Coosa County Schools

Dream It, Believe It, Achieve It!



Code of Conduct for Coosa County Students 2026-2027

Coosa County Schools
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COOSA COUNTY SCHOOLS

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Coosa County Schools
2026-2027 School Calendar

1st Semester – August 3, 2026 – December 17, 2026	
1st Semester	August 3- Dec. 17, 2026
Teacher Work/PD days	August 3- 5 2026
Students' First Day of School	**6-Aug-26**
Student Virtual/Teacher PD	4-Sep-26
Labor Day Holiday	7-Sep-26
Teacher Professional Development Day (no students)	9-Oct-26
Columbus Day	12-Oct-26
Fall Break	13-Oct-26
Veteran's Day Holiday (schools closed)	11-Nov-26
Thanksgiving Holiday (schools closed)	November 23-27, 2026
Teacher Professional Development Day (no students)	18- Dec-26
Winter Break (schools closed)	December 21, 2026- Jan. 4, 2027
2nd Semester – January 6, 2027 – May 27, 2027	
Teacher Work/PD Day (no students)	January 5, 2027
Students Return to School	**6-Jan-27**
MLK Day Holiday (schools closed)	18-Jan-27
Student Virtual/Teacher PD	11-Feb-27
Student Virtual/Teacher PD	12-Feb-27
President's Day (schools closed)	15-Feb-27
Spring Break (schools closed)	March 15-19, 2027
Student Virtual/Teacher PD	15-April-27
Holiday	16-April-27
Student Virtual/Teacher PD	3-May-27
Students Half Day/Teacher Full Day	27-May-27
Teacher In-Service/Teacher Last Day	28-May-27

Coosa County Schools

Purpose: Dream *It, Believe It, Achieve It!*

We Believe:

- The education of students is a responsibility shared by students, faculty, staff, parents, and the community.
- All students must have opportunities to learn and to be successful.
- Maximum student learning takes place in a positive environment that includes consistency and structure.
- When engaged in rigorous, authentic learning activities that target a variety of learning styles, all students will gain the knowledge and skills necessary to attain personal and professional success.

The Coosa County School System supports Alabama Achieves by developing graduates that are prepared for college, career, and adulthood. It is our commitment to instruct using Alabama's College and Career Ready Standards. The expectation of increased rigor in Mathematics and Literacy Standards, which include reading, writing, speaking and listening, will be implemented in **all** subject areas. The premise behind the implementation is to expose students with opportunities for real world situations through collaboration with peers in problem-solving, precision, and punctuality in delivery of a product, and have the desire to be a life-long learner.

The increase in rigor will require more than possessing the knowledge and skills but the **ability to apply** without the need for remediation. Therefore, the goal is for all students to perform at or above proficiency and show continuous improvement, all students showing success, every student graduating and prepared for their next phase in life. In doing so, the students will need to:

- Attend school daily and be engaged in rigorous and relevant learning environments;
- Develop a sense of personal and civic responsibility to ensure a learning environment that is safe and civil;
- Be provided with individual and group counseling services, enter 9th grade prepared and with a 4-year plan that addresses their individual academic and career interest needs;
- Be provided with healthy meals, physical education, and health instruction supported with needed medical and related services.

The Coosa County School System will see that every child:

- is taught by a well-prepared, resourced, supported, and effective teacher;
- every school is led by a well-prepared, resourced, supported, and effective leader;
- The school system is led by a prepared and supported visionary instructional leader as defined in Plan 2020.

For more information on Alabama Achieves, visit https://www.alsde.edu/Documents/ACHIEVES2020-V20.pdf#search=alabama%20achieves. If you have any questions, please feel free to contact the Curriculum Department at Central Office, 256-377-4913 ext. 2028.

PARENT OR GUARDIAN AND STUDENT

ACKNOWLEDGEMENT

This Student Code of Conduct has been developed to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents or guardians have the responsibility for the actions of their children and should be involved in the education of their children. These policies and laws described in this Code of Conduct apply to all students and parents in Coosa County Schools, while on the premises of Coosa County Schools, riding on buses or other school owned/operated vehicles and at school sponsored events. Parents or guardians should take special notice of the weapons and controlled substance sections of this Student Code of Conduct as well as the suspension and expulsion provisions.

When you have read and discussed this document with your son/daughter, it is requested that you return the signed signature page (last page in booklet) to your child's school. This form will be kept on file.
Failure to return the signed signature page will not relieve students, parents, or guardians from responsibility of knowing the contents of the Student Code of Conduct and will not excuse any student's noncompliance with the code of student conduct.

We acknowledge by our signatures that we have received and read or had read to us the Coosa County Student Code of Conduct and laws enacted by the United States Congress and the Alabama Legislature.

It is the goal of the Coosa County Board of Education that our schools remain safe and drug free for all students and employees. The Board, therefore, has established policies and practices consistent with laws that promote a safe school environment—free of illegal drugs, alcohol, or weapons on a school bus or campus.

All policies of the Coosa County Board of Education are provided on the system Web Site as: http://www.coosaschools.org

INTRODUCTION

The Coosa County Board of Education (CCBOE) believes that instruction should occur in an environment conducive to learning because effective quality instruction requires orderly procedures and discipline. The purpose of this handbook, as well as the enforcement of its rules, is to promote a safe, friendly, and professional atmosphere in which student and school personnel work cooperatively toward mutually accepted goals. Acting in the best interest of all the residents of Coosa County, the CCBOE requires students, parents, and guardians to comply with this adopted *Student Code of Conduct* handbook.

As students' progress in the public schools, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of student behavior identified in this handbook will apply to all students in grades Kindergarten through twelve.

The contents of this handbook:

- Describe roles of the home, student, school, and school personnel.
- Describe student rights and responsibilities.
- Describe student discipline in the context of the CCBOE's philosophy.
- Identify formal disciplinary actions.
- Identify classifications of violations and describe procedures for disciplinary actions.
- Standardized procedures for administering formal disciplinary actions.
- Conform to the mandates provided in The Individuals with Disabilities Education Improvement Act; Section 504 of the Rehabilitation Act of 1973; and The Alabama Exceptional Child Act.

EQUAL EDUCATION OPPORTUNITY ACT

It is the policy of the CCBOE that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, gender, race, ethnicity, color, religion, national origin, citizenship, creed, immigrant or migrant status, non-English speaking ability, homeless status, or age. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.: Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act, Equal Pay Act of 1963; and the Title IX of the Education Amendment of 1972.

DUE PROCESS

The policy of the CCBOE is to provide due process when carrying out the procedures contained in this handbook. Principals should familiarize their staff with due process procedures and provide each staff member with a copy of this handbook.

The handbook has been published with the following concepts in mind:

1. School rules must be clearly stated and related to the educational purposes of the school.
2. School rules must be fair and specific enough for students to know what they may or may not do.
3. Students, parents, and guardians must be informed of the rules affecting behavior and discipline.
4. When disciplinary action is involved, school personnel and students must comply with required procedures set forth in the **Student Code of Conduct.**
5. When addressing incidents of misconduct, a student should be informed of the school rule(s) that has been broken and given an opportunity to share his/her account of the incident with school personnel.
6. School personnel are permitted to speak to students regarding school-related issues without obtaining prior parent permission.
7. The student due process policy for the Coosa County Board of Education applies to:
   - A recommended alternative school placement for over fifteen school days:
   - Suspension from the regular school environment for more than ten, and less than ninety school days; or
   - Expulsion from the regular school environment for more than ninety, and less than one hundred and eighty school days.

The student and parent/guardian shall be provided with reasonable written notice of the hearing delivered personally or via mail that includes:

- The date, time, place, and nature of the hearing:
- A short and plain statement detailing the alleged conduct of the student accused of:
- The provision of the Code of Student Conduct or Alabama law violated:
- The proposed discipline:
- The student's rights at the hearing include (testimony, evidence, presence of counsel) and
- The student's right to waive the hearing and accept the discipline.

At least five days before the hearing, the student, parent or guardian, and legal counsel or advocate may review any evidence that may be used at the hearing (i.e., documents, video, or written statement)
If requested, the hearing shall be held within ten school days of the student's initial suspension.
The hearing shall be held before a hearing officer or a three-member administrative panel designated by the Board of Education to decide if the student violated the Code of Student Conduct or the law:
An electronic or written record of the hearing shall be provided to the student, upon request, and

A written decision shall be issued within five school days of the hearing, stating the basis of the decision that contains:

- The provision of the Coosa County Board of Education Student Code of Student Conduct or state law that the student is accused of violating:
- A statement detailing the information that will be included in the student's official record; and
- A statement detailing how the student can appeal the decision pursuant to the Code of Student Conduct and Alabama Code 12-15-115, which is an appeal to the juvenile court.

Students wishing to appeal must file a notice with the local juvenile court within 14 days of the written decision.

The consensus of the CCBOE is that the regulations in this handbook deal with a matter of legitimate interest with the intent of protecting the health, safety, and welfare of students and insuring the efficient operation of the schools.

ROLES OF PARENTS, STUDENTS, AND SCHOOL

Expectations of Parents Regarding Attendance and Behavior in Public Schools, Alabama Code §16-28-12

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 have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church 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 any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without consent of the principal teacher of the public 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) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public-school superintendent shall provide at the commencement of each academic year a copy of the written/online policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred.

The superintendent of education or designee shall report suspected violations to the district attorney within 10 days.

Any principal or superintendent of education or designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor.

For effective teaching and learning to take place, there must be a cooperative relationship among students, parents, and guardians, and educators. This relationship may be described as:

Parents and Guardians who:

- Keep in regular communication with the school authorities concerning their child's progress and conduct.
- Ensure that their child is in daily attendance and promptly report and explain any absence or tardiness to school officials.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, neat, and clean.
- Bring to the attention of school authorities any problem or condition which affects their child or other children.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work, and emergency telephone numbers and addresses at the school, including doctor, hospital preferences, and an emergency health care form.
- Attend scheduled parent-teacher conferences.

Students who:

- Attend all classes daily and are punctual in attendance.
- Are prepared to come to class with appropriate working materials.
- Complete and submit digital and paper assignments.
- Are respectful to all individuals and of all property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Are clean, neat, and appropriately dressed.
- Show a positive, cooperative attitude toward school.
- Abide by the rules and regulations set forth by the school and Board.

Schools that:

- 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 all students.
- Promote effective discipline based upon fair and impartial treatment of all students.
- Welcome and encourage participation by parents and guardians in the school affairs.
- Encourage school staff, parents, and guardians, and students to use the services of community agencies.
- Encourage parents and guardians to keep in regular communication with the school and to seek ways to involve students, parents, and community members in the educational process.

School Personnel who:

- Are regular in attendance and punctual.
- Are prepared to perform their duties with appropriate materials and lesson plans.
- Are respectful to all individuals and of all property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Are clean, neat, and appropriately dressed.
- Abide by the rules and regulations set forth by the school and Board.
- Seek changes in an orderly and recognized manner.
- Strive, whenever appropriate, to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal disciplinary action including:

    - Students' program adjustment.
    - Referral to guidance personnel for group or individual counseling with counselors, peer counseling, psychological evaluations, and other services deemed appropriate.
    - Conferences and/or contacts between administrators, parents and guardians, teachers, and students.
    - Referral to special education or appropriate agencies for special problems.
    - Continuous improvement of professional knowledge and skills.

JURISDICTION OF SCHOOL BOARD

Coosa County students are subject to the rules of the CCBOE during the school day, while in attendance at school-related activities, and while being transported on school buses to and from school or school-related activities.

Jurisdictional control over student behavior may be extended beyond school campus whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school community.

Administrators and teachers have jurisdiction to implement the disciplinary procedures of the Code of Conduct on any campus in the school system even though the student(s) may not be enrolled at the school in which the violation(s) occurs.

GUIDANCE SERVICES

Personal concerns of students can seriously limit or enhance educational development. Schools have the responsibility to provide a guidance program and to make relevant and objective information available to students in such a manner that will enhance educational development.

Student Responsibilities are:

- To use guidance services for their own educational and personal improvement.
- To schedule appointments with guidance personnel in advance unless the problem or concern is an emergency.
- To work cooperatively with guidance personnel.

Student Rights are:

- To be informed as to the nature of the guidance services available in school.
- To have access to individual and group guidance.

SPECIAL EDUCATION

Philosophical Basis:

Schools will provide appropriate special education services for any eligible student residing within the county unless the student is residing and/or receiving services in a state facility or institution.

Student Responsibilities are:

- To use special education for educational and personal improvement.

Students Rights are:

- To be informed of the least restrictive environment needed for appropriate education.
- To have access to small group instruction based on an individualized education program where appropriate.

CURRICULUM

Philosophical Basis:

Student opinion regarding curriculum offerings is extremely important and, therefore, deserves careful analysis and consideration. The degree of student involvement in curriculum development is determined by the student's age, grade level, and maturity. Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

Student Responsibilities are:

- To request participation in academic programs and extracurricular activities that are reflective of student interests and needs.
- To seek assistance in course selection from informed professionals in the school.
- To contribute to an atmosphere free from bias and prejudice.
- To cooperate fully and exert every effort to achieve mastery of the basic skills.

Student Rights are:

- To have equal access to educational opportunities offered by the schools in the Coosa County School System.
- To receive curriculum information that will facilitate informed choices.
- To receive instruction in courses of study under competent instructors in an atmosphere free from bias and prejudice.
- To participate in appropriate instructional programs in elementary and high schools.

TEXTBOOKS

The Coosa County Board of Education is eager for its students to secure the greatest possible benefit from the textbooks furnished at State/Local expense. To that end, a student will be permitted to use State/Local owned textbooks if the parent or guardian has signed an agreement to be responsible for the books which are checked out to the student.

EXCERPT FROM STATE TEXTBOOK LAW:

"…The parent, guardian, or other person having custody of a child to whom textbooks 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. In computing the loss or damage of a textbook, which has been in use for a year or more, the basis of computation shall be a variable of fifty to seventy-five per cent of the original cost of the book to the local board of education. If the parent, guardian, or person having custody of the child to whom the textbook was issued fails to pay the assessed damages within 30 days after notification, the student shall not be entitled to further use of the textbooks until remittance of the amount of loss or damage shall be made." Alabama Code §16-3669(c)

PLAGIARISM AND ACADEMIC DISHONESTY

Integrity means to integrate one's values and beliefs into every activity that is undertaken. The Coosa County School System believes that honesty is right and that stealing and cheating are wrong. Academic integrity means doing one's own work to the best of one's ability, without the unauthorized help or assistance of someone else. Therefore, in an effort to foster academic integrity in all Coosa County students, this honor code has been created to help students recognize, understand, and practice ethical conduct with regard to their academic assignments.

There are various academic scenarios pertaining to the completion of academic assignments that would be considered unethical. These instances include, but are not limited to, the following:

- Cheating: copying another student's work and is inclusive of both giving and receiving information on an academic assignment.
- Plagiarism: defined as either the intentional or unintentional use of another person's words, ideas, or data without providing the proper acknowledgement of the source through quotations, references, or footnotes.
- Fabrication/Falsification: scenario in which one either invents or distorts the origin or content of information used as authority. This is inclusive of citing a source that does not actually contain the information that was cited, as well as listing a bibliography source when the source was neither referenced nor cited in the assignment.
- Submitting AI-generated text as your own original work is considered academic dishonesty.

Generally, when academic assignments are made, the expectation is that students will do their own work without the help or assistance of others. Exceptions to this expectation might include group projects in which the teacher authorized certain students to work together on a particular assignment. When instances of academic dishonesty are discovered, typically, either reduced credit or possibly no credit (i.e., a "zero") will be awarded. Further, in grades 7-12, no credit will be given and handled as a Class II infraction. Instances of academic dishonesty will be documented in the student's individual conduct file, and additional consequences may also be assigned as applicable to the particular incident and could result in a board hearing and possible expulsion.

GRADES

Philosophical Basis:

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades will not be used as a means of maintaining order in a classroom.

Student Responsibilities are:

- To become informed of the method of grade determination in each class.
- To maintain standards of academic performance equal to ability, and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.

Student Rights are:

- To be knowledgeable of a teacher's method of grade determination in each class at the beginning of each year or semester course.
- To receive periodic progress reports.

PRIVACY AND PROPERTY RIGHTS

Philosophical Basis:

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's goal of protecting the health, safety, and welfare of all students.

Student Responsibilities are:

- To attend school-related activities without bringing materials or objects prohibited by law or Board policy or which detract from the educational process.
- To respect the property rights of their fellow students, as well as those of others, on school grounds or at school activities, and to refrain from destruction of, or damage to, such property.

Student Rights are:

- To maintain privacy of personal possessions unless appropriate school personnel or law enforcement have reasonable cause to believe a student possesses an object or material that is prohibited by law or Board policy.
- To attend school in an educational environment in which personal property is respected.

STUDENT PUBLICATIONS

Philosophical Basis:

Education is the process of inquiring and learning, acquiring and impairing knowledge, and exchanging 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.

Student Responsibilities are:

- To refrain from publishing libelous or obscene materials deemed disruptive to the educational process.
- To seek full information on the topic about which they write.

- To observe the accepted rules for responsible journalism under guidance of the faculty advisor and/or principal.

Student Rights:

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

STUDENT RECORDS

Philosophical Basis:

Student records will be maintained by the schools and the CCBOE and will be used in making appropriate educational decisions for the students. All information regarding students and their families will be entered, maintained, and distributed under safeguards of privacy. These safeguards may be obtained through informed consent, verification of accuracy, limited access, selective discard, and appropriate use.

Student and Parent/Guardian Responsibilities are:

- To inform the school of any information that may be useful in making appropriate educational decisions.

Student and Parent/Guardian Rights are:

- To inspect, review, and challenge the information contained in records directly relating to the student. To be protected by legal provisions that prohibits the release of personally identifiable information to anyone other than legally authorized persons without the consent of the parent(s), guardian, or eligible student, unless such personally identifiable information is directory information.

NOTIFICATION OF RIGHTS UNDER PUBLIC LAW 93-380

Parents or guardians have the right to inspect and review all records, files, and data directly relating to their children including the permanent record folder. This right is conferred upon the student when the student becomes 18 years of age.

A request to review such records must be made to the school principal. Upon review of such records, the parent, guardian, or eligible-age student may request a hearing to challenge the content of such records if desired.

No personally identifiable information of students will be released without the written consent of parent, guardian, or eligible-age student except to:

A. School personnel involved in the educational process
B. Officials of other schools in which the student enrolls or intends to enroll
C. Authorized representative of:

1. Comptroller General of the United States
2. The Secretary of the Office of Education
3. An administrative head of an education agency
4. Any state education agency

Transcripts of permanent records will be sent to other schools in which a student enrolls, or intends to enroll when requested by school officials or when requested by the parent, guardian, or eligible-age student.

CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following summaries of laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. Local boards of education are required to provide the following notice to parents, guardians, and students.

Attendance and Conduct (§16-28-12)

Each parent/guardian 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 misdemeanor (may be fined up to $100 and may be sentenced to hard labor for 90 days.)

Child Abuse and Neglect Reporting (§26-14-1)

Certain persons and institutions are required by law to report known or suspected child abuse or neglect under a penalty of a misdemeanor, fine or sentence. Those who are required by law to report are: hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, college employees, members of the clergy, or any other person called upon to render aid of medical assistance to a known or suspected victim of child abuse or neglect. Besides those persons who are required by law to report child abuse and neglect, any person may make such report, if such person has reasonable cause to suspect that a child is being abused or neglected.

Drop-Out/Driver's License (§16-28-40)

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 a 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.

Drug Dealing (§6-5-72)

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 (§16-1-24-1)

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 of readmission.

Fire Producing Equipment

Students' use of or possession of any fire producing equipment while on school campus is forbidden. This means that students are not to have in their possession cigarette lighters, matches, or any flame producing paraphernalia while on campus. Students caught with fire producing equipment will be subject to disciplinary action for a Class III infraction. In recent years, one and one-quarter million young Americans between the ages of twelve and eighteen have started smoking cigarettes per year.

The use and/or possession of tobacco products shall be prohibited within school buildings, on school grounds, and in vehicles owned and/or operated by the system. The policy shall apply to all students, employees, parents, sales persons, and visitors. Students shall be prohibited to use and or have in possession any type of vaping device within school buildings, on school grounds, and in vehicles.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share the responsibility for adhering to this policy. All violations of this policy by students shall be a "Class II" violation and subject to discipline policies and procedures for Coosa County Schools.

First Grade Enrollment (§16-28-4)

Students entering first grade for the first time must be six (6) years old on or before December 31st. Students turning six (6) years old after December 31st shall not be eligible for admission to first grade during that school year. Except that an underage child who transfers from the first grade of a school in another state may be admitted to school upon the approval of the local school system. An underage child who has moved into this state having completed or graduated from a mandated kindergarten program in another state shall be entitled to admission to the first grade, regardless of age.

Gun Free School (§16-1-24.3)

Students shall be prohibited from possessing, using, selling, furnishing, giving away, transferring, distributing, obtaining, or admitting to any of the same, any firearm whether operable or inoperable, loaded or unloaded. Violations of the Student Code of Conduct involving firearms will result in a recommendation for expulsion for a minimum of one calendar year.

Alabama Act –Gun Free Schools "…required the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions." These students "…shall not be allowed to attend regular school classes in any public school in the state during the expulsion period." The Act also required that "the school principal shall notify the appropriate law enforcement authority…" and "the school principal shall notify the parents of students who violate the firearm-free school environment provided in this act.

If, after due process has been afforded, a student is found to be in violation of this policy, the CCBOE shall expel said student from Coosa County Schools for a period of time not less than one year (365 calendar days). In addition, all violations of this policy shall be referred to the criminal justice or juvenile delinquency system of Coosa County. Code of Alabama, Section 13A-11-72(d): Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school, including a school bus, is a Class C felony.

Upon notice of a violation of this policy, the school principal shall immediately enact steps necessary to secure the safety of all students and personnel. Students who are found in violation of this policy shall be placed on immediate suspension from school. Said suspension shall be enacted according to the procedures as outlined in the Code of Conduct. Law enforcement officials shall be notified. The school principal shall file a formal charge against the student through a warrant with the Circuit Clerk or a petition with the Juvenile Officer of the county. After a thorough investigation, the school principal shall make a written recommendation to the Superintendent of Education concerning the pending expulsion of said student from Coosa County Schools. The expulsion process shall be conducted according to the procedures as outlined in the Code of Conduct.

The Board of Education shall make the final decision. The Board reserves the right to modify the one-year expulsion requirement on a case-by-case basis. Compliance with this policy may be achieved consistently with the requirements that

apply to students with disabilities as long as discipline of such students is determined on a case-by-case basis in accordance with IDEA and Section 504.

Pistol Possession/Driver's License (§16-28-40)

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 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.

Protection of Student Religious Liberties (§16-1-20.5)

A public local board of education may not discriminate against students or parents on the basis of a religious viewpoint or religious expression. A local board of education shall treat a student's voluntary expression of a religious viewpoint, if any on an otherwise permissible subject in the same manner the local board of education treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Sexual Harassment (§26-14-3)

A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, the school counselor, principal, or the Superintendent. Any student who suspects that another student is being sexually harassed shall immediately report the information to a teacher, school counselor, principal, or the Superintendent. A student's request to make his or her report to someone of the same sex will be granted.

Annalyn's Law/Low Risk Juvenile Sex Offender

(Ala. Code §§ 15-20A-27, 15-20A-30 and 16-1-15.1)
Pursuant to Annalyn's Law, the Superintendent shall be notified by local law enforcement when a low risk juvenile sex offender is enrolled or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities.

Jamari Terrell Williams Student Bullying Prevention Act

(Ala. Code § 16-28B-1)
This Act expands the current law to include student against student bullying, intimidation, violence, and threats of violence that occur off school property. In addition, the Act specifically includes cyberbullying, which may also occur off school property.

Assault on a Teacher (§13A-6-21)

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 education institution during or as a result of the performance of his or her duty.

Tobacco Possession (§28-11-13)

It is unlawful for any person under 21 to purchase, use, possess, or transport tobacco or tobacco products or alternative e-liquids/nicotine products or electronic nicotine delivery devices within this state. (See Alabama Code §28-11-14 for additional reference.)

It is the intention of the Coosa County School System to become tobacco-free. Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, disease, and chronic disability in our country, with 340,000 deaths from smoking related illnesses annually.

There is increasing evidence that non-smokers who are exposed to the smoking of others are also at risk due to the irritating and toxic effects of tobacco smoke. In recent years, one and one-quarter million young Americans between the ages of twelve and eighteen have started smoking cigarettes per year.

The use and/or possession of tobacco products and E-cigarettes shall be prohibited within all school buildings, on school grounds, and in vehicles owned and/or operated by the system. This policy shall apply to all students, employees, parents, sales persons, and visitors.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share the responsibility for adhering to this policy. All violations of this policy by students shall be a "Class II" violation and subject to discipline policies and procedures for Coosa County Schools. Parents and guardians may be notified of actual or suspected violations of the tobacco and e-cigarette prohibition by their child whether or not the student is charged with a violation of Board policy.

Vandalism (§6-5-380)

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

Weapons in School (§13A-11-72)

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 a public school or school bus is a Class C felony. (Note: Deadly weapons include but are not limited to a bazooka, hand grenade, 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.)

Non-weapons used as weapons are also prohibited. Students are prohibited from using or threatening to use any article, object, or substance with intent to do bodily harm to another person. Violations of this policy will be a Class IV offense.

Seclusion and Restraint for All Students, Alabama Administrative Code §290-3-1-.02(1)(f)

1. Definitions: (i) Chemical Restraint – Any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student's medical or psychiatric condition. Use of chemical restraint is prohibited in Alabama public schools and educational programs. (ii) Mechanical Restraint – The use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation. Use of mechanical restraint is prohibited in Alabama public schools and educational programs. (iii) Physical Restraint – Direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property. (iv) Physical Restraint that restricts the flow of air to the student's lungs – Any method (face-down, face-up, or on your side) of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs. Use of this type of restraint is prohibited in Alabama public schools and educational programs. (v) Seclusion – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer in immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the

student, time-out as defined in the paragraph (1.) (vi) of this rule, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room. Use of seclusion is prohibited in Alabama public schools and educational programs. (vi) Time-out – A behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when: (I) the non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled. (II) The duration of the time-out is reasonable in light of the purpose of the timeout and the age of the child; however, each time-out should not exceed 45 minutes. (III) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out. (IV) The time-out space is free of objects that unreasonably expose the student or others to harm.

2. Requirements. (i) The use of seclusion is prohibited in Alabama public schools and educational programs. (ii) The use of any method of physical restraint that restricts the flow of air to a student's lungs is prohibited in Alabama public schools and educational programs. (iii) The use of mechanical restraint is prohibited in Alabama public schools and educational programs. (iv) The use of chemical restraint is prohibited in Alabama public schools and educational programs. (v) The use of physical restraint is prohibited in Alabama public schools and educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Notwithstanding the foregoing, physical restraint is prohibited in Alabama public schools and educational programs when used as a form of discipline or punishment. (vi) All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress. (vii) Schools and programs that use physical restraint in accordance with paragraph (2.) (v-xiv) of this rule must develop and implement written policies to govern the use of physical restraint. Parents must be provided information regarding the school or program's policies governing the use of physical restraint. The written policies must include the following provisions: (I) Staff and faculty training on the use of physical restraint and the school or programs policy and procedures, (II) Written parental notification when physical restraint is used to restrain their student within a reasonable time not to exceed one school day from the use of restraint, (III) The use of physical restraint to be documented and a debriefing session held by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained, (IV) Procedures for the periodic review of the use of restraint and the documentation described in paragraph (2.)(vii)(III), (V) Procedures for reporting the use of restraint and the documentation described in paragraph (2.)(vii)(III) and any prohibited use of seclusion and chemical, mechanical, or physical restraint to the local board of education annually, (VI) The documentation described in paragraph (2)(vii)(III) (monthly summary reports) and any prohibited use of seclusion and chemical, mechanical, or physical restraint is to be submitted to the Alabama Department of Education annually, and (VII) The written policies described in paragraph (2.)(vii)(I and II) are to be included in each local education agencies' code of conduct and/or the student handbook. (viii) Schools and programs that use physical restraints in accordance with paragraph (2.) (v-xiv) of this rule, must ensure that staff and faculty are trained in the use of physical restraint. This training shall be provided as a part of a program, which addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. Schools and programs must maintain written or electronic documentation on training provided and the list of participants in each training. Records of such training must be made available to the Alabama Department of Education or any member of the public upon request. (ix) Nothing in this rule shall be construed to interfere with a school system, school or program, or school or program employee's authority to utilize time-out as defined in paragraph (1.)(vi) of this rule or any other classroom management technique or approach, including a student's removal from the classroom, that is not specifically addressed in this rule. (x) Nothing in this rule modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12. (xi) Nothing in this rule shall be construed to prohibit a school system, school, or program employee from taking reasonable action to diffuse or break-up a student fight or altercation. (xii) Nothing in this rule shall be construed to prohibit a school system, school, or program employee from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student. (xiii) Nothing in this rule shall be construed to eliminate or restrict the ability of an employee of a school system, school or program to use his or her discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this rule shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees. (xiv) In some instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in these rules shall be construed to interfere with the duties of law

enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

DISCIPLINARY ACTIONS AND PROCEDURES

The following types of disciplinary action may be considered. However, there is no intent that the listing implies that any sequence must be followed. PowerSchool will be used to record discipline events.

CHAMPS

Coosa County Schools utilizes the proactive and positive approach to classroom management with the CHAMPS model.

Individual Counseling

If, in the opinion of the school officials, a student needs counseling with a school guidance counselor or outside agency, such counseling shall be arranged, and parents will be mandatory participants in the process.

Work Assignment

The principal or designated person(s) has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action of a reasonable and specific period of time. Work assignments not intended to interfere with any student's regular class schedule. The parents/guardians will be responsible for providing transportation in these cases. The parents/guardians will be notified prior to the student's placement in a work assignment.

In-School Suspension (ISS)

In-school suspension, if available, is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. Each school building administrator is responsible for his/her own in-school suspension program. The program is designed for use with all students in grades K-12. The administrator or designee has the authority to assign students to the in-school suspension program for the duration of no more than five days at any one time. The duration may be extended with the Superintendent's approval. Students who have demonstrated by their actions that they cannot function effectively in a normal classroom setting may be assigned in-school suspension. The administrator will consider the teacher's referral and the previous corrective action taken by the teacher in determining such assignment.

Before/After School Detention (Grades K-12)

If Before/After School Detention is available, students will be assigned supervised work detail that may include, but not limited to, general cleaning, lawn maintenance, and improvements to the grounds and facilities of the Coosa County School System. Appropriate dress is required. No electronics are permitted. Student misconduct during or related to Before/After School Detention attendance will result in said student forfeiting credit for attendance. Failure to attend Before/After School Detention will result in extended detention or suspension at administrator's or designee's discretion.

Corporal Punishment

To maintain discipline or to enforce rules, corporal punishment may be administered through moderate use of physical force or physical contact. Such punishment shall be administered under conditions which do not hold the student to ridicule or shame and which punishment is never cruel or inhumane and never administered with malice. Corporal punishment should not be administered in the presence of another student.

Only the principal or his or her representative may administer corporal punishment to students in grades K-12. A certified person other than the one administering the corporal punishment shall be a witness to all incidents of such punishment.

The procedures listed below must be followed to guarantee proper and legally required due process on behalf of students:

(1) The student must be informed of the reason(s) for corporal punishment.
(2) The administration of corporal punishment must occur in the presence of another professionally certified school official, but only after
    a) The school official is informed about the reasons for punishment in the presence of the student;
    b) The student is given the opportunity to defend his/her position;
(3) No more than three swats shall be administered to the student's buttock.

A written report shall be prepared on each incident of corporal punishment. The report shall be signed by the administrator administering the punishment, the witness and the student. A copy of the report shall be filed in the school's office and a copy shall be forwarded home to the child's parents/guardians.

Parents/guardians will be given the opportunity to opt out in writing from the use of corporal punishment for their child as a disciplinary measure.

Suspension

The Coosa County Board of Education defines suspension as the "temporary removal of a student from school and all school functions for violation of school policies, rules, or regulations, or otherwise causing interference without disruption of the orderly operations of school." During the time in which the student is suspended, the student will receive credit for 50% of any made-up earned grades (with the exception of summative [major] assessments.) In order to ensure that each student receives fair treatment, consistent with the fundamental requirements of due process, student suspensions shall be made in accordance with the following procedures:

A hearing shall consist of an informal interview between the principal, or designee, the student, and the parent if so determined by the administrator. The student shall be informed of the nature and the basis of the accusations. The student shall be allowed to give a personal version of the incident; and the principal or designee hearing the case shall decide whether the student, in fact, engaged in the conduct as charged, and shall suspend the student if it is determined such is the appropriate disciplinary action.

Hearings for Student Code of Conduct Class violations may be taped or documented in writing. The recorded documentation shall be the property of the Board of Education and shall not be reproduced except by the Board's permission. Parents of students participating in a hearing may request a conference at the school where the parent may request documentation of the hearing pertaining to their own child. The request may be denied based on the situation.

The principal may suspend a student for any one offense for a period of time up to and including ten (10) school days. The hearing required herein shall be held after the principal or designee, becomes aware of the violation by, or the charge against, the student. In an emergency situation, the principal shall have the authority to suspend the student on the basis of facts known to the principal, and the hearing shall be held within a reasonable time after the imposition of suspension.

After suspending a student, the principal, or designee, shall immediately attempt to notify the parent(s) by telephone and shall document the fact of such notice or attempt to give such notice. The principal/designee shall prepare a written "Notice of Suspension" and deliver by hand a copy of it to the student. Failure of the student or parent(s) to receive formal written notification of the suspension shall not affect the validity of the suspension or any other proceeding herein.

The fact that an appeal is initiated does not preclude the student serving a suspension as determined by the principal. If, through the appeal, the suspension is modified or cancelled, the student shall be given an opportunity to make up all work without penalty.

If the parent wishes to appeal the suspension decision, the appeal should be submitted to the principal, in writing, prior to the termination date of the suspension. The principal shall arrange for a conference with the parent and consider what additional facts or information they wish to present on behalf of the student. The principal shall notify the student and parent(s) in writing of the final decision within five (5) school days. In the letter the principal shall advise the student and parent of the following:

a. The principal's decision as to whether the charges were sustained;
b. The disciplinary action to be administered, if the charges were sustained;
c. The student's right to appeal;
d. The student and/or parent shall proceed with the appeal according to the board's policy governing grievances.

Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act ("IDEA") and its implementing regulations.

Alternative Education Placement

(If program is available at the time in the Coosa County School System)

Students in grades K-12 may be placed in the Coosa County Alternative Education Program (CCAEP). The alternative setting may be recommended for students as an alternative to long term suspension or expulsion. Students assigned to the alternative school may be denied school bus transportation depending on circumstances of referral.

Length of stay in the alternative education program will be determined by referring principal, alternative education director, and superintendent. This will be documented in PowerSchool.

Expulsion

Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the Coosa County Board of Education. Expulsion of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Act ("IDEA") and its implementing regulations. Any expulsion will be documented in PowerSchool.

Long-Term Suspension

A long-term suspension shall range from eleven (11) days to the end of the semester. A long-term suspension may be extended through the next semester by the superintendent.

Initiation of Expulsion or Long-Term Suspension

The principal shall send a letter to the superintendent containing the detailed explanation of the charges against the student and a recommendation for expulsion or long-term suspension. Written affidavits from witnesses involved and documented matters of evidence must be submitted along with the letter of recommendation. Witnesses and the principal shall be prepared, if requested, to appear before the Board of an official hearing on a recommendation for expulsion or long-term suspension.

Superintendent's Recommendation of Expulsion or Long Term Suspension

The superintendent shall review the evidence and decide whether a recommendation to the school board for expulsion or long-term suspension is warranted. If the superintendent recommends expulsion or long-term suspension to the school board, the student and parents shall be informed in writing of the same decision.

The parents/guardians or student shall, within the time limits prescribed in the superintendent's letter of notification of the recommendation for expulsion or long-term suspension, notify the school board through the superintendent, in writing that a hearing is requested. In no event shall this time limit be less than five (5) school days. For good cause shown, the superintendent or the school board may waive any procedural defect in the request for hearing.

The school board shall schedule a hearing and notify the parent/guardian and student in writing prior to the hearing of the date, time, and place of the hearing. Written statement of charges shall be furnished to the party involved prior to the hearing. The student shall be allowed to inspect in advance, any affidavit or exhibits which the school officials intend to use at the hearing. The student shall be afforded the right to present a defense to the charges against him/her. The school board shall

make the final decision, based upon the evidence presented, as to whether or not the student is to be expelled or long-term suspended from school, and the student shall be notified in writing of the board's decision.

SEARCH AND SEIZURE PROCEDURES

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student vehicles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. These searches can include specially trained dogs and metal detectors.

Board Property – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.

Personal Property – Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and any electronic devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community.

Personal Searches – Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonable deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator or designee in the presence of another certified school employee and may include a private pat-down of the student or a search of personal items and clothing. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.

School personnel seizing personal property will not be responsible for theft of said property when it is in their possession.

Use of Recovered Items – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

GRIEVANCE

Complaints and Grievances

Complaints, grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to academic, athletic, extracurricular, or other non-disciplinary matters, issues, and concerns only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted and in accordance with other specific provisions in this Student Code of Conduct. The superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of such complaints and grievances. Such procedures will not unreasonably burden or delay the presentation or processing of the complaint or grievance and will be subject to review and approval by the Board. Administrative judgements concerning academic or curricular matters or participation in extracurricular activities may be set aside by the Board only upon a showing that the action or decision in question is arbitrary and capricious, fundamentally unfair, or that it violates Board policy or the student's legal rights.

Americans with Disabilities Act Complaint Procedure

Complaint Criteria – Persons who believe that they have been discriminated against on the basis of disability in the provision of services, activities, programs, or benefits covered by Title II of the Americans with Disabilities Act may file a written complaint with the ADA Coordinator.

Complaint Form – The complaint should be in writing and contain information about the alleged discrimination including the name, address, phone number of complaining party and location, date, and description of the problem. Alternative means of filing complaints, such as personal interview or an audio recording of the complaint will be made available for persons with disabilities upon request.

Complaint Process – The complaint should be submitted to the ADA Coordinator as soon as possible, but no later than thirty (30) days after the alleged violation. The ADA Coordinator will meet with the complaining party to discuss the complaint and possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complaining party, such as large print, Braille, or audiotape. The response will explain the position of the Board and offer options for substantive resolution of the complaint.

Appeal Procedure – If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complaining party may appeal the decision within fifteen (15) calendar days after receipt of the response to the superintendent. Within fifteen (15) calendar days, the superintendent will respond in writing and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

Records Retention – All written complaints received by the ADA Coordinator, appeals to the superintendent, and records relating thereto, will be retained by the Board for at least three years.

INTERROGATION OF STUDENT

Any law enforcement authority or representative of the courts on public school property will not interrogate a student enrolled in Coosa County Schools during regular school hours without the knowledge of the school administrator. All interrogations will be conducted in private, with an official school representative (principal or designee) present.

To ensure that all rights and requests are respected, school administrators will follow these procedures below:

- Every reasonable effort will be made to contact or have a parent/guardian present.
- Police are not allowed to take the student from school unless the student is under arrest.

An exception may be made in cases of interview by the Department of Human Resources.

STUDENT MISCONDUCT

This section describes a broad range of acts of misconduct, which are prohibited in school. Because the following lists do not include all types of misconduct, the student who commits an act of misconduct not listed shall be subject to the discretionary authority of the classroom teacher or principal.

The seriousness of the offense, the age of student, as well as the pattern of misconduct, and the degree of cooperation should be considered in determining what action should be taken. The process is intended to be instructional and corrective, not punitive.

Discipline shall be adapted to the needs and the background of a student as much as possible and shall be reasonable and fair with regard to the seriousness of the offense. Discipline shall not be used as a substitute for a reasonable effort to achieve desirable internal controls by good teaching and effective counseling.

Students are provided the right of due process in handling individual problems. This right includes the opportunity for the student to inform himself/herself of the provisions of the school policies governing students. It also includes the right to be informed of any violation, present evidence on his/her behalf, have legal counsel at the hearing, and be notified of his/her right to appeal.

Discipline provides structure and order to our social environment. It requires cooperation and fairness on the part of all people. All individuals must take into account the alternatives facing them and the consequences of their actions. Several factors such as the importance of the human concern, self-discipline, self-concept, and respect in preserving the choices facing an individual's behavior must never be forgotten. It is imperative that parents, students, and teachers fully understand the system, and assume their responsibility in making the system work.

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system. No student's conduct shall infringe on the rights of others. For purposes of this Code, school authorities shall have jurisdiction of any student misconduct which takes place on school property, on field trips, at school activities, or/and on a school bus, if the misconduct is deemed to have a detrimental effect on the general atmosphere of the school. When a student violates a rule, the infraction will be classified and restitution will be expected as outlined in this code. **In keeping with Federal Law, disciplinary procedures applied to Special Education students may be dramatically different than the procedures applied to regular education students.** The administration will expect the following:

STUDENTS should know and understand what acceptable behavior is and are expected to conduct themselves in an appropriate manner at all times. When students fail to live up to what is deemed acceptable behavior, disciplinary measures will be taken to correct the problem.

PARENTS want a strong plan of action in order to ensure an appropriate atmosphere within the school. Parents have a right to expect an atmosphere that is conducive to learning. When disciplinary action is taken, full parental support is needed.

TEACHERS are expected to complete the appropriate forms and send them to the school's office each day in order that the student records can be updated daily.

ADMINISTRATORS are expected to complete or cause to be completed all paper work in the office each day and insure that this system is applied uniformly for all concerned.

CLASS I – MINOR INFRACTIONS

INFRACTIONS	Disciplinary Actions Administrator Options
1.1 Excessive talking in the classroom 1.2 Distraction of other students 1.3 Non-participation in class: no books, supplies, etc. 1.4 Excessive noise hall/cafeteria 1.5 Gum chewing on campus 1.6 Eat/Drink in class without permission 1.7 Failure to have a hall pass 1.8 Littering 1.9 Tardiness to class and/or school 1.10 Failure to follow instructions 1.11 Unauthorized use of school or personal property 1.12 Artificial noise makers or possession of nuisance items 1.13 Non-directed use of profane or obscene language (verbal, written, or gesture) 1.14 Unruly behavior in assembly 1.15 Any verbal or non-verbal behavior that is rude 1.16 Any behavior that alters the teaching process of the classroom 1.17 Minor Bus Misbehavior 1.18 Any other violation which the principal may deem reasonable to fall within this category (other Class I)	Administrator/Student Conference Administrator/Student/Parent Conference (phone or scheduled) Privileges revoked Work assignment on campus Detention (during, before, or after school) In-school suspension (ISS) Corporal punishment Out of school suspension (OSS) ****Note:** Suspended or expelled students are not allowed on school campus for any reason (ballgames, assemblies, etc.). Exceptions may be determined and allowed by the administrator. **At administrator discretion, Parenting Classes will be required, if available. **At administrator discretion parents attend classes with students. **If available, student/parent will receive counseling in place of suspension, at administration discretion.

- **Confiscated items that are a distraction in class or cause other interference with the school day such as toys, food, electronics, etc., should be stored in a secure location until they can be returned to the student's parent(s).**

CLASS II – INTERMEDIATE INFRACTIONS

2.1 Lying to school officials 2.2 Off limits but on campus 2.3 Defiance of authority - any verbal or non-verbal refusal to comply with reasonable directions from school personnel 2.4 Tobacco/tobacco products/ E- Cigarettes possession 2.5 Tobacco/E-Cigarettes, sale 2.6 Tobacco/E-Cigarettes use 2.7 Directed use of profane or obscene language (verbal, written, gesture) 2.8 Kissing or other outward expressions of affection (hugging, touching) 2.9 Violation of Internet Acceptable Use Procedures 2.10 Failure to attend Saturday School 2.11 Forging Signatures 2.12 Gambling 2.13 Cheating 2.14 Minor vandalism of school or private property 2.15 Reporting false information 2.16 Leaving class without permission 2.17 Unauthorized absence from class 2.18 Inappropriate materials 2.19 Potentially harmful pranks 2.20 Leaving campus without permission 2.21Unauthorized communication or electronic device 2.22 Disrespect of school personnel 2.23 Dress Code Violation 2.24 Littering 2.25 Dangerous Bus Behavior 2.26 Accumulation of Class I offenses (3 or more official referrals to administrator) 2.27 Any other violation that principal may deem reasonable to fall in this category (other Class II)	<u>Disciplinary Actions</u> <u>Administrator Options</u> Administrator/student/parent conference Privileges revoked Work assignment on campus Detention (during, before, or after school) In-school suspension (ISS) Corporal punishment Out of school suspension (OSS) ****At any time a principal or designee assigns a suspension, that administrator is to call the parent/guardian and will contact the Superintendent or Special Ed Coordinator.** ****Note:** Suspended or expelled students are not allowed on school campus for any reason (ballgames, assemblies, etc.). Exceptions may be determined and allowed by the administrator. **At administrator discretion, Parenting Classes will be required, if available. **At administrator discretion parents attend classes with students. **If available, student/parent will receive counseling in place of suspension at administration discretion.

CLASS III – MAJOR INFRACTIONS

3.1 Fighting 3.2 Sexual harassment /misconduct (offensive touching of self or another person, written or of a sexual nature, indecent exposure of private parts) 3.3 Theft /larceny 3.4 Vandalism of school/ personal property 3.5 Reckless driving on campus 3.6 Threat, harassment, or intimidation of another person (bullying) 3.7 Fire producing materials, possession 3.8 Accumulation of Class II offenses 3.9 Any other violation that principal may deem reasonable to fall in this category (other Class III) 3.10 Disobedience 3.11 Disorderly conduct 3.12 Disruptive demonstrations Note: Financial restitutions will be levied to cover all vandalism in addition to the disciplinary action. Note: All Class III offenses shall be reported immediately to the school principal or designee. The Superintendent shall be notified of all Class III offenses. Note: Administrator/student/parent conference will be required on all Class III offenses. This will be in addition to the recommended disciplinary action.	***Disciplinary Actions*** ***Administrator Options*** In-school suspension (ISS) Corporal punishment Out of school suspension (OSS) Recommended Long Term Suspension Recommended Alternative Education Placement Notify appropriate law enforcement agency ****At any time a principal or designee assigns a suspension, that administrator is to call the parent/guardian and will contact the Central Office as soon as possible.** **At administrator discretion, Parenting Classes will be required, if available. **At administrator discretion parents attend classes with students. **If available, student/parent will receive counseling in place of suspension at administration discretion.

CLASS IV – SEVERE INFRACTIONS

4.1 Threat/intimidation to a person or physical or threatened harm to a person 4.2 Fighting involving 3 or more persons 4.3 Sexual Offences -Acts of a sexual nature including but not limited to intercourse, physical contact, or attempted rape 4.4 Bomb threat 4.5 Arson 4.6 Firearm component, possession 4.7 Firearm component, sale 4.8 Firearm component, use 4.9 Use of non-weapon with intent to ause physical harm 4.10 Alcohol, possession 4.11 Alcohol, sale 4.12 Alcohol, use 4.13 Assault 4.14 Burglary 4.15 Disruptive Demonstrations 4.16 Drug, possession 4.17 Drug, sale 4.18 Drug, use 4.19 Explosive/ poison gas, possession 4.20 Explosive / poison gas, sale 4.21 Explosive or poison gas, use 4.22 Fire alarm abuse/tampering 4.23 Handgun, possession 4.24 Handgun, sale 4.25 Handgun, use 4.26 Homicide 4.27 Kidnapping 4.28 Knife, possession 4.29 Knife, sale 4.30 Knife, use 4.31 Theft/unauthorized use, motor vehicle 4.32 Weapon, possession 4.33 Weapon, sale 4.34 Weapon, use 4.35 Other/unknown weapon, possession 4.36 Other/unknown weapon, sale 4.37 Other/unknown weapons, use 4.38 Rifle/ Shotgun, possession	<u>Disciplinary Actions</u> <u>Administrator Options</u> Out of School Suspension (OSS) Recommended Long Term Suspension Recommended Alternative Education Placement Recommended Expulsion Notification of appropriate law enforcement agency <u>Grades K-12</u> 1st offense and all subsequent offenses Maximum: Expulsion ****At any time a principal or designee assigns a suspension, that administrator is to call the parent/guardian and will contact the Superintendent or Special Ed Coordinator.** ****Note**: All Class IV offenses shall be reported immediately to the school principal or designee. The Superintendent shall be notified as soon as possible. ****Note:** Suspended or expelled students are not allowed on school campus for any reason (ballgames, assemblies, etc.). Exceptions may be determined and allowed by the administrator. **At administrator discretion, Parenting Classes will be required, if available. **At administrator discretion parents attend classes with students. **If available, student/parent will receive counseling in place of suspension at administration discretion. **Continued next page**
4.39 Rifle/Shotgun, sale 4.40 Rifle/Shotgun, use 4.41 Robbery 4.42 Sexual Battery 4.43 Trespassing 4.44 Other violations requiring State reporting 4.45 Other violations deemed appropriate by the principal.	

****Note: Suspended or expelled students are not allowed on school campus for any reason (ballgames, assemblies, etc.). Exceptions may be determined and allowed by the administrator.**

Class IV Disciplinary Actions

The disciplinary action for such violations committed on school premises, on a school bus, or during school related functions **shall** be suspended from school and/or bus, up to ten (10) days to be determined by the administrator, with possible recommendation for expulsion. Parental contact will be made as soon as possible by the principal or designee. Law enforcement and/or juvenile court personnel **shall** be contacted, and a complaint or petition may be filed after consultation with juvenile authorities.

Additional disciplinary actions as a result of a Class IV violation may result in one of the following:

1. Additional suspension days or other disciplinary action as determined by the principal after consultation with the superintendent or his designee.
2. Long-term suspension
3. Expulsion from the Coosa County School System.

The CCBOE finds that there is a compelling public interest in promoting safe and drug free schools. The CCBOE, consistent with Alabama Code §16-1-21.1, adopted disciplinary actions which **will** be enacted in addition to any other disciplinary action outlined in the Code of Conduct.

When a student violates any CCBOE policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the principal **shall** notify appropriate law enforcement officials.

If any criminal charge is warranted arising from the conduct, the principal is authorized to sign the appropriate warrant. The local schools **shall** immediately suspend that person from attending regular classes and schedule a hearing at the earliest possible date, which shall not be later than five (5) days after the offense.

If the student is found to have violated any CCBOE policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the student **shall not** be readmitted to a Coosa County School, until (1) criminal charges or offences arising from the conduct, if any, have been disposed of by appropriate authorities, and (2) the student has satisfied all other requirements imposed for readmission. Readmission of any student determined to be guilty of an offense involving drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, may be conditioned upon the student meeting certain conditions mandated by the Board of Education, the Superintendent and/or designee.

REPORTING SEXUAL HARASSMENT

Sexual Harassment Prohibited - Sexual harassment in any form that is directed toward students is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action.

Definition - For purposes of this policy, sexual harassment means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or third parties, when:

a. Submission to the conduct is made explicitly or implicitly a term or condition of the student's education, including any aspect of the student's participation in school sponsored activities, or any other aspect of the student's education;

b. Submission to or rejection of the conduct is used as the basis for decisions affecting the student's academic performance, participation in school-sponsored activities, or any other aspect of the student's education;

c. The conduct has the purpose and effect of unreasonably interfering with a student's academic performance or participation in school-sponsored activities, or any other intimidating, hostile, or offensive education environment.

The following are examples of conduct that may constitute sexual harassment, depending on the circumstances:

a. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;

b. Repeated unwelcome solicitations or sexual activity or sexual contact;

c. Unwelcome, inappropriate sexual touching;

d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to the student's educational status.

Initial Confrontation of Accused Harasser Not Required: A student who invokes the harassment complaint procedure will not be required to present the complaint to the accused or suspected harasser for resolution. Students will be permitted to report allegations of suspected harassment to any appropriate Board administrator, teacher, counselor, or employee, and such persons have a duty to promptly refer such allegations to the Superintendent or to take such action as may be required by the procedures established under "Sexual Harassment Complaint Procedures Authorized" (6.10.3). In no case will any employee who is the subject of a complaint be permitted to conduct, review, or otherwise exercise decision-making responsibility in connection with the processing of the complaint.

Notice of Policy to be Promulgated –The Superintendent will promulgate and disseminate this policy and the complaint procedures to the schools and will take such other steps and measures as may be reasonably available and expedient for informing the school community of the conduct prohibited by this policy and recourse available to students who believe they have been subjected to sexual harassment.

PROTECTION OF COMPLAINANT

No person shall be subject to adverse action in retaliation for any good faith report of sexual harassment. To the fullest extent practicable, all reports of sexual harassment will be kept confidential.

OFF CAMPUS OFFENSES

Students may be disciplined for engaging in off-campus conduct that affects the safety and welfare of the school, staff, and/or students or that has a direct effect on the discipline or educational environment of the school. Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct that is prohibited by Alabama or United States criminal codes, is punishable as a felony or would be punishable as a felony if committed by an adult and for which a student has been arrested, indicted, adjudicated to have committed, or convicted.

FIELD TRIPS

Students making a trip under the sponsorship of the school are required to have a form signed by their parents/guardians giving them permission to take the trip and releasing the school from any liability for any accident or injury. Students will be transported via school bus and/or charter bus to/from field trip locations. Prior to the day of the field trip, students should communicate with teachers about deadlines and due dates of class assignments.

VISITORS

Visitors to the school must report to the principal's office for permission to visit. Authorized visitors will be issued a visitor's badge prior to visiting in the school. Persons without badges will be considered trespassers. Security cameras are located throughout the buildings and campuses and anyone on school property may be videotaped.

DRESS CODE

The following guidelines should be helpful in making the correct decisions concerning proper dress and grooming. This is not an all-inclusive list. The principal or designee will make the final judgment on appropriate dress and appearance.

- Practice good hygiene
- All pants, shorts, skirts, and dresses must be no more than three inches above the knee while seated.
- Shirts/sweaters must cover the midsection, front and back, and have a modest or appropriate cut or neckline.
- Tops must be long enough to cover the mid-section when arms are raised above the head. Clothing which exposes the midriff will not be allowed.
- Shirts and pants can be of any color and print (striped, checked, flowered, etc.). However, clothing that displays inappropriate writing, pictures, or references or infers inappropriate material WILL NOT be allowed.
- Pants should be worn at waist level.
- Undergarment(s) should be worn in an appropriate manner and should not be visible at any time.
- Shoes must have a closed toe and heel. Crocs are not acceptable. (K-6)
- Earrings are to be no more than 2 inches in diameter. Earrings with chains attached will not be allowed.

Individual schools may designate additional guidelines as needed for their dress and appearance code.

Rule of thumb: If you are in doubt about a particular garment or outfit, **DO NOT** wear it.

INAPPROPRIATE DRESS FOR SCHOOL:

- Holes or slits in clothing are acceptable as long as no skin is showing above the knee.
- Athletic type shorts or pants may be worn (K-6).
- High school cannot wear athletic shorts or pants. This includes running shorts, basketball shorts, yoga or exercise pants, sweatpants with elastic at the hem.
- Sunglasses, combs, and gloves ARE NOT to be worn in the building or during class, whether inside or out.
- All hats, bandannas, hair rollers, and head coverings will be prohibited inside the buildings and during classes.
- No sleeveless shirts for boys or girls.
- Any clothing worn in a way that suggests gang affiliation is not permitted. Example: Bandannas hanging from pockets, excessively long chains hanging from belt, one pant leg rolled up to knee, the wearing of a single glove, etc.
- Jeggings or leggings may not be worn unless they are under dresses, tops, or skirts that are of appropriate length. They are not to be worn as outer garments.
- Sagging or slacking is not acceptable.
- Clothing that is controversial or degrades any culture, gender, religion, or ethnic values are not acceptable.
- Clothing that does not fit, that is excessively tight, loose, or revealing will not be allowed.

Note: Any class time missed due to dress code violations will be **unexcused.** However, missed assignments will reflect 50% of completed work of earned grade.

School administration reserves the right to make decisions regarding student attire and grooming not covered in the above dress guidelines. Exceptions may be made to any of the above when physical or other circumstances warrant

for certain groups during performances or special activities as authorized by school administrators. If in doubt about particular dress guidelines violation, school administration will be responsible for making final decisions.

Book Bags: High school students are to store their book bags in their lockers. Book bags are not allowed in the classrooms nor are they to be left in the hallways. Elementary students have lockers in the classrooms and are to store their books in those lockers.

CHILD NUTRITION UPDATE:
COMMUNITY ELIGIBILITY PROVISION: All students eat free at NO CHARGE.

Thanks to the USDA Community Eligibility Provision (CEP), all students enrolled in Coosa County Schools are eligible to receive a healthy breakfast and lunch at no charge. Under the program, students, regardless of income status, receive one breakfast and one lunch meal at no charge. Additional student meals, however, as well as faculty and guest meals, will be charged at the normal price, and students continue to have the option to purchase á la carte items, as well.

The CEP, designed to improve access to free school meals in high poverty areas while reducing the administrative burden of collecting household applications, allows schools that predominately serve low income children to offer free, nutritious school meals through the national school lunch and breakfast programs. In the absence of paper applications, eligibility for participation is determined by information from other programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance Program for Need Families (TANF).

In that regard, Coosa County Schools is making a concerted effort to inform parents, students and the community at large of the CEP. Families and students are encouraged to take advantage of this available food resource which plays such a vital role in the overall development of students.

Students will still be allowed to add money to their accounts to purchase á la carte items.

State and federal requirements are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

Please browse our new Child Nutrition website for current menus and other information provided by the Child Nutrition Department of
Coosa County Schools

MEAL PRICES

Employees	$5.25
Employee Breakfast	$3.25
Adult Visitors	$5.25
Children Visitors	$5.25

Non-Discrimination Statement: In accordance with Federal civil rights law and U.S, Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office of write a letter addressed to

USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed corm or letter to USDA by:

1) Mail: US Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;
2) Fax: (202)690-7442; or
3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

SCHOOL BUS CONDUCT

Bus transportation is provided as a privilege to students. The primary purpose of school transportation is to transport students safely. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. **STUDENT SAFETY IS FIRST AND FOREMOST.**

1. Students are under the authority of the school principal. The driver of the bus is responsible to the principal for the students' behavior. **These rules, in conjunction with all rules in the Code of Conduct, should be followed by all students on school buses**.

a. Surveillance cameras will be used when available on buses to ensure safety.
b. A student is never to get off the bus at any time unless given permission by the bus driver.
c. Obey all instructions given by the driver. Show respect.
d. Keep aisles of the bus unobstructed at all times.
e. Put litter in the trash can/box.
f. Remain in assigned seats while the bus is in motion.
g. Keep all objects inside the bus.
h. Keep all body parts inside the bus at all times.
i. The dress code must be followed.
j. No possession or use of knives or other weapons
k. No use of emergency door except in an emergency.
l. No standing is allowed in the bus while it is in motion.
m. Unregulated boarding and leaving the bus, especially by those who are not regular passengers is prohibited.
n. Any other conduct that would be disruptive and distracting to the safe operation of the bus us prohibited.

INAPPROPRIATE BUS BEHAVIOR

a. Balloons are not allowed on the bus.
b. Aerosol products are not allowed on the bus.
c. Glass containers or products are not allowed on the bus
d. Use of tobacco, striking matches, e-cigarettes, e-pens, shooting fireworks, or possession of weapons is prohibited.
e. Defacing or damaging a bus in any manner is prohibited.
f. Vulgar talk, loud noise, and shouting are prohibited.
g. No throwing objects inside or out of bus.
h. Eating or drinking anything on the bus is prohibited.
i. Fighting, tripping, or pushing is prohibited
j. Any other action not along the lines of good conduct is prohibited

2. Parents or guardians of students are responsible for damage students do to any bus. A charge of $100.00 is made for a cut or vandalized bus seat.
3. Buses operate on a definite schedule. **The student should be at the designated pick-up 5 minutes prior to the designated time and be ready to board the bus when the driver opens the door.**

4. When it is necessary for a student to cross the road to get to the designated pick-up point, extreme caution should be used in crossing. If the student must cross the road when leaving the bus, cross in front of the bus after looking both ways.
5. The first time no one is available to receive the student, the parent/guardian or other persons listed in the student's school record will be contacted to pick up the student at the Board Office. Subsequent incidences may result in additional consequences including calls to the School Resource Officer and DHR and suspension of transportation privileges. This applies to students 10 years and under. When it is necessary for the bus driver to drive the student back to any of the mentioned places, there will be a charge of $25.00 to the parent.
6. The driver of the school bus has the authority to make sure that a student or students do not jeopardize the safe operation of the bus or endanger the health or safety of other students on the bus. Students are prohibited from misconduct that would pose a threat to the safe operation of the bus or its passengers. **Such misconduct would include, but not limited to, intoxication; drug impairment; possessing a dangerous weapon; or unruly or belligerent behavior; or conduct described in Section 1 of this policy items (a) through (n), and Inappropriate Bus Behavior items (a) through (j).**

If an offense is serious enough to justify immediate action, the driver of the bus has the authority to refuse admittance. The driver will immediately notify the principal or proper authority if admittance is denied. The principal will decide if and when the student will again be permitted public school transportation.

All parents/guardians will determine in writing the permanent morning pick-up and afternoon drop-off for their child(ren). A form will be given to each child for parent to complete.

Each parent/guardian may make **ONE** permanent change per semester in person with the student's administrator.

NO TEMPORARY CHANGES. Extenuating circumstances must be determined by the administration and will only be done in extreme situations.

ALL transportation decisions **MUST** be indicated on the school provided form.

Additionally, change from being a bus rider to a car rider must be made by 1:30 the day of the change. **This is to prepare teachers and students of the transportation adjustment. This is also a safety precaution for your child.**

DISCIPLINARY PROCEDURES AND MINIMUM RESTITUTION FOR BUS MISCONDUCT

The foremost concern of the Coosa County Board of Education in the area of student transportation is SAFETY. In an effort to provide the safest possible transportation environment, proper student behavior will be stressed. The driver of the bus shall monitor student conduct on his/her bus. Any misconduct by a student will be considered a hazard to the safe operation of the bus and the following actions will be taken:

- The driver will attempt to correct the behavior by (1) a verbal warning, (2) a documented student conference and (3) a documented referral.
- The bus driver will complete and submit the referral to the Transportation Supervisor to document the cases of student misconduct. Transportation staff will distribute it to the appropriate administrator. Administrators will contact parent. After initial contact, suspensions will be assigned for each semester in the following manner:
  Next Step – A 5-day suspension from the bus.
  Further Action – A 10 days suspension from the bus.
  Final Action– Suspended off the bus for the remainder of semester. Students who violate rules on one bus, the suspension days are for all buses.

Students(s) who have been suspended from the bus, must be picked up from school in a timely manner by parents or guardian. If the student(s) are not picked up the sheriff's department or DHR will be contacted for student to be transported home.

The principal may conduct a due process hearing after any referral if he/she deems necessary. Video monitors will be used to control and document school bus behavior. A student's behavior may be recorded by video camera and the documentation used in disciplinary hearings by school officials. The school bus video is designed to protect and support the driver, as well as provide documentation of unprofessional driver conduct.

Actions determined to be unsafe for the students and/or driver may constitute more severe restitutions, no matter the number of bus referrals.

STUDENT ATTENDANCE AND PHILOSOPHY STATEMENT

The presence of the student in the classroom on a regular basis is necessary to ensure that the student derives maximum benefits from instruction, including the opportunity for interaction with teachers and peers. Something of importance will take place in the classroom each day, and a student's presence should enhance his/her educational opportunity.

Truancy has a significant impact on the school system and the county as a whole through the increased dropout rate, increased crime rate, and loss of revenues. Students must attend school to achieve at the pace of their classmates.

Today's society demands that our children be educated for the high technology of the 21st century world of work. An affidavit verifying the physical address of each student is required. If a student resides outside of Coosa County, they must complete the proper process in order to be admitted. Once a student's address has been verified as required, then such student's address may be verified in any subsequent school year by permitting the parent, guardian, or custodian to execute a written certification that the student continues to reside at the verified address. Violators will be promptly removed and directed to enroll in the appropriate school system.

Parents and legal guardians must provide the school with at least one form of verification of their physical address. Post office box addresses will not be accepted. Acceptable forms of documentation are: a) property tax records, b) mortgage documents or property deed, c) apartment or home lease, d) utility bills, e) driver's license, f) voter precinct identification, g) automobile registration, and h) homeowner's insurance policy.

NONRESIDENTIAL STUDENTS

Students living outside the district must apply for non-residency through the school office. The application will be submitted yearly to the Coosa County Superintendent.

The Coosa County Board of Education requests that anyone with information or knows of parents/guardians violating public school attendance zones, please report possible violators to the Superintendent of Education of Coosa County. All reports will remain confidential.

EXCUSED ABSENCES

An "excused" absence is non-attendance from class and/or campus approved by the school principal, or his or her designee.

Excused absences include the following:

- Illness;
- Death in student's immediate family;
- Inclement weather which would create a danger to the life and health of the child as determined by the principal;
- Legal quarantine;
- Emergency condition as determined by the principal; or
- Prior permission approved by the principal, or assistant principal, and consent of the parent and/or guardian.

EXCESSIVE ABSENCES

A student in grades 9-12, who accumulates more than seven (7) unexcused absences in a given semester (18 weeks), in a particular class, may be denied credit for said course, unless an appeal is filed and the school grants a waiver of attendance.

Note: Out of school suspensions are excused absences and will count toward the total absence count. Students will be allowed to make up assignments and will receive up to 50% of earned grade except summative assessments which will be 100% of score.
Accumulation of out of school suspensions can have a direct impact on a student's grades and credit may be denied as a result.

Note: A student with 3 or more Class II infractions or more than 1 Class III or Class IV infraction, and/or 10 or more absences in any given semester will not be allowed to participate in prom, travel with athletics, field trips, field day, fall festival, graduation ceremony, or other activities as determined by the administrator or designee.

In cases of excessive absenteeism, the student will be offered procedural due process in the following manner:

- The student and/or parent/guardian will be notified that the student has exceeded the specified number of days absent to receive any credit for course(s).
- The student and/or parent/guardian must initiate an official appeal by notifying the principal within five days after notification of credit loss. The official appeal must be in writing.
- The administrator will review the appeal and determine if the appeal shall be forwarded to the attendance committee
- Both the student and parent or guardians are required to attend a hearing at the school before the attendance committee.
- Both the student and parent or guardian will be given an opportunity to explain the reason(s) and provide documentation to explain the reason(s) for the student's excessive absenteeism. The burden of proof will rest with the student and parent or guardian.
- The attendance committee will be composed of the following:
  a) four faculty members of the school, b) one school administrator.
- After all evidence is presented, the attendance committee will render a decision in writing within five school days. Both the student and parent or guardian will be notified of the committee's findings by letter via the U.S. mail.
- In the event that the parent or guardian deems the decision rendered by the committee as unacceptable, he/she may appeal the decision in writing to the Superintendent of Education. The appeal must be made within five days after receiving written notification by the attendance committee.

Truancy Definition

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than **three (3)** school days following return to school. Parents/guardians are allowed **three (3) parent excuses per semester.** A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy were used to define the truancy status of any student as follows:

1. FIRST / THIRD TRUANCY/UNEXCUSED ABSENCE (WARNING)

a. Parent/guardian shall be notified by the school principal or designee that the student was truant and the date of the truancy.
b. Parent/guardian shall be notified by the school principal or designee that the student was truant and the date of the truancy

c. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)

a. The parent, guardian, or person giving control of the child shall (1) attend a conference with the attendance officer and principal or designee and /or (2) participate in the early warning program provided by the juvenile court.
b. Attendance at one of these conferences shall be mandatory except prior arrangements have been made or an emergency exists.
c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under the Code of Alabama (1975), S16-28-12© (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. NO EARLIER THAN THE SEVENTH UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOLS DAYS (COURT)

The principal or designee shall file complaint/petition against the child and/or parent/guardian/, if appropriate, for seven unexcused absences or for excessive absenteeism meeting the definition of chronic absenteeism (Alabama Attendance Manual) when efforts made by the school's MTSS program and/or the school's administration have been unsuccessful.

4. CHILDREN UNDER PROBATION

a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with the state stature, Code of Alabama (1975), §§12-15-100 and 105.
b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

UNEXCUSED ABSENCES/TRUANCY

A student is truant if his/her parents, or guardians fail, refuse, or neglect to send the student to school in accordance with terms of the compulsory school attendance laws of the State of Alabama, even though the parent/guardian consents to the absence. If the absence is unexcused, the student will receive credit for 50% of made-up earned credit on missed assignments (with the exception of summative assessments).

Unexcused absences include the following:

- Parents failing to supply an explanation for an absence;
- Parents taking students out of school for haircuts, shopping trips, vacations, etc.;
- Students missing school to attend job interviews, driver's tests, etc.
- Failure to supply documentation of excuse when requested by school administrators; or
- Student leaves school without the permission of school authorities.

RETURN TO SCHOOL PROCEDURES

The parent/guardian must send a written note stating the reason for the absence. The student may deliver this note to the office or his/her teacher the day that the student returns to school.

Failure to do so within a period of three school days shall result in the absence being coded as unexcused.

After **three (3) absences per term**, a medical excuse will be required unless the principal or designee approves the absence prior to the student being absent. The administration at each school understands that there may be times that a student may be too sick to come to school but may not need to go to a doctor.

Students must be admitted through the school office upon returning to school. Teachers should not admit students to class who have been absent unless they appear in the computer as having been admitted through the office.

Except in emergency situations, parents should arrange medical/dental appointments after school hours or during breaks.

CHECK-IN/CHECK-OUT PROCEDURES

Before any student is allowed to checkout from school for any reason, the student's parents/guardians must call the school, or the student must bring a note requesting early dismissal. This applies to situations when drivers are checking out or are checking out with someone other than a person who has been contacted by the school in the event of sickness. Prior to any student being allowed to checkout, the information listed below must be on file in the school office.

- A list of persons who have the authority to grant permission to check the student out of school.
- **Valid** phone numbers for each person listed.

Note: ***Boy/girlfriends will not be allowed to check students out***.
The school reserves the right to ask anyone checking a student out to provide proper identification (i.e. driver's license). The school reserves the right to verify the authenticity of checkout notes and telephone calls. In the event that the authenticity of the note/phone call cannot be determined, the administrators will refuse permission for the student to check out of school.

Unexcused or excessive checkouts may have an adverse effect on a student's grade and may result in a truancy report filed with Juvenile Court.

MAKE-UP WORK

Teachers shall be obligated to provide pupils who have been absent for excused reasons an opportunity to make up missed assignments.

It shall be the responsibility of the student with unexcused absences or tardies to initiate arrangements for this work. Students should contact each teacher about missed assignments on the day he/she returns to school. Failure to do so within three (3) days will result in the student forfeiting his/her right to do the work.

Teachers will give students specific dates and times on which makeup work is due. Teachers may request that students attend makeup sessions before or after regular school hours. If the student fails to attend, he/she forfeits his/her right to do the make-up work. In the event that make-up sessions are beyond regular school hours, at least one day's notice shall be given to allow the student an opportunity to arrange transportation.

Teachers will give make up work to students who have unexcused absences, unexcused tardies or out of school suspensions and a grade of "0" will be recorded until completion of work with a grade of up to 50% of the earned grade (with the exception of summative assessments). The work must be completed and returned to the teacher within three (3) days of return to school. All summative assessments will be graded at 100%. The principal or designee may modify to comply with legal or policy restraints.

TARDINESS

The instructional day for students must be 360 minutes long, excluding lunch, breaks, and class changes. Since the instructional time is minimum time, it is necessary that students are in class and prepared for the lesson to begin when the tardy bell ceases ringing. Ample time is allowed for students to change classes; therefore, this should not be a problem. Tardiness not only means loss of instructional time for the tardy student, but it is disruptive and shall be dealt with according to the following procedures:

Tardiness will be excused for the following reasons only:

1. Late bus
2. Illness is substantiated by a written excuse from parent, doctor or dentist;
3. Official legal document; or
4. Circumstances approved by the principal, or designee

Late check-in will require a note from parents. The start time of each school will be displayed on each school website and communicated to all students. The school administration reserves the right to verify the authenticity of all notes. The school administration also reserves the right to deny student admittance to school if they do not have a note.

DIGITAL DEVICE/CELL PHONE PROCEDURES

The Coosa County Board of Education 21st century cell phone procedure is a reflection of the realization that students possess electronic devices (i.e. cell phones, tablets, smart watches) in the educational environment. The CCBOE respects parents' wishes for their children to bring cell phones to school.

CELL PHONE PROCEDURES

Students will not be allowed to have electronic communication devices in their possession during the instructional day unless secured with a school approved locking device. Storage of electronic communication devices while at school is limited to a locked Yondr pouch. A student who possesses an electronic communication device shall assume responsibility for preventing theft, loss or damage to such devices brought onto school property. Examples of unapproved devices are and not limited to Bluetooth earpieces, smart watches, I-Pads, and Smart Glasses.

Regular Instructional Day:

1st offense – Teacher will confiscate device and turn it into an administrator with discipline referral. An administrator will have a conference with student and parent. The following school day the school will return the device to the parent.

2nd offense – Teacher will confiscate device and turn into an administrator with discipline referral. An administrator will have a conference with student and parent. An administrator will secure the phone in the safe for 5 instructional days. Parent pick up. Five days ISS.

3rd offense - Teacher will confiscate device and turn into an administrator with discipline referral. An administrator will have a conference with student and parent. An administrator will secure the phone in the safe for 10 instructional days. Parent pick up. Ten days ISS.

4th offence - Teacher will confiscate device and turn into an administrator with discipline referral. An Administrator will secure the phone in the safe for the remainder of the school year.

Failure to surrender the device to the teacher will result in additional disciplinary action, determined by the administration.

Special circumstances will be reviewed by administration.

Use of Digital Device during the Administration of Secure Test

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.

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.

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

Guidelines for the Search of Digital Device Seized during the Administration of a Secure Test may be found in the Student Code of Conduct.

Guidelines for the Search of Digital Device Seized During the Administration of a Secure Test

Please note that these guidelines were created with the assumption that students have been notified, verbally and in writing when at all possible, that: (1) the possession of a digital device is **strictly prohibited** during the administration of a secure test; (2) if the device is used during the administration of a secure test, the device will be confiscated and is subject to search; and (3) if the device is used during the administration of a secure test, the student's test will automatically be invalidated.

Guidelines are as follows:

1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to prevent any remote-access data-wipe.
2. The test administrator should deliver the device as soon as practicable to a school administrator.
3. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
4. For the purposes of determining whether a search of a digital device should take place, the school administrator should:

    a. Learn the facts regarding the seizure of the device from the test administrator.
    b. Determine whether the student could have been using the device to cheat or for some other unpermitted purpose.

5. If the school administrator determines that the student was merely in possession of the digital device, then it may be returned to the student in accordance with the school system's policy.
6. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.
7. If no wrongful activity is discovered on the device, then it may be returned to the student in accordance with the school system's policy.
8. If wrongful activity is discovered on the device regarding the test at issue or if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device in accordance with

the school system's policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.

9. Following a search in which wrongful activity is discovered, and when the device is a "smart phone," the device should be turned off after the search to prevent a potential remote-access data-wipe.
10. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook and in consultation with the Alabama State Department of Education's section of Assessment and Accountability to ensure that no secure test information has been recorded or distributed.
12. In any situation involving the search and seizure of a student's property, a school administrator should consult with his or her supervisor in accordance with the school system's policy.

With regard to incidents that occur during the administration of a state-mandated test, the Alabama State Department of Education has stipulated that:

(1) The possession of a digital device is strictly prohibited during the administration of a secure test; (2) when a digital device is discovered during the administration of a secure test, the device will be confiscated and subject to a search; and (3) if it is determined that the device was used during the administration of a secure test, the student's test will be automatically invalidated. Visual or audible possession of a digital device will result in the device being confiscated. Once confiscated, school administrators are required to investigate the incident and determine if the device has been used by the student to cheat, or for some other unpermitted purpose. If the device is a "smart phone," the device should be turned off immediately after the search to help prevent a potential remote-access data-wipe. When the investigation of the incident is completed, the local school must notify the school district's supervisor for the testing and complete a testing irregularity report in accordance with the Alabama Department of Education. The return of the student's digital device, as well as the assignment of any school disciplinary consequences, will be in accordance with school system procedural protocol.

VIRTUAL SCHOOL POLICY

Students enrolled in Virtual School are subject to the same Code of Conduct as all students in Coosa County. Students in grades 7–12 are eligible for Virtual School. To obtain information regarding the academic requirements for the virtual school option, contact the administration or counselor of the participant's base school.

- Virtual School students must be enrolled in and be in good standing with Coosa County Schools.
- Students interested in participating in virtual school, either full-time or part-time, must have approval of the principal.
- All full-time students enrolled in the virtual school program will be counted in the average daily attendance.
- Virtual School students will be provided a school issued Chromebook, protective case and charger. Students are responsible for providing their own internet service and any other equipment/supplies necessary for their classes.
- All Coosa County School students participating in Virtual School will be enrolled by the school counselor into appropriate Edgenuity classes. Any other curriculum resource must be pre-approved by the administration.
- All full-time students enrolled in the virtual program will participate in all state testing and accountability requirements. All local and state-mandated testing will be conducted onsite at the student's base school. Virtual School students will be required to participate in state testing.
- Virtual School students will be responsible for their own transportation to/from school for classes taken on campus, activities in which they participate, and for testing. School bus service will be available at regular route times on the same basis as for regular onsite students.
- Virtual School students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program, including, but not limited to, any applicable Alabama High School Athletic Association (AHSAA) requirements. Additionally, all band members must take appropriate band classes (marching, concert, etc.).
- Students who are not, in the view of the school administration, making timely progress towards graduating with their grade cohort, or who are not making normal progress in their current coursework, may be denied

permission to begin or continue participation in Virtual School, and will be given the option to attend all classes on-campus or to withdraw from Coosa County Schools.

- There will be an opportunity to transfer from fulltime virtual learning to the traditional on-site classroom at the end of each nine weeks instruction period. Transfers must be approved by local administration.

MEDIA RELEASE

From time to time the school and/or CCBOE may wish to publish the image and/or intellectual property of students in order to enhance individual, group, school, or system-wide accomplishments.
Intellectual property includes, but is not limited to, photographs, audio- video productions, and other written and graphic works. These reproductions can be used to publicize/promote the child's school or the CCBOE through the commercial print or television media and through its own media productions. This includes school yearbooks, school newspapers, and programs for school events, such as athletics, choral, and band. Unless parents notify the school in writing that they do not grant the CCBOE the right and permission to publish their child's image and/or intellectual property, these images and/or intellectual property may be used for publication, broadcast, or reproduction without limitations or reservation, or any fee.

INTERNET ACCEPTABLE USE POLICY

Coosa County Schools provide students with access to technology in order to enhance student learning. The term "technology" refers to all forms of hardware, digital devices, software, and accounts. Although cell phones and smartphones can be used for many of the same activities as other forms of technology, additional rules may apply to the possession and use of these communication devices. This Acceptable Use Policy (AUP) applies to all technology, regardless of ownership, used on school property during school hours or during other school-related activities. It also applies to the use of Board-owned or managed technology regardless of location or time of day.

Online Accounts & COPPA

Throughout the year, teachers may wish their students to use free, educationally appropriate websites or apps that require individual accounts in order to enhance learning. Examples of these include Edmodo, Discovery Education, TechSteps, Animoto, Remind, Google Apps for Education, and others. In order to create the online account, the CCBOE may upload certain "directory information" (see FERPA) to the provider; generally, the student's name, school, and grade level. Due to the Children's Online Privacy Protection Act (COPPA) and other conditions, many websites require that minors first obtain their parent's permission before an account is established. Unless the parent properly notifies the school, the CCBOE will assume that parental permission is granted for a student account to be set up on websites preapproved by the CCBOE.

1 to 1 Chromebook INITIATIVE

Parent and Student Handbook for Device Procedures and Information Coosa County Schools Rockford, Alabama

SECTION 1 - Background Information

The Digital Transformation

The Digital Transformation is Coosa County Schools' plan to use instructional technology to support student learning and instructional practices that are engaging, challenging, standards-based, and effective. A key component is implementation of a 1:1 device model. In a 1:1 model all students will have a school issued Chromebook. This allows for integration of technology into all learning environments.

The One-to-One Model of Instructional Technology

Research shows that there can be many positive benefits associated with providing digital devices to students. These include: increased student technology use, improved student performance, more efficient and effective communication with families,

more student-centered and project-based instruction, greater student engagement, increased teacher collaboration, and better relationships between students and teachers. The key to achieving these benefits is effective implementation.

A critical component of the Coosa County School 1:1 Initiative program is student education concerning digital citizenship and appropriate online behaviors. Students must view themselves as "digital citizens," and are expected to consistently utilize the technological skills and positive ethical considerations taught throughout the 1:1 Initiative. These are much more than stand-alone school-based expectations; these behaviors must carry-over into their personal lives for years to come.

Teachers and staff review cyber-safety rules with students frequently throughout the school year, and offer reminders and reinforcement about safe online behaviors. It is expected that all students and parents/guardians participating in the 1 to 1 Initiative will adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Agreement, Board policies, and federal/state laws at all times.

SECTION 2 - Receiving and Using Your Device

Using Google Apps

Each student will receive a Coosa County-sponsored personalized Google Apps account with a unique "@coosaschools.org" address. When logged into Google Apps, students have the capability to email teachers, create and save documents, presentations, spreadsheets, collaborate virtually with partners or groups on school projects, turn in assignments and assessments through the web, and more. Additionally, Google Apps has thousands of educational applications which teachers can use in math, science, language arts, social studies, music, physical education, foreign language, and art classrooms.

Receiving and Returning Your Device

At the beginning of each school year, a parent/guardian must sign a Student/Parent Chromebook Use Agreement granting the district permission to provide the student with a device. The device will be issued with one charger. A student will not receive a device if the student has not completed enrollment in PowerSchool. Coosa County Schools reserves the right to collect a device if residency cannot be verified.

At the end of the school year, the device, case and charger may be returned, at parent request, in the same condition in which they were provided. Returning students also have the option to keep their devices over the summer. Students who opt to keep their devices are bound by the guidelines set forth in the Coosa County Student/Parent Chromebook Use Agreement. Seniors must turn their device in by the date set by the school district. If a student withdraws or is expelled from Coosa County Schools, the device, charger, and case (if provided by the Coosa County Schools) must be returned immediately. When returned, each device will be inspected. If any damage has occurred, payment must be made in order for the item to be repaired or replaced at that time. Parents/guardians assume sole financial responsibility for these damages regardless of the circumstances.

Device Inventory and Asset Tag Information

Each device is property of Coosa County Schools, and is individually labeled and inventoried (by asset number and device serial number) to the individual student to which it has been loaned for that school year. There is an inventory asset number attached on the bottom or back of the device- at no time should any Coosa County inventory or asset number be tampered with or removed. Tampering with or removing an asset number constitutes damage and requires the device to be immediately returned to the school.

Taking Care of Your Device

<u>General Precautions</u>:

1. Please be sure to carefully and considerately store your device in your locker, book bag, and at home.
2. We suggest that you carry your device in a protective sleeve or case when not in use.
3. Devices must come to school with a full battery charge.
4. Please do not use your device around food, liquids or drinks. Avoid getting any moisture or crumbs in any opening.
5. Do not use household cleaners to clean your device- only a soft lint-free cloth on the screen.
6. Never throw, slide, drop, or press harshly on your device.

7. District-provided cases must stay free from all stickers, writing, drawings, and other marks.
8. Do not leave your device out in the sun or extreme cold (either outside or in a hot or cold car).
9. Devices are uniquely inventoried. At no time should the inventory numbers be tampered with in any way or removed. Such actions constitute damage to the device.
10. Personalized screensavers and/or background are permitted.

However, school disciplinary action will result from images which are inappropriate for a school setting.

11. Devices are NOT allowed in the locker rooms or in the cafeteria during lunch periods (except with specific permission from a teacher).
12. Cords, cables, and USB connections should be carefully inserted and removed to prevent damage.
13. Do NOT let anyone else borrow or use your device (because you are responsible for any damage that may occur to your device, no matter the circumstances!).
14. Do NOT attempt to gain access to the internal electronics of the device. All needed repairs must be conducted by qualified Coosa County Schools technical staff.
15. Do NOT attempt to contact any other service provider with repair questions. All questions and concerns must be directed to the school district.

Using Your Device at School

Elementary Chromebooks are configured to access the wifi at the Central Elementary School using the "CoosaCES" network. The password to connect to this network is: cougars1 This connection is only available to school owned and issued devices. High School Chromebooks are configured to access the wifi at Central High School. The wifi is "CoosaCHS" network. The password to connect to this network is: cougars1 This connection is also only available to school owned and issued devices.

Charging Your Chromebook

It is likely that you will use your device every day at school in some way. Part of being prepared for school each day is having your device fully charged when you arrive at school. Students should follow their teachers' instructions regarding when to bring the device to class. If a student repeatedly fails to bring their device to school or fails to charge it adequately, technology privileges may be suspended or revoked.

Internet Filter

Coosa County Schools employs a CIPA compliant Internet filter at all schools, therefore, to the greatest extent possible, the school network is filtered for content. Although Coosa County Schools makes every effort to minimize a student's exposure to inappropriate material through the use of the Internet filter, it is ultimately the responsibility of parents and guardians of students to establish and communicate standards that their children should follow when using electronic resources such as the Internet.

Using a Device Outside of School

Your device is wifi ready and will connect to any wifi network, whether at home, school, or inside a business or public network. Although the internet filter for that specific network dictates content available on the device, Coosa County Schools utilizes *Go Guardian* to monitor all internet activity. Note to parents: if you do not have an Internet content filter on your home wifi network, your student will have unfiltered access to the internet through their device.

Repairing or Replacing a Device

All repairs and replacements must be arranged through Coosa County Schools. If your device is lost, damaged, or having technical issues, please report this to your teacher, media specialist or an administrator immediately.
We cannot guarantee the device to be repaired will be the device you receive back. We also cannot guarantee the type of device you will receive after repair to be the same type of device due to inventory numbers.

SECTION 3 - Acceptable Use Information

District Acceptable Use of Technology Student Agreement

Through this program, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries and computer services all over the world. With this opportunity comes responsibility. It is important that you read the District's Acceptable Use Agreement and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use.

Network Safety and Acceptable Use Guidelines

1. Coosa County Schools-owned devices **AND** personal-owned devices using the district's network falls under the Coosa County Schools Acceptable Use Agreement (AUA).
2. Failure to follow the Coosa County Schools Acceptable Use Agreement may result in immediate suspension of all technology privileges, complete revocation of privileges, and/or disciplinary action.
3. Free wireless access at school will be provided by Coosa County Schools. The District is not responsible for personal charges for accessing other wireless connections or other data charges.
4. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the Coosa County Schools will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

What is Acceptable Use?

Any use described below is deemed “acceptable” and consistent with the Coosa County Schools Acceptable Use Agreement for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

1. Use of devices mainly for educational purposes, but some limited personal use is permitted.
2. Use furthers the educational and administrative purposes, goals, and objectives of the Coosa County Schools.
3. Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
4. Use furthers research related to education and instruction.
5. Use does not violate the student code of conduct or the Coosa County Schools Acceptable Use Agreement.

What is Unacceptable Use?

Any of the following uses is deemed “unacceptable” and a violation of the CCSD Acceptable Use Agreement for Technology.

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates Board policy, the Acceptable Use guidelines, this User Agreement, the Student Code of Conduct, or federal/state law.
3. Using any other Google account other than the Coosa County Schools-sponsored Google student accounts on the Chromebook.
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
6. Messaging services-EX: Snapchat, ICQ, etc.
7. Spamming-Sending mass or inappropriate emails.
8. Gaining access to other student’s accounts, files, and/or data.
9. Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity.
10. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
11. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

12. Bypassing the Coosa County Schools web filter through a web proxy.

Notes to Parents/Guardians Regarding Use of Personal Devices

The Coosa County Schools provides a guest wireless network for devices that do not belong to the Coosa County Schools. This network is subject to be disabled from time to time if it places a burden on the school networks. Any attempt to connect a device to any other network will be considered a violation of the Acceptable Use Agreement and the device may be blocked from accessing any network provided by the Coosa County Schools. The school's network filters will be applied to personal devices connected to the Coosa County Schools network and any attempt to bypass the network filter is prohibited.

The Coosa County Schools will not be responsible for repair or replacement of personally-owned devices. Technicians will be available during the school day for minimal technical assistance. The district is not responsible for personal charges for accessing other wireless connections or other data charges. School-based consequences will be administered for misuse of technology or violation of acceptable use agreement.

Each student is responsible for his/her own digital property, and should treat it and use it responsibly and appropriately. Coosa County Schools take no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep their possessions secure, students will have the final responsibility for securing their personal devices and data. Please check with your homeowner's policy regarding coverage of your devices, as many insurance policies can cover loss or damage. Coosa County Schools is in no way responsible for personal devices that are broken, lost or stolen while at school or during school sponsored activities. Additionally, Coosa County Schools is not responsible for maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, repairing any software or hardware issues).

Consequences for Improper Use

The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee. Disciplinary action may be taken for unacceptable use of the network or Internet. Consequences may include but are not limited to suspension of technology privileges, revocation of technology privileges, intensive school supervision, or out of school suspension.

Expectation of Privacy

Users should have no expectation of personal privacy in connection with their usage of the device, Google Apps, and other technology resources. Coosa County Schools retains the right to monitor, access, and review all student messages or information accessed or created using Coosa County Schools-owned devices, Coosa County Schools sponsored Google Apps accounts, and/or other Coosa County Schools related network files.

SECTION 4 - Parent / Guardian Information

Protecting My Student's Device

Parents / guardians are solely responsible for any damages to their student's devices once the student takes ownership of these devices without regard to the cause, fault, location, or circumstances.

Any malfunction or damage that is determined by Coosa County Schools technology staff to be a manufacturer's defect **will not be charged** to the student and will be replaced. However, if damaged or misused is determined to be intentional or malicious, the
Administration will administer disciplinary action that will follow, based upon the student code of conduct.

Frequently Asked Questions

Q: How does a new student obtain a device?

A: All students must be enrolled in PowerSchool before requesting a Chromebook. Additionally, a parent or legal guardian and the student must participate in the Chromebook orientation which will be provided by either the school media specialist or the district technology coordinator.

Q: How do I get my Chromebook repaired?
A: If your Chromebook needs repair, you will need to turn the Chromebook in to the designated person at your school, usually the media specialist. They will send it to the technology department to be repaired. The device will be returned to the school for the student to pick up.

Q: What is the fee to get my Chromebook repaired?
A: Please refer to the Chromebook Use Agreement. The Chromebook will be returned, repaired, as soon as possible to the student.

Q: What are the steps to take if a Chromebook is stolen or lost?
A: Report your missing Chromebook to your teacher and administrator. If Chromebook is determined to have been stolen, a police report must be filed.

Q: If I have forgotten my device password, how do I get it? A: The library media specialist can look up account information and assist in resetting the device password.

EXTRACURRICULAR ACTIVITIES

The Coosa County Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Coosa County Board also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class.

The Coosa County Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities:

1. Students entering Grades 10-12 must, for the immediately preceding school year have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four
   (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Eligibility may be determined before the start of each new school year or at the beginning of the second semester. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. A student that regains eligibility at the beginning of the second semester remains eligible for the remainder of the second semester so far as grades are concerned.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding school year, including summer school. Summer school work passed may substitute for regular schoolwork repeated in computing the 70 average.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. 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.
8. All outstanding debts must be cleared before a student may participate in any extracurricular activities.

Students entering 8th or 9th grades must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in grades 9-12. Students promoted to the seventh grade for the first time are eligible.

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and /or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local Board of Education approved participation in the activity as an extension if a course(s) requirement(s) and it is an event sanction by a state/national subject matter association. As a matter of clarification, student participation in extracurricular activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc. are extracurricular and students academically ineligible under this policy shall not be allowed to participate.

Concussion (Alabama Code §22-11E-2 as amended by Act of Alabama: 2012-314

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
• Headaches • "Pressure in head" • Nausea or vomiting	• Amnesia • "Don't feel right" • Fatigue or low energy
• Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns	• Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems • (forgetting game plays) Repeating the same question/comment

Signs observed by teammates, parents, coaches, or others include:
• Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, opponent • Moves clumsily or displays incoordination • Answers questions slowly • Slurred speech • Shows behavior or personality changes • Can't recall events prior to hit • Can't recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness

**This information adapted from the AHSAA website, June, 2012*

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well knowing that adolescents or teenagers involved in sports often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents, and students is the key to student-athlete's safety.

If your child suffers a head injury during school:

They will be assessed by the school nurse and kept by the nurse for observation. If your child exhibits signs of a concussion they will remain with the nurse and the parent or guardian will be contacted to pick up student. They will not be allowed to return to play. If neurological symptoms are present student will be transported to local ER. Every attempt will be made to touch base with the parent/guardian prior to this.

Coosa County Schools Concussion Policy: The Board will use concussion-related information and forms prepared by the Alabama High School Athletic Association as they may be revised from time to time, but nothing in any such materials should be interpreted or otherwise understood to create a duty or standard of care on the part of any person charged with its implementation.

DRUG/ALCOHOL POLICY FOR "ACTIVITY STUDENTS"

Purpose

Coosa County Schools recognizes that students who participate in extracurricular activities are assets to the sports, academics, and leadership components of our educational institutions. These include athletics, cheerleading, band, and students that possess campus parking passes. Collectively, these students will be referred to as "activity students". To assist its "activity students" in maximizing their skill and talents and afford them every opportunity to remain drug/alcohol free in order to help protect themselves, as well as other students with whom they come in contact, the Coosa County Schools has implemented the following drug and alcohol screening program. This program is enacted as a preventative measure and as a deterrent to "activity students' who may be thinking of trying alcohol or other drugs.

Definitions

"**Activity Students**" – athletes, cheerleaders, band students and students that possess campus parking passes.
Athletes – sports, games, and exercises that require strength and/or skill, sanctioned by AHSAA.
Random Testing – testing without definite date and time.
Positive Result-positive proof of a substance(s) found in a student's body, as indicated by the test administered.

Policy

This policy will apply to all "activity students" whose privileges can be taken away for failure to comply. Each "activity student" shall be provided with a consent form, which shall be dated and signed by the "activity student" and by a parent or legal guardian before such student shall be eligible to participate in athletics, cheerleading, band, or student drivers.

Any "activity student" testing positive, refusing to test, refusing to cooperate with testing, or being in violation of this policy will not be penalized academically but will lose extracurricular privilege and agree to a retest and must pass. Information, including testing positive, will not be released to criminal or juvenile authorities.

All information, interviews, reports, statements, memoranda and test results, written or otherwise received by the school through its drug/alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings.

Enforcement

The Coosa County School System reserves the right to require all "activity students" to submit to alcohol and/or other drug tests to determine presence of prohibited substances. All current "activity students" may be required to undergo testing on a random basis without advance notice.

"Activity students" testing positive for drugs/alcohol will be subject to suspension from student athletics, cheerleading, band, and student driving privileges, until the student can provide a negative test result. Refusal to cooperate with the school in any test investigation will include immediate suspension from participating in extracurricular activities-athletics, cheerleading, band, and/or forfeiture of parking privileges.

Testing Procedures

The school will conduct random drug/alcohol testing on "activity students."

An "activity student" who is subject to random testing and is absent on the day of the random drug/alcohol screening will not be penalized in any way should his/her name be on the random list for testing that day.

If an "activity student" has a positive drug/alcohol test result, depending on the substance(s) found in the urine, the parent or legal guardian will be given the opportunity to submit a valid prescription that may have produced a positive result. The student will be suspended from all activities until a valid prescription is provided. Once an "activity student" has tested positive, his/her name will not be removed from the random pool of names and may be subject to testing every time drug/alcohol testing is conducted.

Testing will be in-house at the school by a certified drug tester.

"Activity students" will not be observed during the test. Testing will be equally proportioned on a percentage based upon the number of participants in each chosen activity.

An "activity student" may, together with his/her parent or legal guardian, request a re-test. (This re-test must be collected within 24 hours of notification of the final test results.) The re-test may be conducted by any facility on the approved list. The parent or legal guardian will be responsible for the cost of any re-test. If the re-test result is negative, his/her parent or legal guardian will be reimbursed by the school.

All information whether written or otherwise, received by the Coosa County Board of Education or the Coosa County Schools is confidential communications and will remain strictly confidential, per Federal Regulation CFR 42.

Actions for Failed and/or Refused Drug/Alcohol Screens

First Positive –The first time an "activity student" tests positive on a drug/alcohol test, the student's parent/legal guardian will be notified and the student will result in an automatic 7-day suspension from participation in all extracurricular activities and a forfeiture of parking privileges for that same period. The "activity student" must also complete 4 hours of community service, approved by the principal and completed within 45 days of the failed test. In order for privileges to be reinstated, the "activity student" must first retake and test negative on another drug/alcohol test. The "activity student" will be responsible for the costs of any re-test. It must be conducted through the school's certified drug testing provider. If there is no re-test conducted within 45 days, the "activity student" will be treated as if they had tested positive on a second occasion. The student will be referred to the school counselor.

Second Positive – A second positive test result for an "activity student" will result in an automatic 14-day suspension from participation in all extracurricular activities and a forfeiture of parking privileges for that same period. The "activity student" must also complete 8 hours of community service, approved by the principal and completed within 45 days of the failed test. In order for privileges to be reinstated, the "activity student" must first retake and test negative on another drug/alcohol test. The "activity student" will be responsible for the costs of this re-test and it must be conducted through the school's certified drug testing provider. If there is no re-test conducted within 45 days, the "activity student' will be treated as if they had tested positive on a third occasion. The student will again be referred to the school counselor.

Third Positive –A third and any subsequent positive test result for an "activity student" will result in a 100-day ban from all extracurricular activities and a forfeiture of parking privileges. The "activity student" must also complete 16 hours of community service, approved by the principal and completed within 45 days of the failed test. In order for privileges to be reinstated, the "activity student" must first retake and test negative on another drug/alcohol test. The "activity student" will be responsible for the costs of this re-test and it must be conducted through the school's certified drug test provider. The student will again be referred to the school counselor.

EXCEPTIONAL STUDENT SERVICES

The Coosa County School System provides full educational opportunities to all exceptional children between the ages of 3-21. The following exceptionalities are recognized as handicapping categories:
Hearing Impaired, Deaf-Blind, Mentally Retarded, Severe Multiple
Disabilities, Orthopedically Impaired, Other Health Impaired, Emotional Conflict, Speech and Language Impaired, Visually Impaired, Specific Learning Disabilities, Autism, and Traumatic Brain Disorder. For information concerning Exceptional Student Services or to refer a child, please contact the school principal or the Special Education Coordinator at the superintendent's office. 504 Services are available through a referral process.

GIFTED AND TALENTED STUDENTS

The Alabama Administrative Code defines gifted as: "Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment." These children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. The Coosa County LEA Plan for the Gifted is available on the district web site.

WHO CAN REFER?

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 during the annual second grade child find.

REFERRAL PROCESS

Parental consent is required prior to proceeding with screening and/or evaluation. Once consent is received, a screening team reviews the available information in the areas of intelligence or creativity, gifted characteristics and performance. The team determines if there is enough compelling evidence to proceed with an evaluation.

The state of Alabama uses a matrix (this utilizes multiple criteria on the referred child) to determine eligibility for gifted services. Students who achieve the minimum required score on the matrix are considered eligible for gifted services. A Gifted Education Plan (GEP) is developed for these students. Written parental permission is required before services begin. Students referred for the Gifted Program are required to be six years of age and are required to be enrolled in a public school system.

For more information or to request a referral, contact the school counselor.

SERVICE DELIVERY

Coosa County Schools provides services according to the recommendations set forth by the ALSDE. Students in grades 3-5 are served by a pull-out program. Students receive three hours of services per week. In grades 6-12 students are served through advanced curriculum and dual enrollment in the local community college.

Services are only provided to students enrolled in the Coosa County School System.
The Coosa County LEA Plan for the Gifted is available online at the Coosa County Schools website.

FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Coosa County Board of Education (CCBOE), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the CCBOE may disclose appropriately designated "Directory Information" without written consent, unless you have advised the District in writing that you do not want your child's information disclosed. The primary purpose of directory information is to allow the CCBOE 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 athletic teams showing weight and 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 in writing that they do not want their student's information disclosed without their prior written consent. If you do not want the CCBOE to disclose directory information from your child's education records without your prior written consent, you must notify the School principal in writing within fifteen school days of the student's first day of attendance. The CCBOE may disclose the following examples as directory information: • Student's name • Address • Telephone listing • Electronic mail address • Photograph • Date and place of birth • Dates of attendance • Grade level • Participation in officially recognized activities and sports • Weight and height of members of athletic teams • Degrees, honors, and awards received • The most recent educational agency or institution attended

Family Policy Compliance Office
US Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

Acknowledgement Form

By signing the Student Code of Conduct Acknowledgement form, student and parents affirm that they have received and understand these rules and regulations. However, failure to sign or return a signed form does not release students from their obligation to abide by these rules and regulations and all other applicable board policies.

_____, a student enrolled in
(Name of Student)

_____
(Name of School)

_____
(Name of Legal Guardian/Custodial Parent(s)

Hereby acknowledge by our signatures that we have received and read, or had read to us, and reviewed together Coosa County Schools' *Student Code of Conduct* including but not limited to:

1. Notice of Receipt
2. Attendance Requirements
3. Harassment
4. Weapons/Drugs
5. Transportation/Bus Rules
6. Technology/Internet Usage Policy/Procedures
7. Textbook/Library Policy Permission
8. Permission to Survey
9. Concussion Policy
10. FERPA
11. Cell Phone Policy

We understand that these policies/procedures apply to all students and parents in the public schools, to school campuses, the immediate vicinity of the school, school buses, or other school-owned/operated vehicles, and school related activities and events.

Student Signature _____ Date_____

Parent/Guardian Signature_____ Date_____