



**COLBERT COUNTY**  
S C H O O L S

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*ONE TEAM...ONE GOAL...OUR LEGACY*

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**STUDENT/PARENT  
INFORMATION GUIDE  
2018-2019**

**COLBERT COUNTY BOARD OF EDUCATION**

**P.O. Box 538  
425 Highway 72 West  
Tuscumbia, AL 35674  
(256) 386-8565  
fax: (256) 381-9375  
<http://www.colbert.k12.al.us>**

*August 8, 2018*

*Dear Parents:*

*On behalf of the Board members, faculty and entire staff of the Colbert County School System I would like to welcome you and your child/children to the 2018-2019 school year. We appreciate each and every student who chooses Colbert County Schools, and we are committed to transforming the lives of all students through exemplary teaching.*

*The following Student-Parent Information Guide will answer questions you may have about our school guidelines and activities. This will be helpful to you through the year. If a problem should arise for your child, your role as a parent becomes even more crucial. The important first step in solving these problems is communicating and cooperating with your child's teacher. Find out what can be done at home to help and if other resources may be needed. If the problem persists, you may contact the principal, assistant principal or school counselor to express your concerns. Also, feel free to contact the Central Office staff or me if we can be of assistance.*

*Our goal continues to be partnering with the community, families and students to develop in every learner the knowledge, skills and character to excel in college, career, and life.*

*Working together we can continue to share the pride of our schools and communities.*

*Sincerely,*



*Dr. Gale D. Satchel, Superintendent  
Colbert County Schools*

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## Questions from Parents and Students are Always Welcome....

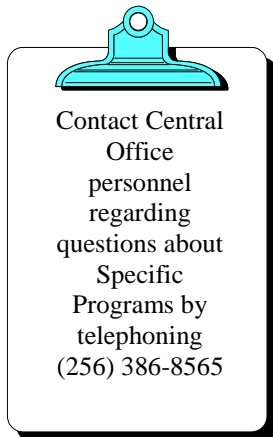
*\*Anytime the word parent is used it will refer to a parent, guardian, or custodian.*

### **EDUCATION FOR HOMELESS CHILDREN AND YOUTH**

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

### **PARENTS RIGHT TO KNOW**

Parents may request information regarding the professional qualifications of the student’s classroom teachers and para-professionals. Copies of Board Policies, Title I, A-CIP Plans, and Parent Involvement Plans are available at the central office and on our system web site: [www.colbert.k12.al.us](http://www.colbert.k12.al.us).



### **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.

### **HEALTH INSURANCE**

If your child is currently in need of health insurance, they may qualify for Medicaid or All Kids Insurance. For further information, contact your school nurse.

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**STUDENT/PARENT INFORMATION GUIDE**  
**2018-2019**  
**SCHOOL YEAR**

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# VISION/MISSION/CORE BELIEFS

## VISION

*Colbert County Schools exist to provide a quality education in a safe environment that encourages students to grow academically, socially, and ultimately become life-long learners and productive citizens.*

## MISSION

*Colbert County Schools will provide a challenging curriculum with supportive learning environments that promote shared involvement between the district, parents, students, and stakeholders.*

## CORE BELIEFS

- ◆ *The district believes that the needs of students must be met and recognizes individual differences.*
- ◆ *The district believes that students must be provided a challenging curriculum.*
- ◆ *The district believes that stakeholder involvement is essential.*
- ◆ *The district believes that supportive learning environments along with high expectations are crucial elements to learning.*
- ◆ *The district believes all students have potential to learn.*
- ◆ *The district believes that learning is a life-long process.*

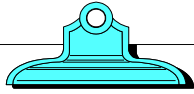
**SUPERINTENDENT**  
Dr. Gale Satchel

**BOARD OF  
EDUCATION**  
Mr. Thomas Barnes  
Mr. Thomas Burgess  
Mrs. Sandra James  
Mrs. Mary Moore  
Mr. Ricky Saint  
Mr. David Yarber

## BOARD MEETINGS

**The Colbert County Board of Education meets regularly the third Thursday of each month at 5:00 p.m.**

<b>DATE</b>	<b>LOCATION</b>
July 23, 2018.....	Colbert County Board of Education
August 16, 2018.....	Cherokee Elementary School
September 10, 2018 .....	Colbert County Board of Education
September 13, 2018 .....	Cherokee High School
October 18, 2018 .....	Colbert County High School
November 15, 2018 .....	Colbert Heights Elementary School
December 20, 2018.....	Colbert County Board of Education
January 17, 2019 .....	New Bethel Elementary School
February 21, 2019 .....	Leighton Elementary School
March 21, 2019.....	Hatton Elementary School
April 18, 2019.....	Colbert County Board of Education
May 16, 2019 .....	Colbert Heights High School
June 20, 2019.....	Colbert County Board of Education
July 18, 2019.....	Colbert County Board of Education



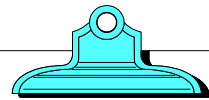
Contact school building principals for answers to questions regarding concerns at the **LOCAL SCHOOL LEVEL.**

## COLBERT COUNTY SCHOOLS

SCHOOL	PRINCIPAL	PHONE
<b>Cherokee Elementary</b> 1305 North Pike Cherokee, AL 35616	Anthony Olivis	(256) 359-6422
<b>Cherokee High</b> 850 High School Drive Cherokee, AL 35616	Pam Worsham	(256) 359-4434
<b>Colbert County High</b> 2200 High School Road Leighton, AL 35646	Melcha Satchel	(256) 446-8214
<b>Colbert Heights Elementary</b> 1551 Sunset Drive Tuscumbia, AL 35674	Alvie Shaw	(256) 381-6132
<b>Colbert Heights High</b> 6825 Woodmont Drive Tuscumbia, AL 35674	Thomas Casteel	(256) 383-7875
<b>Hatton Elementary</b> 2130 Hatton School Road Leighton, AL 35646	Paula Young	(256) 446-5679
<b>Leighton Elementary</b> 8100 Old Highway 20 Leighton, AL 35646	Vickie Osborn	(256) 446-8351
<b>New Bethel Elementary</b> 900 New Bethel School Road Tuscumbia, AL 35674	Nathan Fuller	(256) 383-6471

### EMERGENCY SCHOOL CLOSINGS

In the event of a school closing for any reason, an administrator from the Colbert County School System's Central Office will notify the media to broadcast or televise details of the situation and each home will receive a phone message from our Crisis Communication System regarding the event. Please **DO NOT CALL** the individual schools, radio or television stations. Necessary details will be broadcast or televised, as information is available.



For information about **SCHOOL CLOSINGS**, listen to or watch

<u>Radio</u>	<u>Television</u>
WBTG-FM	WAAY-31
WFIX-FM	WAFF-48
WLAY-FM	WHNT-19
WQLT-FM	WZDX-54
WZZA-AM	

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## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy ACT (FERPA), a Federal law, requires that the Colbert County Board of Education, with certain exceptions, obtain 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; and
- Sports activity sheets, such as for wrestling, showing weight/height of team members.

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

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

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

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



# GENERAL SCHOOL INFORMATION

## 2018-2019 SCHOOL CALENDAR

STUDENT REGISTRATION .....	Tuesday, August 7
FIRST DAY OF SCHOOL .....	Wednesday, August 8
LABOR DAY HOLIDAY .....	Monday, September 3
TEACHER'S PROFESSIONAL DEVELOPMENT (students do not report) .....	Tuesday, September 4
FALL BREAK .....	Monday, October 8
TEACHER'S PROFESSIONAL DEVELOPMENT (students do not report) .....	Tuesday, October 9
VETERANS' DAY HOLIDAY .....	Monday, November 12
THANKSGIVING HOLIDAYS .....	Monday-Friday, November 19-23
LAST SCHOOL DAY BEFORE CHRISTMAS HOLIDAYS (students/teachers dismiss at 11:30) ....	Friday, December 21
CLOSED FOR CHRISTMAS HOLIDAYS .....	Monday, December 24–Monday, January 7
TEACHER'S PROFESSIONAL DEVELOPMENT (students do not report) .....	Monday, January 7
SCHOOLS REOPEN FOR SECOND SEMESTER .....	Tuesday, January 8
MARTIN LUTHER KING HOLIDAY (possible inclement weather day) .....	Monday, January 21
TEACHER'S PROFESSIONAL DEVELOPMENT (students do not report) .....	Friday, February 15
PRESIDENT'S DAY HOLIDAY (possible inclement weather day) .....	Monday, February 18
KINDERGARTEN REGISTRATION .....	Thursday, March 7
TEACHER'S PROFESSIONAL DEVELOPMENT (students do not report) .....	Friday, March 22
CLOSED FOR SPRING HOLIDAYS .....	Monday-Friday, March 25-29
SCHOOLS REOPEN .....	Monday, April 1
GOOD FRIDAY .....	Friday, April 19
TEACHER'S PROFESSIONAL DEVELOPMENT (students do not report) .....	Monday, April 22
SCHOOL TERM ENDS (students dismiss at 11:30) .....	Thursday, May 23
TEACHER'S PROFESSIONAL DEVELOPMENT / LAST CONTRACT DAY .....	Friday, May 24
GRADUATION .....	Colbert County High School – Thursday, May 23
GRADUATION .....	Cherokee High School   Colbert Heights High School – Friday, May 24

*Further inclement weather make-up days will be announced.*

**AGE AND  
ADMISSION  
REQUIREMENTS**

Children entering **KINDERGARTEN** must be **FIVE YEARS OLD ON OR BEFORE SEPTEMBER 1.**

Children entering **FIRST GRADE** must be **SIX YEARS OLD ON OR BEFORE DECEMBER 31.**

A child enrolling in school for the first time in either kindergarten or first grade must present the following items to the principal prior to enrollment:

- an official birth certificate
- social security number (voluntary)
- current immunization form
- proof of residence in appropriate school zone or reciprocal area
- guardian or custody papers, if applicable.

All other students who seek to enroll in a school of the school system for the first time must present the following:

- proof of residence
- recent report card or release from last school attended
- copy of immunization form
- guardian or custody papers, if applicable
- social security number (voluntary). (File: 6.3; 6.6)

**RESIDENCE & ZONE  
REQUIREMENTS**

See board policy School Attendance Zones and Out-of-District Students (File: 6.4) located on the system website at [www.colbert.k12.al.us](http://www.colbert.k12.al.us).

**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.

**MEDICATION**

All medications to be administered at school will be brought to the school office by the parent or guardian and safeguarded in a locked area as designated by the principal and school nurse. The **State Department of Education School Medication Prescriber/Parent Authorization form (PPA)** must be completed for any medication administered in the school setting. **No** medication will be administered at school until this authorization form has been properly completed and signed.

- The parent/guardian or a designated responsible adult shall deliver all medication to be administered during the school day to the school nurse or personnel designated by the school nurse. **Medications should never be brought to school by the student. This is to ensure the safety of all students.**
- Prescription medications must be in the original container with a current pharmacy prescription label attached. The Prescriber/Parent Authorization form (PPA) must be completed and signed by the physician and the parent/guardian.

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

## **COLD AND FLU SEASON**

We are seeing more and more students in the nurse office with communicable diseases. Below is a list of Colbert County Schools **NEW** policy regarding exclusion periods for sick children as well as some preventative tips. Please adhere to these guidelines and make note of the suggested habits. Let's work together to keep our school, community, and our homes as healthy as possible!

### **Exclusion Periods:**

Please do **NOT** send your child to school if he/she has or has had:

- Fever over 100.0 within the last 24 hours (must be fever free without medication).
- Vomiting or diarrhea within the last 24 hours.
- Continuous coughing not relieved with cough medicine.
- Strep Throat. They may return 24 hours after starting antibiotics.

- Please remember to notify the School Nurse or front Office if your child has a contagious illness.
- Please check with the School Nurse or your doctor about other illnesses.

**Helpful Tips for Staying Healthy:**

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

For more information, visit [www.flu.gov](http://www.flu.gov) or call 1-800-CDC-INFO for the most current information about the flu. Thank you for the consideration of others when your student might be contagious.

**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 a emergency health care plan on file at the school. Parents should notify the teacher or school nurse if an emergency plan is needed. The school nurse will meet with the parent to develop the emergency health care plan.

**STUDENT ACCIDENT INSURANCE PROGRAMS**

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

The Board may require a student in certain curricular or extracurricular areas to participate in the school accident insurance program or file with the school principal a notarized statement from the student's parent that said student is protected adequately against accidents that may occur while participating in said activities. Insurance is also made available for all students participating in athletics sponsored by the school. The student athlete shall pay his or her own insurance. No student athlete shall be allowed to participate in practice or games prior to providing written evidence of purchase of the school-sponsored insurance plan or the notarized parental statement form as noted above. (File: 6.58)

**THE CHILD  
NUTRITION  
PROGRAM**

Lunch will be served to students beginning the first full day of the school year. Breakfast will be served in ALL schools. Breakfast service will also begin on the first full day of school, unless otherwise announced by the school principal.

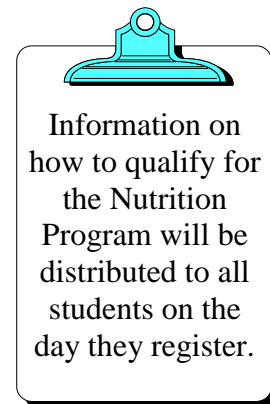
Free and reduced price meals will be available for qualifying students in accordance with the policy adopted by the Board of Education and regulations of the U.S. Department of Agriculture. Limited a la carte items also are available during the lunch period at various prices.

**BREAKFAST PRICES**

Elementary Schools ..... \$1.25  
Reduced price breakfast.. \$.30  
Staff..... \$1.50  
Visiting Adults ..... \$2.50

**LUNCH PRICES**

All Schools ..... \$2.10  
Reduced price lunch .... \$.40  
Staff ..... \$3.00  
Visiting Adults ..... \$4.00



**SCHOOL OPENING AND  
CLOSING TIMES**

The times established for the opening and closing of schools are thirty (30) minutes prior to the time students are to report to homeroom/first class and thirty (30) minutes after the last class

period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise and care for students. However, school system personnel should not and are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above.

By presentation of this policy, the Board hereby notifies parents that school personnel are not available to assume responsibility for students who arrive on a school campus before and remain after the times noted above, except that school personnel shall be on duty to assume responsibility for students transported via school system-owned buses.

**PARENTS' RESPONSIBILITY**

Parents are expected to take responsibility for seeing that their child arrives before the opening of school and is picked up after the closing of school within the time frames noted above. If, for any reason, parents are not able to comply with the times noted, a conference should be scheduled with the principal to discuss the matter. (File: 6.66)

**SCHOOL  
VISITORS**

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

**STUDENTS BEING CHECKED OUT OF SCHOOL**

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. (File: 6.14;6.49)

## **SAFETY FIRST**

The mission of Colbert County Schools is to provide a quality education in a safe environment. In the event of a crisis, natural disaster, or inclement weather situation, our school system has one goal-- to keep our students and staff safe. Since this is our number ONE priority, we wanted to communicate several things about safety. Here are just a few of the things Colbert County Schools does to help keep our students safe:

- The district and each school annually update our Emergency Operations Plan and response procedures. These resources include information about how to respond to various events including severe weather, natural disaster, or other possible emergencies that might occur in and or around our schools. This also includes annual safety audits and safety plan review.
- Each school frequently conducts emergency response drills to practice and to improve the effectiveness of our response to various situations.
- The district meets with city and county officials and other agencies that are always there to assist our school system in a time of need.
- We have an established crisis response team at the district as well as each school that includes administrators, licensed professional counselors, law enforcement, fire and medical emergency responders, city leaders, and other individuals both inside and outside of the school system that are ready to respond.
- Receiving information is important in the identification and prevention of potential issues. We encourage you to call administrators with any concerns you may have. Also, you may contact Safe Schools Hotline 1-888-sav-KIDS or 1-888-728-5437 with any concerns.
- Providing you with communication is vitally important. Colbert County Schools has implemented School Cast, a telephone messaging service that will allow us to make calls very quickly, to provide important information to parents. We ask for your assistance in keeping your child's school informed of any updates or changes within your family's information (address/phone).
- EOP's, safe-place diagrams, and fire escape diagrams are posted in every room in the school building.
- Programs are provided to students on drug prevention, violence prevention, and abuse/neglect prevention as well as "Against All Odds program for at-risk students.
- Staff has annual trainings on reporting child abuse and neglect, district harassment policy and reporting, Erin's Laws sexual abuse prevention, and Jason Flatt Act suicide prevention awareness.

**In partnership with the state department safety task force, we want to share the following terms and descriptions that we use with our students and staff. It is important for you to know these terms and how to properly respond.**

### **SHELTER IN PLACE**

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

## **SECURED PERIMETER**

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

## **LOCKDOWN**

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

## **HEIGHTENED AWARENESS**

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

## **WHAT IS PARENT STAGING FOR REUNIFICATION?**

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

## **WHAT YOU CAN DO NOW**

Be sure your school office always has updated information for your family. Read this letter and become familiar with the procedures listed above. Talk with your child about taking our drills seriously and remaining calm in a crisis situation. As always, speak with your building administration should you have any safety concerns.

<p style="text-align: center;"><b><u>Heightened Awareness</u></b> (Get your Attention)</p> <p>This means a potential MAY exist for an unusual situation and all parties should have heightened awareness to react as needed.</p> <ul style="list-style-type: none"> <li>• Follow school’s communication plan for information.</li> <li>• Limit movement to and from your classroom.</li> <li>• Be accountable for all students.</li> <li>• Be on the lookout for unusual behavior both in and outside of the school.</li> <li>• Check exterior doors to make sure they are secure.</li> </ul>	<p style="text-align: center;"><b><u>Secure Perimeter</u></b> (On Alert)</p> <p>A potential threat or danger does exist within the community/neighborhood and all parties should be aware to react as needed.</p> <ul style="list-style-type: none"> <li>• Execute <b>Alert</b> methods.</li> <li>• Secure all people within the building.</li> <li>• Lock external doors.</li> <li>• Cover windows.</li> <li>• Stay in secure area within the building until further notice from administration or law enforcement.</li> <li>• Monitor/use communication devices.</li> <li>• Requires leaving unsecure areas such as fields, gym, playground, or library to a secure area.</li> <li>• Continue with instruction.</li> <li>• May release via intercom.</li> </ul>	<p style="text-align: center;"><b><u>Lockdown</u></b> (Immediate threat)</p> <p>Recognition of Danger. Take immediate action using the safest and best option for survival.</p> <ul style="list-style-type: none"> <li>• Execute <b>Alert</b> methods.</li> <li>• Secure yourself and others by assessing and using available information to decide if you should; HIDE (Secure and/or Barricade), RUN (Intelligent Escape) or FIGHT (Defend and Protect).</li> </ul> <p><b><u>HIDE: (Secure and/or Barricade)</u></b> Lock doors, Lights off, Barricade entry, Quiet, Stay in place.</p> <p><b><u>RUN: (Informed Escape)</u></b> Evacuate to safer location, Remain with your group, Call 911 when safe,</p> <p>Follow HIDE protocol.</p> <p><b><u>FIGHT: (Defend and Protect)</u></b> As a matter of survival engage the intruder with any means necessary.</p> <ul style="list-style-type: none"> <li>• Monitor/use communication devices.</li> <li>• Release only by administration or law enforcement.</li> </ul>
<p style="text-align: center;"><b><u>Secure Your Area of Responsibility</u></b></p> <p style="text-align: center;">(Classroom, hallway, etc.)</p> <p>Specific incident within your area of responsibility. (Medical, threat to self or others)</p> <ul style="list-style-type: none"> <li>• Execute <b>Alert</b> methods.</li> <li>• Secure all people within your immediate area. (May require you to move to a more secure area.)</li> <li>• Lock or Secure doors.</li> <li>• Monitor/use communication devices.</li> <li>• May release by intercom or other personal contact.</li> </ul>		

## 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 and conducted in accordance with local Emergency Management Agency (EMA) guidelines. Such drills shall be conducted at least three (3) times each year.

### TORNADO WATCH

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

### TORNADO WARNING

In the event a tornado warning is issued for areas in which a school is located, the principal or his or her designees of that school 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 that students may be released during a tornado warning to students' parents at the end of the school day, provided said parents come to the school and assume custody of their child(ren). (File: 6.65)



## **PROMOTION AND GRADES K-6**

### **RETENTION POLICIES**

The Colbert County Board of Education has determined that the decision regarding promotion/retention in the elementary schools is best made by the respective school principal and the student's teachers.

Each case shall be considered individually and a decision made, which is based upon the best interest of the student. To help provide consistency throughout the School District, the Board has set up guidelines, which may be found in the School Board Policy Manual (File: 6.52.R). Any exception to guidelines should be carefully weighed giving due consideration to the probability of success at the next grade level and what benefit may be gained by retaining the child in his/her present grade level. Kindergarten students may be retained only upon approval/agreement of the student's parent.

### **GRADES 7-8**

The Board has determined that the decision regarding promotion/retention in grades seven and eight is best made by the respective school principal, and the student's teachers. Each case should be considered individually and a decision made which is based upon the best interest of the student. To help provide consistency throughout the school district, the Board has set up guidelines, which may be found in the School Board Policy Manual (File: 6.52.R).

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

### **GRADES 9-12**

Twenty-five (25) units of credit in 2017-2018; twenty-six (26) in 2018-2019; twenty-seven (27) in 2019-2020; and twenty-eight (28) in 2020-2021 are required for graduation. If not otherwise stated, all courses for the advanced diploma requirements will be at the advanced level. Movement from one homeroom to another is based on the following criteria:

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

Eleventh Grade Homeroom -- students must have earned a cumulative total of at least ~~twelve (12)~~ thirteen (13) carnegie units.

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

### **SPECIAL EDUCATION**

Promotion of any student in a special education program, with the exception of gifted students, must be based on the student's accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement, i.e., for a special education student to be placed at the sixth-grade level, he or she must have been enrolled in school for at least five (5) years. (File: 6.51)

**REPORT CARDS**

Report Cards are for the purpose of transmitting an evaluation of student progress to the student and his or her parent(s). Report cards shall be issued at least four (4) times during the scholastic year to all students enrolled in grades K-12 in the schools of the school system. At the end of the school year, the student or parent will be responsible for picking up the report card personally, or providing a self-addressed stamped envelope for mailing. Students are not required to return computerized report cards. If a computerized report card is lost or damaged beyond use, a replacement report card will be completed and re-issued for a \$2.00 fee.

**Report Card Schedule  
K - 12th Grades**

<u>Reporting Period</u>	<u>Proposed Issue Date</u>
1st Reporting Period: August 8 – October 12.....	October 18
2nd Reporting Period: October 15 – December 21.....	January 10

End 1st Semester

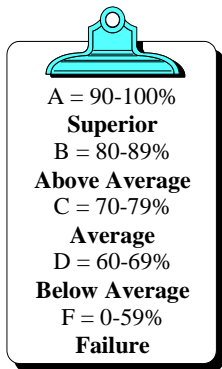
*1st Semester mid-term exams will be given December 17-21*

3rd Reporting Period: January 8 – March 15.....March 21

4th Reporting Period: March 18 – May 23 .....May 24

End 2nd Semester

*2nd Semester final exams will be given May 20-23*



A numerical system will be used as the uniform grading scale. The key to grades will be listed on the report cards. Numerical grades will be posted on report cards in grades 5-12. Each teacher should have a minimum of four major grades per nine-week grading period. Semester tests will be scheduled and required for students in grades 7-12.

**THE UNIFORM  
GRADING SCALE**

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

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

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

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

**Grades 3 and 4** - All grades in Language, Spelling, Reading, Math, Science/Health and Social Studies will be reported as both a letter and number grade with all other grades being S-Satisfactory, N-Needs Improving, and U-Unsatisfactory. (File: 6.46)

Students in Grades 7-12 may be exempt from the final examinations if they meet the following conditions:

**EXAM  
EXEMPTION  
POLICY**

- An average of 90 or above with no more than four (4) absences on the semesterized eight block schedule or eight (8) absences on the seven period day during the year in the class.
- An average of 80-89. with no more than three (3) absences on the semesterized eight block schedule or six (6) absences on the seven period day during the year in the class.
- An average of 70-79 with no more than two (2) absences on the semesterized eight block schedule or four (4) absences on the seven period day during the year in the class.
- An average of 60-69 with no more than one (1) absence on the semesterized eight block schedule or two (2) absences on the seven period day during the year in the class.
- Student eligibility for exemption will be determined by the teacher in each class on the basis of the yearly average and the number of absences from the class during the year.
- Absences due to participation in official school sponsored activities are not to be included in the number of absences counted for exemption purposes.
- Any student suspended (out-of-school suspension or expulsion) from school for any reason will not be eligible for an exemption in any class except the policy may be waived for 11<sup>th</sup> and 12<sup>th</sup> grade students who met incentive guidelines on the ACT/Workkeys (See Incentive Guideline.)
- Students who qualify for an exemption in a class may at their own choosing take that examination; however, if they choose to do so, the examination score will count toward the student's yearly average.
- Students who miss more than 1/4 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. (File: 6.47)

**TEXTBOOKS** All textbooks are furnished free of charge to all students and are the property of the State of Alabama and the Board. A receipt shall be signed by each student upon issuance of any free textbook by school officials.

**RESPONSIBILITY**  
Parents are responsible for every free textbook and other materials issued to their children. Parents of any student to whom free textbooks or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks and materials.

**SCHEDULE OF PAYMENT**  
The amount of payment for lost or damaged textbooks will be determined by the following schedule:

1st year ..... Original cost  
 2nd year ..... 75% of original cost  
 3rd year ..... 50% of original cost  
 and each year thereafter

**However, where unusual or excessive damage to a textbook is evident, charges may be assessed up to but not to exceed the original cost. (File: JFG)**

**FEES FOR ELECTIVE COURSES**  
**AUTHORIZED BY THE COLBERT COUNTY BOARD OF EDUCATION**

Agriscience .....	\$15.00	Media Arts .....	\$30.00
CIT/Marketing Classes .....	\$15.00*	Health Science .....	\$25.00
Driver Education .....	\$15.00	Hospitality & Tourism.....	\$15.00
Fire Science .....	\$25.00		

\*Business Technology Applications (BTA) and Career Preparedness are excluded from class fees.

Band students who use a school instrument will be charged a maintenance fee of \$25 per semester or \$40 a year, unless the student owns their own instrument and are asked to play a school owned instrument.

**WORTHLESS  
CHECK  
COLLECTION  
POLICY**

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

**LIBRARY  
REGULATIONS**

**OVERDUE BOOKS**

Books are considered to be overdue on the first school day after they are due and fines will accrue as applicable. In the elementary schools, an overdue book list will be sent to the classroom teacher. In the secondary schools, overdue notices are posted for students to see. The overdue list is turned in to the office at the end of the year for collection.

**FINES**

In the elementary schools, fines are not charged on a regular basis. In the secondary schools, the fine is 10 cents per day to a maximum of \$5.00 per book.

**LOST BOOKS**

Students will be charged for the cost of each lost book. School-sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organizations or any organization, which denies membership on the basis of race, creed, color, or political belief.

**STUDENT CLUBS  
AND  
ORGANIZATIONS**

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

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

**VALEDICTORIANS,  
SALUTATORIANS,  
AND HONOR  
GRADUATES**

The following criteria shall be used for determining who may be eligible for Valedictorian and Salutatorian.

The candidate must be in the Alabama High School Diploma with Advanced Academic Endorsement in grades 10 through 12, which shall include:

- Four units of English: to include the highest-level tenth through twelfth grade English courses offered at the school.
- Four units of Science: to include Biology, Chemistry and/or Physics.
- Four units of Social Studies: to include the appropriate required courses as per the Alabama Course of Study.
- Four units of Math to include Algebra I, Geometry, Algebra II with Trigonometry
- A minimum of two years of the same foreign language.
- All designated courses (including half units) offered by a local high school shall be eligible for and figured into the calculations for determining class standing or overall average, except that any course 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.
- Grades in all classes shall be computed at face value.
- The standing of the candidates shall be computed on a numerical basis up to and including the second nine weeks of the senior year.
- If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. Provided the school will not or cannot provide numerical grades, said student's letter grades will be converted to numerical grades at the mid-point of the grading scale approved for use by high schools of the School District.
- In determining the overall grade average, all final course grades (excluding "Assistant" courses) shall be averaged. The student with the highest overall grade average shall be Valedictorian, with the second highest being named Salutatorian. Grade point averages shall be carried three places to the right of the decimal.
- Any extraordinary situations or circumstances that may arise will be resolved by the school principal. The School District may, through a committee made up of high school principals, maintain a common list of courses to be excluded in determining the overall grade point average for students.

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

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

## **WEIGHTING OF DUAL ENROLLMENT AND ADVANCED COURSES**

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

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

AP Course: An extra 0.5 point is added on the 4.0 scale as follows:

A = 4.5 B = 3.5 C = 2.5 D = 1.0

Dual Enrollment Courses: An extra point is added on the 4.0 as follows: A = 5.0 B = 4.0 C = 3.0 D = 1.0

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

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

## **ELIGIBILITY FOR PARTICIPATING IN GRADUATION EXERCISES**

- A diploma can be awarded only if a student has met the 26; 27; and 28 Carnegie Unit requirement established by the Board (File: 6.53).
- All students must complete the required number of Carnegie Units for graduation or complete requirements for an Attendance Certificate in order to participate in graduation exercises (can march).
- All students who have not met these requirements cannot march (File: 6.53).
- **SPECIAL EDUCATION STUDENTS**, with the exception of the gifted and the speech-impaired, may participate in graduation exercises (can march) provided they are eligible to receive a Graduation Certificate or Diploma (See Policy 6.52 for more information).
- Students must have no outstanding indebtedness owed to the school or class to participate in graduation exercises.

**EXTRACURRICULAR  
ACTIVITY  
PARTICIPATION  
ACADEMICS FIRST**

Eligibility requirements shall be as follows:

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

**BRING YOUR OWN  
DEVICE POLICY  
Grades 7-12**

Colbert County Schools allows students permission to bring certain personal computing devices to school for educational purposes. Colbert County Schools is now initiating a BYOD program allowing students to use their own devices in school.

Regardless, students and parents should know that the use of any personally owned technology at school is a privilege, not a right. Students who abuse this privilege or who break other school rules may lose their BYOD privileges.

Students will be permitted to bring the following devices to school provided that they have their parent's permission.

- Laptops, netbooks, Chromebooks

- Tablets (iPad, Android tablets, etc.)
- E-readers (Kindle, Nook, etc.)
- Smartphones (iPhone, Android devices, Blackberry, etc.)

## **BYOD RULES AND CONDITIONS**

- Students must restrict their use of these devices to **Wi-Fi use only** so that all web content remains filtered.
- Devices may not be used in the lunchroom, hallways, or any other area of the school except with the permission of a teacher. *Students may not use electronics of any kind on school buses.*
- Students must only use their devices with their teacher's permission.
- Colbert County Schools will not be held responsible for any physical damage, loss or theft of the personally owned device.
- Colbert County Schools will not be held liable for any damage to personally owned devices that may occur as a result of connecting to the Wireless Network or any electrical power source.
- Teachers and other staff will not store or hold on to devices. The owner will be responsible for the device at all times.
- Students may not let other students operate their device.
- Teachers and staff will not set up, support, repair or troubleshoot student devices, including problems accessing the wireless network.
- All personally owned devices connecting to the Wireless Network must have up-to-date anti-virus software enabled.
- The school will not provide wireless printing services for personal devices.
- School officials may read, examine, or inspect the contents of any personally owned technology upon reasonable suspicion that the contents or recent utilization of the technology contains evidence of a violation of the Colbert County School's Student AUP or other school rules and policies, as well as any local, state, or federal laws. Colbert County School's employees have the right to confiscate devices and give them to administration if they suspect violations.
- Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, engaging in illegal activity are strictly prohibited as set forth in the Colbert County Board of Education's Student AUP.
- Students who do not adhere to this policy may be prohibited from bringing personally owned devices for the remainder of the school year and may face other consequences as set forth in Colbert County School's Student AUP or Student Handbook.
- Students should never take pictures, record video, or record audio of others without their knowledge and permission. Students may immediately lose their BYOD privileges if they are found to have posted pictures, audio, or video recorded at school, of themselves or others, onto social media sites. The use of devices in restrooms or locker rooms is never allowed.
- Devices should never be used to cheat on tests or on assignments.



## GRADUATION REQUIREMENTS 2018-2019

### Alabama High School Diploma 26 Credits

**ENGLISH.....4 units**

**MATHEMATICS.....4 units**

*To include the equivalent of:*

Algebra I..... 1 unit

or

Algebra IA and IB ..... 2 units

Geometry ..... 1 unit

Algebra w/Finance or Algebra II or

Algebra II w/Trig ..... 1 unit

Math Elective..... 1 unit

**SOCIAL STUDIES.....4 units**

World History ..... 1 unit

Early US History..... 1 unit

Modern US History..... 1 unit

Government ..... ½ unit

Economics ..... ½ unit

**SCIENCE.....4 units**

Biology ..... 1 unit

Physical Science ..... 1 unit

Science Electives ..... 2 units

**OTHER REQUIREMENTS ...2.5 units**

Career Preparedness..... 1 unit

Health.....½ unit

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

**ELECTIVES.....6.5 units**

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

*Chemistry may be substituted for Physical Science in special circumstances.*

*NCAA Eligibility only awards 1 credit for Algebra IA and IB*

### Alabama High School Diploma (With Advanced Academic Endorsement recognized by the School District) 26 Credits

**ENGLISH..... 4 units**

**MATHEMATICS..... 4 units**

Algebra I..... 1 unit

Geometry ..... 1 unit

Algebra II with Trigonometry ..... 1 unit

Advanced Math Elective ..... 1 unit

**SOCIAL STUDIES..... 4 units**

World History..... 1 unit

Early US History ..... 1 unit

Modern US History ..... 1 unit

Government ..... ½ unit

Economics ..... ½ unit

**SCIENCE..... 4 units**

Biology ..... 1 unit

Chemistry ..... 1 unit

Science Electives ..... 2 units

**FOREIGN LANGUAGE.....1 unit**

**OTHER REQUIREMENTS. 2.5 units**

Career Preparedness ..... 1 unit

Health ..... ½ unit

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

**ELECTIVES..... 5.5 units**

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

*English 10<sup>th</sup>-12<sup>th</sup> required to take Advanced English.*

### Work Essential Equivalent Courses

**ENGLISH LANGUAGE ARTS.. 4 units**

*Four credits to include the equivalent of:*

English Essentials 9 ..... 1 unit

English Essentials 10 ..... 1 unit

English Essentials 11 ..... 1 unit

English Essentials 12 ..... 1 unit

**MATHEMATICS..... 4 units**

*Four credits to include the equivalent of:*

Algebraic Essentials A ..... 1 unit

Algebraic Essentials B ..... 1 unit

Geometry Essentials A..... 1 unit

Geometry Essentials B ..... 1 unit

**SCIENCE..... 4 units**

*Four credits to include the equivalent of:*

Life Skills Science I ..... 1 unit

Life Skills Science II ..... 1 unit

Life Skills Science III ..... 1 unit

Life Skills Science IV ..... 1 unit

**SOCIAL STUDIES..... 4 units**

*Four credits to include the equivalent of:*

Essential World History ..... 1 unit

Essential US History 10 ..... 1 unit

Essential US History 11 ..... 1 unit

Essential US Government ..... ½ unit

Essential US Economics ..... ½ unit

**COOPERATIVE**

**CAREER/TECHNICAL**

**EDUCATION (270 hours) ..... 1 unit**

**WORKFORCE ESSENTIALS .... 1 unit**

**OTHER REQUIREMENTS .... 2.5 units**

Career Preparedness ..... 1 unit

Health.....½ unit

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

**ELECTIVES..... 4.5 units**

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

\*R.O.T.C., Marching band, and athletics may be submitted for L.I.F.E. PE.

– All students entering the eighth grade in the 2014-2015 school year may complete Business Technology Applications course. Upon successful completion of the course, one unit of credit will be issued.

– Students entering the eighth grade in the 2014-2015 school year may complete Algebra I. Upon successful completion of the course, one unit of credit will be issued.

## GRADUATION REQUIREMENTS 2019-2020

### Alabama High School Diploma 27 Credits

**ENGLISH.....4 units**

**MATHEMATICS.....4 units**

*To include the equivalent of:*

Algebra I..... 1 unit

or

Algebra IA and IB ..... 2 units

Geometry ..... 1 unit

Algebra w/Finance or Algebra II or

Algebra II w/Trig ..... 1 unit

Math Elective..... 1 unit

**SOCIAL STUDIES.....4 units**

World History ..... 1 unit

Early US History..... 1 unit

Modern US History..... 1 unit

Government ..... ½ unit

Economics ..... ½ unit

**SCIENCE.....4 units**

Biology ..... 1 unit

Physical Science ..... 1 unit

Science Electives ..... 2 units

**OTHER REQUIREMENTS ...2.5 units**

Career Preparedness..... 1 unit

Health.....½ unit

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

**ELECTIVES .....6.5 units**

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

*Chemistry may be substituted for Physical Science in special circumstances.*

*NCAA Eligibility only awards 1 credit for Algebra IA and IB*

### Alabama High School Diploma (With Advanced Academic Endorsement recognized by the School District) 27 Credits

**ENGLISH..... 4 units**

**MATHEMATICS..... 4 units**

Algebra I..... 1 unit

Geometry ..... 1 unit

Algebra II with Trigonometry ..... 1 unit

Advanced Math Elective ..... 1 unit

**SOCIAL STUDIES..... 4 units**

World History..... 1 unit

Early US History ..... 1 unit

Modern US History ..... 1 unit

Government ..... ½ unit

Economics ..... ½ unit

**SCIENCE..... 4 units**

Biology ..... 1 unit

Chemistry ..... 1 unit

Science Electives ..... 2 units

**FOREIGN LANGUAGE .....1 unit**

**OTHER REQUIREMENTS. 2.5 units**

Career Preparedness ..... 1 unit

Health ..... ½ unit

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

**ELECTIVES..... 5.5 units**

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

*English 10<sup>th</sup>-12<sup>th</sup> required to take Advanced English.*

### Work Essential Equivalent Courses

**ENGLISH LANGUAGE ARTS.. 4 units**

*Four credits to include the equivalent of:*

English Essentials 9 ..... 1 unit

English Essentials 10 ..... 1 unit

English Essentials 11 ..... 1 unit

English Essentials 12 ..... 1 unit

**MATHEMATICS..... 4 units**

*Four credits to include the equivalent of:*

Algebraic Essentials A ..... 1 unit

Algebraic Essentials B ..... 1 unit

Geometry Essentials A..... 1 unit

Geometry Essentials B ..... 1 unit

**SCIENCE..... 4 units**

*Four credits to include the equivalent of:*

Life Skills Science I ..... 1 unit

Life Skills Science II..... 1 unit

Life Skills Science III ..... 1 unit

Life Skills Science IV ..... 1 unit

**SOCIAL STUDIES..... 4 units**

*Four credits to include the equivalent of:*

Essential World History ..... 1 unit

Essential US History 10 ..... 1 unit

Essential US History 11 ..... 1 unit

Essential US Government ..... ½ unit

Essential US Economics ..... ½ unit

**COOPERATIVE**

**CAREER/TECHNICAL**

**EDUCATION (270 hours) .....1 unit**

**WORKFORCE ESSENTIALS ....1 unit**

**OTHER REQUIREMENTS .... 2.5 units**

Career Preparedness..... 1 unit

Health.....½ unit

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

**ELECTIVES..... 4.5 units**

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

\* R.O.T.C., Marching band, and athletics may be submitted for L.I.F.E. PE.

– All students entering the eighth grade in the 2014-2015 school year may complete Business Technology Applications course. Upon successful completion of the course, one unit of credit will be issued.

– Students entering the eighth grade in the 2014-2015 school year may complete Algebra I. Upon successful completion of the course, one unit of credit will be issued.

**GRADUATION REQUIREMENTS  
2020-2021**

Alabama High School <u>Diploma</u> 28 Credits	Alabama High School <u>Diploma</u> (With Advanced Academic Endorsement recognized by the School District) 28 Credits	Work Essential <u>Equivalent Courses</u>
<b>ENGLISH.....4 units</b>	<b>ENGLISH..... 4 units</b>	<b>ENGLISH LANGUAGE ARTS ..4 units</b> <i>Four credits to include the equivalent of:</i>
<b>MATHEMATICS .....4 units</b> <i>To include the equivalent of:</i> Algebra I..... 1 unit or Algebra IA and IB ..... 2 units Geometry ..... 1 unit Algebra w/Finance or Algebra II or Algebra II w/Trig ..... 1 unit Math Elective..... 1 unit	<b>MATHEMATICS..... 4 units</b> Algebra I.....1 unit Geometry.....1 unit Algebra II with Trigonometry .....1 unit Advanced Math Elective ..... 1 unit	English Essentials 9 ..... 1 unit English Essentials 10 ..... 1 unit English Essentials 11 ..... 1 unit English Essentials 12 ..... 1 unit
<b>SOCIAL STUDIES .....4 units</b> World History ..... 1 unit Early US History..... 1 unit Modern US History..... 1 unit Government ..... ½ unit Economics ..... ½ unit	<b>SOCIAL STUDIES ..... 4 units</b> World History.....1 unit Early US History ..... 1 unit Modern US History ..... 1 unit Government.....½ unit Economics .....½ unit	<b>MATHEMATICS .....4 units</b> <i>Four credits to include the equivalent of:</i> Algebraic Essentials A..... 1 unit Algebraic Essentials B ..... 1 unit Geometry Essentials A ..... 1 unit Geometry Essentials B..... 1 unit
<b>SCIENCE .....4 units</b> Biology ..... 1 unit Physical Science ..... 1 unit Science Electives ..... 2 units	<b>SCIENCE ..... 4 units</b> Biology .....1 unit Chemistry ..... 1 unit Science Electives..... 2 units	<b>SCIENCE .....4 units</b> <i>Four credits to include the equivalent of:</i> Life Skills Science I..... 1 unit Life Skills Science II ..... 1 unit Life Skills Science III ..... 1 unit Life Skills Science IV ..... 1 unit
<b>OTHER REQUIREMENTS ...2.5 units</b> Career Preparedness..... 1 unit Health.....½ unit *L.I.F.E. PE ..... 1 unit	<b>OTHER REQUIREMENTS. 2.5 units</b> Career Preparedness .....1unit Health .....½ unit *L.I.F.E PE..... 1 unit	<b>SOCIAL STUDIES.....4 units</b> <i>Four credits to include the equivalent of:</i> Essential World History..... 1 unit Essential US History 10..... 1 unit Essential US History 11 ..... 1 unit Essential US Government..... ½ unit Essential US Economics ..... ½ unit
<b>ELECTIVES .....6.5 units</b>  <i>3 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence.</i>  <i>Chemistry may be substituted for Physical Science in special circumstances.</i>  <i>NCAA Eligibility only awards 1 credit for Algebra IA and IB</i>	<b>ELECTIVES ..... 5.5 units</b> <i>3 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence.</i>  <i>English 10<sup>th</sup>-12<sup>th</sup> required to take Advanced English.</i>	<b>COOPERATIVE CAREER/TECHNICAL EDUCATION (270 hours) ..... 1 unit</b>  <b>WORKFORCE ESSENTIALS..... 1 unit</b>  <b>OTHER REQUIREMENTS .....2.5 units</b> Career Preparedness ..... 1unit Health .....½ unit *L.I.F.E. PE ..... 1 unit
		<b>ELECTIVES .....4.5 units</b> <i>2 units in CTE/Arts Education, and/or Foreign Language. Students are encouraged to complete two courses in sequence courses in sequence.</i>

\* R.O.T.C., Marching band, and athletics may be submitted for L.I.F.E. PE.

- All students entering the eighth grade in the 2014-2015 school year may complete Business Technology Applications course. Upon successful completion of the course, one unit of credit will be issued.
- Students entering the eighth grade in the 2014-2015 school year may complete Algebra I. Upon successful completion of the course, one unit of credit will be issued.

# CURRICULUM AND INSTRUCTION

**EDUCATIONAL MISSION** Colbert County Schools will provide a challenging curriculum with supportive learning environments that promote shared involvement between the district, parents, students, and stakeholders.

The board understands that all students should have an equal opportunity in the pursuit of education; thus, the Board will make every attempt to balance the school system's educational programs to provide for the varied interests and needs of all students and to provide the appropriate courses required by law and by the State Board of Education policies and resolutions.

## **ACCREDITATION**

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

## **HIGH SCHOOL CURRICULUM**

Courses in English, mathematics, science, and social studies are part of the general curriculum. The college preparatory program offers advanced mathematics and science courses, advanced English, Spanish, and computer science. Electives in art, drama, music, physical education, and driver education are available. The Board of Education makes every effort to meet the curricular needs of all students from those who wish to become professionals to the preparation of students who would prefer to go directly into the work force. Senior high students are served through advanced placement courses. The advanced placement program offers exciting options for students who want and need the most challenging courses available. Career Technical courses are offered at each high school in the district. Our Career Technical courses help guide the student toward a variety of career opportunities for entry into the world of work after four years of secondary training and a minimum of two years of a technical or junior college education.

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

## **PROGRAM FOR ACADEMIC AND CREATIVE ENRICHMENT**

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the guidance counselor at your child's school.

If you have any questions concerning the Gifted Program, please contact Wade Turberville at 256-386-8565.

## **ACADEMIC COMPETITIONS**

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

## **PROGRAM FOR EXCEPTIONAL CHILDREN**

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

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

## **JUNIOR HIGH SCHOOL CURRICULUM**

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

- Band
- Career Exploration
- Career/Technical
- Business Technology Applications
- Language Arts
- Mathematics
- Physical Education
- Reading
- Science
- Social Studies

## **ELEMENTARY SCHOOL CURRICULUM**

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

- Reading
- Library Skills
- History
- Music
- Language Arts
- Science
- Health
- Mathematics
- Physical Education
- Geography

**SCIENCE  
SAFETY  
CONTRACT**

Colbert County Elementary Schools will be teaching math and science using methods taught by the Alabama Math, Science and Technology Initiative (AMSTI). To make the activities safe for students, the following minimum safety rules should be followed:

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

**THERE IS A  
COUNSELOR IN  
YOUR SCHOOL...**

Guidance and Counseling personnel help students to become independent problem solvers. “Gone are the days of school counselors sitting in their office simply handing out college applications, making

schedule changes for students who want to drop a class or meeting with the troublemakers in the school. Today’s school counselors are vital members of the educational team. They help all students in the areas of academic achievement and personal, social and career development, ensuring today’s students become the productive, well-adjusted adults of tomorrow.” (*American School Counselor Association*)

Counselor’s will work with students individually, in small groups, and will consult with parents and teachers in an effort to provide students the best possible solutions. If you have questions and/or concerns regarding the educational development of your child, please do not hesitate to contact the counselor assigned to your child's school.

**SCHOOL CODE  
NO. FOR ACT  
REGISTRATION**

Cherokee High  
010-655  
Colbert County High  
011-615  
Colbert Heights High  
012-693

## ACT TEST

<u>TEST DATE</u>	<u>REGISTRATION DEADLINES</u>
September 8, 2018	August 3, 2018
October 27, 2018	September 21, 2018
December 8, 2018	November 2, 2018
February 9, 2019	January 4, 2019
April 13, 2019	March 8, 2019
June 8, 2019	May 3, 2019
July 13, 2019	June 14, 2019

Students planning to attend college should be aware that many colleges require an entrance exam for admission and/or scholarship selection. The entrance examination most used by colleges in the Southeast is the tests of the American College Testing Program (ACT). Students may register for the ACT online at <http://www.actstudent.org>. Online registration is the fastest method.

## TESTING DATES

<u>TEST</u>	<u>TESTING DATES</u>	<u>GRADE</u>
*Edmentum (Fall)	August 8–September 28, 2018	K-2
Scantron (Fall)	August 8 – September 28, 2018	3-8
Dibels (Fall)	August 8–September 7, 2018	K-2
PreACT	October 1–December 21, 2018	10
ACT WorkKeys (online)	October 1–December 21, 2018	12
ACT WorkKeys (paper) Accommodations	October 2–16, 2018	12
Dibels (Winter)	November 26–December 21, 2018	K-2
ACCESS 2.0 for ELL	January 2–March 22, 2019	K-12
NAEP (selected Schools and Grades only)	January 28–March 8, 2019	4 & 8
Alabama Alternate Assessment (AAA)	March 4–April 12, 2019	K-12
Scantron (Spring)	April 8–May 3, 2019	3-8
ACT with Writing (online)	February 20-22, 26-28, 2019	11
ACT with Writing (paper)	February 20-22, 25-28, March 1, 4-6, 2019	11
with accommodations/supports		
ACT with Writing (paper) Make-ups	April 24-26, 29-30, 2019	11
Edmentum (Spring)	April 29 – May 24, 2019	K-12
Dibels (Spring)	April 29 – May 17, 2019	K-2

Note: No student takes all the tests listed above. Nor is all day devoted to testing on the specified days.

\*Edmentum is not considered a state assessment. In Colbert County, it will be required for K-12 and test security will continue to be maintained to insure validity of results. It will not be considered a “high stakes” test, but will be a formative assessment used for instructional purposes. Testing and use of results will be under the directions of the location controller, reading coaches, and the individual teachers at each school.

\*\*Dibels is not considered a state assessment. In Colbert County, it will be required for K-12 and test security will continue to be maintained to insure validity of results. It will not be considered a “high stakes” test, but will be a formative assessment used for instructional purposes. Testing and use of results will be under the directions of the location controller, reading coaches, and the individual teachers at each school.

\*\*\*Dates determined by NAEP

\*\*\*Dates are subject to change as directed by the ALSDE and ACT\*\*\*\*

# 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, and all employees of the school system. It is important that each person connected with the school understands the importance of a consistent set of behavior standards in order that a positive environment can be established and maintained.

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

## **SCHOOL-PARENT-STUDENT COMPACT COMMITMENT**

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

### **PARENTS SHOULD**

- maintain regular communication with the school authorities concerning their children's progress and conduct.
- ensure that their children are in daily attendance and promptly report and explain an absence or tardiness to school.
- provide their children with the resources needed to complete class work.
- bring to the attention of school authorities any problem or condition which affects their children or other children of the school.
- discuss report cards and work assignments with their children.
- maintain up-to-date work and emergency telephone numbers at the school, including doctor, hospital preferences, and emergency health care form.
- attend scheduled parent/teacher conferences.

### **STUDENTS SHOULD**

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



## **SCHOOLS SHOULD**

- encourage the use of good guidance procedures.
- maintain an atmosphere conducive to good behavior.
- exhibit an attitude of respect for students.
- plan a flexible curriculum to meet the needs of students.
- promote effective training or discipline based upon fair and impartial treatment of all students.
- develop a good working relationship among staff and with students.
- encourage the school staff, parents, and students to use the services of community agencies.
- promote regular parental communication with the school.
- encourage parent participation in affairs of the school.
- seek to involve students in the development of policy.
- endeavor to involve the entire community in the improvement of the quality of life within the community.
- notify parents, if possible, when students are absent.
- bring to the attention of parents any problem or condition which exists with their children.

## **PARENT/ FAMILY INVOLVEMENT PLAN**

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

Advisory Committee. The Parental Involvement Plan is approved and adopted by the board and made available to all stakeholders.

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

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

## **JURISDICTION OF THE SCHOOL BOARD**

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

- regular school activities
- transportation on school buses
- field trips
- athletic functions
- activities during which appropriate school personnel have supervisory responsibility for students.

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

## **ATTENDANCE POLICY**

The Colbert County Board of Education believes that regular school attendance is important to students and to the school system. Regular attendance by students facilitates development of the skills and knowledge necessary to function in a democratic society. Therefore, the Board endeavors to secure, in compliance with Alabama law, the prompt and regular attendance of students and to secure their proper conduct, and to hold the parent, guardian, or other person in charge or control of a student responsible and liable for such student's non-attendance and improper conduct. (File: JBD)

### **ABSENTEEISM**

**School Day** - A school day absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present more than fifty (50%) percent of the scheduled school day.

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

**At the Elementary Level** - All students are expected to be in attendance each day unless they are ill or an emergency arises. Students must be in attendance 165 (no more than 15 absences per school year) days in order to receive credit for academic work. In extraordinary circumstance, a student's attendance record may be reviewed by the school attendance committee to determine eligibility for credit for the year's work and promotion for the next school year.

**At the Secondary Level** - All students are expected to be in attendance each day unless they are ill or an emergency arises. Students in grades 7-12 may not be absent more than seven (7) days in any

## **ATTENDANCE REGULATIONS**

class for which they are given credit. In extraordinary circumstance (e.g. extended illness or hospitalization), a student may appeal to the school attendance committee for a waiver to this policy.

## **EXCUSES**

In accordance with Alabama law, a parent **MUST** explain the cause of every absence of a student under his or her control or charge. Every student, upon return to school, **MUST** bring a written excuse from home within three (3) days following the absence signed by the student's parent for each absence and present it to the principal or his or her designee.

## **GUIDELINES FOR EXCUSED ABSENCES**

For students in grades K-12, the following guidelines will be used during each school year for absences to be excused:

- Ten (10) days excused with home notes. Each student may use five (5) home notes per semester (maximum).
- All other excuses must be signed by a doctor or other legal documentation must be provided.

## **EXCUSED ABSENCES**

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

- personal illness of the student, or
- death in the immediate family (defined as father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, nephew, niece, grandfather, grandmother, uncle and aunt), or
- inclement weather which would be dangerous to the life or health of the student as determined by the principal, or
- legal quarantine/subpoena, or
- emergency conditions as determined by the principal, or
- prior permission of the principal and consent of the parent.
- the seventh unexcused absence for the year shall be referred to the court system.

## **UNEXCUSED ABSENCES**

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

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

If a student is absent for any excused reason as defined above, the student **SHALL BE ALLOWED** to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Work assigned prior to an excused absence is due on the date the student returns to school. Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

**At the secondary level:** The student shall be responsible for contacting the teacher or teachers to arrange to make up the work.

**At the elementary level:** The parent shall be responsible for arranging necessary make-up work.

**Time limit:** Arrangements for make-up work must be made within three (3) days after returning to school from an excused absence.

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

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, class work, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeroes to students absent for unexcused reasons on an automatic basis; zeroes shall be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc. A student suspended from school (out-of-school suspension) shall be allowed to make up work missed during such suspension (absence). Further, suspended students (out-of-school) shall not be given a zero (0) for suspension absences. Students shall make up work missed such as homework, classroom activities/ recitations, examinations, or other school work for which other students in the class are graded.

## **TARDINESS**

A student is tardy **to school** when he/she fails to report “on time” to his/her first class when the bell begins to ring to start the school day. When tardy to school, students should report to the attendance office for the tardy to be documented and a tardy slip to be issued. An unexcused check-in during the 1st scheduled class will be counted as a tardy to school and may lead to a Saturday School assignment. Any student who fails to attend Saturday School within the academic year will receive one day in in-school suspension (ISS) for every missed Saturday School assignment.

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

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

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

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

- A student will be allowed to check-in and/or check-out a total of five (5) times a semester by calling his or her parent or guardian.
- After the fifth (5<sup>th</sup>) check-in and/or check-out, a **PARENT OR GUARDIAN MUST** come to the school to check a student out.
- 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 OF SCHOOL.**
- Students must sign a check-in or check-out form before leaving school.
- Students may not check-in or check-out of school and remain on school campus.
- An unexcused check-in during 1st block will be counted as tardy to school and may lead to a Saturday School Assignment. Students must check-in/out through the school office and in compliance with policy 6.14 under this cover. (File: 6.11)

## **PERFECT ATTENDANCE**

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

**TRUANCY** Truancy is the habitual and unlawful absence from school. In accordance with *The Code of Alabama*, the parent is responsible for requiring any student under his or her control or charge and under seventeen (17) years of age to attend school. (File: JBE)

## **EARLY WARNING TRUANCY PREVENTION PROGRAM**

The Early Warning Truancy Prevention Program requires that a weekly report be submitted to the Superintendent.

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

- After the **FIRST UNEXCUSED ABSENCE** the student and parent will receive a warning from the principal and a copy of the Alabama Compulsory School Attendance Law.
- After the **THIRD UNEXCUSED ABSENCE** the parent and student will be notified of the consequences of additional unexcused absences.
- After the **FIFTH UNEXCUSED ABSENCE**
  - A *school conference* shall be held by the principal and attendance officer with the parent and student.
  - An *early warning conference* shall be held by the Juvenile Probation Office with the student and parent. The Colbert County Juvenile Probation Office will contact you to schedule the date and time for the early warning conference.
- After the **SEVENTH UNEXCUSED ABSENCE** the parent and student shall be referred to the Colbert County District Attorney's Office for truancy violation.

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

## **PARENTAL NOTIFICATION OF CIVIL LIABILITIES AND CRIMINAL PENALTIES**

**IT'S THE LAW!** The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

### **ATTENDANCE AND CONDUCT (ACT 94-782)**

Each parent or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

**TEACHER ASSAULT (ACT 94-794)**

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

**DRUG DEALING (ACT 94-783)**

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

**DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATENED PHYSICAL HARM (ACT 94-784)**

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

**WEAPONS IN SCHOOLS (94-817)**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of public school or school bus is a Class C felony. (NOTE: The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.)

**VANDALISM (ACT 94-819)**

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

**PISTOL POSSESSION/DRIVER'S LICENSE (ACT 94-820)**

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction the driver's license will be suspended for 180 days.

**DROP-OUT/DRIVER'S LICENSE (ACT 94-820 Which Amended ACT 93-368 as codified in 16-28-40, Ala. Code, 1975)**

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation.

Exceptions are students who: are enrolled in GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

**POSSESSION OF WEAPONS AND FIREARMS**

It shall be a violation of Board policy for any student to have in his or her possession weapons or firearms of any kind or at any place on school property.

Items forbidden shall include, but are not limited to the following:

- Knives
- Razors or razor blades
- Box openers
- Firearms
- Explosive devices including fireworks of any description
- Items which may be used as clubs
- Sharp or pointed objects designed for use as weapons

In addition, the authorities from the criminal justice and/or juvenile probation officer will be notified. ***If a student is determined to be in possession of a weapon or firearm, he or she will be EXPELLED from the school system for a period of not less than one year.***

(File: JCDAG)

**MARRIED STUDENTS**

Married students are eligible to attend the schools of the school system and participate in regular school programs. Such students must maintain a responsible relationship to the school and other students and shall be expected to abide by all rules and regulations applicable to all students. (File: 6.88)

**PREGNANT STUDENTS**

A pregnant student may attend school and participate in regular programs until such time as her physician recommends termination of school activities. A student must present a physician's statement which verifies that she is physically able to participate in school activities prior to returning to school after cessation of the pregnancy. (File: 6.89)

**PRIVACY AND PROPERTY RIGHTS**

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

**EDUCATION  
RECORDS  
PRIVACY RIGHTS  
(FERPA)**

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

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

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

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

Upon request, a parent or eligible student may request a meeting with the student's principal to have questions answered regarding this education records policy and the right to restrict access to the student's education records by any individual or institution who may believe they have a need to examine those records.

The Family Education Rights and Privacy Act of 1974 (20 U.S.C. 1232g), is the source for the authority of the foregoing policy regarding a student's education records.

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

**RESPONSIBILITIES OF STUDENTS AND PARENTS ARE**

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

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



## **RIGHTS OF STUDENTS AND PARENTS ARE**

- to inspect, review, and challenge the information contained in records directly relating to the student.
- 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. (File: 6.42)

## **STUDENT GOVERNMENT**

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

## **STUDENT RESPONSIBILITIES ARE**

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

## **STUDENT RIGHTS ARE**

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

## **STUDENT PUBLICATIONS**

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

## **STUDENT RESPONSIBILITIES ARE**

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

## **STUDENT RIGHTS ARE**

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

### **FORMAL DISCIPLINARY ACTION**

The authority of the school officials to control student conduct off school grounds and outside school hours is well settled in the law. Where the students are engaged in a school-sponsored activity, the authority of the school officials is the same as if the activity took place on school property.

## **STUDENT RESPONSIBILITIES ARE**

- to obey all school policies, rules, and regulations.
- to become familiar with the contents of the *Student/Parent Information Guide*.

## **SCHOOL DISCIPLINE ACTIONS ARE**

### **■ CORPORAL PUNISHMENT**

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools of the School District. If such punishment is required, it shall be administered with care, tact and caution by the principal or his/her designee. (File: 6.33)

### **■ DETENTION**

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

If an elementary student is detained after regular school hours, the above provisions shall be observed, and in addition, the local school principal or certified staff member shall notify said student's parent/guardian/custodian prior to detention. (File: 6.34)

### **■ IN-SCHOOL SUSPENSION**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom and extracurricular activities, but is not dismissed from the school setting nor counted absent during the period of in-school suspension. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period of time not to exceed three (3) days. (File: 6.39)

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

C.L.A.S.S. is an alternative to out-of-school or in-school- suspension in that it allows the student the opportunity to stay in school without receiving unexcused absences.

Furthermore, the student can continue his/her regular academic study under the supervision of a certified teacher. In addition to regular studies, the student receives instructions in behavior modification, life skills and social problems.

The student is placed in C.L.A.S.S. as a result of inappropriate school behavior. The principal of the student's school places the student and determines the length of term in C.L.A.S.S. Upon completion of the term, the C.L.A.S.S. instructor makes a fair and just evaluation of the student's behavior performance. The student is returned to regular classes after successfully completing the period of placement. (File: 6.35)

- Each student provides his or her own supplies (pencils, papers, books, etc.)
- Student must be present with no unexcused absences.
- Students cannot drive to the C.L.A.S.S. facility, but must use bus transportation from their school.
- No visitors or passes allowed.
- In a case when “checking-out” is necessary, the person designated to “check-out” the C.L.A.S.S. student must first go to the student’s school to receive signed permission from the proper administrator. Then, the student may be checked-out from C.L.A.S.S. upon receipt of a signed permission slip by the C.L.A.S.S. instructor.
- No talking and students must sit in their assigned seats.
- Students may not leave the classroom without instructor’s permission.
- No food, drinks, or gum are permitted in the classroom.
- No sleeping.
- Any misbehavior or lack of cooperation will result in extra C.L.A.S.S. time or suspension.
- Other county and school regulations will be enforced.
- Students will be assigned to no more than (3) days per incident and no more than ten (10) days per year without the permission of the principal, C.L.A.S.S. teacher and Superintendent.
- If a student is dismissed from C.L.A.S.S. for behavior problems, that student may not be reassigned to C.L.A.S.S. for three weeks.
- Upon second dismissal for behavior problems, a student may not return to C.L.A.S.S. for one calendar year.

■ **OUT-OF-SCHOOL SUSPENSION**

Only the superintendent or his or her designee, principal, or assistant principal shall have the authority to suspend students. Students shall be given notice of the charges against them and shall have the opportunity to present their explanation of the situation before any action is taken. If a student's behavior is so serious and disruptive that expulsion is recommended, the student may be suspended upon the Superintendent's or his or her designee's approval, until an expulsion hearing can be scheduled before the Board of Education.

To comply with the Parental Responsibility Act the following steps have been established regarding suspensions:

- The **FIRST AND SECOND OUT-OF-SCHOOL SUSPENSIONS** will be handled by the school principal or designee.
- The **THIRD OUT-OF-SCHOOL SUSPENSION**
  - A **conference** shall be held with the Superintendent or his designee. Both the parent and student must attend this conference.
  - An **early warning conference** shall be held by the Juvenile Probation Office with the student and parents. The Colbert County Juvenile Probation Office will contact you to schedule the date and time for the conference.
- The **FOURTH OUT-OF-SCHOOL SUSPENSION** will be referred to the Colbert County District Attorney's Office.

■ **COLBERT COUNTY ALTERNATIVE SCHOOL**

Colbert County Alternative School is an alternative program for students to be used in lieu of expulsion from the school district and placement for first offense fighting. Alternative school will be held Monday–Friday at Colbert Heights High School. For applicable time, please contact your child's principal.

■ **EXPULSION**

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

All due process criteria specified in Board Policy File 6.18 shall be strictly observed in any expulsion proceeding as well as any preliminary steps prior to the hearing. (File: 6.40)

**STUDENT  
GRIEVANCES**

**GENERAL**

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

**PROCEDURE**

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

## **GRIEVANCE DEFINED**

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

## **APPEAL**

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

## **SEXUAL HARASSMENT OF STUDENTS**

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

## **SEXUAL HARASSMENT DEFINED**

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

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

## **REPORTING INCIDENTS OF SEXUAL HARASSMENT**

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

## **COMPLAINT RESOLUTION PROCEDURE**

Upon completing an investigation of the complaint, the designated reporting officer shall report in writing to the Superintendent the results of the investigation of the complaint. The school principal shall thereupon meet with the complainant and the charged employee or student, together with the designated reporting officer, and make every effort to resolve such complaint. If such complaint cannot be resolved at this level, the Superintendent shall report the same to the Board, and if in his/her discretion it is warranted, he/she may recommend a hearing be held by the Board in accordance with the laws and statutes applicable to such charged employee's contract status or to such charged student's status. In the event that a hearing before the Board is recommended and scheduled, a copy of the reporting officer's written report shall be furnished to the parent/guardian of the complainant and a copy to the charged employee or another student at least five (5) calendar days before the hearing. (See File: 6.87)

Violations of the Code of Conduct are grouped into three classifications of **MINOR**, **INTERMEDIATE**, and **MAJOR** offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or his or her designees.

## **STUDENT CODE OF CONDUCT: CLASSIFICATION OF VIOLATIONS**

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

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

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action by making a personal call to the parents when feasible or by scheduling conferences with the parents and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his or her designee. Parents of students who consistently exhibit poor work habits should be notified by school personnel.

### **ITEMS PROHIBITED AT SCHOOL**

Any item, which may interfere with school operations or the safety of others, is prohibited on school grounds. These items include, but are not limited to, the following: pornography, cigarette lighters, matches, radios, playing cards, chewing gum, glass bottles, games, and toys.

Colbert County Schools reserves the right to conduct a search of a student's personal belongings in accordance with established law, including but not limited to purses, backpacks, lockers and cars parked on campus.

### **ELECTRONIC DEVICE POSSESSION PROCEDURE**

Students are allowed to have electronic devices (pagers, cellular telephones or other personal communication and/or electronic devices) at school. However, students are not allowed to utilize the electronic device during the hours of 7:00 a.m. to 3:00 p.m. unless prior written approval is

granted by school administration. The following procedure will be followed if a student is directly utilizing an electronic device without prior permission:

- 1st offense – Two day C.L.A.S.S. - Electronic device may be picked up by the legally authorized custodial person upon the completion of C.L.A.S.S.
- 2nd offense – Three day C.L.A.S.S. - Electronic device may be picked up by the legally authorized custodial person at the end of the semester.
- 3rd offense – Three day C.L.A.S.S. - Electronic device will be returned at the end of the academic year.
- 4th offense – Three day Out-of-School Suspension - Electronic device will not be returned.

The following procedure will be used for indirect usage of an electronic communication device:

- 1st offense – Notify parent/guardian and electronic device will be returned to student.
- 2nd offense – Notify parent/guardian and electronic device will be returned to parent.
- 3rd offense – Two day C.L.A.S.S. -- Electronic device may be picked up by the legally authorized custodial person upon the completion of C.L.A.S.S.
- 4th offense – Three day C.L.A.S.S. -- Electronic device may be picked up by the legally authorized custodial person at the end of the semester.

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

## **ZERO TOLERANCE FIGHTING POLICY**

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

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

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

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

grades 7 – 12 within the Colbert County School system’s jurisdiction, as set forth in the second paragraph above, the student shall be assigned to the said Alternative School for forty-five (45) school days.

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

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

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

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

#### **MINOR OFFENSES CLASS I**

- Excessive distraction of other students
- Illegal organizations
- Threat, harassment, or intimidation of a student
- Gambling
- Tardiness
- Use of profane or obscene language
- Non-conformity to dress code (see File: 6.31)
- Minor disruption on a school bus
- Inappropriate public display of affection
- Unauthorized absence from class or school
- Intentionally providing false information to a Board employee
- Repeated refusal to complete class assignments and failure to bring required instructional materials to class
- Vehicular violations
- Any other offense which the principal may reasonably deem to fall within this category



Administrative responses for **CLASS I VIOLATIONS** include but are not limited to

- student conference.
- parent contact(s)/conference(s)
- after-school detention.
- suspension from school/bus.
- out-of-school suspension not to exceed three (3) school 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**

- Defiance of Board employee's authority
- Possession, control, or use of tobacco products
- Battery upon students
- Vandalism
- Stealing - Larceny - Petty Theft
- Possession of stolen personal property with the knowledge that it is stolen
- Threats – Extortion
- Trespassing
- Possession and/or discharge of fireworks or firecrackers
- Offensive touching of another person against the will of the other person
- Written or verbal propositions to promote sexual acts
- Use of obscene manifestations (verbal, written, physical) toward another person
- Leaving local school premises without permission
- Cheating on class assignments
  - Using electronic communication device or pocket pager on school property (cell phones, pagers, etc.)
  - Any other offense which the principal may reasonably deem to fall within this category

Administrative responses for **CLASS II VIOLATIONS** include but are not limited to

- parent contact(s) or conference(s).
- corporal punishment.
- assignment to in-school suspension, Saturday school or C.L.A.S.S.
- out-of-school suspension

### **MAJOR OFFENSES CLASS III**

- Drugs and alcohol
- Arson
- Battery upon Board employee
- Directing obscene or profane language to a Board employee or visitor
- Robbery
- Stealing - Larceny - Grand Theft
- Burglary of school property
- Criminal mischief
- Possession of firearms

- Discharging of any pistol, rifle, shotgun, airgun, pellet gun, or BB gun, or any other device on school property
- Possession of weapons
- Bomb threats
- Explosives
- Sexual acts
- Aggravated battery
- Inciting or participating in major student disorder
- Unjustified activation of a fire alarm system
- Possession of and/or igniting fireworks and/or firecrackers
- Fighting
- Threat to kill another student or board employee
- Indecent exposure
- Any other offense which the principal may reasonable deem to fall within this category

Administrative responses for **CLASS III VIOLATIONS** include but not limited to

- out-of-school suspension
- assignment to the Alternative School Program
- expulsion
- legal action
- long-term suspension of ninety (90) days or more

**NOTE:** Due to the serious nature of Class III violations it may be necessary to remove a student immediately from school property. In such event, procedures in the out-of-school suspension policy should be followed. (File: 6.38)

**STUDENT  
ALCOHOL  
AND  
DRUG USE  
(Substance Abuse)**

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

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

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

All expulsion hearings shall be conducted in accordance with the Expulsion Policy filed 6.40 under this cover. (File: JCDAD)

## **SMOKING/USE OF TOBACCO PRODUCTS**

It is the policy of the Board of Education that students shall not be permitted to possess, smoke, or use tobacco products in any form while in school buildings, on school grounds, or in school buses during the school day or when participating in or attending any school-sponsored activity. (File: 6.24)

All students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. The privilege to operate a private vehicle on school property will be revoked if safety rules are violated or for sitting in automobiles parked on school property during school hours.

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

Students may be required to present evidence of an Alabama driver's license and proof of current liability insurance before they are authorized to bring a vehicle on school premises. (File: 6.68)

## **SCHOOL BUS CONDUCT**

The following regulations shall apply to all students riding school 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 runs without filing permits with the principal that have been authorized by their parents for such trips.
- Students shall be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the principal.

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

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

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

- Make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended;
- Cross in front of the bus within sight and hearing of the driver, look both ways, and stay out of the line of traffic until the path across the roadway is free from danger;
- Proceed across the roadway upon signal from driver or bus patrol; and
- Proceed with extreme caution across four-lane roadways. (File: 6.70)

## **DRESS CODE**

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

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

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

- Students must wear shoes. Shoes which mark or damage floors will not be permitted. No roller or skate shoes (heelies) are allowed.
- Students must recognize that revealing clothing is not appropriate apparel in school. Garments that are “see-through,” cut low or expose one’s midriff are not acceptable, nor shall males open the fronts of their shirts to expose skin below the collar bone. Garments must have a visible sleeve that extends beyond the end of the shoulder. Skirts or shorts must not be shorter than touching the top of the knee when the wearer stands upright. Gym shorts, spandex/bike shorts and other similar type shorts are prohibited. Under garments shall not be visible at any time.
- Students shall not wear pants/shorts that, when fastened, sag, are baggy, or fit below the waist. All pants/shorts must fit around the waist and be properly fastened.
- Lounging/pajama clothes are not to be worn in school. With administrative approval, special clothing days may be allowed.
- Dark glasses may be worn in the school building only when a doctor’s prescription so provides.
- Nose rings, tongue pins, lip pins, naval pins/rings, teeth ornaments, otherwise know as grillz or other similar items are prohibited on school premises during the regular school day or partial school day.
- Tee shirts or other clothing, which depict vulgarity, alcoholic beverages, drugs, or pictures/writing, which may be disruptive or are suggestive, are not to be worn.
- Students shall not bring hats, caps, bandanas, sweatbands, or any type head covering in the district buildings except for a medical purpose.

- Bandanas are not to be brought to school. Any paraphernalia that can/does denote gang affiliation shall not be worn. With administrative approval, special cap or hat days may be held.
- 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.

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

## **DIGITAL DEVICES AND SECURE TESTS**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

## **STUDENT ACCEPTABLE USE POLICY**

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

The following is the policy of Colbert County Schools and has been approved by the Superintendent and School Board.

Colbert County Schools offer access to email, Google Drive, and the Internet as a resource for instruction and to provide access to materials that complement the instructional program. We respect each family's right to decide whether to apply for access. To gain access, the parent/guardian and student will be required to sign a written consent form prior to being allowed access to email and the Internet. This consent form is included in each student registration packet.

A staff member will supervise Internet use and will review communications to maintain system integrity and to determine that students are using the system responsibly. However, students are responsible for appropriate behavior while using the Internet. Any material, written or pictorial, accessed on the Internet must conform to established school policy and cannot be obscene or contain profanity or abusive language. Vandalism of equipment or programs will result in punishment as defined in school policy.

All users must abide by the following guidelines:

- Be accountable for your actions. Appropriate behavior is expected from users at all times.
- Notify an adult immediately if you encounter materials that violate this policy or school handbook.
- Do not use the Internet or email to hurt, harass, attack, or harm other people or their work.
- Do not damage the computer or network in any way
- Do not use the Internet, email or Google Drive for illegal activities, i.e. hacking, threats, child pornography, drug dealings, purchase of alcohol, gang activities, etc.
- Do not install software or download unauthorized files, games, programs, or other electronic media.
- Do not violate copyright laws
- Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
- Do not share your password with another person
- Do not access another student's work, folders, or files.
- Email and Google Drive will be filtered for content.
- Email and Google Drive access will be terminated if the following conditions are met, student withdraws, misuse of email or Google Drive, disciplinary action, or graduates from High School.

Violation of this policy will result in loss of Internet access at school and other disciplinary action.

## **COMPUTER LAB POLICY**

- **NO FOOD OR DRINK!**
- Only work on class assignments.
- Students using any computers, software, and any other technology resources should not:
  - Send, display, or download offensive messages or pictures
  - Use obscene language
  - Violate copyright laws
  - Trespass in other users' files, folders, or work
- Do NOT change any computer settings (including, but not limited to, printer configurations, desktop backgrounds, Internet settings)
- Music must be listened to using headphones and at a volume where others cannot hear it.
- When you are finished at a workstation please:
  - Log out.
  - Pick up all paper around your station.
  - Push chair under desk.
  - Make sure you leave a clean and orderly workstation for the next user.
- Violation of any of the above policies could result in loss of access, disciplinary action, and/or possible legal action.

