

COLBERT COUNTY SCHOOLS

STUDENT PARENT INFORMATION GUIDE

2023-2024

COLBERT COUNTY
BOARD OF EDUCATION

V08032023



COLBERT COUNTY SCHOOLS

Dear Parents and Guardians,

As we look forward to starting the 2023-2024 school year, I would like to take this opportunity to thank you for your ongoing support of the Colbert County School System. We are proud to serve our students and all the communities they represent. Colbert County schools offer a wide range of engaging and exciting opportunities for all students from academics to the arts, athletics, and student organizations.

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

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

CCS Vision:

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

Sincerely,

Chris Hand
Superintendent of Colbert County Schools

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COLBERT COUNTY SCHOOLS

2023-2024 SCHOOL CALENDAR & REPORTING PERIODS

DATE	DESCRIPTION
July 17, 2023	CTE Teachers Report
July 31 – August 3 2023	Teacher PD Days (Students Do Not Report)
August 4, 2023	First Day of School
September 4, 2023	Labor Day
September 5, 2023	Teacher PD Day (Students Do Not Report)
October 16, 2023	Fall Break
October 17, 2023	Teacher PD Day (Students Do Not Report)
November 10, 2023	Veterans Day
November 20-24, 2023	Thanksgiving Break
December 15, 2023	Last Day of First Semester (Students Dismiss @11:30)
Dec 18, 2023 - Jan 5, 2024	Christmas Break
January 4 - 5, 2024	Teacher PD Days (Students Do Not Report)
January 8, 2024	Student's First Day of 2nd Semester
January 15, 2024	Martin Luther King Jr. Holiday
February 16, 2024	Teacher PD Day (Students Do Not Report)
February 19, 2024	President's Day
March 13, 2024	Kindergarten Registration
March 15, 2024	Teacher PD Day (Students Do Not Report)
March 25-29, 2024	Spring Break
April 1, 2024	Schools Reopen
April 26, 2024	Teacher PD Day (Students Do Not Report)
May 23, 2024	School Term Ends (Students Dismiss @11:30)
May 23-24, 2024	Graduation
May 24, 2024	Teacher PD Day (Students Do Not Report)
May 27, 2024	Memorial Day
June 10, 2024	CTE Teacher Last Contract Day
June 19, 2023	Juneteenth

2023-2024 REPORTING PERIODS	
1 st Nine Weeks – Quarter 1	August 4, 2023 – October 6, 2023
2 nd Nine Weeks – Quarter 2	October 11, 2022 – December 15, 2023
3 rd Nine Weeks – Quarter 3	January 8, 2024 – March 8, 2024
4 th Nine Weeks – Quarter 4	March 11, 2024 – May 23, 2024

COLBERT COUNTY BOARD OF EDUCATION

425 Hwy 72 West Tuscumbia, AL 35674 256 386 8565

Superintendent, Chris Hand
Assistant Superintendent, Taylor Leathers

BOARD MEMBERS

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

**Regular meetings of the Colbert County Board of Education occur at 425 Hwy 72 W. Tuscumbia, AL 35674 on the third Thursday of every month at 5:00p.m. unless special circumstances are announced by the Board.*

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

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

Office Of Superintendent

Administrative Assistant to the Superintendent	Ext. 1212	Chrissy Denton
Assistant Superintendent	Ext. 1229	Taylor Leathers
District COVID Officer & Special Projects.....	Ext. 1201.....	Lymos McDonald
District Safety & Security Officer	Ext. 1208	Brad Counce

Department of Finance

Chief School Financial Officer	Ext. 1230	Shauna James
Accounts Payable.....	Ext. 1221.....	Angela Puckett
Payroll & Benefits	Ext. 1214.....	Kathy Howard

Department of Curriculum, Instruction, & Assessment

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

Department of Technology

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

Department Of Special Education & 504

Director of Special Education & 504.....	Ext. 1238	Dr. Fred Abernathy
Special Education Administrator.....	Ext. 1228	Tiffani Fuqua
Special Education Secretary.....	Ext. 1244	Brooke Cunningham
Homebound/Inclusion.....	Ext. 1237	Destin Gargis

Department Of Transportation, Maintenance, Federal Programs, & School Nurses

Director of Transportation & Federal Programs.....	Ext. 1102	Wade Turberville
Director of Maintenance.....	Ext. 1110.....	Al Hyde
Federal Programs/Transportation Secretary.....	Ext. 1101.....	Brooke Cunningham
Lead School Nurse.....	Ext. 1217	Leatonia Klyce
Mental Health Services Coordinator.....	Ext. 1215.....	Emily Counce
Bus Shop/Transportation.....	Ext. 1103	Kenneth Franks

Department of Career & Technical Education

Director of Career & Technical Education.....	Ext. 1624	Emiley Crisler
Career Coach.....	Ext. 1213	Lattoria Jones

Department of Child Nutrition Programs

Director of Child Nutrition	Ext. 1227	Jamie Austin
CNP Area Supervisor	Ext. 1227	Chasity Howard

ACCREDITATION

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

JURISDICTION OF THE SCHOOL BOARD

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

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

EQUAL EDUCATION OPPORTUNITY STATEMENT

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

PARENTS RIGHT TO KNOW

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

EDUCATION FOR HOMELESS CHILDREN & YOUTH

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

COLBERT COUNTY SCHOOLS BOARD POLICY MANUAL

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

STUDENT RIGHTS & RESPONSIBILITIES

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

PRIVACY & PROPERTY RIGHTS

Federal & State laws & recent court rulings uphold the authority of school officials to conduct reasonable searches & seizures of property where there are "reasonable grounds". The law permits

the Colbert County Board of Education, its employees, agents, or designees to conduct reasonable searches of students & seizure of student property to protect the health, safety, & welfare of all.

RESIDENCE, ENROLLMENT, & ADMISSION REQUIREMENTS

Board Policy regarding School Attendance Zones & Out-of-District students may be found on the system website at www.colbertk12.org. All parents/guardians wishing to enroll students into the Colbert County School District must schedule an appointment with the District Registrar to complete the student enrollment process. Registration & Enrollment links can be found at www.colbertk12.org.

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

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

Required Enrollment Documents Include:

Current Utility Bill (with matching valid photo ID) of residence of appropriate school zone or reciprocal area	Required for all students enrolling in Colbert County Schools
Current Copy of Immunization Form	Required for all students enrolling in Colbert County Schools
Report Card or Release from last school attended	Not Applicable for first time Kindergarten/First Grade Enrollees
Official Birth Certificate	Only Required for Kindergarten/First Grade
Guardian or Custody Papers	Only Required if applicable
Social Security Number	Optional/Voluntary Information

SCHOOL COUNSELORS & STUDENT RECORDS

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

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

Responsibilities Of Students & Parents

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

Rights Of Students & Parents

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

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

EDUCATION RECORDS PRIVACY RIGHTS (FERPA)

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

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

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

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

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

DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs)

receiving assistance under the Elementary & Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses & telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. *

If you do not want the Colbert County Board of Education to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by the day following Labor Day. The Colbert County Board of Education has designated the following information as directory information:

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

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

edTPA NOTICE

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

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

EMERGENCY SCHOOL CLOSINGS

In the event of a school closing for any reason, media will be notified to broadcast or televise details of the situation & each home will receive messages from our Mass Notification System regarding the event. Necessary details will be shared on all social media platforms, broadcast or televised, as information is available. Some local Radio, Television, & News Outlets include:

WBTG-FM	WFIX-FM	WLAY-FM	WQLT-FM	WZZA-AM
WAAY-31	WAFF-48	WHNT-19	WZDX-54	TimesDaily

SAFETY FIRST

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

- The district & each school annually update Emergency Operations Plans & response procedures. These resources include information about how to respond to various events including severe weather, natural disaster, or other possible emergencies that might occur in &/or around schools. This also includes annual safety audits & safety plan review.

- Each school frequently conducts emergency response drills to practice & to improve the effectiveness of responses to various situations.
- The district meets with city, county, & other agencies that assist schools in times of need.
- A crisis response team has been established for the district, as well as each school, that includes administrators, licensed professional counselors, law enforcement, fire & medical emergency responders, city leaders, & other individuals both inside & outside of the school system that are ready to respond.
- Receiving information is important in the identification & prevention of potential issues. We encourage all parents & guardians to communicate & concerns & questions to school administrators, or contact the Safe Schools Hotline 1-888-728-5437.
- Communication is a key component of school safety. A mass notification system is utilized throughout the district to allow parents to be notified of important information as quickly as possible. Please keep your family's contact information (address, phone number, email) constantly updated through your school office.
- Emergency Operation Plans, safe-place diagrams, & fire escape diagrams are posted in every room in the school building.
- Programs related to drug prevention, violence prevention, & abuse/neglect prevention for at-risk student are provided to students throughout the district.
- Annual trainings regarding reporting child abuse & neglect, the district harassment policy & reporting, Erin's Laws sexual abuse prevention, & Jason Flatt Act suicide prevention awareness are presented to all staff through annual professional development.

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

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

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

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

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

Heightened Awareness *Get Your Attention*

Potential MAY exist for unusual situation & all parties should have heightened awareness

- Follow school's communication plan for info.
- Limit movement to and from classroom.
- Be accountable for all students.
- Look for unusual behavior in and around the school.
- Check exterior doors to make sure they are secure.

Secure Area Of Responsibility *Hallway, etc.*

Specific incident within area of responsibility such as medical or potential threat to self/others

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

Secure Perimeter *On Alert*

Potential danger exists within neighborhood/community & all parties should be aware to react.

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

Lockdown *Immediate Threat*

Recognition of Danger. Take immediate action using safest & best option for survival.

- Execute Alert methods.
- Secure yourself & others by assessing and using available information to decide if you should;
- **HIDE *Secure and/or Barricade***- Lock doors, Lights off, Barricade entry, Stay Quiet, Stay in Place.
- **RUN *Intelligent Escape***- Evacuate to Safer Location, Remain with Group, Call 911 when Safe,
- **FIGHT *Defend and Protect***- As a matter of survival, Engage by any means necessary, monitor & use Communication Devices, Release only by administration or law enforcement.

PARENT REUNIFICATION

When students have been removed from the school or when an emergency has occurred that affects the ability to have a normal dismissal, a relocation site will be established. Parents will be notified of this location by school/district communication systems. At this location, parents will be updated concerning the situation & plans for reunification with their student. Remember, students can only be released to contacts listed in the Student Information System, so be sure to update information regularly. Anyone attempting to pick up a student must show proper photo identification.

BE PREPARED

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

EMERGENCY DRILLS

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

Tornado Drills - Tornado drills are conducted in all schools. Procedures for tornado drills shall be developed & conducted in accordance with local Emergency Management Agency (EMA) guidelines. Such drills shall be conducted at least three (3) times each year.

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

Tornado Warning - In the event a tornado warning is issued for areas in which a school is located, the principal or their designees shall take all actions as specified in the approved Crisis Management Plans. Under a tornado warning, students shall not be released via regular transportation plans (i.e., car pools, private vehicles, etc.) provided the warning is in effect at the time set for concluding normal school day activities, except students may be released during a tornado warning to students' parents at the end of the school day, provided said parents come to the school & assume custody of their child(ren).

SCHOOL VISITORS

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

STUDENT CHECK-OUTS

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

CHILD NUTRITION PROGRAM

Student breakfast & lunch will be served to students beginning the first full day of the school year unless otherwise announced by the school principal. Colbert County Schools currently participates

in the Community Eligibility Program so students receive breakfast & lunch at no cost. Limited a la carte items also are available during the lunch period at various prices.

SEXUAL HARASSMENT OF STUDENTS

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

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

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

Reporting Incidents of Sexual Harassment

A student who feels that he/she has been sexually harassed should report the incident to the school principal & the designated reporting officer, Dr. Fred Abernathy at 256-386-8565. Such report shall be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence. Students are urged to make such report no later than ninety (90) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made verbally to the principal in person or may be made in writing, signed by the complainant, & then delivered to the principal & 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 & to sign the written complaint. Upon delivery of the written complaint to the reporting officer, he/she, with the cooperation of the principal, shall forthwith commence an investigation of such written complaint. Nothing herein shall relieve the principal or other school personnel from reporting wrongful acts against students to the Department of Human Resources as required by law.

Complaint Resolution Procedure

Upon completing an investigation of the complaint, the designated reporting officer shall report in writing to the Superintendent the results of the investigation of the complaint. The school principal shall thereupon meet with the complainant & the charged employee or student, together with the designated reporting officer, & 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, & if in his/her discretion it is warranted, he/she may recommend a hearing be held by the Board in accordance with the laws & 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 & scheduled, a copy of the reporting officer's written report shall be furnished to the parent/guardian of the complainant & a copy to the charged employee or another student at least five (5) calendar days before the hearing.

STUDENT GRIEVANCES

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

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

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

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

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

AUTOMOBILE & MOTORIZED VEHICLE USE BY STUDENTS

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

HEALTH INSURANCE

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

STUDENT ACCIDENT INSURANCE PROGRAMS

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

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

WORTHLESS CHECK COLLECTION POLICY

Anyone presenting a check returned by the bank as "NSF" or "Account Closed" will be charged a fee of \$30.00 per NSF check returned. The fees will be payable to the school receiving the bad check. Unless the amount of the NSF check & the \$30.00 fee are collected within the specified time, the

holder of the check may assume the check was delivered with the intent to defraud & will be turned over to the District Attorney's Worthless Check Unit for collection & criminal prosecution.

TEXTBOOK PAYMENT SCHEDULE

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

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

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

PROGRAM FOR EXCEPTIONAL CHILDREN

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

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

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

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

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

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

PARENT/ FAMILY INVOLVEMENT PLAN

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

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

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

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

STUDENT/PARENT/SCHOOL COMPACT COMMITMENT

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

Parents Should:

- Communicate regularly with the schools concerning their student's progress & conduct.
- Ensure that their students are in daily attendance & promptly report & explain an absence or tardiness to school.
- Notify school authorities of any problem or condition which may affect their student or other students of the school.
- Maintain up-to-date work & emergency telephone numbers at the school, including doctor, hospital preferences, & emergency health care form.
- Provide needed resources for students to complete class work.
- Discuss report cards & work assignments with their children.
- Attend scheduled parent/teacher conferences.

Students Should:

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

Schools Should:

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

CURRICULUM & INSTRUCTION

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

ELEMENTARY SCHOOL CURRICULUM

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

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

JUNIOR HIGH CURRICULUM

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

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

HIGH SCHOOL CURRICULUM

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

ACADEMIC COMPETITIONS

Regular academic competitions positively affect both attitudes toward learning of the participating students & the knowledge base to which they are exposed. Junior & senior high school teams

participate in tournaments, within the school district, which test students' knowledge of mathematics, science, social studies, geography, & English. Schools also participate in regional competitions.

STUDENT GOVERNMENT

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

Student Responsibilities

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

Student Rights

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

STUDENT PUBLICATIONS

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

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

Student Rights - To participate in the development/distribution of publications as a part of the educational process.

IMMUNIZATION REQUIREMENTS

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

STUDENTS WITH SEVERE HEALTH PROBLEMS

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

STUDENT MEDICATION

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

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

- Student self-administration of medication for a documented chronic health condition will be authorized if conducted in compliance with the State Department of Education, Alabama Board of Nursing, & the Colbert County Board of Education guidelines. The school nurse will verify all orders before students are allowed to carry & self-administer medications.
- Colbert County Schools follows the Alabama Board of Nursing & State Department of Education guidelines for the administration of medications to students.

COLD & FLU SEASON

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

EXCLUSION PERIODS

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

HELPFUL TIPS FOR STAYING HEALTHY

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

PARENT ACCESS TO STUDENT GRADES & ATTENDANCE

Parents may access their student's attendance, grades & information at any time by logging into the PowerSchool Parent Portal. Access can be located at www.colbertk12.org.

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

UNIFORM GRADING SCALE

A numerical system will be used as the uniform grading scale as indicated. The key to grades will be listed on the report cards. Each teacher should have a minimum of six major grades per nine-week grading period. Semester tests will be scheduled & required for students in grades 7-12.

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

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

GRADE CALCULATIONS

Grade calculations are set up in PowerSchool prior to the start of the academic year. The following calculations will apply to the 2023-2024 School Year.

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

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

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

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

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

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

GRADING SCALE FOR CREDIT-BEARING COURSES (SECONDARY)

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

- Numeric, weighted GPAs (NOT Quality Points, weighted GPAs) will be used in determining class rankings including Valedictorian & Salutatorian.

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

EXAM EXEMPTIONS (CORRECTED 8/3/23)

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

- An average of 90 or above with no more than 4 absences, for a semester-long course, or 8 absences, for a year-long course, during the school year.
- An average of 80-89 with no more than 3 absences, for a semester-long course, or 6 absences, for a year-long course, during the school year.
- An average of 70-79 with no more than 2 absences for a semester-long course, or 4 absences, for a year-long course, during the school year.
- An average of 60-69 with no more than 1 absence for a semester-long course, or 2 absences, for a year-long course, during the school year.
- Student eligibility for exemption will be determined by the teacher in each class on the basis of the yearly average & the number of absences from the class during the year.
- Absences due to participation in official school sponsored activities are not to be included in the number of absences counted for exemption purposes.
- Any student suspended (out-of-school suspension or expulsion) for any reason will not be eligible for an exemption in any class, except the policy may be waived by the Exemptions Incentive Guidelines for 11th & 12th Grade students.
- Exemption Incentive Guidelines

- 11th Grade – May exempt all classes in which they have a passing grade with a composite score of 21 on the ACT w/writing & not exceeded 10 total all day absences.
- 12th Graders – May exempt all classes in which they have a passing grade by scoring “Benchmarks” on the ACT Workkeys & not exceeded 10 total all day absences.
- Students who qualify for an exemption in a class may at their own choosing take that examination. However, if they choose to do so, the examination score will count toward the student's yearly average.
- Students who miss more than 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.

PROMOTION & RETENTION

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

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

Grades 7-8 The Board has determined that the decision regarding promotion/retention in grades seven & eight is best made by the respective school principal, & the student's teachers. Each case should be considered individually & a decision made which is based upon the best interest of the student. To help provide consistency throughout the school district, the Board has set up guidelines, which may be found in the School Board Policy Manual.

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

10 th Homeroom	Students must have earned at least 6 Carnegie Units
11 th Homeroom	Students must have earned a cumulative total of at least 13 Carnegie Units
12 th Homeroom	Students must have earned a cumulative total of at least 20 Carnegie units & be on track to graduate during the scholastic year in which they are promoted to the 12 th Grade

**Each case for retention must be reviewed by a local school committee consisting of principal, student's teachers, & counselor.*

VALEDICTORIANS, SALUTATORIANS, & HONORS GRADUATES

The following criteria shall be used for determining who may be eligible for Valedictorian & Salutatorian. The candidate must be on track towards an Alabama High School Diploma with Advanced Academic Endorsement in grades 10 through 12, which shall include:

- 4 units of English to include highest-level offered at the school in grades 10 through 12
- 4 units of Social Studies to include all appropriate, required courses per the AL Course of Study.
- 4 units of science to include Biology, Chemistry &/or Physics.
- 4 units of Math to include Algebra I, Geometry, Algebra II with Statistics.
- A minimum of 1 year of the same Foreign Language.
- All designated courses (including half units) offered by a local high school shall be eligible for & figured into the calculations for determining class standing or overall average, except courses designated with an "assistant" description (Library Assistant, Office Assistant, etc.) shall not be used in calculating the overall average of candidates.
- The candidates must have been enrolled at the local high school for one-full school year prior to the date of their graduation.
- The standing of the candidates shall be computed on a numerical basis (including weighted grades when applicable) up to & including the second nine weeks of the senior year.
- If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. Provided the school will not or cannot provide numerical grades, said student's letter grades will be converted to numerical grades at the mid-point of the grading scale approved for use by high schools of the School District.
- In determining the overall grade average, all final course grades (excluding "Assistant" courses) shall be averaged. The student with the highest overall grade average shall be Valedictorian, with the second highest being named Salutatorian. Grade point averages shall be carried three places to the right of the decimal.
- Extraordinary situations or circumstances that may arise will be resolved by the school principal.
- All high schools will maintain a common list of courses to be excluded in determining the overall grade point average for students.

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

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

GRADUATION EXERCISES PARTICIPATION ELIGIBILITY

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

- A diploma can be awarded only if a student has met the Carnegie Unit requirement established by the Board.

- All students must complete the required number of Carnegie Units for graduation or complete requirements for an Attendance Certificate in order to participate in graduation exercises.
- All students who have not met these requirements cannot march.
- Special Education students, with the exception of the gifted & the speech-impaired, may participate in graduation exercises provided they are eligible to receive a Graduation Certificate or Diploma.
- Students must have no outstanding indebtedness owed to the school or class to participate in graduation exercises.

STUDENT CLUBS & ORGANIZATIONS

All school-sponsored clubs & organizations shall be sponsored by a member of the faculty & approved by the principal of the school. And every school-sponsored club shall have a constitution approved by the Student Council &/or by the principal of the school.

EXTRACURRICULAR ACTIVITIES

Eligibility for participation in Extracurricular activities shall be as follows:

- Students entering Grades 10-12 must, for the last two semesters of attendance & summer school, if applicable, have a passing grade & earn the appropriate number of credits in each of 6 new subjects including the 4 core subjects composed of English, science, social studies, & mathematics with a composite numerical average of 70.
- Students entering the 8th & 9th grades must have passed during the last two semesters in attendance & summer school, if applicable, at least 5 new subjects with a minimum composite numerical average of 70 in those 5 subjects & must have been promoted to the next grade.
- Students entering the 7th grade for the first time are eligible.
- Physical education may count as only 1 unit per year.
- No more than 2 Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
- A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school.
- An ineligible student may not become eligible after the fifth school day of each semester. For athletic eligibility, bona fide transfers will be dealt with according to the rules of the Alabama High School Athletic Association.
- Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
- Any student who earns more than 4 credits in the core curriculum in any given year or who accumulates a total in excess of the required 4 per year may be exempt from earning the 4 core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning 8 core credits over any two-year span, including summer school.

SCIENCE SAFETY CONTRACT

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

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

SUBSTANCE ABUSE TESTING POLICY

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.

STUDENT CONDUCT

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

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

STUDENT CODE OF CONDUCT (UPDATED 2022-2023)

Parent Responsibility - The Board hereby advises parents/guardians/custodians of their responsibility for the conduct of their child(ren) based on *The Code of Alabama, 1975, §16-28-12*, as amended. These laws have important implications for parents & 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 & documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor &, upon conviction, shall be fined not more than one hundred dollars (\$100.00) & 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 & 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 & required attendance by any child enrolled in the public schools."

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

1. Parents/guardians/custodians & 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 &/or in school newsletters. Such information is to be communicated at the beginning of each school year. The basic principles are as follows:
 - a. Parents/guardians/custodians must enroll their children who are between the ages of 6 & 17 & are required to attend school.
 - b. Parents/guardians/custodians are responsible for the regular attendance of their children.
 - c. Parents/guardians/custodians are responsible to see that their children properly conduct themselves in accordance with the policies of the Board related to student behavior.
 - d. Parents/guardians/custodians should be informed that inappropriate conduct or behavior on the part of their child(ren) may result in suspension of the child from school & after the fourth such suspension, the parent will be reported to the Superintendent & 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 &/or the Superintendent are responsible for reporting violations of these suspensions to the District Attorney's office. School principals &/or the Superintendent are hereby informed that the intentional failure to report a suspected violation of this Act may result in being charged with being guilty of a Class C misdemeanor. Such reports shall be made on the School District's Notification of Suspension Form.

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

STUDENT ATTENDANCE

Absenteeism & Excuses

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

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

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 & distributed to students in a timely manner.

Absentee Referrals

The homeroom teacher shall refer all cases of known truancy, parental neglect, & 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 & Early Warning Prevention Program, under this cover.

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

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 & other work missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

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

Make-Up Work - Unexcused Absences

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up

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

Tardiness

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 & a tardy slip to be issued. An unexcused check-in during the 1st scheduled class will be counted as a tardy to school & may lead to a Saturday School assignment.

A student is tardy to class when he/she enters the classroom after the tardy bell BEGINS TO RING. To be counted "on time", students should be seated & ready to begin class.

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

Check-Ins/Outs

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

- Students are allowed to check-in &/or check-out a total of 5 times a semester by calling his or her parent or guardian.
- After the 5th check-in/out, a parent/guardian must check-in/out the student in-person.
- If a student needs to check-out, the office must speak with a parent or guardian. Only a parent or guardian can give a student permission to check-in or check-out.
- Students must sign a check-in or check-out form before leaving school.
- Students may not check-in or check-out of school & remain on school campus.
- An unexcused check-in during 1st period will be counted as tardy to school & may lead to a Saturday School Assignment. Students must check-in/out through the school office & in compliance with board policy.

Perfect Attendance

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

School Participation Absences

Students who are away from school because of participation in official school-sponsored activities shall be marked present & 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, or custodian notifies the principal in advance for the student to be absent for this purpose. Students shall be allowed to make up work missed during such absences.

Early Warning Truancy Prevention Program

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

1. After the 1st unexcused absence, the student & parent will receive a warning from the principal & a copy of the Colbert County Schools' Attendance Policy & a copy of the Alabama Compulsory School Attendance Law.
2. After the 3rd unexcused absence, the parent & student will be notified of the consequences of additional unexcused absences.
3. After the 5th unexcused absence, a conference shall be held by the principal attendance officer with the parent & student.
4. After the 7th unexcused absence, the parent & student shall be referred to the Colbert County District Attorney's Office for truancy violations.

DRESS CODE

The Board & administration recognize the importance of personal rights & 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 & no student/employee has the right to dress or appear in such a manner that is disruptive to the teaching-learning process. The Board strongly believes it is the responsibility of students & parents/guardians/custodians to use reason, good judgment, & common sense in the choice of dress & physical grooming in the school.

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

- Clothing should not be excessively soiled, torn, or ragged.
- Clothing must be worn in the manner that it was designed to be worn (e.g., clothing may not be worn backward, inside-out, or undone).
- Students must wear shoes or sandals at all times. Shoes which mark or damage floors will not be permitted. No roller, or skate shoes are allowed. (House slippers are prohibited).
- Clothing should not be excessively revealing. Prohibited items may include midriff shirts, tube tops, spandex, mesh, sheer, fishnet garments, backless tops, strapless tops, spaghetti straps, tank tops, halter tops, or pajamas. Gym shorts, spandex/bike shorts & other similar type shorts are prohibited. Under garments shall not be visible at any time.
 - Shorts, dresses, skirts should not be shorter than a credit card's length above the knee (3")
 - Straps on sleeveless tops should be at least a credit card's width (2")
 - Shirts with sleeves cut away, drooping armholes, or that expose a large area under the arm are prohibited unless worn with an undershirt.

- Leggings, tights, & yoga-style pants may be worn as long as the student's backside/bottom area is completely covered.
- Mesh items may be permitted if the clothing underneath meets dress code.
- Students shall not wear pants/shorts that, when fastened, sag, are baggy, or fit below the waist (not sagging or revealing the student's underwear). All pants/shorts must fit around the waist & be properly fastened & should not have holes higher than 3" above the knee revealing skin or body.
- Lounge/pajama clothes are not to be worn in school. With administrative approval, special clothing days may be allowed.
- Dark glasses may be worn in the school building only with a doctor's prescription.
- Body piercings shall be limited to the ears & nose rings only. Tongue rings, lip pins, or other similar items are prohibited. Teeth ornaments, otherwise known as grillz, or other similar items are prohibited on campus during the regular school day or partial school day.
- Clothing shall not display writing or symbols deemed by a school administrator as vulgar/profane, offensive, sexually suggestive, gang related, violent/threatening, or that advertises tobacco, alcohol, or drugs.
- Students shall not wear hats, caps, hoods, athletic headbands, combs, picks, toboggans, bandannas, scarves, or other similar items that cover the student's head while inside the school building(s) except for a medical purpose. With administrative approval special cap or hat days may be held.
- Bandanas are not to be brought to school. Any paraphernalia that can/does denote gang affiliation shall not be worn.
- When dress or appearance of an individual student disrupts the orderly teaching learning process or is unsafe, the principal has the authority to take disciplinary action.
- Garments or accessories that have chains, spikes, or any other potentially dangerous attachments are not allowed.

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

DRESS CODE INFRACTIONS

Students who come to school in clothing that is not within the dress code will be given an opportunity to call parents to bring an item 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 2nd offense or more, within the same school year, the student will be placed on out-of-school suspension for a minimum of 1 day.

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

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

Personal, wireless communication devices include, but are not limited to: cellular devices (phones, watches, etc.), email devices (laptops, chrome books, iPad, etc.), headphones (wireless & wired) or

any other electronic communication device. The principal or their designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety & convenience without disrupting academic or school operations. Students may connect their personal communication device at appropriate times to the district's wireless network but only according to the district's Acceptable Use Policy. Principals & teachers will also have the authority to further restrict or deny the use of personal communication devices by any student to prevent misuse, abuse, or violation of the school rules regarding the use of such device.

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

CLASSIFICATION OF VIOLATIONS & DISCIPLINE

Violations of the Code of Conduct are grouped into the three classifications: minor, intermediate, & 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 & disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation & consult further with school personnel, if necessary, before determining the classification of the violation, & disciplinary action to be taken therefore.

Requirement To Distribute Code Of Conduct To Parents

In accordance with Legislative Acts 94-782 & 94-784, the Board requires that this Code of Conduct be printed annually in local school student/parent handbooks for distribution to parents & 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 &/or by scheduling conferences with the parent(s)/guardian(s)/custodian(s) & 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 & 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 &/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, & 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, & doing some act which creates a well-founded fear in the person that such harm is likely to occur.

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

ADMINISTRATIVE RESPONSES TO CLASS I OFFENSES

May include but are not limited to the following:

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

INTERMEDIATE OFFENSES - CLASS II

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

ADMINISTRATIVE RESPONSES TO CLASS II OFFENSES

May include but are not limited to the following:

- Parent contact(s)/conference(s)
- Corporal punishment
- Assignment to in-school suspension, Saturday school, or C.L.A.S.S., Out-of-school suspension
- For unintentional violation of electronic communication device infraction or violation of acceptable use policy, the following shall apply:
 - **1st Offense** - Notify parent/guardian & electronic device will be returned to student.
 - **2nd Offense** - Notify parent/guardian & electronic device will be returned to parent.
 - **3rd Offense** - 2 Days C.L.A.S.S. & Electronic device may be picked up by the legally authorized custodial person upon the completion of C.L.A.S.S.
 - **4th Offense** - 3 Days C.L.A.S.S. & Electronic device may be picked up by the legally authorized custodial person at the end of the semester.

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

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

MAJOR OFFENSES - CLASS III

- 3.01 **Drugs & 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 & 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 & a hearing scheduled within five (5) school days.
- 3.02 **Arson** The willful & 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 & intentional touching or striking of a Board employee against his or her will, or causing of bodily harm to a School Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or Board employees.
- 3.04 **Directing Obscene or Profane Language to a Board Employee or Visitor** Verbal assault using obscene or profane language upon a Board employee or visitor to the school/premises.
- 3.05 **Robbery** The taking of money or other property from the person or custody of another by force, violence, assault or putting in fear of force, violence or assault.
- 3.07 **Burglary of School Property** The breaking into, entering, or remaining in a structure with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.08 **Criminal Mischief** Willful infliction of injury to property of a value of \$200.00 or more. The actor has no right to do so or any reasonable grounds to believe they have such right.
- 3.09 **Possession of Firearms** Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any ammunition capable of use by or with any of the weapons/firearms described herein &; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- 3.10 **Discharging of Any Pistol, Rifle, Shotgun, Airgun, Pellet Gun, Or Bb Gun, Or Any Other Device On School Property.**

- 3.11 **Possession of Weapons** Possession of any knife, razor blades, box cutters, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm, in addition to a violation of school Board policy, is a Class C felony.
- 3.12 **Bomb Threats** Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.
- 3.13 **Explosives** Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.
- 3.14 **Sexual Acts** Acts of sexual nature including, but not limited to, battery, intercourse, attempted, or rape.
- 3.15 **Aggravated Battery** Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.16 **Inciting or Participating In Major Student Disorder** Leading, encouraging, or assisting in major disruptions which result in destruction/damage of private or public property; personal injury to participants or others, or otherwise disruptive of the education community or functions.
- 3.17 **Unjustified Activation of A Fire Alarm System**
- 3.18 **Discharge or Igniting Fireworks &/or Firecrackers**
- 3.19 **Fighting** Any physical conflict between two or more individuals.
- 3.20 **Threat to Kill Another Student or Board Employee, Either by Word of Mouth or In Writing, Stated to Another Person, Either the Person Threatened Against or Any Other Person, Whether or Not There is a Present Ability to Carry Out the Threat.**
- 3.21 **Indecent Exposure** A person commits the act of indecent exposure if he/she exposes his/her genitals or her breasts under circumstances in which he/she knows his/her conduct is likely to cause affront or alarm in any public place or on private premises or another so near thereto as to be seen from such private premises or public place.
- 3.22 **Any Other Offense the Principal may deem Reasonable to Fall within this Category**

ADMINISTRATIVE RESPONSES TO CLASS III OFFENSES

May include but are not limited to the following:

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

DETENTION - MIDDLE SCHOOL & HIGH SCHOOL

Students may be detained for disciplinary purposes at the discretion of the local school principal & 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 &

arrange for necessary transportation. Students shall not be required to remain after school for more than 1 hour per day for detention purposes. Publicly transported students shall not be detained after school on an involuntary basis without reasonable prior notification to their parents/guardians/custodians.

DETENTION - ELEMENTARY SCHOOL

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

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

C.L.A.S.S. is an alternative to out-of-school or in-school- suspension & allows students the opportunity to stay in school without unexcused absences. Furthermore, the student can continue regular academic studies under the supervision of a certified teacher. In addition to regular studies, the student receives instruction in behavior modification, life skills & 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. & determines the length of term. Upon completion of the term, the C.L.A.S.S. instructor makes a fair & just evaluation of the student's behavior performance. The student is returned to regular classes after successfully completing the period of placement.

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 & from the school. Students who refuse to report to Saturday School may be suspended.

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 & 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, & attitude while assigned to the alternative school. Any days missed will be required to be made up. Disruptive behavior, lack of effort, &/or excessive absences or tardies will result in removal from the alternative program. This removal forces the administration to proceed with the expulsion process.

IN-SCHOOL SUSPENSION

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom & 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 & specified period of time not to exceed 3 days. The principal & their staff should determine the scope of in-school suspension in their respective schools. The parent/guardian/custodian must be notified by the procedure outlined in the out-of-school suspension policy. In addition, the local school principal shall ensure that the following safeguards are met:

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

SCHOOL OPENING & CLOSING TIMES

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

STUDENT TRANSPORTATION

Transportation, to & 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* & State Board of Education rules & regulations. The primary consideration of the transportation program shall be the safety & welfare of the students. The following regulations shall apply to all students riding School System-owned or leased buses:

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

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

- Be on time at the designated pickup sites.
- Stay off public roads while waiting for the bus.
- Wait for the bus to stop before attempting to board.
- Keep all body parts inside the bus at all times.

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

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

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

Suspension Of Student Transportation Privileges

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

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

Principal's Role in Student Transportation

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

- Working with the Director of Transportation on problems that arise relating to: student-driver relationships, attitudes of parents toward transportation, & bus stops.
- Control discipline problems of transported students. When problems arise between or among students who ride the same bus, but attend different schools, the principals shall make every attempt to confer with one another prior to administering discipline. Such conference shall be for the purpose of fair & consistent discipline measures.
- Designating loading, unloading & parking areas for buses.
- Scheduling bus arrival & departure times with the Director of Transportation
- Assigning teachers to supervise loading & unloading of school buses.
- Observing daily operation of buses around the school, & when possible, in transported zones.
- Reporting incidents considered to be unsafe &/or not in compliance with the policies & regulations in the manual to the Director of Transportation.
- Including school bus safety in the instructional program & ensuring students are aware of applicable policies & behavior codes that apply while riding school district buses/vehicles.

Teacher's Role in Student Transportation

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

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

General Regulations Governing Bus Students

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

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

- **Bus students must remain after school for varying reasons.** If a student who rides a bus is required to remain after school hours, the school must have on file a signed statement by the parent/guardian/custodian showing that notification has been received from the teacher & that the parent will make arrangements for the student's transportation on this date.
- **Bus students seek to ride a bus to a school where they are not enrolled.** Students will not be permitted to ride a school bus to a school where they are not enrolled unless they have the permission of both principals & the bus driver has been officially informed in advance.

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 & as approved for implementation by the Board.

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

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

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

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

PROCEDURES RELATED TO LEGISLATIVE ACT 93-368

Principals' Responsibilities

- Principals or designees shall provide students with information relative to the Act & procedures for compliance.
- Principals or designees shall complete Part 1, Section 1 of the "Student Enrollment/Exclusion Status Form" at the request of students enrolled in their schools. Principals or designees should provide students with information relative to completing Part 1, Section 2, & 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 & Exclusion Status Sections.

- Principals or designees shall complete & transmit the "Department of Public Safety Notification Form" on each student who drops out or is absent from school for 10 or more consecutive days or more than 15 days total for unexcused reasons during a semester.
- Principals shall be the sole determiners of student enrollment or non-enrollment.

Students' Responsibilities:

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

PROCEDURES RELATED TO LEGISLATIVE ACT 93-368 - DISCIPLINE

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

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

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

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

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

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

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

TECHNOLOGY ACCEPTABLE USE AGREEMENT

The creation of a large & varied technology environment demands that technology usage be conducted in legally & ethically appropriate ways. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, & abuse. Rapid changes in technology & growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Colbert County School System that all technology resources will be used in accordance with any & all school system policies & procedures as well as local, state, & federal laws. All Colbert County students & staff must acknowledge & adhere to this Agreement.

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

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

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

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

Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, & any other sensitive &/or protected information. Exceptions are made for employees carrying out their assigned job responsibilities. In the event that

this type of information is stored on a portable or external device & said device is lost or stolen, the Executive Director of Technology should be notified immediately.

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

I. Access

- A. The use of all Colbert County Schools technology resources is a privilege, not a right, & inappropriate or suspected inappropriate use can result in cancellation of those privileges, pending investigation. Moreover, users of Colbert County Schools' technology must be aware that Colbert County Schools cannot assume any liability arising from the illegal or inappropriate use of technology resources. The Executive Director of Technology, district Technology staff, &/or school system administrators will determine when inappropriate use has occurred, & have the right to deny, revoke, or suspend specific user accounts.
- B. Individuals may only use accounts, files, software, &/or other technology resources that are assigned to, provided, or approved for him/her.
- C. Individuals identified as a real or suspected security risk can be denied access.
- D. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this Agreement.
- E. Personal technology-related devices (if connected to the CCS network) such as, but not limited to, laptops, mobile devices, etc. used on school grounds are subject to all items covered in this Agreement & other applicable published guideline.

II. Privacy

- A. To maintain network integrity & ensure that the network is being used responsibly, designated technology staff & administration reserve the right to inspect any & all data, including data stored by individual users on individual school or personal devices (if connected to the CCS network). Users should be aware that activities might be monitored at any time, without notice.
- B. Users should not have any expectation that their use of technology resources, including files stored by them on the Colbert County Schools network, will be private & will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate & responsible communications. Colbert County Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet, email correspondence, telephone, etc.
- C. Users are encouraged to avoid storing personal &/or private information on technology devices or network resources owned by the district &/or school.

III. Data Security

- A. Students & staff are expected to follow all local, state, & federal laws in addition to this acceptable use agreement regarding the protection of student & staff confidential data.
- B. Individuals may not attempt to log into the network using any network account &/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account &/or password to access the network, email, or the Internet.

The Technology Department is exempt from this to allow them to troubleshoot & provide support to employees & students on issues related to their network accounts & passwords. In case of emergency or authorized personnel absence, an individual's manager or supervisor may request temporary access to the network account &/or password for a designated period. The Technology Department must approve these requests.

- C. In emergency situations, student pictures or other personally identifiable information can be shared with outside agencies in accordance with this signed "Colbert County Schools Acceptable Use Agreement" & in accordance with FERPA guidelines.
- D. District or school data, such as but not limited to student information systems (PowerSchool) data, accessed through school system technology resources may not be used for any private business activity. The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain & back up their critical files & data.

IV. Copyright & Plagiarism

The United States Copyright Law must be followed at all times. Students may not illegally copy text, music, software, pictures, videos or graphics from any Internet, online or software source. The "Fair Use" clause does give students some leniency for using some pictures, music, graphics, text, etc. for academic purposes only, & the student's teacher or media specialist will instruct him/her about the legalities & use of this clause when necessary & appropriate. To avoid allegations of plagiarism, students should always request permission from the creator/owner of material or sites & should cite the digital resource where he/she obtains information or materials.

V. Email

Colbert County Schools provide access to email accounts for most employees & students. This agreement addresses each user. Email accounts may be granted for school-related organizations or classes with designated employee sponsors. Technical support is provided for Colbert County Schools email accounts used to conduct educational &/or instructional business.

- A. Personal use of email is permitted as long as it does not violate this Colbert County Schools' Acceptable Use Agreement &/or adversely affect others or the speed of the network.
- B. Use of Colbert County Schools email accounts for harassing or threatening is strictly prohibited.
- C. Colbert County Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- D. SPAM- Colbert County Schools' email accounts may not be used for attempting to send or sending anonymous messages. Colbert County Schools' email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.
- E. Colbert County Schools' email accounts may not be used for posting or forwarding another user's personal communication without the author's consent.
- F. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families,

school system employees, or any individuals. There can be no assurance that email will be confidential &/or private.

- G. Incoming & outgoing email is filtered by the district for inappropriate content. However, no filtering system is foolproof, & material deemed inappropriate by individual users may be transmitted in spite of filtering. Colbert County Schools cannot assume any liability for such breaches of the filter.
- H. At the discretion of the Executive Director of Technology, email accounts may be locked without notice.

VI. Internet Use

The intent of the Colbert County Schools is to provide access to resources available via the Internet with the understanding that staff & students will access & use information that is appropriate for their various curricula. All school rules & guidelines for appropriate technology usage, as well as local, state, & federal laws apply to usage of the Internet. Teachers should always screen all Internet resources before projecting them in the classroom.

- A. The acceptable use agreement is not transferable, & therefore, may not be shared.
- B. Existing acceptable use agreements are valid until new forms are received.
- C. Internet activity can & will be monitored, along with other aspects of technology usage.
- D. Internet access for all users is filtered, through one central point, by URL (web address) & by IP address & may be filtered by keyword. URLs (web addresses) & IP addresses may be added to or deleted from the filtered list by the Executive Director of Technology & his or her designee. Staff members may request to review filtered categories.
- E. Users requesting sites for blocking or unblocking must list specific URLs. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources (VPNs) are a violation of this agreement.

VII. Social Media Recommendations

Social media can be a valuable tool for both personal & professional use. However, as with any tool, it must be used with skill & care. The guidelines below have been developed to help protect students & employees from charges of inappropriate use. Although many of the items below specifically reference Facebook or Twitter, the guidelines & cautions apply to all social networking venues. It is strongly recommended that teachers do not "friend" current students &/or students under 18 years of age. There may be exceptions, such as a relative, a friend's child, etc.; however, as a general rule, it is recommended that teachers do not "friend" students, & they assume personal responsibility if they choose to do so.

- A. A potential danger exists when employees communicate directly with students or instruct students to communicate directly to each other or the general public on social media sites that Colbert County Schools do not host. District-sponsored & approved teacher websites, including email, Remind, GroupMe, & ClassDojo, along with the PowerSchool parent portal should be the primary means for electronic parent communication. Remember, once something is posted on a social networking site, it may be available forever.
- B. Please avoid posting comments that discuss or criticize others.
- C. Only post what could be shared in a face-to-face meeting with the public. No confidential student information.
- D. Make sure posts & pictures are presented in a professional role or manner.

VIII. Examples of Inappropriate Use of Resources:

This list is not all-inclusive but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. The following are examples of inappropriate activities when using any Colbert County Schools' network, email system, hardware, software, technology service, &/or Internet access:

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

2023-2024 UPDATED DIGITAL DEVICE GUIDELINES

Updated guidelines have been updated to better align with district policies. Households may choose not to receive a school-issued device by completing a Device Opt-Out Form.

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

- Inventory tags, asset numbers, serial numbers, or any other identifying device information should never be tampered with or removed. This includes peeling off or removing stickers, covering up serial numbers in any way, scratching or marking through any identifying device information. Tampering with or removing an asset number or serial number constitutes non-repairable damage & requires the device to be immediately returned & the full replacement cost of the device to be paid. In the event an inventory sticker or tag is unintentionally modified,

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

- Parents/ guardians or other persons having custody of the student to whom the digital device & charger is issued shall be held liable & solely responsible for any loss, abuse, or damages to the student's devices without regard to cause, fault, location, or circumstances.
- Employees to whom digital devices, chargers, &/or protective cases are issued shall be held liable & solely responsible for any loss, abuse, or damages to the device without regard to cause, fault, location, or circumstances.
- Colbert County Schools Acceptable Use Policies apply to all students & employees using Chromebooks or any other school-issued digital device, regardless of location, both at school & at home. It is the sole responsibility of every student, parent, & employee to read, review, & agree to these policies.
- Assignment & use of Chromebooks/digital devices is considered to be a privilege, not a right. Inappropriate use or neglect of a Chromebook, charger, the Internet &/or any installed software could result in the loss of privileges. Loss of privileges will not change classroom expectations &/or assignment completion.

CHROMEBOOK & DIGITAL DEVICE EXPECTATIONS

- ALL students should expect to use their Chromebook at school every day.
- Loaner devices may not be available for any student forgetting to bring their device to class.
- Chromebooks should be FULLY charged for the start of every school day. Failure to charge the device is equivalent to not being prepared for class.
- Chromebooks & chargers will remain free of any writing, drawing, stickers or labels that are not property of, or added by the district.

CHROMEBOOK & DIGITAL DEVICE DISTRIBUTION & RETURN

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

BEST PRACTICES & PROPER CARE TO PREVENT DAMAGE & FEES

- NEVER leave your device unattended, especially if stored in a backpack.
- NEVER let anyone else borrow or use your device.
- NEVER throw, slide, drop, or press harshly on your device.
- NEVER place anything on the keyboard before closing the lid (i.e. pen, pencil, etc.).
- NEVER use your device around food, liquids or drinks.
- ALWAYS store your device in the protective case provided by the district when not in use.
- ALWAYS charge your device for immediate use.
- NEVER leave your device in the sun or extreme cold.
- ALWAYS carefully insert & remove cords, cables, connections, & storage drives.

CHROMEBOOK & DIGITAL DEVICE DAMAGE & FEES

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

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

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

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

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

<p style="text-align: center;">MANUFACTURER DEFECTS EXAMPLES</p> <p>Determined by manufacturer (Dell, Asus, etc.) & verified by CCS Technology Staff or Designee</p> <ul style="list-style-type: none"> ▪ Constant Reboots ▪ Persistent Crashes ▪ Battery Problems 	<p style="text-align: center;">MANUFACTURER DEFECTS FEES</p> <p>No fees assessed if determined (by Manufacturer, CCS Technology Staff, or Designee) the incident is a verified manufacturer defect.</p>
<p style="text-align: center;">ACCIDENTAL DAMAGE EXAMPLES</p> <p>Determined by manufacturer protection policy</p> <ul style="list-style-type: none"> ▪ ACCIDENTAL liquid spilled on or in unit ▪ ACCIDENTAL drops, falls, or other collisions ▪ ACCIDENTAL damage/cracked LCD ▪ ACCIDENTAL keys popped off keyboard ▪ Electrical Failure NOT attributed to user 	<p style="text-align: center;">ACCIDENTAL DAMAGE FEES</p> <ul style="list-style-type: none"> ▪ 1st Occurrence- No Cost ▪ 2nd Occurrence- \$25.00 ▪ 3rd Occurrence- \$75.00 ▪ 4th Occurrence & Following- \$400.00

<p>NON-ACCIDENTAL DAMAGE EXAMPLES</p> <p>Determined by CCS Technology Staff/Designee</p> <ul style="list-style-type: none"> ▪ Theft &/or Damage by Vandalism ▪ Rubber torn off Device ▪ Intentional popping keys off of keyboard ▪ Excessive cosmetic damage or defacing ▪ Stripped, cut, exposed, frayed cords ▪ Scratching, writing, graffiti, or markings of any kind on device or chargers ▪ Tampered with Serial Number, Asset Tag, or Other Device-identifying Information ▪ Unreasonable damage outside of the normal, expected use ▪ Any condition that will otherwise render the device or charger unsuitable for reissue 	<p>NON-ACCIDENTAL DAMAGE FEES</p> <ul style="list-style-type: none"> ▪ For Student-assigned devices, non-accidental damage is the full responsibility of parent/guardian or persons having custody of the student to whom device & charger is issued. ▪ For Employee-assigned devices, non-accidental damage is the full responsibility of the employee to whom the device & charger are issued. ▪ Lost/Damaged Charger - \$50.00 ▪ Full Device Replacement Cost- \$400.00
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SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

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

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

2023-2024 COLBERT COUNTY SCHOOLS STUDENT FORMS

Please review and complete *BOTH SIDES OF THIS PAGE*.

2023-2024 HANDBOOK ACKNOWLEDGEMENT FORM & 2023-2024 MEDIA RELEASE FORM

are both required for every student enrolled in any Colbert County School

The *DEVICE OPT-OUT FORM* (See back for details) is ONLY REQUIRED for parents requesting their student NOT to receive a Chromebook for the 23-24 School Year.

2023-2024 HANDBOOK ACKNOWLEDGEMENT FORM

This Form is Required for All Students

School: _____

Student Name (First & Last): _____ Grade Level: _____

Parent /Guardian Name(s): _____

I/we hereby acknowledge by our/my signature that we/I have received & read, or had read to us/me the foregoing *Student/Parent Information Guide*, which includes but is not limited to the following:

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

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

***** PLEASE SEE BACK FOR ADDITIONAL FORMS *****

2023-2024 MEDIA RELEASE FORM

This Form is Required for All Students

School: _____

Student Name (First & Last): _____ Grade Level: _____

Parent /Guardian Name(s): _____

Colbert County Schools and the Board of Education may develop, participate in, or be the subject of media-based presentations and events which highlight various educational activities that take place during the course of the school year. These presentations/events may be of the following:

Those developed by the students of district, staff, faculty, personnel and/or commercial enterprises, including but not limited to:	These Media-based Presentations may be used in the areas included but not limited to the following:
Photographs of students and activities	Faculty Meetings & Staff Development
Slide/tape presentations	Parent Programs
Videotapes of students and activities	School & District Websites
Computer-generated presentations which may incorporate photographs & video clips	School-Based Social Media Platforms
Computer-based productions transmitted via telecommunication	Public Relations & Newspaper & Television Appearances

MUST SELECT ONE OF THE FOLLOWING:

I hereby GRANT Colbert County Schools permission to publish my child's presentations and/or likeness in media-based productions & areas as listed above.	
I hereby DENY Colbert County Schools permission to publish my child's presentations and/or likeness in media-based productions & areas as listed above.	

2023-2024 DEVICE OPT-OUT FORM (OPTIONAL)

This Form is NOT REQUIRED

Chromebooks are assigned at the beginning of the year to all students for classroom & home use. In most cases, devices contain the necessary textbook & materials used for daily classroom instruction.

The signature below confirms I **DENY** permission for my student to be assigned &/or use a device provided by the district. I also understand that by opting-out, *I take full responsibility for making arrangements for my student to have access to a device outside of school, & understand my student is still responsible for any classroom assignment that may require access to a Chromebook.*

Parent/Guardian Signature: _____ Date: _____