

# STUDENT CODE OF CONDUCT (UPDATED 2022-2023)

---

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

- a) "Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education & documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor &, upon conviction, shall be fined not more than one hundred dollars (\$100.00) & may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.
- b) Omitted
- c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education & documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of education of the school system in which the suspected violation occurred. The Superintendent or designee shall report such suspected violations to the District Attorney within 10 days. Any principal or Superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct & required attendance by any child enrolled in the public schools."

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

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

- & after the fourth such suspension, the parent will be reported to the Superintendent & District Attorney by school administrators.
- e. Parents/guardians/custodians will be subject to prosecution by the District Attorney after the fourth suspension of their child pursuant to *The Code of Alabama, 1975, §16-28-12*, as amended.
  - f. Parents/guardians/custodians will be referred to the District Attorney's Office on the first or second suspension of their child if, in the opinion of the principal, the offense committed by their child warrants such action.
2. School principals &/or the Superintendent are responsible for reporting violations of these suspensions to the District Attorney's office. School principals &/or the Superintendent are hereby informed that the intentional failure to report a suspected violation of this Act may result in being charged with being guilty of a Class C misdemeanor. Such reports shall be made on the School District's Notification of Suspension Form.

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

## **STUDENT ATTENDANCE**

---

### **Absenteeism & Excuses**

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

- Filing of Excuses All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

### **Excused Absences**

---

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

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

### **Unexcused Absences**

---

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

### **Parental/Student Notice**

---

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

### **Absentee Referrals**

---

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

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

### **Make-Up Work - Excused Absences**

---

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

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

- Time Limit on Work Assigned Prior to Excused Absences – Exams, homework, papers, projects, etc. assigned prior to an excused absence(s) are due the date the student returns to school. However, principals may approve additional days to make up work for long-term absences.

### **Make-Up Work - Unexcused Absences**

---

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

### **Tardiness**

---

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

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

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

### **Check-Ins/Outs**

---

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

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

### **Perfect Attendance**

---

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

### **School Participation Absences**

---

Students who are away from school because of participation in official school-sponsored activities shall be marked present & allowed to make up missed work. Students who are absent from school for an excused or unexcused reason shall not participate in any school extracurricular or co-curricular

activities that day (athletic contest, cheerleading, scholars bowl, etc.), except in extenuating circumstances as determined by the principal.

### **Religious Absences**

---

A student will be excused for official religious holidays when the student's parent, guardian, or custodian notifies the principal in advance for the student to be absent for this purpose. Students shall be allowed to make up work missed during such absences.

### **Early Warning Truancy Prevention Program**

---

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

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

### **DRESS CODE**

---

The Board & administration recognize the importance of personal rights & privileges of each individual student in the school system. However, the Board equally recognizes that individual rights stop where the rights of the group (the school) begin & no student/employee has the right to dress or appear in such a manner that is disruptive to the teaching-learning process. The Board strongly believes it is the responsibility of students & parents/guardians/custodians to use reason, good judgment, & common sense in the choice of dress & physical grooming in the school.

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

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

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

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

### **DRESS CODE INFRACTIONS**

---

Students who come to school in clothing that is not within the dress code will be given an opportunity to call parents to bring an item within the dress code. If the student is unable to reach the parent or the parent is unable to bring a change to the school, the student will be placed in In-School Suspension for the remainder of the school day on the first offense. On the 2<sup>nd</sup> offense or more, within the same school year, the student will be placed on out-of-school suspension for a minimum of 1 day.

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

---

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

Personal, wireless communication devices include, but are not limited to: cellular devices (phones,

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

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

## **CLASSIFICATION OF VIOLATIONS & DISCIPLINE**

---

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

### **Procedures For the Administration Of Formal Disciplinary Action**

---

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

### **Requirement To Distribute Code Of Conduct To Parents**

---

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

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

## **MINOR OFFENSES - CLASS I**

---

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

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

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

---

May include but are not limited to the following:

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

## **INTERMEDIATE OFFENSES - CLASS II**

---

- 2.01 **Defiance of Board employee's authority** Any refusal to comply with a lawful & reasonable directive or order of a Board employee, or violation of any local school or Board policy.
- 2.02 **Possession, control, or use of tobacco products** The possession, control or use of any tobacco products, including VAPES while under school jurisdiction whether on campus or at a school function off campus.
- 2.03 **Battery upon students** The actual & intentional pushing or striking another student against the will of the other person(s), or the intentional causing of bodily harm to an individual.
- 2.04 **Vandalism** Intentional & deliberate action resulting in damages of a value of less than \$200, to public property or the real or personal property of another.



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

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

---

May include but are not limited to the following:

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

- **2nd Offense** – 1 Day Saturday School & device may be picked up by the student’s legally authorized custodial person at the end of the semester.
- **3rd Offense** – 3 Days C.L.A.S.S. & device will be returned at the end of the academic year.
- **4th Offense** – 3 Days Out-of-School Suspension & device will not be returned

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

## **MAJOR OFFENSES - CLASS III**

---

- 3.01 Drugs & Alcohol - Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages** In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a person may be liable for injury or damage or both. In accordance with Legislative Act 94-784, the school principal shall notify appropriate law enforcement officials when the School District's alcohol & drug policy is violated by a student. If any criminal charges are warranted, the principal is authorized to sign the warrant. The student shall be immediately suspended from attending regular classes & a hearing scheduled within five (5) school days.
- 3.02 Arson** The willful & malicious burning of any part of a building, its contents or its surrounding lands. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).
- 3.03 Battery Upon Board Employee** The unlawful & intentional touching or striking of a Board employee against his or her will, or causing of bodily harm to a School Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or Board employees.
- 3.04 Directing Obscene or Profane Language to a Board Employee or Visitor** Verbal assault using obscene or profane language upon a Board employee or visitor to the school/premises.
- 3.05 Robbery** The taking of money or other property from the person or custody of another by force, violence, assault or putting in fear of force, violence or assault.
- 3.07 Burglary of School Property** The breaking into, entering, or remaining in a structure with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.08 Criminal Mischief** Willful infliction of injury to property of a value of \$200.00 or more. The actor has no right to do so or any reasonable grounds to believe they have such right.
- 3.09 Possession of Firearms** Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any ammunition capable of use by or with any of the weapons/firearms described herein &; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- 3.10 Discharging of Any Pistol, Rifle, Shotgun, Airgun, Pellet Gun, Or Bb Gun, Or Any Other Device On School Property.**
- 3.11 Possession of Weapons** Possession of any knife, razor blades, box cutters, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to

do bodily harm, in addition to a violation of school Board policy, is a Class C felony.

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

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

---

May include but are not limited to the following:

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

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

---

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

## **DETENTION - ELEMENTARY SCHOOL**

---

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

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

---

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

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

## **SATURDAY SCHOOL**

---

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

## **COLBERT COUNTY ALTERNATIVE SCHOOL**

---

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

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

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

## **IN-SCHOOL SUSPENSION**

---

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

ensure that the following safeguards are met:

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

## **SCHOOL OPENING & CLOSING TIMES**

---

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

## **STUDENT TRANSPORTATION**

---

Transportation, to & from the school, shall be provided by the Board to eligible students of the School District. The transportation programs shall be operated in accordance with provisions of *The Code of Alabama* & State Board of Education rules & regulations. The primary consideration of the transportation program shall be the safety & welfare of the students. The following regulations shall apply to all students riding School System-owned or leased buses:

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

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

- Be on time at the designated pickup sites.
- Stay off public roads while waiting for the bus.
- Wait for the bus to stop before attempting to board.
- Keep all body parts inside the bus at all times.
- Assist in keeping the bus safe & clean.
- Refrain from loud talking or behavior which may divert the driver's attention.
- Refrain from damaging the bus (pay for any damage to seats, windows, etc.).
- Do not bring bottles, cans, food, balloons, etc. onto the bus.
- Leave no books, lunches, etc. on buses
- Keep aisles of the bus unobstructed at all times.

- Help with the comfort & safety of smaller students.
- Do not throw anything out of bus windows.
- Remain in your seat while the bus is in motion.
- Remain quiet when the bus is approaching a railroad crossing stop.
- In case of a road emergency, remain in the bus or follow the driver's instructions.

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

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

### **Suspension Of Student Transportation Privileges**

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

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

### **Principal's Role in Student Transportation**

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

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

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

### **Teacher's Role in Student Transportation**

---

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

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

### **General Regulations Governing Bus Students**

---

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

- **Bus students seek to ride buses other than the one to which they are assigned.** Students must ride the buses to which they are assigned. Students wishing to ride other buses to other locations must have a written request from their parents/guardians/ custodians outlining such arrangements, approved by the principal, with bus driver notifications given by the principal.
- **Bus students seek to board & get off buses at stops other than their regular stops.** Unless approved by the principal, students shall board & depart School District buses only at regularly scheduled stops nearest their homes, & board buses for the return trip only at the school where they are enrolled. Bus students who live in a non-transported area with one parent/guardian/custodian will not be allowed to ride buses to the homes of the other parent/guardian/custodian unless permission is obtained, in writing, from the legal guardian. Such requests must be approved by the principal with driver notification. This also applies to students boarding a different bus to another area to visit parents, guardians, &/or custodians.
- **Bus students must remain after school for varying reasons.** If a student who rides a bus is required to remain after school hours, the school must have on file a signed statement by the parent/guardian/custodian showing that notification has been received from the teacher & that the parent will make arrangements for the student's transportation on this date.
- **Bus students seek to ride a bus to a school where they are not enrolled.** Students will not be permitted to ride a school bus to a school where they are not enrolled unless they have the permission of both principals & the bus driver has been officially informed in advance.

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

---

**Notice** Students, by presentation of this written policy, are hereby notified of the provisions of Legislative Act 93-368 as enacted by the Alabama Legislature & as approved for implementation by the Board.

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

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

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

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

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

---

### **Principals' Responsibilities**

- Principals or designees shall provide students with information relative to the Act & procedures for compliance.
- Principals or designees shall complete Part 1, Section 1 of the "Student Enrollment/Exclusion Status Form" at the request of students enrolled in their schools. Principals or designees should provide students with information relative to completing Part 1, Section 2, & Part 2 sections of the form; however, it is the responsibility of the student/parent/guardian to secure signatures, documentation statements, etc. for the GED & Exclusion Status Sections.
- Principals or designees shall complete & transmit the "Department of Public Safety Notification Form" on each student who drops out or is absent from school for 10 or more consecutive days or more than 15 days total for unexcused reasons during a semester.
- Principals shall be the sole determiners of student enrollment or non-enrollment.



**Students' Responsibilities:**

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

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

---

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

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

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

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

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

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

- Points shall be accrued on a school-year basis.
- Points may not accrue for the first three days of in-school suspension in any school year; however, beginning with the fourth day of suspension in any school year, all days, including the first three of in-school suspension shall be counted in determining the points.

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