcused absences during a single

_____ Has obtained a GED Certificate
Date

(Only for students enrolled in secondary school)

_____ The applicant was previously
reported
Date as being noncompliant. As of this date, the

_____ Is not making satisfactory progress
Date (Only for GED students)

III. EXCLUSION

Enter the actual date in the blank located to the left of the appropriate statement.

The applicant:

Date
_____ Is a parent with the care and custody of
_____ a minor or unborn child. Physician/Health Department

Date
_____ Is the sole source of transportation for Street
the parent(s). City

Physician's Signature _____

Enter the beginning date of employment.

The applicant: _____ Place of Employment

Is gainfully and substantially employed. Street

City

State

Zip

Phone

Revised 5/1/95

Employer's Signature

LEGISLATIVE AUTHORITY

"The Department of Public Safety shall deny a driver's license or a learner's license for the operation of 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 issued to the person from a secondary high school of this state, or any other state, or documentation that the person: (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained the certificate; (2) is enrolled in a secondary school of this state or any other state; (3) is participating in a job training program approved by the State Superintendent of Education; (4) is gainfully and substantially employed; (5) is a parent with the care and custody of a minor or unborn child; (6) has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or (7) is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter." Ala. Code §16-28-40 (1975).

GENERAL INFORMATION/INSTRUCTIONS

1. Individuals under the age of 19 applying for, renewing, or seeking reinstatement of a driver's license or learner's permit to operate a motor vehicle must present to the area driver's license examiner a diploma or other certificate of graduation, a GED Certificate, or an Enrollment/Exclusion Form.
2. Print or type all information.
3. Part I must be completed for all reports. Note: *The driver's license number may not be available. This is the only information in Part I which may be left blank.*
4. The attendance officer or chief attendance administrator, upon request, shall provide documentation of enrollment status (complete Part I and Part 11) for any student 15 years of age or older who is properly enrolled in a school under the jurisdiction of the official. The applicant should submit this form to the area Driver's License Examiner.
5. Whenever a student **16 years of age or older** withdraws from school without meeting the exclusionary conditions of this legislation, the attendance officer or chief attendance administrator should complete Part I and Part II of this form and submit to the Department of Public Safety, Driver Improvement, P. O. Box 1471, Montgomery, Alabama 36102-1471. *No other report should be submitted unless the individual changes categories from noncompliance to compliance.*
6. Appeals relative to secondary school enrollment status should be filed with the local school principal in accordance with local board of education policies.
7. Exclusion status for individuals claiming an exemption from this legislation should be completed by the designated person as identified in Part III of this form. The applicant is responsible for securing proper documentation for presentation to the Department of Public Safety.

DEFINITIONS

1. **Applicant**-An individual between the ages of 15 and 19 applying for, renewing, or seeking reinstatement of a driver's license or a learner's permit for the operation of a motor vehicle.
2. **Circumstances beyond the control of applicant**-Valid reasons for exemption from this legislation and apply to the following:
 - a. Students who are mentally or physically unable to attend school.
 - b. Students who are regularly and legally employed under the provisions of the Child Labor Law.
 - c. Students who, because of the distance they reside from school and the lack of public transportation, are compelled to walk more than two miles to attend a public school. (Does not include suspension of expulsion from school or imprisonment.)
3. **Enrollment**-The status of an individual who is:
 - a. Enrolled in a school;
 - b. Enrolled in a GED program; or
 - c. Enrolled in a job training program approved by the State Superintendent of Education.

6.13 ATTENDANCE OF STUDENTS CHARGED WITH CRIMINAL CONDUCT

Law and Attorney General's Opinion

In accordance with Title §16-1-24.1(b), *The Code of Alabama* and a legally rendered opinion of the Alabama Attorney General (95-00107), students suspended from regular classes may be assigned to an alternative school, suspension accountability class, etc. Further, if criminal proceedings are initiated against a student as a result of the activity leading to the suspension, the student cannot be readmitted to the regular classroom until the charges have been disposed of, despite fulfilling Board requirements for readmittance to the classroom. The Opinion further states that a suspended student who is subject to a petition filed in juvenile court regarding an act which is considered a crime likewise should not be readmitted to the regular classroom until the petition is settled.

Board Policy

Based on the above cited law and Attorney General's Opinion, the Board hereby directs that suspended students subsequently charged with a crime subject to criminal or juvenile court proceedings be denied readmission to regular classes until such court proceedings are settled. Students denied such readmittance will be placed in the Alternative School Program or the "homebound" instructional program after they have served the number of days stated in the suspension notice.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995
LEGAL REF.: Ala. Code, §16-1-24.1(b); Atty Gen. Op., #95-00107.

6.14 STUDENTS LEAVING SCHOOL CAMPUS

A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions that follows:

1. A student's parent/guardian/custodian may come to the school in person and check his/her child out of school. A student may not be checked out of school by persons other than his/her parent/guardian/custodian or someone specifically designated by the student's parent/guardian/custodian.
2. A student may bring a written note signed by the student's parent/guardian/custodian and upon approval of the local school principal or designee may be permitted to leave the school campus. All written parental requests shall remain on file in the principal's office for the remainder of the school year.
3. In emergency situations, the school principal or designee may permit a student to leave the school campus based upon a telephone request from the student's parent/guardian/ custodian. In such instances, the principal or designee shall attempt to re-contact the student's parent/guardian/ custodian by telephone to confirm the request.

Any student violating this policy shall be subject to disciplinary action by the local school principal.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Feb 5, 1987

6.15 TRUANCY

Truancy is the habitual and unlawful absence from school. In accordance with *The Code of Alabama*, the parent/guardian/ custodian is responsible for requiring any student under his/her control or charge and under seventeen (17) years of age to attend school regularly except for legal absences as defined by *The Code of Alabama* and State Board of Education rules and regulations.

If a student under seventeen (17) years of age becomes a truant, the parent/guardian/custodian of said student may be guilty of a misdemeanor and subject to punishment by law.

If the parent/guardian/custodian files a written statement in court stating that he/she is unable to control such student, the student may then be subject to action of the juvenile court.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Feb 5, 1987; Revised: Aug 1, 2009

LEGAL REF.: Ala. Code, §16-28-14, §16-28-15, §16-28-17. Act No. 2009-564 Amending §16-28-6.

6.16 EARLY WARNING TRUANCY PREVENTION PROGRAM

In order to comply with Legislative Acts, 93-672 and 94-782, the Board has established the following procedures to monitor and reduce the number of absences by students. If a student does not attend school, his/her absence must be explained in writing by the parent/guardian/custodian on or before the third (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.

The steps in the Early Warning Truancy Prevention Program are as follows:

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
 - a. A conference shall be held by the principal and attendance officer with the parent and student.
 - b. Parent and student shall be directed to attend an early warning conference which shall be conducted by the Juvenile Probation Office. The Juvenile Probation Office will contact the parent(s) and student regarding the date, time and place of conference.
4. After the seventh unexcused absence the parent and student shall be referred to the Colbert County District Attorney's Office for truancy violations.

NOTE: Students who accumulate ten (10) or more excused absences may have the Early Warning Truancy Prevention steps as noted above applied to them and their parents/guardians/custodians, beginning with step 1 and moving through step 4. This action will require approval of the principal based on reasonable cause to believe that students are not being required to attend school regularly as

required by State Law.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995; REVISED: Aug 23, 2001; Jul 7, 2005; Apr 23, 2009; Aug 11, 2016
LEGAL REF.: Legislative Act, 93-672 and 94-782

6.17 STUDENT RIGHTS AND RESPONSIBILITIES - FREEDOM OF EXPRESSION

Freedom of speech is a constitutional right guaranteed to all citizens. The School District shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students.

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideals.

All students shall have the freedom to exercise the right of free speech and to protest deprivation thereof, through proper channels, provided that such protestation does not interfere with the educational program of the School District or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to other individuals, to develop tolerance for the view points or opinions of others, and to recognize the right of other individuals to form or hold different points of view.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995
LEGAL REF.: Ala. Code, §16-1-14; U.S. Const. amend. 1; U.S. Const. amend. XXIV 1; Tinker v. Des Moines Independent Community School District, 89 S.Ct. 733 (1969).

6.18 STUDENT DUE PROCESS PROCEDURES

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short- and long-term suspension, or expulsion are applied. Before being punished for violation of a Board policy or local school rule and regulation, the local school principal or designee shall insure that students are accorded the following appropriate due process:

Informal Due Process – Corporal Punishment and Short-Term Suspension (10 days or less during any given semester).

When a student is facing possible short-term suspension, the Board shall insure that the following minimal formal due process procedures are accorded the student:

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.

3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

The disciplining authority (principal, teacher, etc.) may immediately impose appropriate discipline measures, in accordance with Board guidelines, following the informal due process hearing stated above.

Formal Due Process – Long-Term Suspension (more than ten (10) days during any given semester) or Expulsion.

When a student is facing possible long-term suspension (more than 10 school days) or expulsion, the Board shall insure that the following minimal formal due process procedures are accorded the student:

1. The right to a due process hearing before the Board.
2. The right to a written notice of charge(s).
3. The right to written notification of the hearing date, time, and place.
4. The right to be represented by counsel at the hearing.
5. The right to a written record of the Board's decision.

Special Education Students

Prior to administering any of the discipline measures noted above to a special education student, said student's IEP shall be reviewed to determine if the proposed discipline measure is appropriate based on the IEP disciplinary plan and if the student's behavior warranting such punishment is related to the disability. In the event it is determined that the student's behavior is not related to the disability and the IEP disciplinary plan specifies such discipline measures as appropriate, the student shall be treated as any other student and either corporal punishment, suspension, or expulsion may be used as discipline measures. However, upon consulting the IEP, should it be determined that the disability is related to the student's behavior or the IEP does not specify the discipline measures as appropriate, then such discipline measures shall not be administered to the student without convening the IEP committee to reconsider the use of one of the discipline measures noted above. In the event long-term suspension (more than 10 school days) or expulsion is used as discipline measures, alternative educational opportunities shall be provided any special education student during the terms of such suspension or expulsion.

More specific measures are stated under files 6.33, 6.38, and 6.40.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995
LEGAL REF.: U.S. Const. Amend. XIII; U.S. Const. Amend. XIV, 1; Ingraham v. Wright, 97 St. Ct. 1401 (1977); Goss v. Lopez, 95 S. Ct. 729 (1975); Carey v. Piphus, Goss v. Lopez, 98 S. Ct. 1042 (1978); Dixon v. Alabama State Board of Ed, 294 F.2d 150 (5th Cir. 1961); Board of Curators, Univ. of Missouri v. Horowitz, 98 S.Ct. 948 (1978); Goss v. Lopez, 419 U.S. 465 (1975).

6.19 INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS

School Property

Desks and lockers are public property and school authorities may make regulations regarding their use. Students, however, have the right to a reasonable amount of privacy in their lockers and desks. No school official shall inspect or search lockers unless there is a reasonable cause to believe that articles are kept there that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations of the Board.

Individuals

School officials (school principal or approved designee only) may make searches of a student and attendant personal belongings if there is reasonable cause to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations of the Board. If a student is searched, it shall be in private by a school official of the same sex with a professional staff member of the same sex present. In all cases, the principal or his/her designated representative shall make every attempt to notify the student's parent/guardian/custodian prior to the search.

By Law Enforcement Agencies

In accordance with the State Department of Education's Administrative Code, 290-030-010-.06, local law enforcement agencies may make unannounced visits for the purpose of detecting the presence of illegal drugs at the various school sites. In all cases, such visits must be based on the following guidelines:

1. Such visits must be requested and approved by the Superintendent and principal.
2. Such visits must be based on reasonable cause or suspicion that illegal drugs are present at the respective school site.
3. Such visits instigated pursuant to this provision shall be used to search only school facilities.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995; Dec 11, 1996

LEGAL REF.: U.S. Const. Amend. IV; U.S. Const. Amend. XIV 1; Moore v. Student Affairs Committee of Troy State Univ., 284 F. Supp. 725, (M.D. Ala. (1970); Note from Moore: "It is settled that Fourth Amendment does not prohibit reasonable searches when the search is conducted by a superior charged with the responsibility of maintaining discipline or of maintaining security"; New Jersey v. T.L.O.

6.20 INTERROGATIONS BY PUBLIC OFFICIALS

Law Enforcement Officials

At the Request of School Officials – When the school principal or designee has evidence and reasonable cause to believe that a crime has been committed on-campus by one or more students, law enforcement officials, to include juvenile authorities, may be requested to come to the school to investigate the incident. Such investigations may include interrogation of students. In the event a student is to be interrogated, the school principal or designee shall make every effort to notify the

parent/guardian/custodian of any student to be so interrogated.

At the Request of Law Enforcement Officials (Interrogations) – When law enforcement officers make it known that they wish to talk to a student while under supervision of the school, the following procedure will be used:

1. The student will be called to the office of the principal.
2. The principal shall attempt to notify the student's parent/guardian/custodian by telephone of the situation.
3. If the principal is able to contact the student's parent/guardian/custodian, upon consultation with the parents/guardian/custodian, principal and student, shall determine whether or not the student is to be questioned by the law enforcement officer while under the jurisdiction of the school, and under what circumstances, i.e. in the presence of the school principal or in the presence of the parent/guardian/custodian, etc.
4. If the principal is unable to contact the student's parent/guardian/custodian within a reasonable time, the principal shall permit the law enforcement officer(s) to talk with the student. Such talk/interrogation shall be in the presence of the principal or designee and in a private setting.

**Advisory only. In accordance with an Alabama Attorney General Ruling of December 1974, school officials do not have the legal right to allow students to be interviewed at school except by law enforcement officials and in such case the principal is to make appropriate arrangements for such interview. In such case, the school principal must allow the parent(s) or guardian(s) to be present during such interview where the parent(s) or guardian(s) is immediately able to attend or able to attend within a reasonable time. In those instances where a parent(s) or guardian(s) cannot be present within a reasonable time, the principal must allow interviews of a student by law enforcement officials to proceed in the absence of the parent(s) or guardian(s).*

Arrest Warrants

In case an arrest warrant is presented by law enforcement officers, the school principal or designee shall make every effort to notify the parent/guardian/custodian of the student in question prior to the student's removal from the school premises.

Department of Human Resources Officials

At the Request of School Officials – The school principal or designee may request personnel from the Department of Human Resources to come to the school to assist in providing related services for students, provided at least one of the following criteria is met:

1. The student is an active client with the DHR.
2. The student is in the legal custody of the DHR.
3. The school principal or designee believes that DHR can provide services that will help the student.

4. There is evidence of child abuse/neglect or suspected child abuse/neglect.

At the Request of Department of Human Services Officials – When Department of Human Services Officials make it known they wish to talk with a student while under the supervision of the school, the principal or designee shall seek to determine if, 1) the visit relates to child abuse/neglect or 2) the Department has legal custody of the student. If either is applicable, the Human Services Official shall be permitted to talk with the student. If the visit relates to child abuse/neglect, the DHR official may interview the student outside the presence of the principal or designee. If it is determined that the visit does not relate to child abuse/neglect or matters pertaining to rights granted to a custodian, the principal or designee shall advise the Human Services Official that any talks or questioning should be conducted while the student is at home and not under the supervision of the school.

Release of Students to Meet with Personnel from Selected Social Agencies – Students may be released from school to meet with officials from recognized social agencies when their parents/guardians/custodians comply with applicable requirements spelled out in the policy "Students Leaving the School Grounds" Filed: JBE. In all cases, parents/guardians/custodians should schedule appointments for their children with such agencies during times students are not scheduled in academic classes.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995
LEGAL REF.: Attorney General's Opinion, Dec 9, 1974.

6.21 STUDENT CONDUCT

All Students of the School District are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship everywhere. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others.

All students of the School District shall have the policies of the Board and administrative rules and regulations to which they are subject made available to them in written form at the opening of school each year. These policies and rules and regulations shall be developed cooperatively by the Board and school personnel who shall consider any suggestions made by students. Said policies must be adopted by the Board. All rules and regulations must be approved by the Superintendent.

All members of the certified staff collectively are responsible for the conduct of the student while under the supervision and control of the School District.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987
LEGAL REF.: Ala. Code, §16-1-10, §16-1-14, §16-4-13, §§16-8-7 through 10, §§16-14-1 through -10.

6.22 STUDENT CODE OF CONDUCT

Classification of Violations

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

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. This offense includes bullying.

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** (See File 6.31)

1.08 **Minor disruption on a school bus**

1.09 **Inappropriate public display of affection**

Is 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 Any other violation which the principal may deem reasonable to fall within this category

ADMINISTRATIVE RESPONSES - CLASS I

Administrative responses for **Class I violations** 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

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 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. (See FILE:6.25)

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 and/or discharge 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 Any other offense which the principal may reasonably deem to fall within this category

ADMINISTRATIVE RESPONSES - CLASS II

Administrative responses for **Class II violations** 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.**
- * **loss of Internet access**
- * **out-of-school suspension**
- * **for direct usage of electronic communication device infraction, the following shall apply:**

1st offense: Two day 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.

2nd offense: Three day C.L.A.S.S. -- Electronic device may be picked up by the legally authorized custodial person at the end of the semester.

3rd offense: Three day C.L.A.S.S. -- Electronic device will be returned at the end of the academic year.

4th offense: Three day Out-of-School Suspension -- Electronic device may be picked up by the legally authorized custodial person at the end of the semester.

- * **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: Two day 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: Three day C.L.A.S.S. -- Electronic device may be picked up by the legally authorized custodial person at the end of the semester.

*A student below fourth grade will attend an In-School Suspension at his/her local school of residence.

MAJOR OFFENSES - CLASS III

3.01 Drugs and alcohol

UNAUTHORIZED POSSESSION, TRANSFER, USE, OR SALE OF DRUGS, DRUG PARAPHERNALIA, OR ALCOHOLIC BEVERAGES. In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a person may be liable for injury or damage or both. In accordance with Legislative Act 94-784, the school principal shall notify appropriate law enforcement officials when the School District's alcohol and drug policy is violated by a student. If any criminal charges are warranted, the principal is authorized to sign the warrant. The student shall be immediately suspended from attending regular classes and a hearing scheduled within five (5) school days (See Policy 6.13 for more information).

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 that he/she has such right.

3.09 Possession of firearms

Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any ammunition capable of use by or with any of the weapons/firearms described herein and; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

3.10 Discharging of any pistol, rifle, shotgun, airgun, pellet gun, or BB gun, or any other device on school property.

3.11 Possession of weapons

Possession of any knife, razor blades, box cutters, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm, in addition to a violation of school Board policy, is a Class C felony.

3.12 Bomb threats

Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.

3.13 Explosives

Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily

injury or property damage.

3.14 Sexual acts

Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, 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 Possession of and/or Igniting fireworks and/or firecrackers

3.19 Fighting

Any physical conflict between two or more individuals. (See FILE: 6.25)

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 A person is observed using a digital device during a secure test or any material, written or pictorial, accessed on the Internet must conform to established school policy and cannot be obscene or contain profanity or abusive language. Vandalism of equipment or programs will result in punishment as defined in school policy (File: 5.42)

3.23 Any other offense which the principal may deem reasonable to fall within this category

ADMINISTRATIVE RESPONSES - CLASS III

Administrative responses for **Class III violations** include but are not limited to the following:

- * **out-of-school suspension**
- * **loss of Internet access**
- * **assignment to the Alternative School Program**
- * **expulsion**
- * **legal action**
- * **long-term suspension of 90 school days or more.**

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;
January 3, 2020; June 18, 2020
LEGAL REF.: Legislative Acts 94-782, 783, 94-784, 794, 817, and 819.

6.23 PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT

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 filed 6.22.

Parents Responsible for Damages to School Property

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

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: June 8, 1995; REVISED: Apr 23, 2009; Aug 1, 2009
LEGAL REF.: Acts of the Legislative, 93-672, 94-784, and 94-819. Act No. 2009-564 Amending §16-28-6.

6.24 SMOKING AND USE OF TOBACCO PRODUCTS

Smoking is not permitted by students on school property during the school day or when actively participating in any school activity sponsored by the school. Students shall not have tobacco products of any kind in their possession while at school or when participating in or attending any school sponsored activity.

The regular school day is defined as the normal hours schools are open to students for instructional

purposes. The regular school day begins for students at the time of arrival on the respective school premises (school owned property, school bus, parking lot, etc.). A school activity is defined as any educational experience or curricular or extra-curricular event that is approved officially by appropriate school personnel based on the following criteria.

1. It is scheduled by school officials, and
2. School officials have made specific assignments to an employee(s) of the Board to teach, coordinate, monitor, advise, sponsor, or chaperon said activity as a part of employment responsibilities.

Students violating this policy shall be subject to punishment by school officials.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995

6.25 ZERO TOLERANCE FIGHTING POLICY

The Colbert County Board of Education has an obligation to the parents, students, school administrators and citizens of Colbert County to provide and maintain a safe, orderly and secure environment of all its facilities and functions, which is conducive to the learning process.

To meet that obligation, the Colbert County Board of Education hereby establishes a policy of zero tolerance towards fighting between and among students in any school facility, on any school campus, at any school sponsored function, or on a school bus. Any such conduct, as hereinafter defined, will not be tolerated, even in the slightest degree, and any student who participates in any manner of physical altercation between two or more students shall be charged with a Class III Offense, as found in the Student Code of Conduct at 6.22.

Commencing on the adoption of this Policy by the Colbert County Board of Education, and upon proof of the charge of fighting as hereinafter defined, the punishment shall be as follows:

1. For the first offense of fighting while in attendance at any location of any school offering grades 7-12 within the Colbert County School system's jurisdiction, as set forth in the second paragraph above, the student shall be assigned to the Colbert County Alternative School for a period of at least fifteen (15) school days. In each instance, the actual time spent, in any event, will be based on past discipline records, as well as work habits, attendance, and attitude while assigned to the Alternative School.
2. For a second offense of fighting while in attendance at any location of any school offering grades 7-12 within the Colbert County School system's jurisdiction, as set forth in the second paragraph above, the student shall be assigned to the said Alternative School for thirty (30) school days.
3. For a third offense of fighting while in attendance at any location of any school offering grades 7 – 12 within the Colbert County School system's jurisdiction, as set forth in the second paragraph above, the student shall be assigned to the said Alternative School for forty-five (45) school days.

4 For a fourth offense of fighting while in attendance at any location of any school offering Grades 7 – 12 within the Colbert County School system’s jurisdiction, as set forth in the second paragraph above, the student may be suspended for ninety (90) school day, at the Colbert County School Board’s discretion.

As used herein, fighting means—

The encounter between two or more persons with blow(s), slap(s), shove(s), kick(s), push(es) and/or touching the person of another, with anger or out of spite, with or without an instrument other than a hand, fist, foot, or body, and including the overt act of only one person against the person of another when the other does not act in defense or in retaliation of the first actor. This definition shall be deemed to include that language which appears at paragraphs 2.03 and 2.10 of FILE: 6.22 of Policy Manual.

Where appropriate, and at the discretion of the principal, the punishment shall be imposed on all participants in the "fight" unless the person or persons against whom the encounter is directed, by clear and convincing proof, makes a reasonable effort to retreat from the encounter and does not offer a retaliatory blow, slap, shove, kick, push or other touching of the person of the initiator of the fight.

This policy shall apply to each student in grades 7-12 within the Colbert County School System and notice to each student and parent in those grades shall be given by every reasonable means, including posting on the respective school bulletin boards. It shall be no defense to any charge of fighting that no notice was theretofore received.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Sep 4, 1997; REVISED: Oct 5, 2000; Jan 8, 2004; May 18, 2010

6.26 STUDENT ALCOHOL AND DRUG USE (Substance Abuse)

Each and every student in the Colbert County school system is prohibited from being under the influence of, bringing, consuming, or having in possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, marijuana, steroids or any mind-altering drug or material, or controlled substance as defined by state statutes, or an over the counter drug (including, but not limited to, Tylenol, ibuprofen, cough medicine, etc.) unless dispensed by a licensed physician as allowed by law.

Any alcohol or drug-related violation of criminal law, state or federal, committed on school property shall be prosecuted as provided by law. Provided students are apprehended using or dispensing any substance as defined above, school officials, teachers, and/or other Board employees shall report all such students to their immediate supervisor who shall cooperate with the proper law enforcement agency and the prosecuting attorney's office.

The principal shall immediately notify the parent/guardian/custodian by telephone of any student found in violation of this policy. If the parent/guardian/custodian cannot be reached by phone, the principal shall notify the parent/guardian/custodian of the action by sending a certified letter within twenty-four (24) hours of the offense. Care shall be given to afford due process to all students.

Expulsion Hearings

All expulsion hearings shall be conducted in accordance with the Expulsion Policy filed 6.40 under this cover.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995; Apr 19, 2018
LEGAL REF.: Ala. Code, §16-1-2, §16-1-14, §16-4-13, §§16-41-1 to 10.

6.27 Substance Abuse Testing Policy

Overview

Colbert County Schools (CCS) believes that extracurricular activities are an important part of the total educational experience. Students who participate in extracurricular activities (defined as any activity that is not regular classroom) gain valuable skills and talents not obtained in the regular classroom.

In addition, to being important experiences, extracurricular activities are a privilege provided by CCS to those who choose to participate. In order to ensure that CCS and the student body are represented well, and to ensure that a safe environment is maintained for all extracurricular activities and students, CCS will institute an extracurricular substance abuse testing policy for all CCS extracurricular activities for students in 7th – 12th grade.

Policy Statement

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

Requirements

Students participating in extracurricular activities must be willing to conform to the guidelines of the Substance Abuse Testing Policy in order to be given the privilege to participate in these activities.

The Board reserves the right to require all students who desire to participate in extracurricular activities to submit to a drug test to determine the presence of prohibited substances. Such drug testing may be required to, during, or following a practice, meeting, event, or any time under the supervision or care of the Colbert County School System.

Students who choose to participate in extracurricular activities may also be screened as a condition for participation in the activity of their choice. Students may also be required to undergo screening in

conjunction with any scheduled physical examinations, where the Board has reasonable suspicion to believe a student has violated its substance abuse policy and/or in a random basis without advance notice.

Objectives

The overall objective of the CCS Substance Abuse Testing Policy is to stop any possibility of substance abuse among extracurricular students and other students of CCS. Several concurrent objectives are as follows:

1. To create and maintain a safe and substance free environment for all students engaged in extracurricular activities at CCS.
2. To give the CCS extracurricular activity student, as well as the entire CCS student body, a reason to say “NO” to pressure to engage in substance abuse.
3. To encourage any CCS student with a dependence or substance abuse problem to seek immediate help.
4. To protect the reputation of the CCS students and the Colbert County School System.

General Guidelines

1. **Substances Subjected to Screening:** Students may be screened for any prohibited substance without advance notice as part of the screenings performed by the Board. Prohibited substances are defined as, but not limited to, alcohol, amphetamines, benzodiazepines, methadone, methaqualone, opiates, phencyclidine, propoxyphene, barbiturates, cocaine metabolites, cannabinoids, marijuana metabolites, nicotine and all drugs classified as illegal.
2. **Prescribed Substances:** Prohibited substances also include controlled or prescribed medications taken by a student, unless such medication has been prescribed for the specific student and is being taken in the dosages specified by the prescribing physician.
3. **Methods for Screening:** The Colbert County Schools Board reserves the right to utilize urine, blood, hair, breath or saliva for testing procedures. All urine specimens testing positive for prohibited substances as defined within this policy will be confirmed by the drug screening agency provided and approved by the CCS Board. Random substance abuse screening performed by CCS will be at no expense of the student.
4. **Request for Retest:** The parent/legal guardian of the student may request a retest of any specimen within 72 hours of notification of the screening results. Any request must be submitted in writing to the school administration, and such retest shall take place within 72 hours of the prior failed substance abuse test. The expense of such retest will be at the full expense of the parent/legal guardian of the student. A parent/legal guardian may request the retest at a lab of their choosing, as long as it meets the criteria of this policy.

Privacy and Student Protection

1. A form shall be provided for both the student and parent/legal guardian to sign giving the school the authority to administer Board-financed random substance abuse screening. Refusal of either party to sign the form shall result in the student being prohibited to participate in any extracurricular activities.

2. Substance Abuse Testing shall occur on the school premises in a secure, private site. The principal or his/her designee shall be responsible for the collection of samples and shall assure that direct supervision always be done by a staff member of the same gender as those being screened.

3. All testing samples provide by students being screened shall be performed by a reliable and professional laboratory with a good program of quality control.

Consequences

Consequences are cumulative for a period of one calendar year from the date of a positive test. After one calendar year, if no other positive tests have occurred, the student will begin with a clean record. Newly enrolled students, involved in extracurricular activities, will be placed into the random pool of Substance Abuse Screening. These students will begin with a clean record, except if a student moving into the district who has not completed consequences for a positive test in the student's previous district must complete such consequences either in that district or in the Colbert County School System according to this policy. Consequences for a confirmed positive test (mandatory, random, or reasonable suspicion) for admitted drug or alcohol use at or away from school are as follows:

1. First Substance Abuse Offense:

- a. The student, student's parents or legal guardians, principal, and extracurricular sponsor shall be notified of the positive test.
- b. The student will be suspended form all extracurricular activities for 30 school calendar days.
- c. The student will have to retest after the suspension to continue participation in any extracurricular activities.
- d. The student will remain in the random pool for screening during and after the first offense suspension.

2. Second Substance Abuse Offense:

- a. The student, student's parents or legal guardians, principal, and extracurricular sponsor shall be notified of the positive test.
- b. The student will be suspended form all extracurricular activities for 45 school calendar days (half of a school semester).
- c. The student will have to retest after the suspension to continue participation in any extracurricular activities.
- d. The student will remain in the random pool for screening during and after the second offense suspension.

3. Third Substance Abuse Offense:

- a. The student, student's parents or legal guardians, principal, and extracurricular sponsor shall be notified of the positive test.

b. The student will be suspended form all extracurricular activities for 90 school calendar days.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jul 27, 2017

6.27.F

**COLBERT COUNTY SCHOOL SYSTEM
SUBSTANCE ABUSE POLICY CONSENT/RELEASE FORM**

I have read the Substance Abuse Testing Policy of the Colbert County School System and agree to abide by the Colbert County Schools expectations regarding alcohol and other drug use. I agree to submit to screening for substance abuse as outline in the policy at any time as a condition of my initial or continued participation in extracurricular activities. I authorize any medical laboratory to release test results to the school official who has the designated responsibility to receive such results, and I agree to execute any necessary forms provided by such medical laboratory authoring release of test results to designated school officials.

Student Name (Please Print)

Grade

Student Signature

Date

Parent/Guardian Signature

Date

I hereby refuse to undergo screenings for alcohol or other drug use. With my refusal, I understand that I will not be permitted to participate in extracurricular activities for the Colbert County School System.

Student Name (Please Print)

Grade

Student Signature

Date

Parent/Guardian Signature

Date

6.28 POSSESSION OF WEAPONS AND FIREARMS BY STUDENTS

No student shall be permitted to have any weapon/firearm on school property at any time.

Weapons and Firearms Defined

The term weapon/firearm is defined as --any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel capable of expelling a projectile; --the frame or receiver of any weapon described above; --any firearm muffler or firearm silencer; --any explosive, incendiary, or poison gas, i.e., bomb, grenade, rocket, missile, mine, or similar device; any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. Further, items forbidden shall include, but are not limited to, the following: all knives, razors or razor blades, box cutters, explosive devices including fireworks of any description, any items which may be used as clubs, and all sharp or pointed objects designed for use as weapons, and any ammunition capable of use by or with any of the weapons/firearms described herein.

Discipline Measures

If a student is found to be in possession of a weapon/ firearm as described above or a reasonable facsimile of a firearm and presents it as a real firearm, he/she shall be automatically referred to the Board for disciplinary action. If it is determined by the Board that the student was in possession of a weapon/firearm on school property, to include property not owned by the School District but where any official school sponsored activity is held, said student* shall be expelled from school for not less than one (1) calendar year. Such expulsion is in compliance with the requirements of the Public Law 103-382; "Improving America's Schools Act of 1994;" Part F, Section 14601, Gun-Free Requirements and Alabama Legislative Act (95-756). All applicable due process procedures shall be observed in any such expulsion proceedings. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

Further, in accordance with Public Law 103-382; "Improving America's Schools Act of 1994;" Part F, Section 14601, Gun-Free Requirements, any student determined by the Board to have brought a weapon or firearm on school property as defined above shall be referred to the criminal justice or juvenile delinquency system.

Suspension of Driver's License

Suspension of Driver's License for Pistol Possession - In accordance with Legislative Act 94-820, a student under 19 years of age may have his/her driver's licenses suspended for the possession of a pistol on school premises.

Alabama Law

Possession of Weapon a Class C Felony - 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.

*Special Education Students: Requirements for special education students for alternative educational

programs will be met.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995; REVISED: Sep 4, 1997; Jan 3, 2002; Nov 4, 2003
LEGAL REF.: Sec. 1702. Gun-free School Zone Act of 1990, 18 U.S. Code 921; Public Law 103-382; "Improving America's Schools Act of 1994;" Part F, §14601, Gun-Free Requirements: Legislative Acts 94-820, 94-817, and 95-756.

6.29 STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

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 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.) or any other electronic communication device. The principal or his 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. Teachers have the discretion to grant permission for personal communication devices to be utilized in order to participate in classroom instructional activities upon written approval of the principal or his designee. Students may connect their personal communication device at appropriate times to the wireless connection provided at schools but such use is subject to the terms of the Board's technology use policies. 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 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, of Board policy, of the code of student conduct, or of other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: June 2, 2008; REVISED: May 18, 2010; Aug 6, 2012; January 3, 2020

6.30 PHYSICAL RESTRAINT AND SECLUSION

Policy Purpose

The Colbert County School System acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.

The purpose of this policy is to ensure that physical restraint is administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm, and to prevent or minimize any harm to a student as a result of the use of physical restraint.

The Colbert County School System places an emphasis under this policy on the prevention and de-

escalation of inappropriate behavior, which reduces the risk of injury to both students and program staff, as well as the care, safety, and welfare of our students.

Definitions

1. **Physical restraint** – Direct physical contact from an adult that prevents or significantly restricts a student’s movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student when teaching a skill; redirecting attention; providing guidance to a location; providing comfort; or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.
2. **Chemical restraint** – Any medication that is used to control violent physical behavior or to restrict the student’s freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.
3. **Mechanical restraint** – The use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.
4. **Seclusion** – A procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.
5. **Time-out** – A behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion when:
 - a. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
 - b. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
 - c. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
 - d. The time-out space is free of objects that unreasonably expose the student or others to harm.

Prohibitions

1. The use of physical restraint is prohibited in the Colbert County School System and its educational programs except in those situations in which the student is an immediate danger to

himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment.

2. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs is prohibited in the Colbert County School System and its educational programs.

3. The use of chemical restraint is prohibited in the Colbert County School System and its educational programs.

4. The use of mechanical restraint is prohibited in the Colbert County School System and its educational programs.

5. The use of seclusion is prohibited in the Colbert County School System and its educational programs.

Requirements

1. Each local school's principal or his/her designee and each educational program of the School System that utilize physical restraint under this policy will provide staff with guidelines and procedural information regarding physical restraint and will arrange for the appropriate training of those designated staff members that may be called upon to physically restrain a student. This training of designated staff members shall be provided as a part of a program which addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible. Each local school's principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.

2. Each local school's principal or his/her designee and each educational program that utilize physical restraint will maintain written or electronic documentation on training provided at the local school regarding physical restraint and the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.

3. Each local school's principal or his/her designee and each educational program that utilize physical restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint as well as reports of any prohibited use of seclusion and chemical, mechanical, or physical restraint at the local school and for gathering/reporting data to the Colbert County Board of Education and to the Alabama Department of Education annually. The use of physical restraint will be monitored by each local school's principal or his/her designee or program's coordinator on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following any situations in which procedures are not being followed.

4. Each local school's principal or his/her designee and each educational program that utilize physical restraint shall ensure that following an incident of restraint or seclusion of a student, all

school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided notification of this debriefing session and afforded the opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.

5. Each local school's principal or his/her designee and each educational program that utilize physical restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.

6. Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when their child is removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.

7. Each student's parent or legal guardian will be provided information regarding the school or program's policies governing the use of physical restraint. This information will be provided to parents at the beginning of each school year or upon the student's enrollment if the student enrolls after school has started. To effectuate this requirement, the School System's website and student handbook/code of conduct will contain the following statement:

As a part of the policies and procedures of the Colbert County School System, the use of physical restraint is prohibited in the Colbert County School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Colbert County School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

Clarifications

1. Nothing in this policy shall be construed to interfere with the School System's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom that is not

specifically addressed as part of this policy.

2. Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12.
3. Nothing in this policy shall be construed to prohibit the School System's or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.
4. Nothing in this policy shall be construed to prohibit the School System or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.
5. Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.
6. Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees.
7. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights the School System or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Sep 11, 2014
LEGAL REF.: Ala. Code, §16-28-12, 16-1-14, AAC§290-3-1-.02(1)(F)

6.31 DRESS CODE

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:

1. Students must wear shoes. Shoes which mark or damage floors will not be permitted. No roller, or skate shoes are allowed.
2. Students must recognize that revealing clothing is not appropriate apparel in school. Garments that are "see-through," cut low or expose ones midriff are not acceptable, nor shall males

open the fronts of their shirts to expose skin below the collar bone. Garments must have a visible sleeve that extends beyond the end of the shoulder. Skirts or shorts must not be shorter than touching the top of the knee when the wearer stands upright. Gym shorts, spandex/bike shorts and other similar type shorts are prohibited. Under garments shall not be visible at any time.

Students shall not wear pants/shorts that, when fastened, sag, are baggy, or fit below the waist. All pants/shorts must fit around the waist and be properly fastened.

Lounging/pajama clothes are not to be worn in school. With administrative approval, special clothing days may be allowed.

3. Dark glasses may be worn in the school building only when a doctor's prescription so provides.
4. Nose rings, tongue pins, lip pins, naval pins/rings, teeth ornaments, otherwise know as grillz or other similar items are prohibited on school premises during the regular school day or partial school day.
5. Tee shirts or other clothing, which depict vulgarity, alcoholic beverages, drugs, or pictures/writing, which may be disruptive or are suggestive, are not to be worn.
6. Students shall not bring hats, caps, bandanas, sweatbands, or any type head covering in the district buildings except for a medical purpose.
7. Bandanas are not to be brought to school. Any paraphernalia that can/does denote gang affiliation shall not be worn. With administrative approval special cap or hat days may be held.
8. 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.

Dress Code Infractions

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 offence or more, within the same school year, the student will be placed on out-of-school suspension for a minimum of one day.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995; Jul 10, 1997; Mar 12, 2002; Jun 13, 2006
LEGAL REF.: Griffin v. Tatum, 425 F.2d 201 (5th Cir., 1970); Karr v. Schmidt, 460 F.2d 609 (1972).

6.32 STUDENT GRIEVANCE PROCEDURE

General

Students have both the right and the responsibility to express school-related concerns and grievances

to the teachers and school administrators.

Grievance Defined

For the purpose of this policy, a grievance is defined as a claim submitted by a student of a violation, misinterpretation, or inequitable application of a local Board policy, local school rules and regulations, or local administrative procedures. 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 discretionary authority to act.

Procedure

The procedure to be followed by a student regarding a personal grievance is to discuss the matter with the teacher or other person directly 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 regarding the principal, the student may contact the Central Office to arrange to discuss the matter with an appropriate administrator. Such meetings shall be granted within two (2) school days at a reasonable time and place unless the student agrees to a longer time period. One faculty member of the student's choice or his/her parent(s)/guardian(s)/custodian(s) 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 at this level, then the student, through his/her parent(s)/guardian(s)/custodian(s) may pursue the grievance to the Superintendent for review and final disposition. At this level on the form provided as 6.32.F to this FILE, the grievance shall be set forth in writing with a specific statement of the claimed violation, misinterpretation or inequitable application of a policy, local school rule or regulation, which is the subject of the grievance.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Oct 5, 1989; Jun 8, 1995; Jan 15, 2009

6.32.F

GRIEVANCE CLAIM FORM

(Student)

COLBERT COUNTY BOARD OF EDUCATION

Tuscumbia, Alabama

Date Filed: _____

Name of Grievant (Student): _____ Grievance # _____

School: _____

A. Date Cause of Grievance Occurred: _____

B. Statement of Grievance (be specific): _____

C. Relief Sought: _____

Signature: _____

Date: _____

STEP I

A. Date Presented to Teacher: _____

B. Disposition by Teacher: _____

C. Position of Grievant: _____

STEP II

A. Date Presented to Principal: _____

B. Disposition by Principal: _____

C. Position of Grievant: _____

Signature: _____

(Grievant)

Date: _____

STEP III

A. Date Presented to Superintendent: _____

B. Disposition by Superintendent: _____

Signature of Superintendent: _____

Date: _____

6.33 CORPORAL PUNISHMENT

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools of the School District. If such punishment is required, it shall be administered with care, tact and caution by the principal or his/her designee.

Teachers shall be supported by the Board and administration in their efforts to teach good citizenship by requiring proper conduct. While teachers shall be reasonable in student-related demands, they need not tolerate disrespectful, boisterous, rough, and violent outbursts of language and temper by students.

In all cases, corporal punishment shall be administered in accordance with the following guidelines:

1. In cases where a student maintains innocence of the offense, a brief but adequate statement of the reasons and supporting evidence shall be given orally to the student with an opportunity for the student to explain his/her side of the situation. Based upon all facts, if the situation warrants it, corporal punishment may then be administered without delay.
2. A teacher or principal may apply corporal punishment only in the presence of a teacher or administrator (preferably the same sex as the offender), who should be informed beforehand of the reason(s) for the punishment.
3. The instrument used in corporal punishment should be wisely selected.
4. Corporal punishment should not include more than three (3) licks administered to the buttocks. Other forms of corporal punishment are not permitted in the schools of the School District.
5. Utmost care, tact and judgment shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the witness and delivered to the principal. Such documentation shall be submitted by the end of the day the incident occurred.
6. School principals or teachers who have administered corporal punishment shall provide the student's parents/guardians/custodians, upon request, a written explanation of the reason(s) for the corporal punishment and the name of the witness.
7. Corporal punishment shall be administered in the office of the principal or in such place or places as may be designated by the principal.
8. Corporal punishment shall not be administered in the visual presence of other students.
9. Those administering corporal punishment shall consider the age, size, sex, and overall physical condition of the student.
10. Corporal punishment shall not be administered in anger or with malice.

Special Education Students

Prior to administering corporal punishment to a special education student, said student's IEP shall be

reviewed to determine if corporal punishment is appropriate based on the IEP disciplinary plan and if the student's behavior warranting corporal punishment is related to the disability. In the event it is determined that the student's behavior is not related to the disability and the IEP disciplinary plan specifies corporal punishment as appropriate, the student shall be treated as any other student and corporal punishment may be used as a discipline measure. However, should it be determined that the disability is related to the student's behavior or, upon reviewing the IEP disciplinary plan, it is determined that the IEP does not specify corporal punishment as appropriate, then corporal punishment shall not be administered to the student without convening the IEP committee to reconsider and approve or disapprove the use of corporal punishment as a discipline measure.

The local principal and certified staff shall utilize all practical ways and means of helping students with problems and of inducing them to accept and act upon conduct standards approved for the school before resorting to corporal punishment.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995
LEGAL REF.: Ala. Code, §16-1-14; U.S. Const. Amend. XIII; U.S. Const. Amend. XIV sl; Ingraham v. Wright 97 S.Ct. 1401, (1977); Jones v. Palmer, 421 F. Supp. 738 (S.D. Ala. 1976); Baker v. Owen 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C., 1975).

6.34 DETENTION

Middle School and High School

Students may be detained for disciplinary purposes at the discretion of the local school principal and professional staff of individual schools. If a student is to be detained after regular school hours, the student must be given notice of such detention in time to notify parents/guardians/custodians and arrange for necessary transportation. Students shall not be required to remain after school for more than 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.

Elementary School

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

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987
LEGAL REF.: Ala. Code, §16-1-14.

6.35 COUNTYLEVEL ALTERNATE SUSPENSION SYSTEM (C.L.A.S.S.)

CLASS is an alternative to out-of-school or in-school- suspension. It allows the student the opportunity to stay in school without receiving unexcused absences. Furthermore, the student can continue his/her 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.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995; REVISED: Jun 23, 2011
LEGAL REF.: Ala. Code, §16-1-13, §16-9-15.

6.36 SATURDAY SCHOOL

Saturday School is an alternative discipline measure, which may be used by schools in the district. The school may be held one day per month at each of the three high schools. 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.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Apr 10, 1997
LEGAL REF.: Ala. Code, §16-1-14.

6.37 COLBERT COUNTY ALTERNATIVE SCHOOL

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

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

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

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995; REVISED: Apr 10, 1997; Oct 5, 2000
LEGAL REF.: Ala. Code, §16-1-13, §16-9-15.

6.38 OUT-OF-SCHOOL SUSPENSION

The Board recognizes its authority to maintain good order and discipline within the schools of the School District. Therefore, the Board gives the school principal the authority to suspend a student. The principal shall advise the Superintendent of all student suspensions.

The principal shall make an immediate effort (same day) to contact the student's parents/guardians/custodians about the suspension. No suspended student shall be allowed to leave the school premises during the school day until the student's parent/guardian/custodian, or proper school authorities assume responsibility for him/her. When a student's parent/guardian/custodian, or other designated individual(s) cannot be notified, the student must remain on the school premises until the end of the school day (unless the safety of the student or other students is in question). At the end of the school day, the student will return home via normal transportation methods.

Procedures and Regulations

Authority – The school principal or designee has the authority to suspend students from school for up to three (3) days and up to ten (10) days with the permission of the Superintendent.

Notification – Prior to suspension, the student will be made aware of the charges and supporting evidence, and given an opportunity to respond to them. The local school principal shall complete and provide the student with a copy of the Initial Suspension Notification Form prior to departure from campus. A formal written notice shall be sent within forty-eight (48) hours to the parents/guardians/custodians stating the reason(s) such action was taken.

Immediate removal of the student from school premises is justified only when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, the parents/guardians/custodians must be notified by phone or personally by the attendance supervisor or other school officials. In extreme emergencies, principals are given the authority to call upon law enforcement agencies to remove such students. The principal shall advise the Superintendent by phone regarding forced removals and shall follow the oral contact with a written confirmation to the Superintendent.

Length – The suspension of a student shall not exceed three (3) school days except as provided under paragraph “Authority” above and except as follows:

1. Any student suspended three times during a school year shall be required to appear with parents/guardians/ custodians before the Superintendent and to explain his/her situation. The parent/guardian/custodian shall schedule the conference with the Superintendent or designee. The said conference must be held before the student is re-admitted to class. If the student and/or parents/guardians/custodians fail to appear as ordered, expulsion proceedings may be initiated.
2. If an incident or violation, or series of incidents or violations are serious enough to warrant suspension, said suspension may not exceed ten (10) complete school days pending Board action on the expulsion recommendation. Provided the Board does not render a decision within the ten (10) school day period, the student shall be readmitted to school until such time as the Board renders a decision. The principal, after expulsion recommendation consideration, may readmit the student to school within the ten (10) school day period if the principal and Superintendent agree. In such case, the principal and Superintendent will have decided not to recommend expulsion.

Terms

1. While suspended, a student may not attend school functions or enter school property for

any reason during or after the school day.

2. The Superintendent and/or school principal may deny admission to a school function or deny access to school property based on safety considerations.
3. When a student is suspended, his/her teachers must be notified immediately concerning the date and duration of the suspension.
4. A suspended student must comply with the full length of the suspension unless the principal approves an alternative.
5. A student suspended from school (out-of-school suspension) shall be allowed to make up work missed during such suspension (absence). Further, suspended students (out-of-school) shall not be given a zero (0) for suspension absences. Students shall make up work missed such as homework, classroom activities/ recitations, examinations, or other school work for which other students in the class are graded.
6. On days of nine-weeks, semester, and final examinations, a delayed suspension shall be used unless student safety is jeopardized.

Legal Requirements Related to Cumulative Suspensions

In accordance with Legislative Acts, 93-672 and 94-782, school principals and school administrators are required to implement the following procedure to encourage students to exhibit appropriate behavior while at school and to involve such students' parents/guardians/custodians, if necessary. Further, in accordance with Board policy and in cooperation with the Colbert County District Attorney, such procedures may involve court proceedings against parents/guardians/custodians. To this end, the Board has established the following procedures related to out-of-school suspensions:

1. The first and second out-of-school suspensions will be handled by the school principal or designee.
2. The third out-of-school suspension
 - a. A conference shall be held with the Superintendent or his designee. Both the parent/guardian/custodian and student must attend this conference.
 - b. An early warning conference shall be held by the Juvenile Probation Office with the student and parent/guardian/custodian. The Colbert County Juvenile Probation Office will contact the parent/guardian/custodian and student to schedule the date and time for the conference.
3. The fourth out-of-school suspension will be referred to the Colbert County District Attorney's Office.

Suspension of Special Education Students

Prior to suspending a special education student, said student's IEP shall be reviewed to determine if the student's behavior warranting out-of-school suspension is related to the handicap or to determine if the proposed suspension is appropriate based on the IEP. In the event it is determined that the student's behavior is not related to the handicap or if the IEP specifies out-of-school suspension as an

appropriate disciplinary measure, the student shall be treated as any other student and may be suspended. However, upon reviewing the IEP, should it be determined that the handicapping condition is related to the student's behavior or the IEP does not specify out-of-school suspension as an appropriate disciplinary measure, such suspension shall not be administered to the student. In addition, special education students suspended for more than ten (10) school days during the academic year must be provided an alternative educational program consistent with his/her IEP during such suspensions.

Re-admission

Before a student may return to school after the first suspension in an academic year, the readmission must be preceded by a conference with the principal or designee. The conference must include the parents/guardians/custodians, unless otherwise approved by the principal. A student returning after a required conference with the Superintendent and school principal is not required to submit to a second conference with the school principal.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; Revised: Oct 5, 1989; June 8, 1995; July 7, 2005; June 2, 2008; Apr 23, 2009; Nov 21, 2013; Dec 3, 2013
LEGAL REF.: Ala. Code, §16-1-4; Goss v. Lopez, 95 S. Ct. 729 (1973).

6.38.F

**NOTICE OF STUDENT SUSPENSION
COLBERT COUNTY BOARD OF EDUCATION
Tuscumbia, Alabama**

School: _____ Date: _____

Name of Student: _____ Grade: _____

Address of Student: _____

Address City State/Zip

Students home phone #: _____

Name of parent(s)/guardian(s)/custodian(s): _____

Nature of offense which resulted in suspension (explain in detail):

Dates of suspension: _____
(not to exceed 3 days, except pending an expulsion recommendation)

Date on which student may return to school or class: _____

Is a parent/principal meeting required? Yes () No ()

Was parent/guardian/custodian contacted before student was sent home? Yes () No ()

If yes, how was parent/guardian/custodian contacted? _____

If no, list efforts made to contact parent: _____

Was student provided transportation to his/her home (if applicable)? Yes () No ()

Has this student been suspended this school year? Yes () No () If yes # of times: _____

Required Conferences and Referrals

Parents/guardians/custodians must comply with the following requirements related to their child's out-of-school suspensions:

1. The first and second out-of-school suspensions will be handled by the school principal or designee.
2. The third out-of-school suspension
 - a. A conference shall be held with the Superintendent or his designee. Both the parent and student must attend this conference.
 - b. An early warning conference shall be held by the Juvenile Probation Office with the student and parents. The Colbert County Juvenile Probation Office will contact you to schedule the date and time for the conference.
4. The fourth out-of-school suspension will be referred to the Colbert County District Attorney's Office.

Principal's Signature

Copy to: Parent/Guardian/Custodian and Student; Principal; Superintendent (immediately after suspension)

Student's Name: _____

School: _____

Date: ____/____/____

Please Check the Status:

_____ regular education student

_____ special education student

Please supply the indicated information:

_____ Number of days total this student has been suspended this school year.1 (including this suspension)

_____ Number of suspensions for this year. (including this suspension)

Days sent to C.L.A.S.S. are not considered suspensions.

6.39 IN-SCHOOL SUSPENSION

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom and extracurricular activities, but is not dismissed from the school setting nor counted absent during the period of in-school suspension. 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 three (3) days. The principals and their staffs 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 filed 6.38. In addition, the local school principal shall ensure that the following safeguards are met:

1. The student must be supervised by a member of the professional staff during in-school suspension.
2. The confinement area to which the student is to be assigned should be adequate and conducive to completing school assignments.
3. The student shall be responsible for completing all class assignments, homework, examinations, etc. that are applicable to other students in his/her class(es), except that students on 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.
4. The County Level Alternative to Suspension System (C.L.A.S.S.) is considered disciplinary placement not in-school suspension.
5. A student to be suspended with a recommendation for expulsion may not be placed on in-school suspension.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995

6.40 EXPULSION

The Board may expel a student from school when in its judgment, a student has engaged in a serious rule violation(s). The authority to expel shall be retained solely by the Board. The principal shall make a recommendation to the Superintendent of Schools for the expulsion of a student(s) who has violated rules which would warrant such action. Upon conferring with the principal, the Superintendent or designee shall consider the recommendation or to require alternative measures. The local school principal may suspend a student pending the outcome of the Superintendent's decision regarding expulsion. If the Superintendent concurs with the principal's recommendation to expel, the recommendation will be forwarded to the Board by the Superintendent.

All due process criteria specified in Board Policy filed 6.18 shall be strictly observed in any expulsion proceeding as well as any preliminary steps prior to the hearing.

Procedures and Regulations

Responsibilities of the Principal

1. Immediately following an incident or violation of school regulations which may result in a recommendation by the principal for expulsion, the principal, upon verbal approval of the Superintendent, is authorized to suspend the student for a maximum of ten (10) school days [five (5) school days for violations of Alcohol and Drug policy (6.26) and (6.22, 3.01)], pending a recommendation of expulsion by the Superintendent at a subsequent Board hearing.
2. The principal shall contact the Superintendent personally or by phone to discuss the suspension and the facts which substantiate a recommendation for expulsion. Such facts should be based upon a thorough investigation by the principal. The Superintendent shall inform the principal of his/her concurrence or non-concurrence with the proposed expulsion recommendation. If the Superintendent does not concur with the principal's recommendation, the student shall be readmitted after the prescribed suspension period or before, based upon mutual agreement of the Superintendent and principal. When there is agreement by both administrators that expulsion proceedings should be initiated, the principal shall be responsible for notifying the student and parents/guardians/ custodians of their decision to present the matter to the Board.

Responsibilities of the Superintendent

1. The Superintendent may concur in or reject the recommendation of the principal. If the Superintendent rejects the recommendation, the student shall be readmitted to school upon completion of the prescribed suspension period or before, based upon mutual agreement of the Superintendent and principal. If the Superintendent concurs with the expulsion recommendation he/she shall request an immediate conference with the parents or guardian and the student. In such case, the school principal or designee shall attend such conference. Prior to the conference, the Superintendent shall by the most expeditious means personally notify the school principal, the student and parents/guardians/ custodians about the conference.
2. During the conference, the Superintendent may discuss with the student and his/her parent/guardian/custodian whether a mutually agreeable alternative to expulsion is appropriate.
3. Following such conference, if it is deemed by the Superintendent that expulsion proceeding should continue, he/she shall be responsible for implementing the following notification procedures:
 - a. Except in cases of alleged Alcohol or Drug policy violations (see policy 6.26), the Superintendent will provide written notice by registered or certified mail to the student and parents/guardians/custodians that a student disciplinary hearing to consider expulsion has been recommended to the Board and that a hearing will be conducted within ten (10) school days of the initial suspension. This letter should be mailed at least seven (7) school days prior to the date set for the Board hearing. The notice will state the exact time, place and date of the hearing and advise the student and parents/guardians/custodians that the student has a right to attend the hearing; to be represented by some adult person; to present witnesses and testimony to the Board, to ask questions of any witnesses presenting evidence to the Board or about any matters at the hearing (see File 6.18).

When the alleged infraction committed by the student is a violation of the Alcohol and Drug Use Policy (6.26), the superintendent will provide verbal notice, at the initial conference provided

under paragraph 1. above, to the students and to parents/guardians/custodians of the student, that a board hearing is to be scheduled within five (5) school days of the initial suspension. Said verbal notice will be followed up with a written notice to the parents/guardians/custodians confirming the results of the aforesaid conference. The written notice will be delivered by registered or certified mail, return receipt requested. In addition to the foregoing verbal and written notices regarding the expulsion hearing date, time and place, the superintendent will ask the student and/or the parents/guardians/custodians to sign an acknowledgement stating that the superintendent verbally notified them of the particulars of the noticed hearing. The notices shall, in addition to the date, time and place of the hearing, state that the student has a right to attend the hearing; to be represented by some adult person; to present witnesses and testimony to the Board and to ask questions of any witnesses presenting evidence to the Board and about any matters relevant to the hearing. (See File: 6.18)

b. Except in cases of alleged Alcohol and Drug Use Policy violations, the notice should inform the student and parents or guardians that their intention to present matters at the hearing must be made known to the Superintendent of Schools within five (5) school days after receipt of notice, and that failure to express their desire to do so within the prescribed period of time will waive their right to present such matters.

When the alleged infraction committed by the student is a violation of the Alcohol and Drug Use Policy (6.26), the notice should inform the student and parents/guardians/custodians of the student, that their right to present matters at the hearing will be permitted without the necessity of notice of the intent to do so prior to the date of the hearing.

4. The Superintendent shall personally or by letter inform each Board member of the recommendation to have a hearing to consider expulsion as soon as possible after the suspension.

Responsibilities of the Board

1. The Board shall determine if the hearing is to be open or closed to the public, at the option of the student or his/her representative.

2. The Board will first allow the Superintendent of Schools, the principal and any witness or witnesses requested by the Superintendent to present testimony relevant to the findings which resulted in the hearing. After the Superintendent, school officials or other witnesses have presented testimony, the student will be permitted to question them concerning their statements and testimony.

3. Upon completion of the presentation by the Superintendent and witnesses, the student will be allowed to present matters relevant to the student's proposed expulsion. Including the right to testify and to call witnesses on the student's behalf.

4. The Board and Superintendent will then excuse all parties and persons concerned in the matter to discuss the evidence presented against and for the student. Upon reconvening, the Superintendent shall recommend the formal action deemed appropriate and just. The Board will vote and authorize notification of interested parties within forty-eight (48) hours of the action taken. Such notification will specify the terms of the expulsion, if that is the finding of the Board.

Terms

1. Expelled students will lose academic credit if passing grades are not maintained, based on the combined judgment of the teacher and principal.
2. A student will not be allowed to make up schoolwork missed while expelled from school.
3. A student may not participate in extra-curricular activities after school hours that are described as public activities, such as football, baseball, volleyball, basketball, or tennis games.
4. A student may attend extra-curricular activities after school hours that are described as public activities such as football, baseball, volleyball, basketball, or tennis games. Public extra-curricular activities are defined as those activities for which a fee or charge is collected. While attending those activities, the student must abide by all regulations regarding the events.
5. Any student who is expelled from school cannot visit or otherwise be in attendance on any school campus in the School District during the school day (7:30 a.m.- 4:30 p.m.).

Special Education Students

Prior to the expulsion of a special education student, said student's IEP shall be reviewed to determine if expulsion is appropriate based on the IEP disciplinary plan and if the student's behavior warranting expulsion is related to the disability. In the event it is determined that the student's behavior is not related to the disability and the IEP disciplinary plan specifies expulsion as appropriate, the student shall be treated as any other student and expulsion may be used as a discipline measure. In such case, an alternative educational placement is required. Should it be determined that the disability is related to the student's behavior or, upon reviewing the IEP disciplinary plan, it is determined that the IEP does not specify expulsion as appropriate, then expulsion shall not be imposed on the student without convening the IEP committee to reconsider and approve or disapprove the use of expulsion as a discipline measure.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; Revised: Jan 11, 2005; Apr 6, 2006
LEGAL REF.: Ala. Code, §16-1-14; Goss v. Lopez, 95 S. Ct. 729 (1973).

6.40.F1

**LETTER FROM PRINCIPAL
TO PARENT/GUARDIAN/CUSTODIAN**

EXPULSION LETTER

CERTIFIED OR REGISTERED

(Date)

(CERTIFIED OR REGISTERED MAIL)

Dear _____:

This letter is to inform you that _____ may have violated the following school rule(s):

- a.
- b.
- c.

Since the faculty and staff at _____ School are dedicated to providing a sound education program and providing a safe place for students, such actions cannot be permitted. I have suspended your child from school for _____ days and recommend _____'s problems be heard by the Board.

The Superintendent will contact you shortly regarding this most serious matter.

If you have any questions, please contact me between the hours of _____ and _____ at (telephone number).

Sincerely yours,

(Principal's signature)

**6.40.F2 LETTER FROM SUPERINTENDENT
TO PARENT/GUARDIAN/CUSTODIAN**

CERTIFIED OR REGISTERED

(DATE)

(CERTIFIED OR REGISTERED MAIL)

Dear _____:

This letter is to inform you that _____, principal of the _____ School, has recommended that your child's problems be heard by the Board.

According to Mr.(s.) _____, your child committed the following act(s):

- a.
- b.
- c.

A Board hearing has been scheduled for (day),(month),(date),(year), at (time). The hearing will be held at the (place). During the hearing; the Board will listen to all facts from both your (son/daughter) and the school officials making recommendation for a Board hearing.

Your child may be represented by legal counsel or another adult person of his/her choice. An opportunity will be provided at this hearing for _____ to question witnesses and to present _____'s side of the story.

Please contact me to indicate your intention to be present at the proposed hearing. Failure to notify me within five (5) days of receipt of this letter may result in the expulsion of your child without a hearing and without further notice.

Sincerely,

(Superintendent's signature)

**6.40.F3 LETTER FROM SUPERINTENDENT
TO PARENT/GUARDIAN/CUSTODIAN
(Alcohol and Drug Use Policy Violation)**

**CERTIFIED OR REGISTERED MAIL
(DATE)**

(CERTIFIED OR REGISTERED MAIL)

(Inside Address)

Dear _____:

This letter is in confirmation of our conference including you, your child, and the school principal, held at the School Board's administration offices on _____, the ____ day of _____, 200____. The stated purpose of our meeting was to discuss the (Day) (Month) proper disposition of the matter regarding your child's alleged violation of the Colbert County Board of Education's Alcohol and Drug Use Policy. You will recall that I advised you that I concur with your child's principal's recommendation that the matter be submitted to and heard by the Board to consider your child's expulsion from school. According to Mr.(s) _____, your child committed the following infraction(s) of

Principal
School Board Policy, as follows:

- a.
- b.
- c.

A Board hearing has been schedule for _____, (Day) _____, _____ at (Month) (Date) (Year)

_____ o'clock ____ .m., at the school board's administration offices located at 1101 Highway 72 East, Tuscumbia, Alabama. During the hearing the board will sit as a panel of judges and will listen to all facts and evidence presented from your child and your child's witnesses, and the school officials who sought the hearing by the Board.

Your child may be represented by legal counsel or other adult person of your child's choice. An opportunity will be provided at the hearing for each side to question witnesses, to cross-examine the other side's witnesses and otherwise present each side's version of the facts.

Whether or not your child and/or a representative of your child attend and participates in the hearing, the Board will hear evidence in the matter and render its decision based on that evidence.

Sincerely,

Superintendent's Signature

6.40.F4 ACKNOWLEDGEMENT OF NOTICE OF HEARING

I (we) hereby acknowledge that the superintendent of the Colbert County Schools, at a conference meeting held on _____, 20____, to discuss the matter of the alleged board policy infraction committed by _____ for which he/she is presently
Student's Name
suspended from school, advised me (us) that a hearing before the Colbert County Board of Education will be held at the administrative offices of the said Board on _____, the
(Day of Week)
_____, of _____, _____ at _____ o'clock __.m
(Day) (Month) (Year) (Time)

I (we) were further advised that a letter will follow by U.S. mail addressed to us at the address set forth in the student's education.

The student may attend the Board meeting and have representation by legal counsel or other adult person; may present witnesses, and ask questions of all witnesses presented by either side.

I (we) were further advised that whether or not we or another representative appears at the hearing for the student, the Board will receive evidence and will render a decision based thereon.

Date: _____

Student

Parent/Guardian/Custodian

Parent/Guardian/Custodian

6.41 STUDENT GUIDANCE PROGRAM

The Board feels that all students within the School District should have the benefit of a functional guidance program. The academic years of students are critical ones and are a time when proper guidance by the home and school is vital to the development of individuals.

Therefore, the School District and local schools shall cooperatively develop a program of guidance to meet the needs of the students of the School District. The guidance program shall encompass the areas of educational guidance, personal guidance, and vocational guidance.

The guidance program shall utilize professionally trained counselors and teachers and shall provide the following:

1. Counseling services for all students on an individual and/or group basis.
2. Information for students necessary to make wise decisions concerning educational, vocational or personal planning.
3. Counseling services for students concerning achievement and aptitude.
4. Testing programs that will assist students to better understand themselves and assist teachers to better understand the students with whom they are working.
5. Assistance for students and teachers to help improve communications between the school and the home.
6. Follow-up studies of former students to facilitate evaluation of the effectiveness of the total school program.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987

6.42 STUDENT EDUCATION RECORDS

The following provisions shall govern student records in the School District:

Student Education Records means:

1. Those records that are directly related to a student; and
2. maintained by the Colbert County school system or by a person acting for the Colbert County school system.

Provided, the term Student Education Records does not include:

1. records of a law enforcement official of the school system, or
2. records that only contain information about an individual after he/she is no longer a

student in the school system, except as the records pertain to a former special education student.

3. student records not available for review (see this heading below).

The term Record means: any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

Maintenance of Student Records

A cumulative record shall be maintained for each student attending a school within the School District. Such record shall serve as the legal evidence of the student's school progress while in attendance within the School District. The record should be accurately and legibly maintained in permanent black ink and/or on a computer disc. It should contain only verified information of recognized importance and should be used only for the welfare of the student. The record should also be maintained in such a manner that it facilitates the process of individual guidance.

Legal Responsibility for Student Record Maintenance

The school principal is the custodian of all school records, including student personnel records, if any exist. It shall be the principal's responsibility to see that cumulative records are initiated and kept up-to-date for each student in the school. The principal may delegate this responsibility to the homeroom teacher and/or counselors as the situation may require. There shall be a system of verification by a second person when grades are placed on the cumulative records.

Security and Storage of Student Records

Student cumulative records should be stored in lockable, fire-proof filing cabinets **or** vault. If a vault is not available, such records should be filed in the best available area that will provide maximum security and protection from natural disasters.

"Free Access" to and use of Student Records

All school officials of the School District who have a legitimate educational interest in a student shall have free access to that student's records. Certified teachers may take student cumulative records to the classroom during the school day, using appropriate check-out and check-in procedures. The teacher should take appropriate steps to maintain the confidentiality of records while in his/her care and return all such records to the central storage area at the close of each school day. Student cumulative records shall not be taken from the school premises. Teacher interns and student teachers while under the supervision of a certified teacher may also have access to such records during the school day, on a need to know basis. The school secretary(ies) shall have access to student records under the supervision of the principal. Teacher aides and student assistants shall not have access to student records.

Permissible Data for Student Cumulative Folder

A cumulative record shall be initiated by school personnel of the school in which the student originally enrolls. Information shall include the student's name, date of birth, and other significant family and personal data. Data relative to achievement, evaluation, and attendance shall also be

included in the permanent record. Standardized intelligence and aptitude test scores, an immunization certificate and pertinent health data shall be included. Family background information and teacher observations may, but are not required to be, included in the cumulative folder. Service awards, special achievements, volunteer service, work experience, and other items considered significant to the student's development may be included in the folder.

Review, Correction, and Deletion of Data

The student's cumulative folder shall be screened and all irrelevant, out-dated, or improper material shall be eliminated upon the student leaving the school or at any other time deemed appropriate by the principal. The principal or a designated certified employee of the school shall be responsible for the screening of a student's cumulative folder. Should a correction on a student's folder be necessary, the correction must be made by the principal, dated, and initialed by the principal in the presence of a designated verifying certified employee of the school.

Care and Handling of Special Education Files

Special education files shall be maintained according to the following guidelines:

1. Special education files on students approved for placement in a special education program should be maintained in the student's special education file in the case manager's file at the school where the student is enrolled.
2. Special Education documents on students who are not approved for placement in a special education program shall be transmitted and stored at the Central Office in the inactive file, under secured conditions.

Referrals for special education services shall be made to the Special Education Department. Upon acceptance of a referral, parental consent for testing shall be obtained.

When a student leaves the School District, the special education files will be returned to the Special Education Department at the Central Office for filing. When a student transfers to another school in the School District, the special education files shall be transferred to the case manager of the student's new school.

Transfer of General Education Student Records Within or Outside the School District

When a student transfers from one school to another, whether within or outside the School District, a photostatic copy of the cumulative record or that portion of the record deemed necessary for transfer, shall be sent to the school in which the student is to enroll. A proper request must be received and placed on file. The following information should be included in such records:

1. The student's diagnostic print-outs from the State Testing Program (Stanford Achievement Tests, Basic Competency Tests, and Alabama High School Graduation Exam)
2. Immunization certificates (original)

Student grades and credits shall be transferred from one school to another only by a copy of the

cumulative record. All other records of grades and credits shall be retained in the sender school. Regardless of the time spent in a school within the School District, a record of the student's progress to the time of the transfer shall be sent to the school in which the student enrolls.

Transfer of Student Special Education Records

When a special education student transfers to another school, the principal or designee will transfer a copy of the special education records to the new school within 30 calendar days. As a minimum, the following information shall be included in the transferred records:

1. Referral Form
2. Permission to Evaluate
3. Special Education Student and Parent Rights
4. Multi-disciplinary Eligibility Determination Committee Report
5. IEP Meeting notice
6. IEP
7. Permission to Place
8. Notice of Evaluation
9. Evaluation data, i.e., summary page of test protocols, vision and hearing screening, individual intellectual evaluation, behavior rating scale, and assessments pertaining to educational achievement.

Conditions for Release of Student Records

Written consent of parent(s)/guardian(s)/custodian(s) or of the student who has attained eighteen (18) years of age, must be obtained before identifiable cumulative records of students are released to any individual, agency, or organization other than the following:

1. School District officials with a legitimate educational interest.
2. Upon the request of officials of other schools or school systems, to the school, in which the student intends to enroll.
3. Authorized representatives as identified by the Superintendent or designees for the purpose of auditing and evaluating federally supported programs.
4. Representatives of the courts in complying with judicial orders or subpoenas, upon prior notification being given to the student's parent(s)/guardian(s)/ custodian(s).

Information from student records to individuals, agencies, or organizations, other than those noted

above, may be released upon request for such information by the individual, agency, or organization upon written approval from the parent/guardian/ custodian or student if he/she is eighteen (18) years of age or older; upon the condition that such information will not be released to a third party without written consent or approval from the parent/guardian/custodian or an of-age student, (18 years of age or older).

Examination of Student Records by Persons Other than School Officials

Persons other than school officials shall have access and the right to inspect and review any and all official student records, files, and data of students attending any school of the School District when the relationship is one of the following:

1. Natural parents
2. Legal guardian or custodian as decreed by an appropriate court
3. The student, if eighteen (18) years of age or older

Upon the student attaining the age of eighteen (18) years, the permission or consent required of and the right accorded to the parents/guardians/custodians shall thereafter be required only from the student.

Student Records Open to Review by Persons Other Than School Officials

Records open to examination by authorized persons shall include all materials incorporated into each student's cumulative folder and intended for school use. Where such records or data include information on more than one student, the authorized persons shall be entitled to examine or receive only that part of such record or data directly pertaining to the student involved.

Student Records with Limited Review by Persons Other than School Officials

Psychological evaluation reports, although not filed with the cumulative folder, shall be available to parents/guardians/ custodians. Said records shall be examined or reviewed only while in the presence of a certified school employee qualified to interpret the data and findings included in such reports.

Time Requirements for Making Student Files Available for Review

Requests for review of a student's cumulative record must be made in written form. Upon receiving the request, the principal shall, within a reasonable time, but in no case more than forty-five (45) days after receiving the request, provide the parents/guardians/custodians with such information in a conference with appropriate school personnel.

Records Not Available for Review

Certified employees of the School District may maintain personal and confidential files containing notes, clinical diagnosis, and other memory notes for their own use in counseling and teaching students. Such materials should be considered the personal property of the certified employees and

not open to examination as required of permanent data. Should such material be transferred to a second party, (not the parent, student or other school system personnel), it shall be treated as material included in the cumulative record and subject to examination by authorized persons and parents/guardians/ custodians.

Challenging the Content of Student Records

Parent(s)/guardian(s)/custodian(s) shall be accorded the opportunity for a hearing to challenge the contents of their child's school records to insure that records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and shall be given an opportunity for correction or deletion of such inaccurate, misleading, or otherwise inappropriate data contained therein. Such request for challenge of student's school records shall be in written form and addressed to the school principal. Upon receipt of the request, the principal shall, within fifteen (15) days, schedule and hold a conference with the parent(s)/guardian(s)/ custodian(s) and/or other appropriate school personnel, depending upon the nature of the records under review.

If the parent(s)/guardian(s)/custodian(s) is not satisfied with the results of the local school conference, the principal, upon request, shall schedule a hearing with the Superintendent or designee(s) within fifteen (15) days of such request.

An opinion by the Superintendent or designee shall be rendered within fifteen (15) days of the hearing. If the parent(s)/guardian(s)/custodian(s) is still dissatisfied and requests to appear before the Board, the Superintendent shall arrange for such an appearance on the date of the Board meeting immediately following the date of the request.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995; Apr 6, 2006

LEGAL REF.: The Alabama Administrative Code, §§290-030-010-.6, (5), Supp. 89-2; Title 45, Code of Federal Regulations (2005), Public Law 93-380. 34 CFR Part 99; Family Educational Rights and Privacy Act of 1974 (FERPA)

**6.42.F1 REQUEST FORM FOR THE RELEASE OF STUDENT RECORDS
COLBERT COUNTY BOARD OF EDUCATION
Tuscumbia, Alabama**

Dear Parent/Guardian/Custodian

We have received a request from _____
Name of Party Requesting

for a copy of (access to) _____ school record.
Name of Student

Please indicate in the space below whether you are willing for us to comply with this request,
with the understanding that the above requesting party will not release this information to
another party without securing your written consent.

_____ *Principal* _____ *Date*

_____ may have a copy of (access to) the
Name of Party Requesting

student record of _____
Please Print Name of Student

_____ *Parent's/Guardian's/Custodian's Signature* _____ *Date*

or

_____ *Student's Signature (only if 18 years of age)* _____ *Date*

**6.42.F2 NOTIFICATION OF TRANSFER OF STUDENT RECORDS
TO ANOTHER SCHOOL
COLBERT COUNTY BOARD OF EDUCATION
Tuscumbia, Alabama**

Dear Parent/Guardian/Custodian,

You are hereby notified that _____
Name of Student

is transferring to _____
Name of School

in _____.

The above student's school records will be sent by _____ to that school.
Date

Should you wish to copy the record which is being sent by the school, please bring the bottom portion of this form to this school.

Sincerely,

Principal _____
Date

I wish to copy the school record of _____
Print Name of Student

who is my son/daughter/legal ward.

Parent/Guardian/Custodian Signature _____
Date

or

Student's Signature (only if 18 years of age) _____
Date

6.43 PROCEDURES FOR SAFEGUARDING STUDENT RECORDS

The following statements are taken from *The Alabama Administrative Code*, §§290-030-010-.06. The statements shall govern the use of student cumulative folders in all schools of the School District.

1. No funds shall be made available to any educational agency which denies parents of students the right to inspect and review all official records, files, and data directly relating to their children, including their cumulative record folder.
2. Each school principal shall establish appropriate procedures for granting parents' requests for access to such records within a reasonable period of time but in no case more than 45 days after the request.
3. Parents may request a hearing to challenge the content of such records. The written request shall be delivered to the principal of the child's school.
4. School personnel may not release personally identifiable information of students without the written consent of parents, except to:
 - a. Other local school officials who have legitimate educational interest.
 - b. Officials of other schools in which the student intends to enroll; however, parents must be informed of the transfer, receive a copy of the record if requested, and have an opportunity for a hearing to challenge the content of the records.
 - c. Authorized representative of:
 - (1) Comptroller General of the U.S.
 - (2) The Secretary of the Office of Education
 - (3) An administrative head of an educational agency
 - (4) Any State Education Agency
 - d. Such persons necessary in connection with a student's application for, or receipt of, financial aid.
5. Anyone desiring access to student records shall be required to sign a written form, which shall be kept permanently with the file of the student. Such form shall be available to parents and to the school official responsible for record maintenance.
6. Whenever a student has attained 18 years of age or is attending a post-secondary education institution, the permission or consent required of and the rights accorded to the parents shall thereafter only be required of and accorded to the student.
7. Education agencies are required to inform parents and students who are 18 years old of their rights relative to this section.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987
LEGAL REF.: The Alabama Administrative Code, §§290-030-010-.06.

6.44 STORING STUDENT PERMANENT RECORDS

School officials have the responsibility for storing indefinitely the permanent records or approved photocopies of all students who have attended the schools of the School District. The following procedures shall govern the storing of such records:

General

1. Each school principal shall develop a plan that will ensure the indefinite safekeeping of permanent records of students who have attended, withdrawn or graduated from the schools of the School District.
2. Permanent student records that shall be stored indefinitely are minimally defined as:
 - a. The Cumulative Record Card
 - b. Any legal documents (birth certificates, etc.)
 - c. Basic Competency Examination Profiles
 - d. Alabama High School Graduation Examination Profile
 - e. Alabama High School Graduation Ninth Grade Brochure
 - f. Applicable records on special education students
3. Such records shall be stored indefinitely at the last school students attended in the School District. A duplicate must be filed in the Superintendent of Education's office or some storage place other than the school, which the student attended.
4. Legal names must be used on all such records.
5. Such records must be as complete as possible.
6. Such records shall be stored in fireproof cabinets.

Discontinued Schools

1. If a school of the School District is discontinued for any reason, all student records shall be stored indefinitely in the Superintendent of Education office or other designated location.
2. If two or more schools of the School District are combined, student records shall be combined and stored in the new or existing school.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987
LEGAL REF.: Ala. Code, §61-1-3, §16-1-4; The Alabama Administrative Code, §§290-030-010-.06.

6.45 PUBLIC USE OF STUDENT RECORDS

Students and parents/guardians/custodians shall be provided access to official records directly related to students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. Personally identifiable information shall not be released from student records without the written consent of the parent/guardian/custodian and student when over eighteen years of age. Students and parents/guardians/custodians are hereby notified of the above policy through this presentation. Access to student records shall be handled in

accordance with Title 45, *Code of Federal Regulations*, 1974.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995
LEGAL REF.: Title 45, Code of Federal Regulations, 1974, P.L. 93-380.

6.46 REPORT CARDS AND GRADING SYSTEM

Philosophy

The Board believes that grades (marks) primarily should represent student achievement, not merely be a composite of qualities such as effort, preparation, application, or attitude. The Board also recognizes, however, that those factors do influence the learning process, and the judgment and decision of teachers in this regard shall be respected.

Grades and Grading Procedure

Each teacher is expected to determine the comparative value of individual grades on tests, papers, projects, and other learning exercises within accepted standards. Further, each teacher shall establish a grading procedure for arriving at the grades to be assigned in accordance with the established grade scale of the School District. The established grading procedure shall be in writing and shall be posted at the front of the grade book or before each respective class grade sheet(s) within the grade book. (See Policy 5.51 for more information) Under no circumstances shall academic grades shall be used as punishment for misbehavior.

Report Cards

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parents/guardians/custodians. Report cards shall be issued at least four (4) times (each nine weeks) during the scholastic year. Since the Board believes that good communication between teachers and parents/guardians/custodians is of the utmost importance, they recognize that there may be times between grading periods when a teacher needs to notify a parent/guardian/custodian of concerns about student performance. Deficiency reports shall be issued to parents/guardians/custodians of students who have a grade of D or F in a subject at the four and one half (4 1/2) week point of the nine-week grading period.

Report Card Approval

All report cards used by the schools of the School District shall be approved by the Superintendent. Any change in report card forms used by the schools of the School District shall be preceded by a cooperative District-wide study. Report cards approved for use within the School District must include a section outlining grading symbols with specific explanations defining said symbols and grade placement categories.

Academic Grades

Kindergarten – Grades shall be mandatory in kindergarten classes in the schools of the School District based on the following scale:

+ = Can perform task **N** = Needs improvement – = Cannot perform task

Grade 1 – Spelling, Reading, Language and Math will be reported both as a letter and number grade. All other grades will be S-Satisfactory, N-Needs Improving, and U-Unsatisfactory.

Grade 2 – Language, Spelling, Reading and Math will be reported as a letter and number grade with all other grades being S-Satisfactory, N-Needs Improving, and U-Unsatisfactory.

Grades 3 and 4 – All grades in Language, Spelling, Reading, Math, Science/Health and Social Studies will be reported as both a letter and number grade with all other grades being S-Satisfactory, N-Needs Improving, and U-Unsatisfactory.

Grades 5-12 – Numerical grades shall be mandatory in grades 5 through 12 in schools of the School District based on the following scale:

- A = 90 - 100 Work is Outstanding
- B = 80 - 89 Work is Above Average
- C = 70 - 79 Work is Average
- D = 60 - 69 Work is Below Average
- F = Below 60 Work is Failing

Conduct Grades and Absences and Tardies

Conduct grades and absences and tardies shall be mandatory and included on the report cards at all grade levels and classes, and for all grading periods.

Replacement Report Cards – Noncomputerized

Students and parents/guardians/custodians are responsible for safeguarding noncomputerized report cards while they are in their custody. If such report card is lost or damaged beyond use, an initial replacement report card will be completed and re-issued for a \$2.00 fee with subsequent replacement cards at \$5.00 each. School principals shall insure that replacement report cards are completed fully prior to issuing them to students. All replacement report cards must be clearly designated as replacement cards.

Replacement Report Cards - Computerized

Computerized report cards will be replaced for a \$2.00 fee.

Alteration of Report Cards

Report cards are not to be altered in any manner by students. Any corrections that are needed on report cards should be reported promptly to the applicable teacher(s). Violation of any parts of this policy by students may result in disciplinary action by school officials.

Minimum Number of Grades Per Reporting Period

Academic subjects must have a minimum of six major grades per reporting period to be averaged for the nine-week grade. Major grades are defined as individual grades for test, reports, recitations, etc., or combinations such as homework grades being averaged and counted as one major grade.

Issue of Report Cards

Report cards will be sent home on the fourth school day following the end of the reporting period.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Sep 3, 1987; REVISED: Aug 4, 1988; Jun 8, 1995; Jun 17, 1999; Jun 2, 2008; Aug 6, 2012; Jul 17, 2014

6.47 REQUIRED EXAMINATIONS AND EXEMPTIONS

The Board feels that the periodic use of teacher-made examinations aids School District personnel in evaluating student learning and achievement and provides a means for assessing the effectiveness of the teaching-learning process in the schools of the School District. Therefore, the Board encourages principals and teachers to insure that students are provided with meaningful opportunities to engage in the preparation for and completion of comprehensive unit/grading period examinations. In an effort to standardize certain aspects of the administration of six weeks and semester examinations on a District-wide basis, the following guidelines shall be applicable:

Mid-Term/Final Examination Schedule/Format - Grades 7-12

All students* in grades 7-12 shall take mid-term examinations in each course in which they are enrolled. Students may exempt final examinations based on exemption policy specified below.

* A special education student's IEP may or may not require semester examinations.

All mid-term/final examinations will be administered according to the schedule outlined in the School District's Annual School Calendar. No teacher shall schedule or principal authorize the scheduling of the regular mid-term/final examinations for a class or school other than in accordance with the Board's examination schedule; however, individual student examinations may be authorized by the principal to accommodate extenuating circumstances. The mid-term/final examination schedule in all schools (grades 7-12) shall be scheduled over not less than two (2) consecutive days. For a split period, the first half or Split A, midterm will be given on the day preceding the exam schedule, with the second half or Split B being taken on the regular exam schedule. The midterm exam for the split period cannot be exempted.

Mid-Term/Final Examination Credit Weighting

On the semesterized eight block schedule, if a student exempts the final exam, the final grade will be determined by tripling the two nine week grades and adding to this total the midterm exam grade, which will be divided by seven. This will allow the mid-term exam to count 1/7 of the final grade. If a student takes the final exam, the final grade will be determined by tripling the two nine week grades and adding to this total the midterm exam grade and final exam grade, which will be divided by eight. This will allow both the mid-term and final exams to count 1/8 of the final grade.

On the seven period day schedule, if a student exempts the final exam, the final grade will be determined by multiplying the four (4) nine-week grades by 1.5 and adding to this total midterm exam grades, which will be divided by seven. This will allow the mid-term exam to count 1/7 of the final grade. If a student takes the final exam, the final grade will be determined by multiplying the four (4) nine-week grades by 1.5 and adding the mid-term exam grade and final exam grade, which will be divided by eight. This will allow both the mid-term and final exams to count 1/8 of the final grade.

On the split period schedule, if a student exempts the final exam, the final grade will be determined by multiplying the four (4) nine-week grades by 1.5 and adding to this total midterm exam grades, which will be divided by seven. This will allow the mid-term exam to count 1/7 of the final grade. If a student

takes the final exam, the final grade will be determined by multiplying the four (4) nine-week grades by 1.5 and adding the mid-term exam grade and final exam grade, which will be divided by eight. This will allow both the mid-term and final exams to count 1/8 of the final grade.

Exemption Policy

Students in Grades 7-12 of all schools of the School District may be exempt from the final examinations if they meet the following conditions:

1. An average of 90 or above with no more than four (4) absences on the semesterized eight block schedule or eight (8) absences on the seven period day or split period during the year in the class.
2. An average of 80-89 with no more than three (3) absences on the semesterized eight block schedule or six (6) absences on the seven period day or split period during the year in the class.
3. An average of 70-79 with no more than two (2) absences on the semesterized eight block schedule or four (4) absences on the seven period day or split period during the year in the class.
4. An average of 60-69 with no more than one (1) absence on the semesterized eight block schedule or two (2) absences on the seven period day or split period during the year in the class.
5. 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.
6. Absences due to participation in official school sponsored activities are not to be included in the number of absences counted for exemption purposes.
7. Any student suspended (out-of-school suspension or expulsion) from school for any reason will not be eligible for an exemption in any class except the policy may be waived for 11th and 12th grade students who met incentive guidelines on the ACT/Workkeys (See Incentive Guideline.)
8. 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.
9. 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.

Incentive Guideline

11th Graders – May exempt all classes in which they have a passing grade if the student scored a composite score of 21 on the ACT/with writing.

12th Graders – May exempt all classes in which they have a passing grade if the student scores “Gold or higher” on the ACT Workkeys

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Jun 8, 1995; REVISED: Apr 10, 1997; Jun 17, 1999; Sep 4, 2003; Jul 18, 2006; Jun 2, 2008; Jul 16, 2009; Jun 27, 2013; Jul 17, 2014; Jul 20, 2017, June 24, 2019

6.48 PARENT CONFERENCES

All schools of the School District shall develop and implement plans to schedule conferences as needed with the parents/guardians/custodians of each enrolled student. Such plan shall require school principals, after consultation with faculty members, to notify the parents/guardians/custodians of all students in their schools that they may schedule conferences with their teachers and administrators to discuss educational matters related to their child. Said notification shall be in writing and shall identify the procedure for scheduling a parent-teacher conference. (Student handbook)

Parent-teacher conferences must be scheduled in such a way that it will not interfere with the teacher's teaching responsibilities, preferably at the close of the day or during the preparation period.

Based on requirements outlined in the State Board of Education policy, it is mandatory that the parents/guardians/ custodians of all eighth (8th) grade students be given the opportunity to come to school to discuss and plan his/her child's high school program of studies.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987
LEGAL REF.: Alabama State Board of Education Plan for Excellence

6.49 SCHOOL VISITORS

General

In order to maintain a safe and organized learning environment within the schools of the School District, all visitors are required to report immediately to the principal's office upon arrival at a school campus. The principal or their designee shall act appropriately based on the visitor's request. In all cases instructional time shall be protected, except in the case of emergencies.

The principal shall be required to post a notice of requirements for visitors at each school entrance. Such notices shall inform all visitors to report to the principal's office prior to entering other parts of the schools. Students are encouraged to notify their parents of this policy.

Student Visitors

Students enrolled in the schools of the School District are not permitted to bring student visitors to school during regular school hours without prior approval by the principal.

Trespassing

Refusal to register through the principal's office or to identify one's self to school authorities may constitute trespassing and constitute grounds for prosecution.

Discretionary Authority

The Superintendent and/or school principal may deny admission to a school function or deny access to school property based on safety considerations.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995; Oct 5, 2000; Dec 3, 2013

GRADUATION REQUIREMENTS 2020-2021

Alabama High School Diploma 28 Credits

ENGLISH 4 units

MATHEMATICS 4 units

To include the equivalent of:

Algebra I 1 unit

or

Algebra IA and IB 2 units

Geometry 1 unit

Algebra w/Finance or Algebra II or

Algebra II w/Trig 1 unit

Math Elective 1 unit

SOCIAL STUDIES 4 units

World History 1 unit

Early US History 1 unit

Modern US History 1 unit

Government ½ unit

Economics ½ unit

SCIENCE 4 units

Biology 1 unit

Physical Science 1 unit

Science Electives 2 units

OTHER REQUIREMENTS 2.5

units

Career Preparedness 1 unit

Health ½ unit

*L.I.F.E. PE 1 unit

ELECTIVES 9.5 units

3 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence.

Chemistry may be substituted for Physical Science in special circumstances.

NCAA Eligibility only awards 1 credit for Algebra IA and IB

Alabama High School Diploma (With Advanced Academic Endorsement recognized by the School District)

Advanced Math Elective 1 unit

SOCIAL STUDIES 4 units

World History 1 unit

Early US History 1 unit

Modern US History 1 unit

Government ½ unit

Economics ½ unit

SCIENCE 4 units

Biology 1 unit

Chemistry 1 unit

Science Electives 2 units

FOREIGN LANGUAGE 1 unit

OTHER REQUIREMENTS 2.5
units

Career Preparedness 1 unit

Health ½ unit

*L.I.F.E. PE 1 unit

ELECTIVES 9.5 units

3 units in CTE/Arts Education, and/or Foreign Language.

Students are encouraged to complete two courses in sequence.

English 10th-12th required to take Advanced English.

Work Essential Equivalent Courses

MATHEMATICS 4 units

Four credits to include the equivalent of:

Algebraic Essentials A 1 unit

Algebraic Essentials B 1 unit

Geometry Essentials A 1 unit

Geometry Essentials B 1 unit

SCIENCE 4 units

Four credits to include the equivalent of:

Life Skills Science I 1 unit

Life Skills Science II 1 unit

Life Skills Science III 1 unit

Life Skills Science IV 1 unit

SOCIAL STUDIES 4 units

Four credits to include the equivalent of:

Essential World History 1 unit

Essential US History 10 1 unit

Essential US History 11 1 unit

Essential US Government ½ unit

Essential US Economics ½ unit

**COOPERATIVE
CAREER/TECHNICAL
EDUCATION** (270 hours) 1 unit

WORKFORCE ESSENTIALS 1 unit

OTHER REQUIREMENTS 2.5

units

Career Preparedness 1 unit

Health ½ unit

*L.I.F.E. PE 1 unit

ELECTIVES 7.5 units

2 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence.

GRADUATION REQUIREMENTS 2021-2022

Alabama High School Diploma 28 Credits

ENGLISH	<u>4 units</u>
MATHEMATICS	<u>4 units</u>
<i>To include the equivalent of:</i>	
Algebra I	1 unit
or	
Algebra IA and IB	2 units
Geometry	1 unit
Algebra w/Finance or Algebra II or Algebra II w/Trig	1 unit
Math Elective	1 unit
SOCIAL STUDIES	<u>4 units</u>
World History	1 unit
Early US History	1 unit
Modern US History	1 unit
Government	½ unit
Economics	½ unit
SCIENCE	<u>4 units</u>
Biology	1 unit
Physical Science	1 unit
Science Electives	2 units
OTHER REQUIREMENTS	<u>2.5</u>
<u>units</u>	
Career Preparedness	1 unit
Health	½ unit
*L.I.F.E. PE	1 unit
ELECTIVES	<u>9.5 units</u>
<i>3 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence.</i>	
<i>Chemistry may be substituted for Physical Science in special circumstances.</i>	
<i>NCAA Eligibility only awards 1 credit for Algebra IA and IB</i>	

Alabama High School Diploma (With Advanced Academic Endorsement recognized by the School District)

-----	1 unit
Advanced Math Elective	1 unit
SOCIAL STUDIES	<u>4 units</u>
World History	1 unit
Early US History	1 unit
Modern US History	1 unit
Government	½ unit
Economics	½ unit
SCIENCE	<u>4 units</u>
Biology	1 unit
Chemistry	1 unit
Science Electives	2 units
FOREIGN LANGUAGE	<u>1 unit</u>
OTHER REQUIREMENTS	<u>2.5</u>
<u>units</u>	
Career Preparedness	1 unit
Health	½ unit
*L.I.F.E. PE	1 unit
ELECTIVES	<u>9.5 units</u>
<i>3 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence.</i>	
<i>English 10th-12th required to take Advanced English.</i>	

Work Essential Equivalent Courses

MATHEMATICS	<u>4 units</u>
<i>Four credits to include the equivalent of:</i>	
Algebraic Essentials A	1 unit
Algebraic Essentials B	1 unit
Geometry Essentials A	1 unit
Geometry Essentials B	1 unit
SCIENCE	<u>4 units</u>
<i>Four credits to include the equivalent of:</i>	
Life Skills Science I	1 unit
Life Skills Science II	1 unit
Life Skills Science III	1 unit
Life Skills Science IV	1 unit
SOCIAL STUDIES	<u>4 units</u>
<i>Four credits to include the equivalent of:</i>	
Essential World History	1 unit
Essential US History 10	1 unit
Essential US History 11	1 unit
Essential US Government	½ unit
Essential US Economics	½ unit
COOPERATIVE CAREER/TECHNICAL EDUCATION (270 hours)	<u>1 unit</u>
WORKFORCE ESSENTIALS	<u>1 unit</u>
OTHER REQUIREMENTS	<u>2.5</u>
<u>units</u>	
Career Preparedness	1 unit
Health	½ unit
*L.I.F.E. PE	1 unit
ELECTIVES	<u>7.5 units</u>
<i>2 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence.</i>	

GRADUATION REQUIREMENTS 2022-2023

Alabama High School Diploma 28 Credits

ENGLISH	<u>4 units</u>
MATHEMATICS	<u>4 units</u>
<i>To include the equivalent of:</i>	
Algebra I	1 unit
or	
Algebra IA and IB	2 units
Geometry	1 unit
Algebra w/Finance or Algebra II or Algebra II w/Trig	1 unit
Math Elective	1 unit
SOCIAL STUDIES	<u>4 units</u>
World History	1 unit
Early US History	1 unit
Modern US History	1 unit
Government	½ unit
Economics	½ unit
SCIENCE	<u>4 units</u>
Biology	1 unit
Physical Science	1 unit
Science Electives	2 units
OTHER REQUIREMENTS	<u>2.5 units</u>
Career Preparedness	1 unit
Health	½ unit
*L.I.F.E. PE	1 unit
ELECTIVES	<u>9.5 units</u>
<i>3 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence.</i>	
<i>Chemistry may be substituted for Physical Science in special circumstances.</i>	
<i>NCAA Eligibility only awards 1 credit for Algebra IA and IB</i>	

Alabama High School Diploma (With Advanced Academic Endorsement recognized by the School District)

-----	Advanced Math Elective	1 unit
SOCIAL STUDIES		<u>4 units</u>
World History		1 unit
Early US History		1 unit
Modern US History		1 unit
Government		½ unit
Economics		½ unit
SCIENCE		<u>4 units</u>
Biology		1 unit
Chemistry		1 unit
Science Electives		2 units
FOREIGN LANGUAGE		<u>1 unit</u>
OTHER REQUIREMENTS		<u>2.5 units</u>
Career Preparedness		1 unit
Health		½ unit
*L.I.F.E. PE		1 unit
ELECTIVES		<u>9.5 units</u>
<i>3 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence.</i>		
<i>English 10th-12th required to take Advanced English.</i>		

Work Essential Equivalent Courses

MATHEMATICS	<u>4 units</u>
<i>Four credits to include the equivalent of:</i>	
Algebraic Essentials A	1 unit
Algebraic Essentials B	1 unit
Geometry Essentials A	1 unit
Geometry Essentials B	1 unit
SCIENCE	<u>4 units</u>
<i>Four credits to include the equivalent of:</i>	
Life Skills Science I	1 unit
Life Skills Science II	1 unit
Life Skills Science III	1 unit
Life Skills Science IV	1 unit
SOCIAL STUDIES	<u>4 units</u>
<i>Four credits to include the equivalent of:</i>	
Essential World History	1 unit
Essential US History 10	1 unit
Essential US History 11	1 unit
Essential US Government	½ unit
Essential US Economics	½ unit
COOPERATIVE CAREER/TECHNICAL EDUCATION (270 hours)	<u>1 unit</u>
WORKFORCE ESSENTIALS	<u>1 unit</u>
OTHER REQUIREMENTS	<u>2.5 units</u>
Career Preparedness	1 unit
Health	½ unit
*L.I.F.E. PE	1 unit
ELECTIVES	<u>7.5 units</u>
<i>2 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence.</i>	

GRADUATION REQUIREMENTS 2023-2024

Alabama High School Diploma 28 Credits

ENGLISH 4 units

MATHEMATICS 4 units

To include the equivalent of:

Algebra I 1 unit

or

Algebra IA and IB 2 units

Geometry 1 unit

Algebra w/Finance or Algebra II or

Algebra II w/Trig 1 unit

Math Elective 1 unit

SOCIAL STUDIES 4 units

World History 1 unit

Early US History 1 unit

Modern US History 1 unit

Government ½ unit

Economics ½ unit

SCIENCE 4 units

Biology 1 unit

Physical Science 1 unit

Science Electives 2 units

OTHER REQUIREMENTS 2.5

units

Career Preparedness 1 unit

Health ½ unit

*L.I.F.E. PE 1 unit

ELECTIVES 9.5 units

3 units in CTE/Arts Education, and/or Foreign Language.

Students are encouraged to complete two courses in sequence.

Chemistry may be substituted for Physical Science in special circumstances.

NCAA Eligibility only awards 1 credit for Algebra IA and IB

Alabama High School Diploma

(With Advanced Academic Endorsement
recognized by the School District)

Advanced Math Elective 1 unit

SOCIAL STUDIES 4 units

World History 1 unit

Early US History 1 unit

Modern US History 1 unit

Government ½ unit

Economics ½ unit

SCIENCE 4 units

Biology 1 unit

Chemistry 1 unit

Science Electives 2 units

FOREIGN LANGUAGE 1 unit

OTHER REQUIREMENTS 2.5

units

Career Preparedness 1 unit

Health ½ unit

*L.I.F.E. PE 1 unit

ELECTIVES 9.5 units

3 units in CTE/Arts Education, and/or Foreign Language.

Students are encouraged to complete two courses in sequence.

English 10th-12th required to take Advanced English.

Work Essential Equivalent Courses

MATHEMATICS 4 units

Four credits to include the equivalent of:

Algebraic Essentials A 1 unit

Algebraic Essentials B 1 unit

Geometry Essentials A 1 unit

Geometry Essentials B 1 unit

SCIENCE 4 units

Four credits to include the equivalent of:

Life Skills Science I 1 unit

Life Skills Science II 1 unit

Life Skills Science III 1 unit

Life Skills Science IV 1 unit

SOCIAL STUDIES 4 units

Four credits to include the equivalent of:

Essential World History 1 unit

Essential US History 10 1 unit

Essential US History 11 1 unit

Essential US Government ½ unit

Essential US Economics ½ unit

COOPERATIVE

CAREER/TECHNICAL EDUCATION (270 hours) 1 unit

WORKFORCE ESSENTIALS 1 unit

OTHER REQUIREMENTS 2.5

units

Career Preparedness 1 unit

Health ½ unit

*L.I.F.E. PE 1 unit

ELECTIVES 7.5 units

2 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence.

Twenty-eight (28) units of credit are required for graduation. If not otherwise stated, all courses for the advanced diploma requirements will be at the advanced level.

For students to receive the Alabama High School Diploma or Alabama High School Diploma with an Advanced Academic Endorsement (recognized by the school district), they must complete state assessment requirements. In addition, the Board shall adhere to the following standards specified by the Alabama State Board of Education:

1. Except in case of bona fide change of residence or other circumstances equally valid for making an exception, a student is not to be graduated from high school unless he has been in continuous attendance during the entire high school year immediately preceding the date of graduation. If so desired, a local board of education may require students residing within its attendance zone and transferring from a non-accredited school/school setting to attend its school(s) for two (2) entire high school years immediately preceding the date of graduation. In the event of the transfer from one school to another of a twelfth grade student who wishes to become a candidate for graduation at the end of the year, the school receiving the student should require approval in writing of the transfer and the student's candidacy for graduation from the principal of the school from which the student has withdrawn. The letter of approval together with any necessary memoranda should be filed with the transcript of the student's record from the discharging school. In case of doubt as to procedure or appropriate action in such case, either or both of the principals of the schools concerned should discuss the matter with the State Department of Education.
2. High school diplomas shall be issued only upon the authority of the Board and shall be on forms prescribed or approved by the Board. Diplomas shall bear the signature of the president of the Board, Superintendent of Schools and the principal of the school.
3. All state public secondary schools shall have the "Great Seal of Alabama" on the face of the diploma issued by the school.
4. High schools are not authorized to issue a diploma based on GED tests or any other tests.
5. All schools shall follow the course offering requirements contained in courses of study as published by the Alabama State Department of Education. A list of courses of studies may be obtained without cost from the State Superintendent of Education, Montgomery, AL 36130.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Sep 3, 1987; REVISED: Aug 2, 1990; Jun 8, 1995; Sep 5, 1996; Sep 5, 1996; Sep 2, 1999; Sep 4, 2001; Jul 2, 2003; Aug 21, 2008; Jun 23, 2011; Aug 6, 2012; Jun 27, 2013; Nov 21, 2013; Jul 17, 2014; May 7, 2015; Jun 28, 2016; Jul 20, 2017; Apr 19, 2018; June 29, 2020

LEGAL REF.: Alabama State Course of Study and Alabama State Board of Education Resolution, Dated February 23, 1984.

6.51 CLASS LOAD AND PROMOTION REQUIREMENTS

General

Students graduating from the schools of the School District must meet all course requirements as outlined in the policy 5.58 filed under this cover.

Student Load

Students in grades seven (7) through eleven (11) must take a minimum of eight (8) classes per year.

Students classified as fifth year seniors with principal and parent approval may be permitted to enroll only for those courses needed for graduation.

Any exception to the above guidelines will be considered on an individual basis.

On the semesterized eight block schedule, if a student exempts the final exam, the final grade will be determined each nine weeks counting 45% and Mid-Term Exam counting 10%. If a student takes the final exam, the final grade will be determined by each nine weeks counting 40%; Mid-Term Exam counting 10%; and Final Exam counting 10%.

On the seven period day schedule, if a student exempts the final exam, the final grade will be determined by multiplying the four (4) nine-week grades by 1.5 and adding to this total midterm exam grades, which will be divided by seven. This will allow the mid-term exam to count 1/7 of the final grade. If a student takes the final exam, the final grade will be determined by multiplying the four (4) nine-week grades by 1.5 and adding the mid-term exam grade and final exam grade, which will be divided by eight. This will allow both the mid-term and final exams to count 1/8 of the final grade.

Students in the seventh (7th) through twelfth (12th) grades may attend summer school when approved by the local principal to make up course work (See Policy 5.10).

Colbert County Board of Education

Promotion/Retention Policies

Elementary Grades

The Colbert County Board of Education has determined that the decision regarding promotion/retention in the elementary school is best made by the respective school principals and the student's teacher, except for special education students whose determination shall be made by the IEP Committee. Each case shall be considered individually and a decision made, which is based on the best interest of the student. To help provide consistency throughout the School District, the Board offers the following guidelines for promotion, while recognizing that factors such as previous failures in the elementary grades must be considered. Any exceptions to these 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

Kindergarten teachers should encourage parents of a child who is not developmentally ready for first grade to allow the child to remain in kindergarten a second year. Kindergarten students should have learned to recognize the letters of the alphabet, the sounds of the letters, blend three letter words, and recognize high-frequency words. They should be able to write numbers from 0 to 20 and represent a number of objects with a written numeral 0-20. Kindergarten students should have learned to count and recognize the numbers 0-100. They should also understand the relationship between numbers

and quantities and be able to connect counting to cardinality in order to be prepared for success in first grade.

The Colbert County Board of Education believes that for a student to be successful in grades 1-4, mastering grade level reading and math competencies are a prerequisite.

First Grade

To be promoted from first to second grade a student should have a yearly average of at least 60 in each of the subjects of reading and math.

Second Grade

To be promoted from second to third grade, a student should have a yearly average of at least 60 in each of the subjects of reading and math.

Third Grade

To be promoted from third to fourth grade, a student should have a yearly average of at least 60 in each of the subjects of reading and math. Each student should have a minimum yearly average of 60 in each of two of the four other major subject areas (language, spelling, science/health and social studies).

Fourth Grade

To be promoted from fourth to fifth grade, a student should have a yearly average of at least 60 in each of the subjects of reading and math. A student should also have a minimum yearly average of 60 in each of two of the four other major subject areas (language, spelling, science/health and social studies).

Fifth Grade

To be promoted from fifth to sixth grade, a student should have a minimum yearly average of at least 60 in each of at least 2 of the following subjects (reading, English, and math) and fail no more than two subjects overall.

Sixth Grade

To be promoted from sixth grade to the seventh grade, a student should have a minimum yearly average of 60 in each of at least 2 of the following subjects (reading, English and math) and fail no more than two subjects overall.

Grades Seven and Eight

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. The promotion/retention of special education students will be determined by the IEP committee. All

other cases for retention must be reviewed by a local school committee consisting of the principal, the student's teachers, and the guidance counselor. The committee should consider the following factors before making a decision for retention:

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

Seventh Grade

To be promoted from the seventh grade to the eighth grade, a student should have a minimum yearly average of 60 in each of three of the four academic subjects (English/Literature, math, science and social studies) and if any other subjects are failed, any academic subject failed must be passed in summer school.

Eighth Grade

To be promoted from eighth to ninth grade, a student should have a minimum yearly average of 60 in each of three of the four academic subjects (English/Literature, math, science and social studies) and if any other subjects are failed, the academic subject failed must be passed in summer school. For a student to be prepared for success in high school, he/she should have passed all academic subjects.

Grades Nine Through Twelve

Twenty-eight (28) units of credit in 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:

Tenth Grade Homeroom students must have earned at least six (6) carnegie units.

Eleventh Grade Homeroom students must have earned a cumulative total of at least thirteen (13) carnegie units.

Twelfth Grade Homeroom students must have a cumulative total of at least twenty (20) carnegie units and be able to graduate during the scholastic year in which they are promoted to the twelfth grade.

For Alabama High School Graduation Exam purposes only, a student may move to a tenth grade homeroom after the first semester if they have earned six (6) carnegie units or to an eleventh grade homeroom after the first semester if they have obtained twelve (12) carnegie units. Otherwise, all homeroom placements will be made at the beginning of each school year and remain the same the entire school year.

6.52 GRADUATION REQUIREMENTS: DIPLOMAS – CERTIFICATES

The following diplomas and certificates will be available for issuance by all high schools in the School District:

1. Alabama High School Diploma - This diploma will be awarded to students who complete the Colbert County/Alabama State Board of Education requirements established for the Alabama High School Diploma and pass all areas of the Alabama High School Graduation Examination, except;

Any student with a disability(s) (defined by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973) shall take the Alabama High School Graduation Exam (AHSGE) with state-approved accommodations or without accommodations (according to the IEP Team or 504 Committee) through the 12th grade. If one subject-area test of the AHSGE is not passed, but all other graduation requirements for the Alabama High School Diploma have been met, then alternate documentation (obtained all required course credits, documented the disability(s) which substantially limits their ability to demonstrate achievement in the area where a subject-area test of the AHSGE was not passed, participated in remediation, met attendance requirements, and holds a cumulative C average in grades) will be used to confer the Alabama High School Diploma. The flexibility granted here is retroactive to first-time ninth graders in the 1997-1998 school year (Class of 2001) and applies only to students with disability(s) (defined by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973) taking the Alabama High School Graduation Exam.

2. Alabama High School Diploma with Credit Based Endorsement - This diploma will be awarded to students who complete the Colbert County/Alabama State Board of Education requirements established for the Alabama High School Diploma with Credit Based Endorsement and pass three of the five subject area tests including Reading, Math and one of the other three subject tests (Language, Science or Social Studies).

3. Alabama High School Diploma with an Advanced Academic Endorsement - This diploma will be awarded to students who complete the Colbert County/Alabama State Board of Education requirements established for the Alabama High School Diploma with an Advanced Academic Endorsement and pass all areas of the Alabama High School Graduation Examination.

4. Alabama High School Occupational Diploma - This diploma will be awarded to special education students, with the exception of gifted, who complete the Colbert County/Alabama State Board of Education requirements established for the Alabama High School Occupational Diploma.

5. Attendance Certificate - Regular Program students who failed to pass all sections of the Alabama High School Graduation Exam but have earned the necessary Carnegie Units for graduation may be issued an Attendance Certificate.

6. Graduation Certificate - This certificate will be awarded to students based on the following provisions:

- a. **Special education students**, with the exception of the gifted, shall follow the

objectives set out for them at the annual IEP meeting by the IEP Committee in reference to the Alabama High School Graduation Examination. If the Committee, after examining all pertinent data, decides that the student is not capable of attempting and/or passing the Alabama High School Graduation Examination and that his/her time should be directed toward other objectives, then the senior student will be issued the Graduation Certificate instead of the State-approved diploma for having pursued those goals set out by the IEP Committee. The student will have the same opportunities to participate in all other activities associated with graduation from high school.

If the IEP Committee, after reviewing all pertinent data, decides that the student should attempt the Alabama High School Graduation Examination, then he/she will receive the same opportunities, including remediation, as any other student taking the Alabama High School Graduation Examination.

After unsuccessfully attempting the Examination, the special education student may elect to receive the Graduation Certificate in lieu of a diploma and proceed through graduation exercises, subject to the provisions of paragraph 1.a. above.

b. **Regular program students** who have earned the Carnegie Units commensurate with their grade level but have failed to pass the Alabama High School Graduation Examination shall receive remediation for their deficiencies as shown by the test results. If after the customary opportunities for taking the Alabama High School Graduation Examination, the student still has failed to pass the required subtests of the Exam, the student may pursue the following options:

- (1) Accept the Attendance Certificate in lieu of a state-approved diploma and participate in graduation exercises, or
- (2) Continue to attempt the Alabama High School Graduation Examination at the regular times and settings for taking the test up to the age of twenty-one (21). Upon passing the Examination, the student will be issued the earned diploma and will be eligible to participate in the next scheduled graduation exercise, or
- (3) Pursue the route of the GED at an approved institution.

c. **Regular program students** classified as seniors and who have not earned the Carnegie Units necessary for graduation but who have passed the Alabama High School Graduation Examination may pursue the following options:

- (1) Continue to pursue the Carnegie Units needed for graduation up to the age of twenty-one (21) where upon earning the needed Carnegie Units the student will be issued the earned diploma and be eligible to proceed through the next scheduled graduation exercise, or
- (2) Pursue the route of the GED at an approved institution.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995; REVISED: Apr 10, 1997; Dec 9, 1999; Feb 3, 2000; Apr 6, 2006; Aug 21, 2008
LEGAL REF.: The Alabama Administrative Code, §290-3-1-.02(8)(a-h), Supp. No. 07-3; State Board of Education Resolutions dated, Feb 23, 1984.

6.52.R GRADUATION REQUIREMENTS: DIPLOMAS – CERTIFICATES FOR BEGINNING NINTH GRADE 2013-2014

The following diplomas and certificates will be available for issuance by all high schools in the

School District:

1. Alabama High School Diploma - This diploma will be awarded to students who complete the Colbert County/Alabama State Board of Education requirements established for the Alabama High School Diploma and state assessment requirements.

Any student with a disability(s) (defined by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973) shall take the state assessments with state-approved accommodations or without accommodations (according to the IEP Team or 504 Committee) through the 12th grade.

2. Alabama High School Diploma with an Advanced Academic Endorsement (recognized by the School District) - This diploma will be awarded to students who complete the Colbert County/Alabama State Board of Education requirements established for the Alabama High School Diploma with an Advanced Academic Endorsement (recognized by the school district) and state assessment requirements.

3. Attendance Certificate - Regular Program students who failed to pass all sections of the Alabama High School Graduation Exam but have earned the necessary Carnegie Units for graduation may be issued an Attendance Certificate.

4. Graduation Certificate - This certificate will be awarded to students based on the following provisions:

a. **Special education students**, with the exception of the gifted, shall follow the objectives set out for them at the annual IEP meeting by the IEP Committee in reference to the Alternate Achievement Standards (AAS). The student will have the same opportunities to participate in all other activities associated with graduation from high school.

b. **Regular program students** who have earned the Carnegie Units commensurate with their grade level but have failed to meet state assessment requirements, may pursue the following options:

- (1) Accept the Attendance Certificate in lieu of a state-approved diploma and participate in graduation exercises, or
- (2) Pursue the route of the GED at an approved institution.

c. **Regular program students** classified as seniors and who have not earned the Carnegie Units necessary for graduation but who have met the state assessment requirements, may pursue the following options:

- (1) Continue to pursue the Carnegie Units needed for graduation up to the age of twenty-one (21) where upon earning the needed Carnegie Units the student will be issued the earned diploma and be eligible to proceed through the next scheduled graduation exercise, or
- (2) Pursue the route of the GED at an approved institution.

6.53 ELIGIBILITY FOR PARTICIPATING IN GRADUATION EXERCISES

The Board authorizes local 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 include the following provisions:

1. A diploma can be awarded only if a student and has met the twenty-five (25) Carnegie Unit requirement as established by the Board (see Policy 6.52 and/or 5.59 for more information).
2. **Regular program students** who have earned the number of carnegie units for graduation but failed to pass the Alabama High School Graduation Exam after the customary opportunities for taking the examination, may accept an Attendance Certificate in lieu of a State-approved diploma and participate in graduation exercises (**can march**) (Also see Policy 6.52 or 5.59).

Regular program students who have passed the Alabama High School Graduation Exam, but failed to get the required number of carnegie units for graduation shall not be eligible to participate in graduation exercises (**cannot march**) (Also see Policy 6.52 or 5.59).

Special education students, with the exception of the gifted, may participate in graduation exercises (**can march**) provided they are eligible to receive a Graduation Certificate or Diploma (Also see Policy 6.52 or 5.59).

3. Students must have no outstanding indebtedness owed to the school or class to participate (march) in graduation exercises. Note: any earned certificate or diploma must be issued whether or not the student is eligible to participate in the graduation exercise.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: June 8, 1995; REVISED: Sep 2, 1999; Feb 3, 2000; June 2, 2008

6.54 CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN AND HONOR GRADUATES

The following criteria shall be used for determining who may be eligible for Valedictorian and Salutatorian in the Schools of the School District:

1. The candidate must be in the Alabama Diploma with Advanced Academic Endorsement Curriculum in grades 10 through 12, which shall include:
 - a. Four units of English: to include the highest-level tenth through twelfth grade English courses offered at the school.
 - b. Four units of Science: to include Biology I, Chemistry and/or Physics.
 - c. Four units of Social Studies: World History Since 1500, U.S. History to 1900, U.S. History Since 1900, Government (1/2) and Economics (1/2).
 - d. Four units of Math to include Algebra I, Algebra II with Trigonometry and Geometry
 - e. A minimum of one years of the same foreign language.
2. For beginning ninth grade 2013-2014, the candidate must be in the Alabama Diploma with

Advanced Academic Endorsement recognized by the School District Curriculum in grades 9 through 12, which shall include:

- a. Four units of English: to include 2 units Pre-AP English and 2 units AP English.
- b. Four units of Science: to include 2 units Pre-AP Science, 1 unit of AP Science, and 1 unit of an Advanced Science Elective.
- c. Four units of Social Studies: World History, Early US History, Modern US History, Government (1/2), and Economics (1/2).
- d. Five units of Math: to include 4 units Pre-AP Math and 1 unit AP Math.
- e. A minimum of one year of a foreign language.

3. All Carnegie unit and half unit designated courses offered by a local high school shall be eligible for and figured into the calculations for determining class standing or overall average, except that any course designated with an "assistant" description (Library Assistant, Office Assistant, etc.) shall not be used in calculating the overall average of candidates.

4. The candidates must have been enrolled at the local high school for one-full school year prior to the date of their graduation.

5. Grades in all classes shall be computed at face value.

6. The standing of the candidates shall be computed on a numerical basis up to and including the second nine weeks of the senior year.

7. 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 (Filed IHAA and JFFA).

8. 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.

9. Any extraordinary situations or circumstances that may arise will be resolved by the school principal. The School District may, through a committee made up of high school principals, 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 "Honor Graduates" in the schools of the School District:

1. The candidate must be eligible to receive an Alabama High School Diploma with an Advanced Academic Endorsement recognized by the School District.

2. The candidates must have an overall grade average of at least 90.

3. 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.

4. The candidates must meet any additional requirements that may be approved by the high schools.

Weighting of Pre-AP, AP, Dual Enrollment, and Advanced Courses

Credit-bearing Pre-AP, AP, Dual Enrollment, and Advanced courses shall be weighted.

To compute GPA's on a 4 point scale, the chart below is used to convert the unweighted numeric grade.

Pre-AP and Advanced Pre-AP Courses – An extra 0.5 point is added on the 4.0 scale as follows: A = 4.5 B = 3.5 C = 2.5 D = 1.0

Advanced Placement (AP) and Dual Enrollment Courses – An extra point is added on the 4.0 as follows: A = 5.0 B = 4.0 C = 3.0 D = 1.0

Standard Courses: A = 4.0 B = 3.0 C = 2.0 D = 1.0

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Sep 3, 1987; REVISED: Aug 2, 1990; Jul 2, 1991; Jun 8, 1995; Apr 10, 1997; Sep 2, 1999; Jun 2, 2008; Jun 27, 2013; Jul 17, 2014, June 24, 2019

6.55 HOMEWORK POLICY

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to students on an individual and/or group, based on teacher judgment.

Student Responsibilities

Students will be expected to assume the following responsibilities when homework is assigned:

1. Complete the assignment in the specified time periods.
2. Return the assignment on time.
3. Do the best work possible when completing assignments.

Teacher Responsibilities

Teachers will be expected to assume the following responsibilities when homework is assigned:

1. Assign homework on a regular but reasonable basis, keeping in mind the nature of the assignment and demands that may be placed on students by other teachers.
2. Assign homework that is related to in-class instructional activities.

3. Grade and/or review the homework and return it to students on a timely basis.
4. Utilize homework as an important part of student evaluation.
5. Expect all students to complete assignments.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Sep 3, 1987

6.56 TEXTBOOK PAYMENT SCHEDULE

All textbooks furnished free of charge to students shall remain the property of the State of Alabama and the Board. A receipt shall be signed by each student upon issuance of any textbooks by school officials. 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 following schedule:

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

Reimbursement will be made to students who relocate textbook after payment is made to the School District and upon presentation of payment receipt. Such reimbursement will be made based on the above scale.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987
LEGAL REF.: Ala. Code, §16-36-32, §16-36-35

6.57 SUMMER SCHOOL

The Board may operate summer schools when needed to serve the educational goals of the School District. All summer sessions will comply with Alabama law and *The Alabama Administrative Code*, §290-030-010- (9), Supp. No. 85-2. *The Code* outlines the following procedures that apply to the operation of summer schools by the School District.

1. All professional personnel must have valid Alabama Certificates.
2. The Board must authorize all summer schools and establish fees to be charged.
3. The Superintendent and the principal(s) must organize summer schools and report to the State Department of Education.

4. Summer school instruction must be limited to students for make-up work and enrichment activities. Required courses will not be available to a student enrolled in a summer school program unless:
 - a. that student has failed the course(s), and/or
 - b. it is necessary that the course which is part of the student's approved program of study be taken during the summer in order for the student to take another course during the regular scholastic year.
 - c. this is the only course left that the student must complete to graduate.
5. A student should not be enrolled in summer school solely for the purpose of reducing the class load for the ensuing scholastic school year(s).

For High School Credit

1. One (1) Carnegie Unit of credit requires a minimum of 140 clock hours of instruction or students may demonstrate mastery of Alabama course of study content standards without specified instructional time.
2. A student desiring to take summer school courses at a school other than that in which he/she is regularly enrolled must obtain prior written permission from his/her principal and parent/guardian/custodian.

The student and parent/guardian/custodian are to be held responsible for errors in subject selection unless this procedure is followed.

For Elementary and Junior High Credit

School administrators and teachers may recommend and advise a student and his/her parent/guardian/custodian that the student could benefit educationally from attending summer school and/or may require summer school attendance as a prerequisite to move to the next grade. Summer school attendance does not guarantee promotion to the next grade unless the conditions placed by the school are met.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Sep 3, 1987; REVISED: Oct 5, 1989; Jun 8, 1995; Apr 10, 1997; Aug 21, 2008
LEGAL REF.: Ala. Code, 16-8-10; The Alabama Administrative Code, §290-030-010- (9), Supp. No. 85-2.

6.58 STUDENT INSURANCE PROGRAMS

The Board shall contract with a reputable insurance company to provide low-cost student accident insurance for the students enrolled in the schools of the School District. The insurance program is a service to the students and may be participated in by all students of the School District on a voluntary basis.

The Board may require a student in certain curricular or extra-curricular areas to participate in the school accident insurance program or file with the school principal a statement from the student's parent/guardian/custodian that said student is adequately protected against accidents that may occur

while participating in said activities.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987
LEGAL REF.: Ala. Code, §§16-8-8 to 9.

6.59 STUDENT HEALTH SERVICES

The Board shall endeavor to provide necessary health services for all students of the School District. The School District will cooperate with all local and State Health Agencies to provide the most comprehensive student health services possible.

Examinations - Vision and Hearing

The School District shall provide vision and hearing screening examinations for all students enrolled in kindergarten, second, fourth grades and special education classes in the schools of the School District. Students enrolled in other grades may request such examinations when the School Public Health professional personnel are scheduled for examinations in said student's school. Students may be referred for such examinations by members of the school staff and other school personnel.

Medication

Members of the school staff shall not administer internal medication to students except in cases where it is prescribed and requested in writing by the parent, guardian, or family physician. The parent/guardian/custodian shall be responsible for providing written instructions for administering said medication.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Aug. 2, 1990; Jun 8, 1995
LEGAL REF.: Ala. Code, §§16-29-1 to -6; Legislative Act, 87-39

6.60 STUDENT IMMUNIZATIONS

General Requirements

A Certificate of Immunization (Blue Form or other State Health Department Form) against diseases designated by the State Health Department shall be required before a student can be enrolled initially in kindergarten or first grade in any school of the School District.

Provided a student transfers into the School District from another school district within or outside the state, a Certificate of Immunization as defined above shall be required before the student can be enrolled in any grade in the schools of the School District.

Parent/Guardian Responsibility

It shall be the responsibility of the Parent(s)/guardian(s)/custodian(s) to have such immunizations performed and to present the proper certificate of immunization.

Immunization Form Storage and Transfer Procedures

The immunization form(s) is to be kept in the student's record file. If a student transfers to another school within the School District, the immunization form (Blue or other) shall be forwarded with the cumulative folder to the receiving school. When a student transfers to a school outside the School District, the original copy of the immunization form (the sending school should make a copy for file purposes) shall be given to the parent/guardian/custodian or student at the time of withdrawal or forwarded to the receiving school upon request.

Exemptions

The only exemption to the above policy is based on belief in selected religious doctrines. Parent(s)/guardian(s)/custodian(s) seeking an exemption based on religious belief must secure a Religious Exemption Form from the State Health Department. The issuance of the Religious Exemption Form shall be based on information presented to State Health Department officials.

Legal Action

Parent(s)/guardian(s)/custodian(s) in noncompliance with the provisions of this policy may be subject to legal action.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995
LEGAL REF.: Ala. Code, Title 16, Chapter 30; State Department of Public Health Guideline, Jan 3, 1983; State Department of Education Memorandum, Apr 14, 1978.

6.61 COMMUNICABLE DISEASES

The School District personnel will work cooperatively with local and state health agencies to enforce and comply with applicable health codes for the prevention, control, and containment of communicable diseases in schools.

1. Certificates of Immunization

Required Alabama certificates of immunization against diseases designated by the state health officer shall be required before a student can be enrolled initially in kindergarten or first grade in the schools of the School District. This requirement also applies to any new student transferring into the School District.

2. School Attendance

A student with common communicable or contagious diseases, i.e. mumps, measles, or other like diseases, shall be ineligible to attend schools in the School District for a period of time as maybe prescribed by the local Health Department or a physician. A statement of clearance from the Department of Health or physician may be required before the student may reenter schools of the School District.

Regarding Human Immunodeficiency Virus (HIV): The evidence is overwhelming that the risk of transmitting HIV is extremely low in school settings when current guidelines are followed. A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into

decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or guardian; respect the student and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

3. **HIV and Employment**

The School District does not discriminate on the basis of HIV infection or association with another person with HIV infection, in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

4. **HIV and Athletics**

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. First aid kits must be on hand at every athletic event.

5. **Procedures for Handling Blood and Body Fluids**

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood and/or body fluids within the school setting. School personnel will be trained in the proper procedures for handling blood and body fluids and these procedures will be strictly adhered to by all school personnel. (Routine Procedures for Sanitation and Hygiene When Handling Body Fluids in 6.61.R).

A school staff member is expected to alert a person responsible for health and safety if a student's health condition or behavior presents a reasonable risk of transmitting any infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

6. Confidential Information

All persons privileged with any medical information that pertains to students or employees shall be required to treat all proceedings, discussions, and documents as confidential information. Breach of confidentiality by a staff member may be considered as other good and just cause for dismissal. Regarding HIV and Confidentiality: Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal action, and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

7. Instructions Regarding Communicable Diseases

Instruction on the principle modes by which communicable diseases, including, but not limited to HIV infection, are spread and the best methods for restriction and prevention of these diseases shall be taught to students and employees.

The goals of HIV prevention education will be to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will:

- a. be taught at grade levels five through twelve;
- b. use methods demonstrated by sound research to be effective;
- c. be consistent with community standards;
- d. follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
- e. be appropriate to students' developmental levels, behaviors, and cultural

backgrounds;

- f. stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- g. address students' own concerns;
- h. be an integral part of a coordinated school health program.

Parents and guardians will be able to preview all HIV prevention curricula and materials at their written request. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their children. If a parent or guardian submits a written request to a Principal that a child not receive instruction in specific HIV prevention topics at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Jun 8, 1995; REVISED: Sep 4, 2003

LEGAL REF.: Ala. Code, §§16-29-1 to 30; State Department of Public Health Guideline, Jan 3, 1983; State Department of Education Memorandum, Apr 14, 1978; Control of Communicable Diseases in Man, p. 447.

6.61.R ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS

Purpose

To insure that body fluids involving blood, vomitus, urine, feces, semen, saliva, and nasal discharges are handled properly.

Those Affected

All Board employees

Procedures

1. Any simple injury, such as a small cut, abrasion, or nosebleed should be handled by the person involved, if at all possible. If this is not possible, the person administering care should avoid exposure of open skin lesions or mucus membranes to blood or body fluids. This is accomplished by the use of gloves or the use of at least several layers of appropriate material between the hand and the injury.
2. Use special precaution with any person who has open or draining wounds or lesions. Have this person/student evaluated by his/her physician or a County Health Department nurse or school official as soon as possible. Prior to referral cover the open area with a band-aid(s).
3. To clean spills of body fluids (blood, vomitus, urine) on floors or other surfaces, the following procedure should be used:
 - (a) The person cleaning the spill should wear disposable latex gloves and the majority of the spill should be cleaned using paper towels or a granular deodorant absorbent, which should be picked up with a dustpan and broom.
 - (b) The area should then be mopped using a disinfectant. The mop should then be cleaned in a disinfectant and the water discarded in a flush toilet. A hypochloride solution (one part bleach mixed with ten parts water) is sufficient. This must be prepared fresh daily.
 - (c) Carpets which are contaminated by body fluids may be cleaned by applying a

granulated deodorant absorbent. Allow the agent to dry according to the directions; then vacuum. If needed, mechanically remove with a dustpan and broom; then apply rug shampoo (containing a germicidal detergent) with a brush and revacuum.

(d) All contaminated materials such as paper towels and disposable gloves should be placed in two (2) sturdy plastic bags, tied securely, and properly disposed. Hands should then be washed thoroughly.

The school staff will follow the established assignments in cleaning spills. Further, the School District shall provide all associated materials and supplies noted above to all schools and/or work sites.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jul 12, 1995

6.62 HEAD LICE

In an effort to deal with the problems of head lice in the schools, the Board has adopted the Alabama Department of Public Health Guidelines for the control of head lice in schools.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Sep 2, 1993
LEGAL REF.: Ala. Code, §16-8-8 and 8, §16-13-3.

6.63 GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS

The Board understands that there are times when prescription or nonprescription medications may be used by students for medical reasons. Students are prohibited from carrying prescription or nonprescription drugs on their person while at school unless the appropriate self-administration medication forms are completed by the parent and physician. Therefore, if a student's school attendance is dependent on being allowed to take medication during the school day, the following regulations and responsibilities shall apply:

I. Parent/Guardian/Custodian

A. A Medication Permission Form must be obtained from the school office and completed by a parent/guardian/custodian before medication will be administered. The medication permission form must be completed for **both** prescription and nonprescription medications and for **each** medication to be given. If the medication to be given is a prescription medication, the form must also be signed by the prescribing physician. The medication permission form and the medication must then be registered with the school principal or medication assistant at that school.

B. **No** medication will be administered at school unless the medication permission form has been properly completed. Any medication sent to school without the completed medication form will be sent home.

C. Medication to be administered must be in the original container and be correctly labeled. Prescription medications require a pharmacy label with the student's name, physician's name, date of original prescription, name of medication, and dosage. Nonprescription medications must be in the original container identifying the medication, dosage, manufacturer's labeling and labeled with the child's name. Any special method of administration, storage instructions, and side effects must be

communicated in writing by the parent/guardian/custodian to the principal, teacher(s), and medication assistants in direct contact with the student.

D. The parent/guardian/custodian must provide the school with a new-signed statement if medication orders are changed during the school year.

E. The parent/guardian/custodian is encouraged to deliver all medication to the school office. Children transporting medication is not advised. The parent/guardian/custodian shall pick up a student's 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 destroyed by school personnel.

F. If the parent/guardian/custodian wishes, a student may self-administer prescription medications such as asthma inhalers when directed by a licensed prescriber. The appropriate Self-Administration of Asthma Medication Form (2-page form) must be completed. One form is to be signed by the parent/guardian/custodian and the other form is to be signed by the prescribing physician. The forms are then to be registered with the principal or medication assistant at that school.

G. It is the responsibility of the parent/guardian/custodian to notify the school office of any change of address and/or phone number. This is imperative in case of an emergency arises.

II. School Administration

A. A Medication Permission Form must be completed by a parent/guardian/custodian and registered with the principal or medication assistant at that school for both prescription and nonprescription medications and for each medication to be given. (See attached Medication Permission Forms.)

B. Prescription and nonprescription medications on school property must be registered with the principal or medication assistant at that school and kept in a locked and secure area under the supervision of the principal or medication assistant.

EXCEPTION: Students diagnosed with asthma may be allowed to carry their inhalers on their person and to self-administer the medication as directed by the physician. This arrangement will be allowed upon the completion of the Self-Administration of Asthma Medication Forms by the parent/guardian/custodian and physician.

C. No medication will be administered at school unless the medication permission form has been properly completed. Any medication sent to school without the completed medication permission form will be sent home.

D. When a student must take medication at school, any special instructions, including unusual reactions or side effects of the medication, must be communicated in writing by the parent/guardian/custodian and understood by the principal, teacher(s), and medication assistants in direct contact with the student. Parents/guardians/custodians are also requested to communicate their current address and phone number to the school office.

E. It is the responsibility of the school principal or medication assistant to provide supervision and/or direct observation of a student taking medication. The principal or medication assistant shall follow the six (6) R's when dispensing medication: Right person, Right medication, Right dose, Right time, Right route, and Right records. Documentation of the medication given to a student must be recorded on the Medication Daily Log. (See attached Medication Log.) Information must include the student's name, grade, time of administration, name of medication, dosage, type of parental authorization, and the signature of the appointed person giving medication to the student. The records are to be kept by the school in a secure area during the term for the purpose of inquiry/reference by parent/guardian/custodian, physician, school nurse, or appropriate school officials.

F. The parent/guardian/custodian is encouraged to deliver all medication to the school office. Students transporting medication is not advised. The Board may grant exception to this rule on a case-by-case basis regarding students riding Special Education handicap buses. The parent/guardian/custodian shall pick up a student's 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 destroyed by school personnel.

G. The school nurse is available for consultation in regard to the administration of medication to a student and should be contacted in unusual or difficult situations for consultation and advice.

H. The student must come to the office or designated area at the specified time for the administration of the medicine.

I. Medication will be given as specified until the parent/guardian/custodian requests in writing to discontinue the medicine or the supply is depleted.

J. Poison Control numbers should be posted by telephones in case of medication errors: 1-800-462-0800 or 1-800-292-6678. Also, the school nurse should be notified of any medication errors.

It shall be the responsibility of the parent/guardian/custodian, student, and school officials to abide by the contents of these procedures.

It shall be the responsibility of the principal to ensure that parents/guardians/custodians are properly notified of the basic provisions of this policy through presentation in the Student Handbook.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995; REVISED: Aug 21, 2003

6.63.F1

**COLBERT COUNTY BOARD OF EDUCATION
Tuscumbia, Alabama**

Dear Parent:

There are times when your child may need to take medication while at school. The school nurses recommend that, whenever possible, medication be administered before and /or after school hours under the direct supervision of the child's parent/guardian. However, if school attendance is dependent on being allowed to take a prescribed medication, the procedures must be followed.

A. A Colbert County Board of Education medication permission form (available in the school office) must be completed for **both** prescription and nonprescription medications and for **each** medication to be given. If the medication to be given is a prescription medication, the form must also be signed by the prescribing physician. **No** medication will be administered at school unless the medication permission form has been properly completed. Any medication sent to school without the completed medication form will be sent home (pick up form in school office).

B. Medication to be administered must be in the original container and correctly labeled. Prescription medications require a pharmacy label. Ask your pharmacist for the medication to be divided into two bottles completely labeled; one for home and one for school. Over-the-counter medications must be in the original container identifying the medication, dosage, manufacturer's labeling and labeled with the child's name.

C. The parent/guardian must provide the school with a new-signed statement if medication orders are changed during the school year.

D. The parent/guardian is encouraged to deliver all medication to the school office. Children transporting medication is not advised.

E. The parent/guardian shall pick up a student's 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 destroyed by school personnel.

F. If the parent/guardian wishes, a student may self-administer prescription medications such as asthma inhalers when directed by a licensed prescriber. The appropriate Self-Administration of Asthma Medication Forms (2-page form) must be completed. One form is to be signed by the parent/guardian and the other form is to be signed by the prescribing physician.

In accordance with the State Department of Education, the Colbert County School Nurse will work with the school to set up safe and effective guidelines in medication administration. Thank you for your cooperation.

Sincerely,



Dr. Gale D. Satchel
Superintendent

**6.63.F2 SCHOOL MEDICATION
PRESCRIBER/PARENT AUTHORIZATION**

STUDENT INFORMATION

Student's Name _____

School _____ Grade _____ Teacher _____ School Year _____

List any known drug allergies/reactions _____ Height (inches) _____ Weight (lbs) _____

PRESCRIBER AUTHORIZATION

Name of Medication _____ Reason for Taking _____

Dosage _____ Route _____ Frequency/Time(s) to Be Given _____

Begin Medication _____ Stop Medication _____
Date Date

Special Instructions:

Does medication require refrigeration? Yes No

Is the medication a controlled substance? Yes No

Is self-medication permitted and recommended for this student? Yes No

I hereby affirm that this student has been instructed in the proper self-administration of the prescribed medication(s)

If asthma inhaler or emergency medication, do you recommend this medication be kept **“on person”** by the student? Yes No

Potential Side Effects/Contraindications/Adverse Reactions _____

Treatment Order in the event of an adverse reaction: (Attach additional sheet or use the back of this form if necessary)

PARENT AUTHORIZATION

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to delegate to unlicensed school personnel the task of assisting my child in taking the above medication. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the School Nurse to talk with the prescriber or pharmacist should a question come up about the medication.

Medication must be registered with the principal, his/her designee, or the school nurse. It must be in the original container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration, and the date of drug's expiration when appropriate.

Signature of Parent or Guardian

Date

Phone

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6.64 STUDENT PSYCHOLOGICAL TESTING

The School District shall provide for psychological testing of specified students. In all cases, written permission from the student's parents/guardians/custodians shall be secured by appropriate school officials prior to psychological testing of any student in the School District.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987

6.65 EMERGENCY DRILLS

Special drills will be planned by the local school principal and staff to assure the orderly movement and placement of students to the safest available areas.

Fire Drills

An orderly plan for evacuation of students and staff, in case of fire, shall be developed by the principal and staff of each school in the School District. Plans shall be developed in cooperation with local fire department officials and rules and regulations as may be set forth by *The Code of Alabama* and State First Marshal's Office.

Fire drills shall be held in each school at least once a month with written verification to the Superintendent.

Tornado Drills

Tornado drills shall be conducted in all schools of the School District. Procedures for tornado drills shall be developed and conducted in accordance with local Civil Defense guidelines. Such drills shall be conducted at least three (3) times each year (September, January and February).

Required Procedure (Tornado Watch)

In the event a tornado watch is issued for areas in which a school of the District is located, the administrative officials of that school shall take all actions as specified in the approved Civil Defense plan. 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.

Required Procedure (Tornado Warning)

In the event a tornado warning is issued for areas in which a school of the District is located, the administrative officials of that school shall take all actions as specified in the Approved Civil Defense Plan. Under a tornado warning, students shall not be released via regular transportation plans, provided the warning is in effect at the time set for concluding normal school day activities. Students may be released during a tornado warning to respective students' parents/guardians/custodians at the end of the school day, provided said parents/guardians/custodians come to the school and assume custody of their child. The intent of this policy should be communicated to the parents/guardians/custodians of students attending schools of the School District.

6.66 SCHOOL OPENING AND CLOSING TIMES

General

It is apparent that a high percentage of parents of school-aged children are of necessity members of the community's work force. Statistics support the rapid growth in the number of instances where both parents are working outside the home, with the number of "latch-key" children increasing at high rates over the last three decades. Our community is directly impacted as are most other cities and towns across the country. As a result, our School District is directly affected in many ways; especially by the increased incidents of students' early arrivals at school each morning and late departures in the afternoons. School personnel should attempt to assist and remain sensitive to the needs of both students and parents in this matter; however, School District personnel should not and cannot be expected to assume supervisory responsibility for students on school premises at unreasonable times.

Policy

Therefore, 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 sheets/etc.

6.67 DAILY DISMISSAL PRECAUTIONS

Each school principal and staff shall develop a plan for the orderly and safe dismissal of all students. The plan shall encompass the following:

1. Provisions for proper supervision of students who must remain in the school building after regular school hours.
2. Provisions for safe loading of students who utilize school transportation.
3. Provisions for safety of students when school buses are departing from the school campus.

4. Provisions for the safety of students when automobiles and other motorized vehicles are departing the school campus.

Said plan shall be available to the Superintendent.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987

6.68 AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS

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.

Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.

Students are 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.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jan 3, 2002

6.69 ACCIDENTS

Students should report all school related accidents in which they are involved to school officials. Failure to report such accidents may result in loss of the privilege to make claims on the student accident insurance program.

All school of the School District shall store reasonable first aid supplies to administer external first aid to students, faculty and staff injured while at school. Members of the school staff may administer external first aid to students in cases of emergency. When practical, a student's parent/guardian/custodian should be contacted before administering first aid to the student. Members of the school staff shall not administer internal medication to a student except in cases where it is prescribed, requested in writing by the parent, guardian or family physician, and written instructions for administering said medication have been provided.

Members of the school staff may, upon notification of the school principal or designee, take a student to the nearest emergency medical treatment facility for emergency treatment. In all cases, the school principal or designee shall attempt to notify the student's parent/guardian/custodian of the emergency and, when practical, have the parent/guardian/custodian transport the student to the emergency treatment facility or family physician.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987
LEGAL REF.: Legislative Act, 87-390.

6.70 STUDENT TRANSPORTATION

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

The following regulations shall apply to all students riding School Systemowned or leased buses:

1. Students are responsible to the bus driver while riding the bus.
2. Students are subject to their school's student code of conduct while riding school buses.
3. Students shall not ride school buses on trips other than regular runs without filing permits with the principal that have been authorized by their parents/guardians/custodians for such trips.
4. 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:

1. Be on time at the designated pickup sites;
2. Stay off public roads while waiting for the bus;
3. Wait for the bus to stop before attempting to board;
4. Keep all body parts inside the bus at all times;
5. Assist in keeping the bus safe and clean;
6. Refrain from loud talking or behavior which may divert the driver's attention;
7. Refrain from damaging the bus (pay for any damage to seats, windows, etc.);
8. Do not bring bottles, cans, food, balloons, etc. onto the bus;
9. Leave no books, lunches, etc. on buses;
10. Keep aisles of the bus unobstructed at all times;
11. Help with the comfort and safety of smaller students;
12. Do not throw anything out of bus windows;
13. Remain in your seat while the bus is in motion;

14. Remain quiet when the bus is approaching a railroad crossing stop; and,
15. 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 and crossing in front of the bus:

1. Make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended;
2. 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;
3. Proceed across the roadway upon signal from driver or bus patrol; and,
4. Proceed with extreme caution across fourlane roadways.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995
LEGAL REF.: Ala. Code, §§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).

6.71 TV SURVEILLANCE CAMERAS ON SCHOOL BUSES

To provide and maintain a safe and secure environment for students and employees, the Board will use surveillance equipment on School District owned buses on a permanent or random basis. Said cameras shall be used to monitor student conduct while riding the buses. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes. Recorded tapes shall be stored in secure places with access by authorized persons only. Students and parents/guardians by presentation of this policy are hereby notified of the use of such surveillance cameras by the School District.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995.

6.72 CHILD NUTRITION PROGRAM

General

Each school in the School District shall maintain a quality Child Nutrition Program (CNP) as a service to students. All meals served shall meet the standards as provided in federal, state, and local laws and/or rules and regulations.

The CNP supervisor, the CNP manager, and the local school principal shall always seek to provide students with a nutritious and well-balanced meal at a nominal charge. The school CNP shall be operated in an economically sound manner but shall not seek to make a profit at students' expense.

The local school principal shall be directly responsible for the operation of the lunchroom located at his/her school.

Free and Reduced Priced Lunches

Free and/or reduced-priced lunches shall be available to qualified students. It shall be the responsibility and duty of local school principals to provide information concerning free and reduced-priced meals to all students in their schools.

Student Lunch Periods

All students in the respective schools shall have a reasonable and uniform lunch/breakfast period.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995

6.73 CHILD NUTRITION PROCUREMENTS

The Superintendent may enter into a written agreement with the Child Nutrition Program at the State Department of Education in order to procure food and other food related products and services. The Board will comply with applicable state and federal laws and regulations governing participation in such child nutrition program.

Charged meals are not considered an allowable expense. Therefore, all uncollected charges will be the responsibility of the school where the charge was made. All charges must be paid to the Child Nutrition Program at the end of the school year using non-public funds. The Board has adopted the offer versus serve reimbursable meal option.

Worthless Checks

The Board will take action to collect the amount of a worthless check in accordance with such corresponding rules, regulations, and procedures as set forth in the Board's Finance Policies.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Feb 1, 2007; REVISED: Jul 30, 2015
LEGAL REF.: The Alabama Administrative Code, §290-030-01, et seq.

6.74 UNCOLLECTED MEAL CHARGE AND BAD CHECK POLICY (Child Nutrition Program)

Uncollected Meal Charges and Bad Check

The Board of Education strongly discourages the charging of foods and beverages to meal accounts. The Child Nutrition Program is designed to benefit students. Therefore, charged meals are only allowable for students. Adults cannot charge meals. If a school permits charged meals for students, a procedure must be in place to collect for these meals. Special needs students and K-3 students will not be denied a meal. Efforts shall be made by the principal of the school of the child who owes the debt to collect the same by all available, legal means. Should the debt remain uncollected and uncollectible, the school principal shall use other non-public school funds to reimburse the CNP program the amount due on account of the charged and unpaid meals. This is to be completed at the

end of the school year.

Likewise, bad checks received as payment for a meal may not be written off from receipts from daily sales. The Board will take action to collect the amount of the worthless check in accordance with such corresponding rules, regulations, and procedures as may be set forth in the Board's Finance Policies.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Feb. 1, 2007; Aug 11, 2016; January 3, 2020
LEGAL: REF: Child Nutrition Program Memorandum, December 8, 2005

6.75 STUDENT ACTIVITIES

School-sponsored student activities are a vital part of students' lives and of the total school program. Therefore, the Board encourages the professional staff and students of the schools of the School District to cooperatively plan and implement appropriate student activities to meet the needs of the students.

All school-sponsored student activities must have prior approval by the local school principal and activity sponsor.

All school-sponsored student activities shall be under the control of the local school principal or designee.

All school-sponsored student activities shall be adequately supervised by a member or members of the school professional staff.

A school activity is defined as any educational experience or curricular or extracurricular event that is approved officially by appropriate school personnel based on the following criteria:

1. It is scheduled by school officials, and
2. School officials have made specific assignments to an employee(s) of the Board to teach, coordinate, monitor, advise, sponsor, or chaperon said activity as a part of employment responsibilities.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987

6.76 STUDENT ACTIVITY FEES

Students shall not be assessed fees for the purpose of supporting general student activities. Individual clubs may assess fees directly associated with club activities when approved by the school principal, club sponsor and members. Participation in student activities shall be on a voluntary basis by all students. All fees to support student activities shall be approved by the local school principal, the activity sponsor, and club members.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987

6.77 ACTIVITY FUND MANAGEMENT

All student activity funds shall be under the control of the local school principal. Such funds shall be accounted for in accordance with financial bookkeeping procedures approved for use by the School District.

Expenditure of such funds shall be approved by the local school principal and activity sponsor and shall be expended only through written check signed by appropriate school officials.

All funds of the School District shall be subject to periodic financial audits by the Superintendent and the Board.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987
LEGAL REF.: Ala. Code, §§16-8-7 to 10, §16-8-38, §16-12-3(a), §16-12-5, §16-12-12, §16-13-32.

6.78 STUDENT CLUBS AND ORGANIZATIONS

The Superintendent, local school principals, school staff members, and students shall establish regulations for the operation of school-sponsored clubs and organizations that operate for the welfare and the best interest of the students and the school. School-sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization which denies membership on the basis of race, creed, color, or political beliefs.

All school-sponsored clubs and organizations shall be under the control of the local school principal.

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

1. Every school club or organization shall be sponsored by a member of the faculty approved by the principal of the school. Every club or organization must have the approval of the sponsor, in advance, for the time and place of all meetings and all social and athletic events and other activities sponsored by the organization. All meetings shall be held on campus, and the sponsor shall be present throughout such meetings. All other activities held outside the school or off campus must have the approval of the principal. A sponsor, or substitute sponsor approved and assigned by the principal, shall be present throughout all activities.
2. Every school-sponsored club shall have a constitution approved by the Student Council and/or by the principal of the school. Such constitution shall be kept on file in the school office.
 - a. The constitution shall contain a statement that all members must be students who are presently enrolled in the school of sponsorship.
 - b. The constitution shall contain qualifications for membership. Such qualifications shall not deny membership because of race, color, creed, or political beliefs.
 - c. The constitution shall contain a statement of the purposes of the club or organization. The purposes shall not be contrary to the welfare or best interest of the students of the school, or in conflict with the authority or responsibilities of the Board and its employees.
 - d. The constitution shall contain a statement that there is no affiliation with any political or religious organization, or with any organization which denies members on the basis of race, color, creed, or political belief.
 - e. The constitution shall provide that the collection or dispersal of school-sponsored club funds shall be in accordance with the regulations set forth by the school and School District.
 - f. The constitution shall provide that speakers who are neither members of the student body, faculty, or administration of the school must have the approval of the sponsor and the principal.
 - g. Every club shall act only in accordance with its constitution and shall abide by all policies of the School District and rules and regulations of the school.
3. Every school club, organization, or activity formed to foster the values inherent in ethnic cultures in an effort to recognize ethnic contributions to the American way of life shall promote a policy of open membership.
4. Authorization to conduct activities as an organization recognized by the school administration may be denied or revoked if:

- a. The organization participates in, advocates, aids, or knowingly permits conduct by its members or others subject to its direction or control, which is contrary to the welfare or best interests of the students or the school, or which is in conflict with the authority or responsibility of the Board or any of its officials or employees.
- b. The organization participates in, advocates, or knowingly permits activities, by its members or others subject to its direction or control, which are not authorized by the constitution of the organization which has been approved by the Student Council and/or the principal of the school.
- c. The organization fails to comply with any Board policy or such rules and regulations as may be developed by local schools.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Feb 5, 1987

LEGAL REF.: Ala. Code, §§16-8-7 to 9, (b), §16-13-32, §§16-26-1 to -2; U.S. Const. Amend. I; U.S. Const. Amend. XIV, 1; Healy v. James, 92 S. Ct. 2338 (1972).

6.79 INTERSCHOLASTIC ATHLETICS

General

The Board is committed to the belief that for the learning process to be complete, additional student activities, such as athletics, must be an integral part of the educational curriculum.

Availability

Interscholastic athletics shall be made available for students in the high schools (grades 9-12) and may be available to students in the junior high/middle schools (grades 7-8) of the School District. The Superintendent or designee shall develop and maintain an athletic program in the School District that emphasizes participation of the maximum number of students and conforms to the guidelines of the Alabama High School Athletic Association and Title IX. Students shall at all times adhere to the regulations and procedures of the athletic program.

Responsibility

The principal of each high school and middle school shall be responsible for the school's overall interscholastic athletic program, including the behavior of the school team, students, and spectators at all athletic functions held at home and away. Further, it shall be the responsibility of the principal to insure that the school's athletic program conforms to the rules of the Alabama High School Athletic Association, to approve all expenditures of funds related to athletic programs, to approve athletic schedules, and to insure that reasonable safety precautions are taken when transporting students to athletic events sponsored by the school.

Parental Consent and Physical Examinations

It shall also be the policy of the Board that whenever a student engages in an interscholastic athletic program sponsored by the School District, he/she shall have written parental consent on file and shall have successfully passed a physical examination by a licensed physician. The physical examination form signed by the licensed physician shall state that the student is in appropriate cardiovascular condition to participate in the respective sport.

Insurance Requirement

Varsity Football -- All athletes participating in varsity football shall be required to purchase their own football insurance through the school or otherwise provide school officials with parental certification that coverage is provided by family insurance policies(y) (see Consent Form filed 6.79.F).

Other Athletic Programs -- All athletes participating in junior or varsity athletic programs shall be required to purchase school accident insurance or provide school officials with parental statement that sufficient coverage is otherwise provided by the parent/guardian/custodian (see Consent Form filed 6.79.F).

Responsibility -- The principal and the athletic director/coach shall assure the Board, through the Superintendent or designee, that the provisions of this policy are met annually before a student shall be allowed to participate in any interscholastic athletic activity, including tryouts. Such responsibility extends to insuring that all AHSAA Catastrophic Insurance eligibility forms and tryout list are submitted in a timely manner.

Catastrophic Insurance

All eligible students participating in varsity or junior high (Grades 7 - 12) athletic activities will be insured under the AHSAA Catastrophic Insurance Policy. The principal and the athletic director/coach shall be responsible for submitting the AHSAA Eligibility Form (Form 3) to insure coverage under the Catastrophic Insurance Policy on a timely basis (at least 5 days prior to participation in practice or events). Further, the principal and the athletic director/coach shall be responsible for submitting the names of eligible "tryouts" (6th grade students may be included on the tryout list) on school letterhead to the AHSAA prior to such tryouts in order to insure their coverage under the Catastrophic Insurance Policy.

Insurance Disclaimer Statement

The Board hereby notifies students and parents/guardians that insurance coverage for injuries associated with School District athletic programs is the sole responsibility of the parent(s)/guardian(s) of each respective student athlete. Further, the Board hereby declares that it will not assume any financial responsibility for medical treatment associated with student athletic injuries while participating in School District athletic events.

SOURCE: Colbert County Board of Education, Tusculmbia, Alabama
ADOPTED: Jun 8, 1995; REVISED: Sep 2, 1999

6.79.F STUDENT ATHLETE CONSENT/INSURANCE FORM
COLBERT COUNTY BOARD OF EDUCATION
Tuscumbia, Alabama

NOTE: This form must be completed, signed by the parent, and filed prior to a student (grades 7-12) participating in any AHSAA sanctioned athletic contest or practice sponsored by a school of the School District. It shall be the responsibility of the principal and appropriate coaches to secure completed forms on all applicable student athletes. Such completed forms shall be kept on file at the school for the scholastic year.

PARENTAL CONSENT STATEMENTS

I/we, the parent(s) _____ consent for my/our child to participate in interscholastic athletics at _____ School.

I/we consent for my/our child to travel by public or private vehicle to athletic contests/practices away from the school campus in which teams or individuals from the above named school may participate.

I/we consent for my/our child to use the facilities and athletic training equipment at the above named school at his/her own risk at any time with permission of the athletic staff.

I/we will not hold the school, the Colbert County Board of Education, or its employees liable in any way in case of an injury or accident occurring from participation in contests or practices or from travel associated with the school's athletic program.

Student Athlete	Date	Parent/Guardian/Custodian	Date
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NOTE: The form must be signed by the student athlete and his/her parent/guardian and dated.

PARENTAL INSURANCE DECLARATION

DIRECTIONS: Please circle A or B below and sign the statement circled.

A. I do not request that the school carry athletic insurance on my/our child. I/we certify that my child is covered by a family insurance policy(ies).

Parent's/Guardian's/Custodian's Signature	Date
---	------

Insurance Company Carrying Policy(ies) _____

Policy(ies) or Group Number(s) _____

B. The School District offers a School-Day Insurance Policy that may provide the necessary coverage needed by your child to participate in the athletic program. In all cases, you must have adequate insurance to cover your child in case of injury.

I/we will contact you or the school principal immediately to get information on the School-Day Insurance offered by the School District. Please note, your child cannot practice or participate without proper insurance coverage.

Parent's/Guardian's/Custodian's Signature	Date
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NOTE: Parents/guardians/Custodians should contact the school principal/coach to determine the costs of the various insurance plans available to cover athletes. A check should be made payable to the school and returned with this form to cover the costs of the insurance plan.

6.80 EXTRACURRICULAR ACTIVITY PARTICIPATION—ACADEMICS FIRST

The Board recognizes the value of all extracurricular activities as they relate to the total education of students. The Board also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class. The following number of Carnegie units are required to graduate from Colbert County Schools: twenty (27) in 2008-2009, twenty-six (26) in 2009-2010 and twenty-five (25) in 2010-2011, with four (4) credits each in science, mathematics, social studies and English.

The following regulations for eligibility by students in this school system to participate in all extracurricular activities will be followed.

1. 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) Carnegie units of credit, including four (4) credits from 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.
2. Physical education may count as one (1) unit per year.
3. No more than two (2) Carnegie units may be made up 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.
4. 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.
5. 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.
 1. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
 2. 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 eight (8) core credits over any two-year span, including summer school.

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by

the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school, which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: November 5, 1998; June 2, 2008
LEGAL REF.: The Administrative Code, §290-3-1-.02(17)

6.81 STUDENT PUBLICATIONS

Local schools may permit student publications, provided they are approved by the local school principal. A certified staff member shall serve as advisor and consultant to students in the preparation of all student publications. In accordance with current Supreme Court precedent, student publication staff members and other appropriate school staff members may work with student publication leaders to insure that the school does not receive undue direct and negative impact as a result of student publications.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987

6.82 STUDENT SOCIAL EVENTS

All student social events sponsored by the school shall be under the control of the local school principal and/or designee. All such events shall be approved by the local school principal. All such events shall be held in accordance with such rules and regulations as may be developed by local school officials, the Superintendent and the Board.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987

6.83 OUT-OF-SCHOOL EMPLOYMENT OF STUDENTS

Out-of-school employment is not permissible during regular school hours, except that those students participating in approved career technical related programs that provide work related experiences away from school campuses may hold such employment positions, and except as provided by Act of

the Legislature No. 95-604. Students participating in career technical related programs must comply with all applicable rules and regulations pertaining thereto.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987
LEGAL REF.: Ala. Code, §25-8-32-25-8-61; Alabama Legislative Act No. 95-604.

6.84 SOLICITATIONS OF AND BY STUDENTS

Of Students

The School District shall strive to safeguard students and parents or guardians from undue solicitations. Non-school related organizations shall not be permitted to solicit, advertise, or sell goods or services through the schools of the School District without permission of the principal.

Participation in any fund-raising or charity drive sponsored by the school or outside agency shall be entirely voluntary as far as each student is concerned. There shall be no cause for embarrassment to those who do not or cannot participate or contribute. Participation or non-participation shall not affect student grades.

All fund-raising and charity drives sponsored by a school must receive the approval of the principal.

By Students

General

Local school officials are encouraged to keep school-sponsored activities that require solicitation by students to the absolute minimum.

On School Campus

Said school officials shall not permit students to sell goods or services in places other than the school campus during regular school hours except when connected directly with educational projects. The selling of goods and services by students on campus during school hours shall not be permitted during class time.

Approval

All on-campus fund-raising or charity drives sponsored by a school must receive prior approval by the principal and Superintendent.

Away From the School Campus

Students shall not be required to make door-to-door solicitations or sell products to raise funds for any school connected activity or project unless prior notification is given to the Superintendent.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995

6.84.F

**FUND-RAISING OR CHARITY FORM
COLBERT COUNTY BOARD OF EDUCATION
Tuscumbia, Alabama**

SCHOOL: _____

NAME OF CLUB OR ORGANIZATION: _____

NAME OF SPONSOR: _____

HOW FUNDS WILL BE USED: _____

BRIEF EXPLANATION OF THE PROJECT: _____

LENGTH OF PROJECT: From _____ Until _____

PRINCIPAL'S SIGNATURE: _____ DATE: _____

() Approved () Disapproved

SUPERINTENDENT'S SIGNATURE: _____ DATE: _____

() Approved () Disapproved

6.85 GIFTS BY STUDENTS

Student Gifts to Staff Members

When a student feels a desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. The Board feels writing of letters to staff members expressing gratitude or appreciation to be more appropriate than gifts.

Student Gifts to the School

Students may present gifts to a school when they are consistent with the educational goals of the school.

Student Gift to Students

Students may present gifts to other students as long as they are given on voluntary basis.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Jun 8, 1995

6.86 ANTI-HARASSMENT POLICY

Harassment, Violence, and Threats of Violence Prohibited

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Definitions

1. The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in item two (2) under Description of Behavior Expected of Students. To constitute harassment, a pattern of behavior may do any of the following:

- a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an

intimidating, threatening, or abusive educational environment for a student.

2. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
3. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
4. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
5. The term “student” as used in this policy means a student who is enrolled in the Colbert County School System.

Description of Behavior Expected of Students

1. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
2. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
 - a. The student’s race;
 - b. The student’s sex;
 - c. The student’s religion;
 - d. The student’s national origin; or
 - e. The student’s disability.

Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

Reporting, Investigating, and Complaint Resolution Procedures

1. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the

policy may be presented and resolved informally.

2. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a violation of this policy. If the principal or the principal's designee determines that the complaint alleges a violation of this policy, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

3. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

4. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

5. A threat of suicide by a student made known by a student to another person shall be noticed by the Principal or the Principal's designee to the parent(s) or guardian(s) of the threatening student by the most expeditious means possible.

Promulgation of Policy and Related Procedures, Rules and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to student, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Colbert County Board of Education's Web site.

SOURCE: Colbert County Board of Education and the State Department of Education
ADOPTED: Dec 17, 2009
LEGAL REF.: Act of Legislature No. 2009-571

6.86.F

ANTI-HARASSMENT POLICY COMPLAINT FORM

COLBERT COUNTY BOARD OF EDUCATION
Tuscumbia, Alabama

Date Complaint filed with Administration (Principal or Principal's Designee): _____

Name of Complainant: _____

Signature of Complainant: _____

Name of complainant's parent/guardian/custodian: _____

Signature of complainant's parent/guardian/custodian: _____

Complainant's Address: _____

Complainant's Grade: _____ Homeroom Teacher: _____

Student's Complaint (Be specific as to dates, times, and places, name(s) of offender(s) and nature of the violation):

Complainant, student or parent/legal guardian: Waiver of formal complaint resolution.

Student or parent/legal guardian signature: _____

Complaint of Student's Threat of Suicide: _____

6.86.1

HARASSMENT/BULLYING PROTOCOL

COLBERT COUNTY BOARD OF EDUCATION

CCS Anti-Harassment/Bullying Policy and Investigation Procedures

CCS Policy prohibits a student engaging in or being subjected to harassment, violence, threats of violence, or intimidation. Policy also prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of harassment.

HARASSMENT/BULLYING: DEFINITION

Ala. Code § 16-28B-3. HARASSMENT/BULLYING. A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board. To constitute harassment, a pattern of behavior may do any of the following:

- a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

EXAMPLES OF BULLYING (This list is not exhaustive)

Physical: hitting, punching, pushing, scratching, tripping, kicking, spitting, assault, taking or breaking someone's things, making mean or rude hand gestures, demands for money.

Verbal: name calling, teasing, putdowns, threats, taunting, inappropriate sexual comments.

Textual: (including by electronic devices "Cyberbullying") passing notes, writing on desks, embarrassing pictures/videos, and mean messages or rumors spread by using (not limited to) text messages, emails, social networks.

Social: ignoring, excluding on purpose, telling others not to be friends with someone, spreading rumors, and embarrassing someone in public.

STUDENT REPORTING PROCEDURES

Any student who believes that he or she is being bullied/harassed or believes that another student is being bullied/harassed should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

TEACHERS, COUNSELORS AND SCHOOL STAFF WHO RECEIVE A REPORT OF BULLYING FROM A STUDENT

Listen to the student's report, without judgment, and let the student know that you report what you have heard to an administrator. Immediately contact a school administrator or counselor that you have received a report of harassment/bullying. Do not try to investigate the situation yourself. Complete a written statement for the administrator with your name and the date before the end of the day.

OBSERVE POTENTIALLY BULLYING BEHAVIORS

When adults respond quickly and consistently to bullying behavior they send the message that it is not acceptable. Research shows this can stop bullying behavior over time. There are simple steps adults can take to stop bullying on the spot and keep kids safe.

Do:

- * Intervene immediately. Get another adult to help if possible.
- * Separate the kids involved.
- * Make sure everyone is safe.
- * Send or call for medical assistance if required.
- * Stay calm. Reassure the kids involved, including bystanders.
- * Model respectful behavior when you intervene.
- * Record as much detailed information that you observed as possible including a list of those present.
- * Ask an adult responder to record names and information for you if you are managing students.
- * Immediately contact a school administrator or counselor
- * Complete a written statement for the administrator with your name and the date within 24 hours
- * Contact parents of all students involved

Avoid these common mistakes:

- * Don't ignore it.

- * Don't down play it (ex. in my day we would just fight it out)
- * Don't think students can work it out without adult help.
- * Don't immediately try to sort out the facts.
- * Don't ask bystanders to say publicly what they saw.
- * Don't question the students involved in front of others.
- * Don't talk to the students involved together, only separately.
- * Don't make the students involved apologize or patch up relations on the spot.

CAMPUS ADMINISTRATORS: INVESTIGATION OF THE REPORT

1. Upon receipt or notice of a report, determine if the behaviors constitute further investigation of harassment/bullying as defined by policy.
2. If further investigation is required, promptly take interim action to prohibit potential harassment/bullying during the course of an investigation. This may consist of the following: 1) Increased supervision as needed for alleged victim and alleged perpetrator 2) Stay away agreement (FORM) between parties involved.
3. The investigation shall proceed: Complete interviews and incident documentation form in the following order:
 - a. with the alleged victim,
 - b. witnesses or bystanders,
 - c. person accused of the bullying behavior
 - d. analyze other information or documents related to the allegations.
 - e. offer counseling services to students.

NOTIFICATION

- Assistant Principals shall notify the Principal once the investigation has commenced.
- Notify parents/guardians of the alleged perpetrator and alleged victim within 24 hours of the report.
- Consult with your SRO and the Assistant Superintendent of Student Services if evidence in the investigation shows possible criminal harassment or offenses.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigating administrator shall take additional time if necessary to complete a thorough investigation. The investigating administrator shall prepare a written report of the investigation. The report shall include a determination statement of whether or not bullying occurred. The report shall be filed with the Principal's office at the conclusion of the

investigation. Parents of the victim and perpetrator are to be contacted upon completion of the investigation. Investigating administrator will notify the victim, the bully and their parents about available counseling services.

FOLLOW UP ACTION

PROHIBITED CONDUCT: If the results of an investigation indicate that prohibited conduct occurred, the Administrator shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and Board Policy and may take corrective action reasonably calculated to address the conduct. The District may transfer the student who engaged in bullying to another classroom at the campus to which the victim was assigned at the time the bullying occurred, or a campus other than that campus—after consulting with the parent of the student who engaged in bullying.

IMPROPER CONDUCT: If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct and Board Policy or other corrective action reasonably calculated to address the conduct.

APPEAL: A student who is dissatisfied with the outcome of the investigation may appeal beginning at the appropriate level.

COUNSELING OPTIONS: The student who is a victim, the student who engaged in bullying behavior, and any student witness to bullying behavior shall be informed of all counseling options available to them at the school. Document that the students have been offered counseling options.

MONITOR: Monitor and follow up with the students within 15 school days after the incident to secure that no additional acts of bullying or retaliation have occurred. Additional follow up may be necessary considering the circumstances of the situation. Attach the follow up documentation to the file in the Principal's office.

SOURCE: Colbert County Board of Education and the State Department of Education
ADOPTED: Jun 26, 2018
LEGAL REF.: Ala. Code: § 16-28B-3

6.86.1.1 SUICIDE AWARENESS AND PREVENTION

Program authorized- to the extent that the Legislature appropriates funds or the Board provides funds from other sources, the Superintendent is authorized to develop a program to implement the following statutory requirement of the Jason Flatt Act in an effort to prevent student suicide:

1. Foster individual, family, and group counseling services related to suicide prevention.
2. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
3. Foster training for school personnel who are responsible for counseling and supervising students.

4. Increase student awareness of the relationship between drug and alcohol use and suicide.
5. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
6. Inform students of available community suicide prevention services.
7. Promote cooperative efforts between school personnel and community suicide prevention program personnel.
8. Foster school-based or community- based, or both, alternative programs outside of the classroom.
9. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
10. Engage in any other program or activity which the Board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
11. Provide training for school employees and volunteers who have significant contact with students on the Board policies to prevent harassment, intimidation, and threats of violence.
12. Develop a process for discussing local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence with students.
13. Provide annual training for all certificated, school employees in suicide awareness and prevention. This training may be provided within the framework of existing inservice training programs or as a part of required professional development offered by the school system.

Students may be required to participate in curricular activities developed to implement the statutory requirements of the Jason Flatt Act and are encouraged to participate in any other activities or strategies developed by the Board for that purpose.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents, and legal guardians, and employees by such means and methods as are customarily used for such purpose.

SOURCE: Colbert County Board of Education and the State Department of Education

ADOPTED: Jan. 3, 2020

LEGAL REF.: Section 16-28B-8 Code of Alabama 1975, The Jason Flatt Act 2016-310

6.86.1.2

TITLE IX

In accordance with new regulations involving Title IX (85 Fed. Reg. 30,026,30,029) Colbert County Schools has adopted the policies and procedures laid out within this document for purpose of guidance, training, and decision making in cases involving Title IX complaints.

District Title IX Coordinator

Wade Turberville

256.386.8565

PO Box 538

Tuscumbia, AL 35674

dturberville@colbert.k12.al.us

The district-level Title IX Coordinator's overall responsibility is to coordinate compliance efforts by, among other things:

- Developing materials and ensuring that professional development occurs for staff involved in Title IX efforts.
- Creating systems to centralize records and gather relevant data.

School Title IX Coordinator

School Counselor

The school-based Title IX Coordinator's overall responsibility is to coordinate compliance efforts by, among

- Meeting with alleged victim and his or her parents/guardians once made aware of alleged sexual harassment (cannot be delegated to support staff).
- Coordinating implementation of supportive measures.
- Signing a formal complaint to initiate grievance process (cannot be delegated to support staff).

Investigator

School Counselor or Assistant Principal

- The school-based Investigator carries out an investigation by conducting interviews of the involved individuals and witnesses, collecting documentary and other evidence, and drafting an investigative report.

Decision Maker

Principal

- The school-based Decision-maker reaches the responsibility determination by applying the standard of evidence selected by the district: "preponderance of the evidence" or "clear and convincing."

Definitions

- Actual Knowledge- when notice or allegations of sexual harassment are reported to any school employee; or any employee personally observes such behavior. This definition is met when an employee: witnesses the conduct; hears about the conduct from the alleged victim or anyone else (e.g., parent, friend, anonymous reporter); or receives a written report of the conduct from the alleged victim or anyone else.
- School or District Employee- Title IX Coordinator, administrators, teachers, teacher's aides, bus drivers, cafeteria workers, counselors, school resource officers, maintenance staff workers, or any other employee.
- Sexual Harassment – Where conduct is sexual in nature, or where conduct references one sex or another, that suffices to constitute conduct on the basis of sex. Conduct on the basis of sex that is:

- Category 1: Quid pro quo harassment by a school employee to a student – the employee conditions some type of aid, benefit, or service on the student’s participation in unwelcome sexual conduct;
- Category 2: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity;
- Category 3: Other conduct defined by federal law: Sexual assault, Dating violence, Domestic violence, Stalking.
 - Education Program or Activity- includes locations, events, or circumstances over which a school district exercised substantial control over the alleged perpetrator and the context in which the sexual harassment occurred. Depending on the circumstances, may cover incidents that occur off school district property or online (e.g., field trip, school district digital platform).
 - Supportive Measure- The school-based Title IX Coordinator must “promptly” contact the alleged victim and his or her parents/guardians to discuss the availability of and consider their wishes regarding supportive measures. Examples include: Counseling, Extensions of deadlines or other course-related adjustments, Changes to class schedules, Increased monitoring/security of certain areas. The school must inform the alleged victim and his or her parents/guardians that supportive measures are available with or without the filing of a formal complaint, and also explain the process for filing a formal complaint.
 - Notice- Written notice of the sexual harassment allegations in sufficient detail by including the identities of the involved individuals (if known), the conduct allegedly constituting sexual harassment, and the date and location of the incident (if known). A copy of the grievance policy. The written notice also must: Include a statement that the alleged perpetrator is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. Generally, no disciplinary action may be taken against an alleged perpetrator until after the grievance process is carried out. The grievance policy must describe the range of possible sanctions or remedies. Inform the involved individuals that they may have an advisor of their choice and may inspect and review evidence. Inform the involved individuals of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

School Response

If a school has actual knowledge of sexual harassment allegations, the school must respond promptly and in a manner that is not deliberately indifferent (i.e., not “clearly unreasonable in light of the known circumstances”). A school must offer “supportive measures” to the alleged victim (complainant) and follow a grievance process that meets certain minimum requirements before imposing discipline or other actions that are not supportive measures against an alleged perpetrator (respondent). A school may not continue with the grievance process in the absence of a formal complaint. The school or district will follow the following policies and forms set forth by the Board of Education: ***Policy 6.32 Student Grievance Procedure; 6.32.F Grievance Claim Form; 6.86 Anti-Harassment Policy; 6.86.F Anti-Harassment Policy Complaint Form;***

6.86.1.1 Suicide Awareness and Prevention; 6.87 Sexual Harassment of Students; 4.2 Grievances; 4.2 R Grievance Procedure; 4.2 F Grievance Claim Form; 4.8 Sexual Harassment of Employees.

Grievance Process

After a Formal Complaint:

1. Notice
2. Investigation
3. Written Questions and Answers
4. Responsibility Determination
5. Appeal

Within the investigation the school or district must ensure that it has the burden of proof and the burden of gathering evidence sufficient to reach a responsibility determination; these burdens do not belong to the involved individuals and the school or district must not restrict the ability of the involved individuals to discuss the allegations under investigation or gather and present relevant evidence.

The investigator must provide an equal opportunity for the involved individuals to present witnesses (including fact and expert witnesses) and other inculpatory and exculpatory evidence. Privilege considerations apply. Provide an equal opportunity to the involved individuals and their parents/guardians to inspect and review evidence and respond prior to completing the investigative report. Create an investigative report that fairly summarizes relevant evidence, and share with the involved individuals and their parents/guardians for review and response.

The school must use written questions and answers as part of its grievance process.

The responsibility determination must include the following: apply the standard of evidence selected by the district “preponderance of the evidence” or “clear and convincing standard”, to reach a determination as to whether the alleged conduct occurred; issue a written determination that: Identifies the allegations. Describes the procedural steps taken by the school district. Lays out the responsibility determination, including findings of fact, disciplinary sanctions, applicability of code of conduct, and remedies. Outlines appeal procedures.

An appeal of the responsibility determination or dismissal of a formal complaint must be offered if an involved individual or his or her parents/guardians assert that: A procedural irregularity affected the outcome. New evidence may affect the outcome and was not previously reasonably available. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias that affected the outcome. The Decision-maker on appeal may not be the initial Decision-maker, the Investigator, or the Title IX Coordinator.

Time Frames are outlined within the above listed board policies.

Dismissal of Formal Complaint

A school must dismiss a formal complaint for purposes of Title IX sexual harassment under certain circumstances, including: The alleged conduct, even if true, would not constitute sexual harassment. The alleged conduct, even if true, did not occur in the school district’s education program or activity. The alleged conduct, even if true, did not occur against a person in the United States. A school has discretion to dismiss a formal complaint during the grievance process under certain circumstances, including: The alleged perpetrator is no longer enrolled or no longer employed by the school district. The alleged victim and his or her parents/guardians notifies the Title IX Coordinator in writing that the formal complaint or any allegations therein are withdrawn. Specific circumstances prevent the school district from gathering evidence

sufficient to reach a determination regarding the formal complaint or allegations therein.

Training Materials

All teachers and staff will be trained yearly.

Training Material will be posted on District website

Recordkeeping

The district must maintain certain records for a seven-year period. The required recordkeeping includes: Investigation, appeal, and informal resolution records. Records of any actions including any supportive measures taken in response to a report of formal complaint of sexual harassment. Among other things, the school must document why its response was not deliberately indifferent or “clearly unreasonable in light of the known facts”. Records of professional development training materials.

Emergency Removal and Administrative Leave

A school may not sanction an alleged perpetrator until after the grievance process is carried out. However, the regulations provide exceptions for emergency removal and administrative leave under certain circumstances and in compliance with disability laws.

- Emergency removal may occur if the school district has (1) undertaken an individualized safety and risk analysis; (2) determined that an immediate threat to the physical health or safety of a student or other individual arising from the allegations justifies removal; and (3) provided the alleged perpetrator with notice and an opportunity to challenge the decision immediately following the removal.
- A school district may place an employee on administrative leave for the duration of the grievance process without having to follow the emergency removal criteria outlined above.

SOURCE: Colbert County Board of Education and the State Department of Education
ADOPTED: August 20, 2020
LEGAL REF.: Act of Legislature 20 U.S.C 1681; 85 Fed. Reg. 30,026,30,029,30,572

6.86.1.2 HARASSMENT/BULLYING INVESTIGATION FLOW CHART

COLBERT COUNTY BOARD OF EDUCATION

1	Initial Notification of Bullying by student, parent, staff, witness to a staff member as documented in incident report.	ASAP
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2	Notification to Administration if Step 1 was to other school personnel.	ASAP
3	Notification Reduced to Complaint Form by administration if not already completed in 1 or 2.	1st Day
4	Parent Contact/Conferences to gather information and to walk through the incident report and Bully Investigation Form.	ASAP
5	Interim Safety Plan/Action discussed and implemented if needed with parents and students.	During Conference
6	Counselor Notification with completed "Complaint Form".	2 Days
7	Investigate allegation thoroughly. Use witness statement forms as needed.	
8	Warning given to all parties about Retaliation.	Upon Interview
9	Witness names given to counselor.	
10	Upon completion of investigation, complete Bullying Investigation Form, Student harassment referral action form and letter given/sent to parent/guardians.	2 Days
11	Principal and Assistant Superintendent of Student Services given final copies of all forms and documentations.	2 Days

6.86.1.F1

BULLYING INVESTIGATION FORM
COLBERT COUNTY BOARD OF EDUCATION

Alleged Perpetrator _____ Alleged Victim _____

Parent Contact Info: _____ Parent Contact Info: _____

Bullying occurs when a student or group of students engages in a continuous pattern of intentional behavior such as:

I * written expression, * verbal expression, * expression through electronic means, or * physical acts

that occurs

II * on school property, * at a school-sponsored/school-related activity or, * in a vehicle operated by the District

and that:

[Proceed with Bullying Investigation Form below if any box in I and in II above are checked, if no box in I and in box II is checked, Bullying as defined by law, did not occur. Proceed per District Code of Conduct.]

III * Place a student in reasonable fear of harm or damage to property.

or

Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.

or

Have the effect of substantially disrupting or interfering with the orderly operation of the school.

or

Have the effect of creating a hostile environment in the school, on school property, on a bus, or at a school-sponsored function.

or

Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Date of Incident(s) _____

Date of Notification _____

Date of Completion _____

Name of Person Investigating _____

6.86.1.F1

BULLYING INVESTIGATION LOG

COLBERT COUNTY BOARD OF EDUCATION

Provide date for each item when completed and attached all documentation to the back of this form.

DATE Completed

[_____] Written Verbal complaint in place. INCIDENT REPORT

[_____] principal notified

[_____] A.S.V. Parent contacted/conference and completed Parent/Student Bullying Report Form

[_____] Interim safety actions discussed/taken

[_____] A.S.P. Parent contacted/conferenced and completed Parent/Student Bullying Report Form

[_____] Counselor Notified (victim, perpetrator, and witness)

[_____] A.S.V. Interviewed/Provided Witnesses (W.S.)

[_____] A.S.P. Interviewed/Provided Witnesses (W.S.)

[_____] Informed and warned against retaliation (all parties)

[_____] Get written statements from all when possible

[_____] Final Written Report completed and give/mailed

[_____] A.S.P. parent contacted/debriefed/actions

[_____] A.S.V. parent contacted debriefed

[_____] Final Written Report sent to Assistant Superintendent of Student Services

A.S.P. – Alleged Student Perpetrator

A.S.V. - Alleged Student Victim

W.S.- Written Statements Taken

6.86.1.F2

“STAY AWAY AGREEMENT”

COLBERT COUNTY BOARD OF EDUCATION

For: _____ Grade _____

Issued on behalf of: _____ Grade _____

On _____ a complaint of intimidating/bullying was filed against you and has been investigated. This behavior is a violation of CISD policy and Student Code of Conduct. In order to protect the rights and safety of all members of our school community, you are required to stay away from _____ and stop all communication. If you continue to engage in these behaviors, encourage others to engage, or retaliate against _____ in any way for making this complaint, additional disciplinary actions may result. Your compliance will be monitored by school administration and staff. This agreement will be reviewed on _____. Please be advised that any further infraction can result in suspension and/or removal from campus in addition to possible legal consequences.

Signatures

Student: _____ Date: _____

Victim

Parent/Guardian: _____ Date: _____

of Student Victim (if required)

Student: _____ Date: _____

Accused

Parent/Guardian: _____ Date: _____

of Student Accused (if required)

Administrator: _____ Date: _____

6.86.1.F3

INCIDENT REPORT
COLBERT COUNTY BOARD OF EDUCATION

Student's Name:	
Date:	

Incident Statement

Name:	Date:
Contact Info:	Relationship to student:

Signature: _____ **Date:** _____

6.86.1.F3

**INCIDENT REPORT
COLBERT COUNTY BOARD OF EDUCATION**

Physical	<input type="checkbox"/> Physical fight <input type="checkbox"/> Physical injuries list: _____ <input type="checkbox"/> Other: _____
Gesture, written, or verbal expression	<input type="checkbox"/> Verbal fight <input type="checkbox"/> Written or verbal threat <input type="checkbox"/> Written note <input type="checkbox"/> Written or verbal rumors <input type="checkbox"/> Seclusion <input type="checkbox"/> Embarrassing the student <input type="checkbox"/> Other: _____
Electronic Communication	<input type="checkbox"/> Cell phone <input type="checkbox"/> Audio or visual image <input type="checkbox"/> Instant message/email <input type="checkbox"/> Gaming <input type="checkbox"/> Social Networking <input type="checkbox"/> Blog <input type="checkbox"/> Other: _____
Damage of student's property	<input type="checkbox"/> Property damage <input type="checkbox"/> Stolen or missing property <input type="checkbox"/> Other: _____
Reasonable fear of harm to person or property	<input type="checkbox"/> Fear of harm to person <input type="checkbox"/> Fear of harm to property <input type="checkbox"/> Other: _____
Disrupt or interfere with school's educational mission or the education of student	<input type="checkbox"/> Changes in attendance: absences, tardies <input type="checkbox"/> Missing classes/parts of school day <input type="checkbox"/> Changes in grades <input type="checkbox"/> Changes in participation of school activities <input type="checkbox"/> Avoidance of elements: lunch, bus, recess <input type="checkbox"/> Other: _____

Signature: _____ **Date:** _____

Phone Conference - Date: _____ **Time:** _____

6.86.1.F4

INTERIM SAFETY ACTIONS DISCUSSED/TAKEN

COLBERT COUNTY BOARD OF EDUCATION

Victim	Offender	Action Taken	Notes
		None were warranted	
		Student contract	
		Loss of privileges	
		Counseling interventions	
		Follow up monitoring	
		Loss of bus privileges	
		Detention	
		In-school assignments or intervention program	
		Moved to another class	
		Moved to another campus	
		In-School Suspension/CLASS	
		Assignment to Alternative School	
		Other:	

Student victim's parent notified:

Date of notification: _____ Means of notification: Phone Letter Conference

Student perpetrator's parent notified:

Date of notification: _____ Means of notification: Phone Letter Conference

Date Counselor notified: _____ Counselor's Initials: _____

Date Campus Principal Notified: _____ Principal's Initials: _____

6.86.1.F5

WITNESS STATEMENTS

COLBERT COUNTY BOARD OF EDUCATION

Student's Name	
Date	

Name:	Date:
Contact Info:	Relationship to Student:

--

Witness Signature: _____

6.86.1.F6 STUDENT HARASSMENT/BULLYING REFERRAL ACTION FORM
COLBERT COUNTY BOARD OF EDUCATION

GENERAL INFORMATION										
Last Name:				First:		Grade:		Time of Incident:		
Date of Incident:					Date of Referral:					
Reported by:				Title of Reporter:			Location of Infraction:			
HARASSMENT/BULLYING REFERRAL ACTION										
<input type="checkbox"/>	Harassment:				<input type="checkbox"/>	Other Infraction: (Explain)				
Description of Infraction:										
ACTION(S) TAKEN BY TEACHER										
**NOTE: PARENT MUST BE CONTACTED IN REGARD TO THIS INCIDENT BEFORE REFERRAL WILL BE PROCESSED										
<input type="checkbox"/>	Parent Notification by phone: Date(s)					<input type="checkbox"/>	Parent Notification by Letter: Date(s):			
<input type="checkbox"/>	Previous Parental Notifications by Phone	Day/Time	Date/Time	Date/Time	<input type="checkbox"/>	Parental Notifications on This Incident	Date/Time	Date/Time	Name of Parent Contacted	
<input type="checkbox"/>	Verbal Warning: Date(s)					<input type="checkbox"/>	Conference with Student: Date(s):			
<input type="checkbox"/>	Silent Lunch: Date(s)					<input type="checkbox"/>	In-Class Displacement: Date(s)			
<input type="checkbox"/>	Conference with Parents: Date(s):					<input type="checkbox"/>	After-School Detention: Date(s)			
<input type="checkbox"/>	Other Action(s):									
ADMINISTRATIVE ACTION										
<input type="checkbox"/>	Consultation with Student in Office				Code of Conduct Information Given : <input type="checkbox"/> YES <input type="checkbox"/> NO					
<input type="checkbox"/>	Warning Issued for Offense				Method: <input type="checkbox"/> Verbal <input type="checkbox"/> Written					
<input type="checkbox"/>	Parent Notification Method		<input type="checkbox"/> Phone/ Phone #: Date: Time: Contact:		<input type="checkbox"/> Copy of Referral		<input type="checkbox"/> Letter <input type="checkbox"/> Student Delivery <input type="checkbox"/> 1 st Class <input type="checkbox"/> Certified Mail			
<input type="checkbox"/>	In-School Suspension		# of Days:		Inclusive Dates:					
<input type="checkbox"/>	Out-of-School Suspension		# of Days:		Inclusive Dates:					
<input type="checkbox"/>	After-School Detention		# of Days:		Inclusive Dates:					
<input type="checkbox"/>	Saturday School		Date:							
<input type="checkbox"/>	School Counselor Referral		Counselor Name:							
<input type="checkbox"/>	SRO Referral		Officer #:							
<input type="checkbox"/>	Other Action: (Explain):									
<input type="checkbox"/>	Harassment Consequences, reprisals, retaliation, or false accusations actions explained.									
Student Signature: _____					Date: _____					
Administrator Signature: _____					Date: _____					

Parent Signature: _____ **Date:** _____

6.87 SEXUAL HARASSMENT OF STUDENTS

General

It is the policy of the Board that sexual harassment of students by employees or other students is unlawful behavior and will not be permitted in the school setting. The Board is committed to providing an academic environment that is free of unlawful sexual harassment and will seek to utilize 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

1. 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
2. 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
3. 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.

Examples of Sexual Harassment

Examples of sexual harassment include, but are not limited to the following: continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe objects or pictures.

Designation of Reporting Officer

The Board hereby directs the Superintendent to appoint annually, prior to the beginning of the school year, an administrative employee to serve as the reporting officer for all complaints of sexual harassment involving students of the School District.

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. 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 to the Superintendent the results of the investigation of the complaint. Such report shall be in writing*. 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.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Jun 8, 1995; REVISED: Aug 5, 2004
LEGAL REF.: Ala. Code: §16-8-231; Meritor Savings Bank FSB v. Vinson, 477 U.S. 57 (1986); Civil Rights Act of 1964, Title VII; EEOC Guidelines.

6.88 MARRIED STUDENTS

Married students shall be eligible to attend the schools of the School District and participate in regular school programs. Such students must maintain a responsible relationship to the school and other students and shall be expected to abide by all rules and regulations applicable to students.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987

6.89 UNWED MOTHERS

An unwed pregnant female may attend the schools of the School District and participate in regular school programs until such time as her physician recommends termination of school activities. A student must present a physician's statement, which verifies that she is physically able to participate in school activities prior to returning to school.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987

6.90 STUDENT FEES

In accordance with law, no fees of any kind shall be mandated for collection from students attending the first six grades. Voluntary contributions may be solicited from Grades K-6, only upon approval of the local school principal and the Superintendent.

Reasonable fees may be charged for courses that are not required for graduation by the State Course

of Study for graduation. In order that student fees be consistent among the schools of the School District, local school principals, with the advice of their professional staff, should meet annually with the Superintendent to establish a schedule of fees to be charged within the School District.

In all cases, student fees will be held to a minimum.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987; REVISED: Oct 21, 2010
LEGAL REF.: Ala. Code, §16-10-6, §16-26-4, §16-36-32, §16-36-35; Attorney General Opinions, Dec 29, 1975 and Mar 1, 1976.

6.91 FIELD TRIPS AND EXCURSIONS

Field trips and excursions that are logical extensions of classroom instruction and provide worthwhile learning experiences are important and present opportunities for students to participate in "hands on" education. School administrators and teachers shall develop systematic procedures for ensuring that all trips away from the school provide optimal learning opportunities for students. The following minimal procedures shall be adhered to when conducting field trips and excursions away from school:

1. Students shall be expected to exhibit good behavior and shall be subject to the same code of conduct applicable to regular classroom activities.
2. Students must have written permission signed by their parents/guardians/custodians on file with school officials prior to departing on a school-sponsored field trip, either by school bus or approved private transportation.

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama
ADOPTED: Feb 5, 1987

6.92 Supervision of Low Risk Juvenile Sex Offenders

Colbert County Schools System

Pursuant to *Annalyn's Law* (Act No. 2018-528), the Superintendent shall be notified by local law enforcement when a low risk juvenile sex offender is enrolled or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities.

Section 1. Definitions

In this policy, these terms shall have the following meanings:

- a. "Plan" refers to the "individualized student safety plan" developed following the Student's adjudication and/or enrollment in the school to serve as a behavior contract between contract between the Student and the School.
- b. "School" refers to "all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the Student's current school of record.

- c. “Student” refers to “the low risk juvenile sex offender” designated by a juvenile court judge as having a low risk of re-offense.
- d. “Teachers and staff with supervision over the student” or “Supervision team” refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student’s assigned teachers and/or coaches, the Student’s counselor, and if applicable, the Student’s bus driver, during the subject school year and who will be privy to information regarding the Student’s status. Teachers and staff with only passing and/or general contact with the Student shall not be privy to information regarding the Student’s status. The school’s Threat Assessment Team will serve as the “supervision Team”.
- e. “Victim” refers to the victim, if known by and attending the same school as the Student, of the offense for which the Student was adjudicated delinquent.

Section 2. Notification

- a. **Current Students** In the event a currently enrolled Student is adjudicated delinquent and designated “low risk” by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student’s school in writing.
- b. **Newly Enrolled Students** In the event a Student seeks to enroll in the district as a new student, and that Student has been previously designated as a low risk juvenile sex offender, local law enforcement is expected to notify the local Superintendent and principal of the Student’s school in writing.
- c. **Students That Change Schools Within the District** In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable.
- d. Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original Plan and the transferring Student’s status and circumstances. Regardless, the principal of the prior school must provide the Student’s records and Safety Plan to the principal of the new school as soon as practicable.
- e. The new principal should review the Plan and meet with the Student, the Student’s parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the Student’s circumstances.
- f. **School Staff Changes**
- g. In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student’s status and Plan.

The Student, his parent or guardian, and other members of the Supervision Team should be notified of changes to the Supervision Team within a reasonable timeframe.

Section 3. Plan Development and Maintenance

Upon proper notification from law enforcement, the Student’s principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student’s parent or guardian to develop an appropriate Plan. This meeting should take place within 10 school days or as soon as practicable.

In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan. In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction.

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team.

The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

Section 4. Supervision

The Student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan.

Members of the Supervision Team should report any suspected violations of the Plan to the principal or designee.

The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discrete and unobtrusive.

Section 5. Students with Disabilities

Discipline of Students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and implementing regulations.

Section 6. Violations of the Plan

In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to board policy and/or reassessment of the Plan's conditions.

Section 7. Challenges to the Plan

In the event the Student and/or his parent or guardian object to conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designee to consider whether adjustment of the Plan or response modification is warranted. The Superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable School disciplinary policies and procedures and the Student will be afforded process due thereunder.

Section 8. Confidentiality

Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by the members of the Supervision Team. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

Section 9. Retaliation

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the Student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully

integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

Section 10. Procedures

The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

SOURCE: Colbert County Board of Education and the State Department of Education

ADOPTED: June 24, 2019

LEGAL REF.: Ala. Act No. 2018-528, Ala. Code § 16-1-51.1 (1975).