

# **PARENT / STUDENT INFORMATION GUIDE**

**INCLUDES STUDENT CODE OF CONDUCT**



**Kinston - Pre-K-12**

**New Brockton Elementary - Pre-K- 5**

**New Brockton Middle School - 6-8**

**New Brockton High - 9-12**

**Zion Chapel - Pre-K-12**

**Adopted by Coffee County Board of Education**

**July 1995**

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## MISSION STATEMENT

*Coffee County Schools*  
Educating Productive Citizens

The mission of the Coffee County School System is to provide its students with skills necessary to become well-rounded, productive citizens. To ensure this, the system will provide a challenging curriculum presented by a dedicated staff in a safe, clean, and stimulating environment.

Therefore, we feel the responsibility for educating young minds must be shared among parents, educators, and the student. The learner will benefit when there is a clear understanding of each participant's role in the educational process. But, the learner will suffer if any person fails to take that responsibility seriously.

This Parent/Student Information Guide is intended to assist participants in understanding their rights and responsibilities, as well as the policies covering the daily operations of the schools comprising the Coffee County School System. It should be utilized to aid in the process of helping students find success in attaining an education that adequately prepares them for a productive adulthood. The benefits derived from the education process will be directly proportional to the commitments made to that process by those participating.

COFFEE COUNTY SCHOOL SYSTEM WEBSITE: [www.coffeecountyschools.org](http://www.coffeecountyschools.org)

*Coffee County Schools are accredited by the Alabama State Department of Education and Cognia.*

## Administration

### **Coffee County Board of Education**

President, Galen McWaters (District 3)  
[mcwatersg@coffeecounty.k12.al.us](mailto:mcwatersg@coffeecounty.k12.al.us), (334)897-5638

Vice-President, Mike Bailey (District 2)  
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Board Member, Brandi Carr (District 5)  
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Board Member, Sherry Eddins (District 7)  
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Board Member, Rhonda Strickland (District 4)  
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Board Member, Eric Payne (District 6)  
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### **Superintendent's Office**

Superintendent, Kelly Cobb,  
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Special Education/504 Coordinator/Assessments, Tami Crosby  
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Federal Programs/Curriculum/Accountability Coordinator, Carolyn Broaden  
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Special Programs/Technology/Career Technical Coordinator, Gray Harrison  
[harrisong@coffeecounty.k12.al.us](mailto:harrisong@coffeecounty.k12.al.us), (334)897-5016

Transportation/Facilities/Safety, DeWayne Hamilton  
[hamiltond@coffeecounty.k12.al.us](mailto:hamiltond@coffeecounty.k12.al.us), (334)554-0002

Child Nutrition Program Director, Betsy Wood  
[woodb@coffeecounty.k12.al.us](mailto:woodb@coffeecounty.k12.al.us), (334)897-5016

## **Administrators**

### **Kinston**

Principal, Megan Driggers

[driggersm@coffeecounty.k12.al.us](mailto:driggersm@coffeecounty.k12.al.us), (334)565-3016

Assistant Principal, Shasta Barron

[barrons@coffeecounty.k12.al.us](mailto:barrons@coffeecounty.k12.al.us), (334)565-3016

### **New Brockton Elementary**

Principal, Holli Richardson

[richardsonh@coffeecounty.k12.al.us](mailto:richardsonh@coffeecounty.k12.al.us), (334)894-6152

Assistant Principal, Emily Herbert

[herberte@coffeecounty.k12.al.us](mailto:herberte@coffeecounty.k12.al.us), (334)894-6152

### **New Brockton Middle**

Principal, Bradley Bowers

[bowersb@coffeecounty.k12.al.us](mailto:bowersb@coffeecounty.k12.al.us), (334)586-2001

Assistant Principal, Ranae Eddins

[eddinsr@coffeecounty.k12.al.us](mailto:eddinsr@coffeecounty.k12.al.us), (334)586-2001

### **New Brockton High**

Principal, Alonzo Barkley

[barkleya@coffeecounty.k12.al.us](mailto:barkleya@coffeecounty.k12.al.us), (334)894-2350

Assistant Principal, Valerie Bourne

[bournev@coffeecounty.k12.al.us](mailto:bournev@coffeecounty.k12.al.us), (334)894-2350

### **Zion Chapel**

Principal, Jared Robison

[robisonj@coffeecounty.k12.al.us](mailto:robisonj@coffeecounty.k12.al.us), (334)897-6275

Assistant Principal, Randy Bryant

[bryantr@coffeecounty.k12.al.us](mailto:bryantr@coffeecounty.k12.al.us), (334)897-6275

Assistant Principal, D'Andra Tingey

[tingeyd@coffeecounty.k12.al.us](mailto:tingeyd@coffeecounty.k12.al.us), (334)897-6275

## NON-DISCRIMINATORY STATEMENT

The Coffee County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Kelly Cobb  
Superintendent  
Coffee County Board of Education  
400 Reddoch Hill Road  
Elba, Alabama 36323  
Telephone: 897-5016/Fax: 897-6207  
Email: cobbk@coffeecounty.k12.al.us

Tami Crosby  
Special Education, 504, and ADA Coordinator  
Coffee County Board of Education  
400 Reddoch Hill Road  
Elba, Alabama 36323  
Telephone: 897-5016/Fax: 897-6207  
Email: crosbyt@coffeecounty.k12.al.us

## AGE AND ADMISSION REQUIREMENTS

Children entering **kindergarten** must be **five years old on or before September 1**.

Children entering **first grade** must be **six years old on or before December 31**.

A child enrolling in a Coffee County School for the first time, in either kindergarten or first grade, will present the following documentation prior to enrollment:

1. Documentation for age verification such as an official birth certificate (voluntary), religious record, hospital/physician's record, adoption record, etc.
2. Legal guardianship papers, if applicable
3. Documentation of correct spelling of legal name such as social security card (voluntary)
4. Disclosure of severe health problems
5. Certificates of Immunization for the State of Alabama

Any student transferring to Coffee County Schools from another school system must be in good standing and must have no disciplinary action pending against him by the school he is leaving in order to be eligible to enroll in any school. The student must present the following prior to admittance:

1. Certificates of Immunization for the State of Alabama
2. Legal guardianship papers, if applicable
3. Recent report card or release from last school attended

Two proofs of residency shall be required when a new student enrolls in the system. Proof of residency includes the following:

1. Property tax records
2. Mortgage documents or property deed
3. Apartment or home lease
4. Utility bills
5. Driver's license
6. Voter precinct identification
7. Automobile registration
8. Affidavit and/or personal visit by a designated school district official
9. In the case of a student living with a legal guardian, a court decree declaring the district resident to be the legal guardian of the student.



## ADMISSION POLICY FOR HOMELESS, MIGRANT, IMMIGRANT, ENGLISH LANGUAGE LEARNER, AND FOSTER CARE STUDENTS

Any student deemed to be homeless will be afforded a free and appropriate public education. There are no policies, practices, or regulations that act as a barrier to the enrollment, attendance, and success of homeless children. Complaints and grievances can be filed according to procedures on page 58 of this Parent/Student Information Guide.

Pursuant to the requirements of the Every Student Succeeds Act of 2015 (ESSA) and the Stewart B. McKinney Homeless Assistance Act, all homeless, migrant, immigrant, English Language Learner (EL), and Foster Care children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Coffee County School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, EL, and Foster Care children and youth shall not be denied or delayed due to any of the following barriers:

1. Lack of birth certificate
2. Lack of school records or transcripts
3. Lack of immunization or health records
4. Lack of proof of residency
5. Lack of transportation
6. Guardianship or custody requirements

The transfer of any migrant student into or out of the Coffee County School System will be assisted by the Migrant Recruiter to ensure a speedy transfer and minimum loss of instructional time.

It will be the policy of the Coffee County School System that the in-service program each year will address the special needs of migrant, immigrant, homeless, EL, and Foster Care children.

## WELLNESS POLICY

A Wellness Plan for the Coffee County Schools will be implemented. The schools are committed to providing a stimulating school environment that promotes and protects children's health. Good health fosters student attendance and education. Children or adolescents need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive.

## ATTENDANCE

The Coffee County Board of Education believes the fundamental right to attend public school places upon students the accompanying responsibility to be regular in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

### TRUANCY

According to state regulations, 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 the return to school. If a child checks in or out of school, the parent may provide a written excuse at that time. 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 to be unexcused based on the State Department regulations. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court. The **SchoolCast** automated notification system may be used to contact parents concerning absences.

The Coffee County Court will assist the school system by implementing the Early Warning Prevention Program. This program will include:

1. First truancy/unexcused absence (warning)
  - a. Parent/guardian shall be notified by the school that the student was truant and the date of the truancy.
  - b. Parent/guardian will be referred to truancy policy found in the Parent/Student Information Guide or provided an additional 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 having control of the child shall attend a conference with the school officials and/or participate in the early warning program provided by the juvenile court.
  - b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
  - c. Failure to appear at the school conference and/or appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), 816-28-12c (failure to cooperate), or a truancy against the child, whichever is appropriate.
3. No earlier than the seventh unexcused absence, but within ten (10) school days (court) file complaint/petition against the child and/or parent/guardian, if appropriate.
4. Child 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.
  - b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

## ATTENDANCE REGULATIONS

**Attendance:** Attendance for a school day is defined as present more than fifty percent (50%) of the school day. Attendance will also be kept in individual classes for middle/high school. If a student misses eight (8) or more days in a semester, the credit may be withheld. Parents will be informed that they have the option of going before the school attendance committee to petition for reinstatement of credit.

**Perfect Attendance:** A student will have been in perfect attendance for a school year when he or she has not been absent, tardy, or has not checked out. The only exception to this policy is when there is a bus-related problem.

### EXCUSES FOR ABSENCES

In accordance with Alabama Law, a parent or guardian must explain the cause of each absence. Every student, upon return to school following an absence, must bring a written excuse that is signed by the parent or guardian. For check-ins and check-outs, parents must provide written notes for the absences to be excused. The Coffee County School System will accept a maximum of four parent notes per semester. Paperwork will be filed in Early Warning Court on students with seven or more unexcused absences. All doctors' excuses will be accepted and shall be submitted by the parent to the school within three days of the student returning to school.

### EXCUSED ABSENCES

An excused absence will be designated when a written excuse is provided for one of the following:

1. Personal illness
2. Inclement weather
3. Legal quarantine
4. Death in immediate family
5. Emergency conditions as determined by principal
6. Parent and principal permission prior to absence
7. Absence due to medical appointments which cannot be scheduled after school. A written excuse from the doctor or dentist is required.

### UNEXCUSED ABSENCES

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

### EXEMPTION POLICY

Administrators support the incorporation of an exemption policy for the nine-week exam. It is believed that an exemption policy will promote better student attendance.

To qualify for exemption of nine weeks tests, a student must:

1. Have an A average and no more than two absences, or
2. Have a B average and no more than one absence, and
3. Meet the attendance and grade requirements each nine weeks, and
4. Have no tardy referral during the nine weeks.
5. All students must take the following exams as scheduled:

- a. Science – 1<sup>st</sup> nine weeks
- b. English – 2<sup>nd</sup> nine weeks
- c. Math – 3<sup>rd</sup> nine weeks
- d. Social Science – 4<sup>th</sup> nine weeks

## MAKE-UP WORK

Make-up work is the student's responsibility. If a student misses an announced test or assignment due to an absence from school, the teacher may require the student to make up the test or turn in the assignment upon the student's return to class. Advanced assignments such as book reviews, class reports, research projects, etc. should be turned in prior to the time of the absence, especially when the student knows of the absence in advance.

Students who miss class due to school-related activities must make arrangements with their teachers prior to the absence. The teacher may require students to take tests or turn in assignments in advance.

In the event of absences where the student may need more time for review or instruction in order to be prepared to make up the assignment or test, the student may have up to three days to make up the assignment or test. The teacher and/or administrator will determine when the test or assignment is to be made up within the three-day period. (In cases of extended absences, the three-day guideline may be extended with approval from the principal).

Any graded class work, tests, or exams missed due to unexcused absences, suspension or failure to bring a written excuse, within three days following an absence will require the teacher's and/or administrator's approval in order to be accepted. Attendance at school is important to the academic success of the students.

## STUDENT CHECK-IN AND CHECK-OUT PROCEDURES

Students are allowed to check in or out of school only with the permission of parent, guardian, or previously authorized person. Anyone who checks a student in or out of school must do so through the school's approved plan, which may include a phone call verifying the parents' written permission. Check-outs are done in the school office. Individuals should not go to the classrooms unless they are given permission from the office. Check-ins and check-outs are excused for the same reasons as excused absences. Students must make up missed classroom time for unexcused absences to receive credit for the course by staying after school, attending Saturday School, or attending school during the summer.

## MARRIED STUDENTS

The marital status of a student shall not affect that student's rights to receive an education in the Coffee County Schools, provided the student obeys the school's rules and regulations in the same manner required of all students.

## CUSTODY OF STUDENTS

The Board recognizes the custody rights of parents/guardians as outlined by the laws of the State of Alabama. The following guidelines are also in effect:

1. Students are considered in the custody of the parent who had custody when the school day began. Changes of custody will not take place at school unless emergency situations evolve where court orders to that effect have been issued.
2. School officials should be notified in writing immediately of any changes of custody or guardianship by the parents or guardians.
3. Legal guardianship may be required to be established before a student will be allowed to enroll in school.

## AUTHORITY OF BUS DRIVER

Students riding a school bus are under the supervision of the driver and must obey the bus driver's instruction at all times. While riding a bus, students must adhere to the same rules as stated in the Code of Conduct. Random videoing of a school bus route may occur if the driver, principal, or supervisor deems it necessary in identifying discipline problems. Students and parents must remember that riding a school bus is a privilege, not a requirement.

## SCHOOL BUS RULES

1. Students getting off at stops other than regular, designated stops must have written permission from parents or guardians, signed by the principal or his designee.
2. Be courteous to the driver and fellow students.
3. Be ready to board the bus as soon as the bus stops, and the driver has control of traffic.
4. Avoid horseplay while waiting for a bus near public roads.
5. After boarding the bus, keep all body parts inside the bus.
6. No eating or drinking is allowed on the bus while on the regular route.
7. Avoid loud, abusive talk while on the bus. (No profanity)
8. Damages will be charged to students and their parents for vandalizing or damaging the bus.
9. Do not change seats while the bus is in motion. Students should only change seats when the driver gives permission.
10. Do not block aisles.
11. Do not throw objects from bus windows.
12. Maintain complete silence at railroad crossings.
13. Do not leave personal items on the bus.
14. Closely follow the driver's instructions in any emergency situation.
15. When leaving the bus, watch for traffic and walk directly to your designated place. Cross in front of the bus if you must go across the highway.
16. No weapons, balloons, or glass containers are allowed on the bus.

## HEALTH-RELATED MATTERS

### SCHOOL NURSES

School nurses may screen for vision, hearing, or other health-related issues.

### COMMUNICABLE DISEASES

Students and/or employees enrolled or employed in the district who have communicable diseases will be dealt with on an individual basis. It is the Board's desire to protect any student or employee who has a disease or disabling condition, while at the same time, protect all other students and/or employees.

### ADMINISTERING OF MEDICATION

The administering of medication to students by school personnel shall be done in compliance with existing Board regulations. A copy of the regulations shall be provided upon request prior to the administration of medications to students. It is the responsibility of the parents or guardians to make the necessary arrangements with the principal or his designee. The school will provide no oral medications for students.

Each time a child is to be administered medication at school, the physician/parent should complete the Alabama State Department of Education medication form. A link to the form is provided at the back of this guide. Additional forms may be obtained from the school office. Please be sure that the instructions on the form are followed.

The school nurse will notify parents or guardians of expired medications and will dispose of them. Parents/guardians should pick up all student medications by the last day of school.

### POLICY FOR SELF-MEDICATING

Students who have asthma or other specified illnesses are allowed to possess and administer prescribed medications according to Alabama Law. Further information and forms are available from the nurse and/or principal's office.

### SEVERE HEALTH PROBLEMS

Students who suffer from severe health problems (epilepsy, diabetes, heart problems, etc.) must have on file in the office a physician's letter which defines the condition and states any limitations placed on the student.

### ILLNESS OR INJURY AT SCHOOL

Students who become ill or injured at school should report the illness or injury to the teacher, nurse, and/or principal. The principal or his designee shall make the determination of the seriousness of the illness or injury and contact the parents immediately if it is determined that the illness or injury warrants parental notification.

Other steps may include administering of first aid or direct transportation to a medical facility if the determination is made by the principal or designee that the injury or illness necessitates immediate medical attention.

## IMMUNIZATION

An immunization certificate, required by Alabama law, must be presented to the principal before a child can enroll in public school. Certificates are available from local physicians or local health departments. Only students presenting a certificate of medical exemption or a certificate of religious exemption are excused from this requirement.

MCV or MPSV (meningococcal vaccine) is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. For information on vaccine recommendations and required immunizations, go to [www.adph.or/immunization](http://www.adph.or/immunization) or contact your local physician or Coffee County Health Department at 347-9574. The school nurse will send notifications to individuals concerning immunizations that need to be administered.

## INSURANCE

It is recommended that students enrolled in P.E., shop classes, band, athletics, etc., have health insurance. ALL KIDS, a state-funded insurance program, may also be available.

## USDA NONDISCRIMINATION 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.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, and at any USDA office, or 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 form or letter to USDA by:

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

This institution is an equal opportunity provider.

## CHILD NUTRITION PROGRAM MEAL PRICES

Breakfast and lunch will be served in all schools through the Child Nutrition Program. Free and reduced-priced meals will be available for qualifying students in accordance with policies adopted by the Board of Education and regulations of the U.S. Department of Agriculture. Prices are as follows:

Breakfast	Full Price: Free	Reduced Price: Free
Lunch	Full Price: Free	Reduced Price: Free

## CHILD NUTRITION PROGRAM CHARGE POLICY

The school food service program will, at all times, be operated in compliance with federal, state, and local laws and regulations as well as policies of the Board. If a student does not have enough money to pay for their meal, their account will be debited the total amount of the purchase. Negative (debit) balances will be limited. A negative balance report will be given to principals weekly. Students may not charge a la carte purchases. The parent or guardian will be notified weekly by CNP staff of the student's negative account balance. An alternate meal will be served to students who reach the negative balance limit.

## WORTHLESS CHECK POLICY

The face value of a check returned for insufficient funds (NSF) may not be absorbed as a cost by state, federal, or public local funds. Therefore, the Coffee County Schools have established a Worthless Check Policy. For a copy of the policy, contact your local school office or the Coffee County Board of Education. All checks returned for non-sufficient funds and not settled in the manner outlined in the Worthless Check Policy will be turned over to the District Attorney's Worthless Check Unit for collection. Maximum fees, as established by the District Attorney's Office, will be applicable.

## FAMILY ENGAGEMENT

It is the goal of the Coffee County School System to actively engage, encourage, and support parents as advocates, policy makers, advisors and active participants in the education of their children. Our school system believes that parents are their children's first and most important teacher. It is in response to that belief that our school system offers the following plan. This plan will guide our efforts to more effectively involve parents in the education of their child(ren).

1. The Coffee County School System will take the following actions to involve parents in the joint development of its district-wide family engagement plan.
  - An annual meeting of the Parent-Teacher Advisory Council will be held at a time determined most appropriate by council members. Other meetings will also be scheduled.
  - Annual HOPE (Helping Our Pupils Excel) surveys will be conducted to determine parent needs and to be used as a source to compile a parent volunteer list.
  - The Coffee County Schools Parent/Student Information Guide will be available annually to each student, grades K-12.



2. The Coffee County School System will take the following actions to involve parents in the process of school review and improvement.
  - An annual meeting of the Parent-Teacher Advisory Council will be held at a time determined most appropriate by council members.
  - Annual HOPE surveys will be conducted to determine parent needs and to be used as a source to compile a parent volunteer list.
  - Under the support and guidance of the central office, each school will establish a school-wide committee.
  - Various reports provided by the Alabama State Department of Education Student Assessment Program will be distributed annually.
  - The Coffee County School System will assist the schools in informing parents of their family engagement rights in Title I schools.
  
3. The Coffee County School System will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective family engagement activities to improve student academic achievement and school performance.
  - The Coffee County Schools' Family Engagement Coordinator will facilitate the implementation of this plan, providing ongoing monitoring of the various activities and their results.
  - Annual HOPE surveys will be conducted to determine parent needs and to be used as a source to compile a parent volunteer list.
  - The Coffee County Board of Education will sponsor a variety of parent education classes if interest and funds are available.
  - The Education for Homeless Children and Youth Program Liaison will monitor the enrollment, attendance, and performance of the homeless children and youth identified in Coffee County Schools.
  - The Coffee County Board of Education will sponsor professional development activities for teachers.
  - The central office will assist each school in obtaining materials for a parent resource center to be located at each school for convenient access by the parents.
  - Parents will be able to access school information on a school website. Information will be published and updated in a timely manner.
  - The Coffee County Schools Parent/Student Information Guide will be available annually to each student, grades K-12.
  - A Home/School Compact will be distributed annually.
  - SchoolCast will be used to inform parents of school activities, announcements, emergencies, attendance issues, etc.
  
4. The Coffee County School System will coordinate and integrate family engagement strategies in Part A with family engagement strategies under other programs.
  - JUMPSTART and Coffee County Preschool Program for Students with Disabilities – Meetings are conducted to inform parents of incoming kindergarteners of the services provided and to provide orientation to the school and the system.

- Education for Homeless Children and Youth Program – The Liaison will coordinate with the counselor, nurse, administrator, and other school personnel to determine medical, dental, clothing, and personal hygiene needs of involved students.
  - Coffee County Schools Program for Individuals with Disabilities – Parents of students with disabilities are included in the Parent/Teacher Advisory Council.
  - Coffee County Schools Technology Program – Parents will be able to access school information on a school website. Information will be published and updated in a timely manner.
  - PowerSchool Home Portal – This resource will be available to assist parents in monitoring their child’s academic progress, attendance, and discipline.
5. The Coffee County School System will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in family engagement activities. The school district will use the findings of the evaluation about its family engagement policy and activities to design strategies for more effective family engagement, and to revise, if necessary (and with the involvement of parents) its family engagement policies.
- Conduct an annual survey of parents, teachers, and administrators to determine their perception of the effectiveness of the plan.
  - The survey will be distributed, collected, and analyzed by the system family engagement coordinator and parent advisory committee.
  - Results of the survey analysis will be shared at the annual Parent/Teacher Advisory Council meeting.
6. The Coffee County School System will build the schools’ and parent’s capacity for strong family engagement in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
- A. The school district will, with the assistance of its Title I Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following by undertaking the actions described in this paragraph:
- The State’s academic content standards,
  - The State’s student academic achievement standards,
  - The State and local academic assessments, including alternate assessments,
  - The requirements of Part A,
  - How to monitor their child’s progress, and
  - How to work with educators
    - School website
    - Title I brochures
    - Title I meeting
    - PTO
    - PowerSchool Home Portal
    - PowerSchool Home Portal training
    - Home/School Compact
    - JUMPSTART

- Kindergarten orientation materials
  - Transitional materials for seventh and ninth-grade students and their parents
- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training and using technology, as appropriate, to foster family engagement, by:
- Parent corner materials
  - PTO
  - Parent/Teacher conferences
  - School website
  - PowerSchool Home Portal training
- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Title I school-wide meeting
  - District Title I meeting
  - In-service training
  - Counselor training
  - Coffee County Family Services – consultant
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate family engagement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, (Coffee County programs are – Homeless, Students with Disabilities, Community Learning Center, and Indian Education) and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Counselor training
  - Brochures
  - Title I committee
  - PTO
  - Parent conferences
  - PowerSchool Home Portal
- E. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand:
- Title I brochure
  - Migrant brochure
  - Homeless brochure
  - SchoolCast
  - TransAct

- Parent/Student Information Guide
- Student handbook
- School website
- PowerSchool Home Portal

## PROMOTION AND RETENTION

### PROMOTION TO GRADES K-2

Standards for promotion in grades K-2 are developed to ensure that students master the State's academic challenging standards in core courses before leaving the elementary grades. It is believed that by acquiring the essential mastery of standards in the elementary grades, students experience greater academic success at the secondary level and eventually later in life. A student's ability to read on grade level and demonstrate mastery of grade-level math standards is vital to that student's success in school. Promotion is, therefore, based on the student's ability to successfully complete on-grade level work in reading and math or through exhibiting master/proficiency in other measures as recognized by the Superintendent and the Board of Education.

Student performance in the core academic subjects will be given primary consideration in determining promotion and retention. In addition, social, emotional, and physical traits will be taken into account when retention is being considered.

### PROMOTION AND RETENTION FOR GRADES K-2

The school principal may retain a student who lacks satisfactory readiness in grade-level standards as documented on the report card.

Any student with excessive absenteeism as determined by School Board Policy may be retained. School attendance must meet the School Board Policy.

A yearly average of 70% proficiency on standards is required in reading to be promoted.

A yearly average of 70% proficiency on standards is required in math to be promoted.

### PROMOTION AND RETENTION FOR GRADES 3-7

A student must receive passing or satisfactory grades in Reading/English and Math and two of the following subject areas: Language Arts, Science, Social Studies.

School attendance must meet School Board Policy.

A student may be placed in the next grade by the school system administrative staff.

### GUIDELINES FOR IMPLEMENTATION OF THE POLICY FOR PROMOTION TO GRADES K-7

All grades and marks referred to in this policy are defined as end-of-year averages. The process of making decisions as to promotion of elementary students should include the principal of the school as well as the teacher of the child. Parents of a student who is at risk for being retained should be informed early during the school year so that cooperative plans may be made between the teacher and the parent to overcome the problem and avoid retention. In all cases of students in grades K-6, the decision as to whether a child should be promoted or retained shall be made by the principal. This decision will be

based on documentation of student classroom performance and application of the above policy standards.

Decisions regarding the promotion and retention of students with disabilities, as defined by the *Individuals with Disabilities Education Act* or by *Section 504 Rehabilitation Act, 1973* will be made by the student's IEP (Individual Education Plan) Team or by the student's 504 team.

#### PROMOTION TO GRADES 8-12

To Eighth Grade: Must pass 6 of 8 semesters of Math, English/Reading, Science, and Social Studies. Must pass 5 units of coursework for promotion.

To Ninth Grade: Must pass 6 of 8 semesters of Math, English/Reading, Science, and Social Studies. Must pass 5 units of coursework for promotion.

To Tenth Grade: Must have accumulated 5 credits.

To Eleventh Grade: Must have accumulated 11 credits.

To Twelfth Grade: Must have accumulated 18 credits.

#### GRADING SCALE

<u>Grade</u>	<u>Grade Description</u>
<b>Grades</b>	<b>GSNU Scale (Elementary Grades only)</b>
G	Good Progress
S	Satisfactory Progress
N	Progress Needs Improvement
U	Unsatisfactory Progress
<b>Grades</b>	<b>PME Scale (Pre-K only)</b>
P	Progressing Toward Standard
M	Meets Expectation of Standard
E	Exceeds Standard
<b>Grades</b>	<b>Alpha-Numeric Scale</b>
A	Grade of 90-100
B	Grade of 80-89
C	Grade of 70-79
D	Grade of 60-69
F	Grade of 59 or below
I	Grade is incomplete
NG	No grade assigned
<b>Grades</b>	<b>FPI Scale</b>
F	Failed Course – no credit issued
P	Passed Course – credit awarded
I	Course has not been completed

# GRADUATION REQUIREMENTS

## General

- The Coffee County Board of Education has adopted graduation requirements that are consistent with the Alabama State Board of Education. It is expected that all students will graduate by earning a minimum of (24) Carnegie Units.
- **In order to participate in the graduation ceremony, a student must complete all requirements for a diploma.** Exceptions through a student's Individual Education Plan will be allowed.

## Alabama High School Diploma Options

Students pursuing a General Education Pathway in Coffee County may choose from four (4) programs. The choice is an important decision, and each option should be carefully considered. Parents or students with questions regarding the nature or benefits of these programs are encouraged to contact their school counselor or principal. Further information can be presented so parents and students can make an appropriate decision.

- Alabama High School Diploma
  - Includes Alabama State Board of Education requirements
  - Note: Beginning with the Graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the *College and Career Readiness Indicators* approved by the Alabama State Board of Education
  - Note: Beginning with the Graduating Class of 2028, students are required to complete an accompanying financial literacy examination as part of the Career Preparedness course.
- Alabama High School Diploma with Advanced Endorsement
  - Includes Alabama State Board of Education requirements
  - Note: Beginning with the Graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the *College and Career Readiness Indicators* approved by the Alabama State Board of Education
  - Note: Beginning with the Graduating Class of 2028, students are required to complete an accompanying financial literacy examination as part of the Career Preparedness course.
  - At least ONE foreign language course is required.
- Alabama High School Diploma with Honors Endorsement
  - Includes Alabama State Board of Education requirements
  - Note: Beginning with the Graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the *College and Career Readiness Indicators* approved by the Alabama State Board of Education
  - Note: Beginning with the Graduating Class of 2028, students are required to complete an accompanying financial literacy examination as part of the Career Preparedness course.

## **Special Education**

Special Education Students with disabilities identified through an IEP have three (3) pathways for earning the Alabama High School Diploma:

- **General Education Pathway**
  - See Alabama High School Diploma Requirements on page 24
- **Essentials/Life Skills Pathway**
  - This pathway is designed to allow students to participate in career preparation and competitive employment.
  - The content of Essentials pathway courses is not fully aligned to the Alabama Courses of Study.
  - Students who earn credit in at least one (1) Essentials/Life Skills Core course must complete all requirements of the Essentials pathway, including the following:
    - Career Preparedness (Career and Academic Planning, Computer Applications, and Financial Literacy)
    - Community-Based Work Training
    - Two (2) Career and Technical Education courses in a sequence
    - Workforce Readiness or Transition Services
    - Cooperative Education/School-Based Enterprises and/or Essentials Career Preparation
  - Students must have a minimum of 140 hours of apprenticeship (paid) experience or 140 hours of internship (unpaid) experience.
  - The Alabama High School Diploma: Essentials Pathway may be accepted by most Alabama community colleges; however, the diploma pathway may not be accepted by most four-year institutions, may not be accepted by the National Collegiate Athletic Association (NCAA) for eligibility purposes, or may not be accepted by branches of the United States Military, either active duty or reserves.
- **Alternate Achievement Standards (AAS) Pathway**
  - The Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway is limited to students with a significant cognitive disability.
  - Since the content of Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway courses is not fully aligned to the Alabama Courses of Study, this diploma pathway will prepare a student for supported, competitive employment and supported, postsecondary education for a student with an intellectual disability.

## **Transfer from Home School/Non-Accredited Settings**

All transfer students, including students from non-accredited educational settings (ex: home school), must meet all requirements for graduation.

## **Credit Advancement**

Students may pursue Credit Advancement via ACCESS Virtual Learning with administrator approval.

### **Credit Recovery**

In accordance with the guidelines of the Alabama Department of Education (ALSDE), the Coffee County School System will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply for the Coffee County Schools' Credit Recovery Program.

Students are eligible to apply for Credit Recovery if the final grade earned in a course required for graduation is between 40% and 59%. The principal will review the student's application and current school record, including attendance and discipline, in order to make the final decision regarding the student's acceptance for Credit Recovery.

- A maximum grade of 70 may be awarded in a Credit Recovery course.
- Credit Recovery grade will replace original grades. Original grade will remain on student transcript, but will not be calculated in the student's GPA. Credit Recovery grades will be entered separately on transcript and denoted by CR in the course name.
- Students may contact the school counselor for information regarding the application for Credit Recovery.

### **Virtual Education Option**

The Coffee County Board of Education's policy for providing a virtual education option for grades 9-12. This policy states that virtual students should complete the same graduation requirements to obtain an Alabama High School diploma and participate in the school's graduation ceremony.

### **College and Career Readiness Indicators**

Beginning with the Graduating Class of 2028, students must earn a College and Career Readiness Indicator in addition to credit completion in order to receive an Alabama High School Diploma. This requirement does not apply to the Essential/Life Skills or the Alternative Achievement special education pathway diplomas. Students have up to two years after the initial failure to graduate to earn an Indicator to receive their diploma.

At least one of the following requirements must be met to earn a College and Career Readiness Indicator:

- Earning a benchmark score from any subject area in the ACT college entrance exam;
- Earning a qualifying score of three or higher on an Advanced Placement exam;
- Earning a qualifying score of four or higher in an International Baccalaureate exam;
- Earning college credit while in high school;
- Earning a silver or gold level on the ACT WorkKeys exam;
- Completing an in-school youth apprenticeship program;
- Earning a career technical industry credential;
- Being accepted into the military before graduation;
- Attaining career and technical education completer status
- Any additional College and Career Readiness Indicator approved by the State Board of Education.



## Graduation Requirements

### Alabama High School Diploma

<b>English</b>	<b>Total of 4 credits</b>
English 9	1 credit
English 10	1 credit
English 11	1 credit
English 12	1 credit
English Language Arts-credit eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
<b>Math</b>	<b>Total of 4 credits</b>
Algebra I or its equivalent/substitute	1 credit
Geometry or its equivalent/substitute	1 credit
Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1 credit
Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	1 credit
<b>Science</b>	<b>Total of 4 credits</b>
Biology	1 credit
A physical science (Chemistry, Physics, Physical Science)	1 credit
<b>Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses</b>	<b>2 credits</b>
Social Studies	Total of 4 credits
World History	1 credit
United States History One	1 credit
United States History Two	1 credit
United State Government	.5 credit
Economics	.5 credit
Social Studies-credit eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Students are required to earn a passing score on the Civics Exam	Civics Exam Required
<b>Other Course Requirements</b>	<b>Total of 8 credits</b>
Physical Education - Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	1 credit
Career Preparedness Includes the online/technology enhanced course or experience	1 credit
Health Education	.5 credit
Arts Education and/or Career and Technical Education (CTE) and/or World Languages	3 credits
Electives	2.5 credits
<b>Other Required Components to earn and Alabama High School Diploma</b>	
Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.	FAFSA submission or waiver required
<b>Total Credits Required for Graduation</b>	<b>24 credits</b>

## Graduation Requirements

### Alabama High School Diploma with Honors Endorsement

<b>English</b>	<b>Total of 4 credits</b>
Honors English 9	1 credit
Honors English 10	1 credit
Honors English 11	1 credit
Honors English 12	1 credit
English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
<b>Math</b>	<b>Total of 4 credits</b>
Honors Algebra I or its equivalent/substitute	1 credit
Honors Geometry or its equivalent/substitute	1 credit
Honors Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1 credit
Pre-Calculus	1 credit
Math-credit eligible options may include postsecondary, AP, SDE-approved courses beyond Pre-Calculus. Student who earn credit for 7 <sup>th</sup> Grade Accelerated Math AND 8 <sup>th</sup> Grade Accelerated Math may not be required to take Algebra I. However, 4 credits are required. Graduation credit will not be awarded for any courses taken in 7 <sup>th</sup> or 8 <sup>th</sup> grade.	
<b>Science</b>	<b>Total of 4 credits</b>
Honors Biology or its equivalent/substitute	1 credit
Honors Anatomy & Physiology or its equivalent/substitute	1 credit
Honors Chemistry or its equivalent/substitute	1 credit
Physics or its equivalent/substitute	1 credit
Science-credit eligible options may include postsecondary, AP, SDE-approved courses	
<b>Social Studies</b>	<b>Total of 4 credits</b>
Honors World History or its equivalent/substitute	1 credit
Honors United States History One or its equivalent/substitute	1 credit
Honors United States History Two or its equivalent/substitute	1 credit
Honors United State Government or its equivalent/substitute	.5 credit
Honors Economics or its equivalent/substitute	.5 credit
History-credit eligible options my include postsecondary, AP, SDE-approved courses.	
Students are required to earn a passing score on the Civics Exam	Civics Exam Required
<b>Other Course Requirements</b>	<b>Total of 8 credits</b>
Physical Education - Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	1 credit
Foreign Language	1 credit
Career Preparedness Includes the online/technology enhanced course or experience	1 credit
Health Education	.5 credit
Arts Education and/or Career and Technical Education (CTE) and/or World Languages	2 credits
Electives	2.5 credits
<b>Other Required Components to earn and Alabama High School Diploma</b>	
Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.	FAFSA submission or waiver required
Alternate coursework or activities may be approved by principal and/or superintendent. Students must earn an overall grade of 70 or higher for each core course required on the Honors curriculum (English, math, science, and social studies) Students who take Credit Recovery will not receive the Honors Endorsement. Students must complete a minimum of 30 hours of community service	Additional requirements
<b>Total Credits Required for Graduation</b>	<b>24 credits</b>

## DUAL ENROLLMENT

One (1) three semester hours postsecondary/college-level course shall equal one (1) high school Carnegie credit in the same or related subject.

## CAREER AND TECHNICAL EDUCATION

Coffee County School System's Career and Technical Education program is designed to empower students to meet the daily challenges of the twenty-first century with the work-readiness skills needed for success. This program provides a curriculum wherein students are actively engaged in learning through career-oriented activities.

The Coffee County School System offers career and technical education programs at Kinston High School, New Brockton High School, and Zion Chapel High School. These programs are designed to prepare youth for a broad range of employment and further education and are offered under the guidance of certified teachers.

The following career clusters and programs are offered in the Coffee County Schools' Career and Technical Education curriculum:

1. Agriscience
2. Finance
3. Human Services
4. Cooperative Education
5. Agriculture, Food & Natural Resources
6. Family & Consumer Science
7. Business, Management and Administration
8. Dual Enrollment Program (in partnership with Enterprise State Community College and Lurleen B. Wallace Community College)

Students interested in career and technical education programs should contact their high school guidance counselor.

For general information about these programs contact:

Gray Harrison, Special Programs Coordinator  
Coffee County Board of Education  
400 Reddoch Hill Road  
Elba, Alabama 36323  
Telephone: 334-897-5016/Fax: 334-897-6207  
E-mail: [harrisong@coffeecounty.k12.al.us](mailto:harrisong@coffeecounty.k12.al.us)

All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding nondiscrimination policies:

Kelly Cobb  
Superintendent  
Coffee County Board of Education  
400 Reddoch Hill Road  
Elba, Alabama 36323  
Telephone: 897-5016/Fax: 897-6207  
E-mail: [cobbk@coffeecounty.k12.al.us](mailto:cobbk@coffeecounty.k12.al.us)

Tami Crosby  
Special Education/504/Title IX/ADA Coord.  
Coffee County Board of Education  
400 Reddoch Hill Road  
Elba, Alabama 36323  
Telephone: 897-5016/Fax: 897-6207  
Email: [crosbyt@coffeecounty.k12.al.us](mailto:crosbyt@coffeecounty.k12.al.us)

## ACADEMICS FIRST EXTRACURRICULAR ACTIVITY PARTICIPATION

Effective for all students in grades 8-12 during the 2024-2025 school year, eligibility for participation in extracurricular activities shall be determined by grades earned during the 2023-2024 school year and 2024 summer school and shall remain in effect for each succeeding year in the same format as described herein and as is specifically provided in the eligibility requirements listed on the following pages.

### DEFINITIONS

1. 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).
2. Regular curricular activities are defined as those that are required for satisfactory course completion.

### ELIGIBILITY REQUIREMENTS

1. Students entering grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, Science, Social Studies, and Mathematics with a composite numerical average of 70. Students entering grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, 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. (A semester is defined as one-half of a school year as defined by the local board of education adopted school year calendar.)
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in (1) above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed

semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester. \*

5. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules the Alabama High School Athletic Association for sports and rules to be developed by each local board of education as they pertain to other extracurricular activities.
6. Each eligible student entering grades 10-12 must have a minimum composite numerical average of 70 and a minimum of six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
7. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
8. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.

#### PARTICIPATION REQUIREMENTS

1. 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.
2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local board of education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.
3. Notwithstanding anything to the contrary in this regulation, activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.
4. Decisions on a student's participation in extracurricular activities should be developed and reached on a local school/system level consistent with the requirements found in the Individuals with Disabilities Education Act and its implementing regulations, both federal and state, as well as Section 504 of the Rehabilitation Act of 1973 if the student is identified as eligible under these statutes, rules, and regulations, and such participation is determined to be appropriate.

\*Note: Unit calculations for regaining eligibility at the end of the first semester may not coincide exactly with units for graduation for students in schools on six-or seven-period days.

## EXTRACURRICULAR ACTIVITIES

A variety of extracurricular activities are available for the students of Coffee County Schools. Participation in extracurricular activities can contribute to the student becoming a more well-rounded individual. In addition, involvement in extracurricular activities may lead to scholarships, honors, and better job opportunities.

All students, regardless of race, color, disability, gender, religion, national origin or age, are encouraged to participate in extracurricular activities. Teachers, coaches, sponsors, administrators, and counselors are available to assist students in finding the right activities. If any barriers exist that prevent a student from participating, students should contact the sponsor, coach, or principal regarding this concern. For instance, if a student believes that cost is preventing him or her from participating in a sport or activity, the student should contact the school principal to discuss payment plans, fundraising opportunities, or other options that will allow the student to participate. The principal is available to talk with any student, in confidence, regarding cost or any other barrier to participation. A complete list of sponsors and their coaches and their contact numbers is available at each school.

## STUDENT RECORDS

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

Responsibilities of students, parents, or guardians are as follows:

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

***\*RELEASE OF RECORDS OF STUDENTS 18 YEARS OF AGE OR YOUNGER WHO ATTEND AN ELEMENTARY OR SECONDARY SCHOOL REQUIRES THE SIGNATURE OF THE PARENT OR GUARDIAN EXCEPT WHEN RELEASED TO OTHER EDUCATIONAL INSTITUTIONS OR WHEN SUPOENAED BY THE COURTS.***

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The regulations for FERPA require the school district to make annual notifications to parents and to students over the age of eighteen concerning their rights with regard to the students' educational records. This notice includes information regarding the following:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official) clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Discipline records may be included in the transfer of records.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.
5. Schools are allowed to disclose "directory" information regarding their students, which includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, electronic mail address, photograph, and grade level. However, prior to releasing such directory information, the school is required to make this public notice that it intends to publish directory information regarding students. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Federal law requires schools to furnish directory information to military recruiters unless parents

do not want their student's information disclosed without their prior written consent. If you do not wish for the information to be released about your child, you should notify the school office within ten days of this notice.

## REPORTING STUDENT PROGRESS

Reports concerning student progress shall be made to the parent or legal guardian on a regularly scheduled basis. Elementary and high schools will send report cards every nine weeks, with progress reports going out at mid-term. Please refer to the schedule at the end of this section for the dates these reports will be issued.

## VALEDICTORIAN AND SALUTATORIAN

The valedictorian will be the student who has the highest numerical weighted grade average at the end of the third nine weeks, has completed the requirements for the honors diploma, and has attended the entire senior year at the school from which the student is to be graduated.

The salutatorian will be the student who has the second highest numerical weighted grade average at the end of the third nine weeks, has completed the requirements of the honors diploma, and has attended the entire senior year at the school from which the student is to be graduated.

For the purpose of selecting the valedictorian and salutatorian, driver's education, physical education, varsity athletics, music/band, and cheerleading will not be used.

Coursework with academic rigor will be weighted per Carnegie unit. These courses will include dual enrollment (6 points), advanced placement (6 points), and courses for the honors diploma (4 points).



## SCHOOL OPENING AND CLOSING

The times established for opening and closing of the Coffee County Schools are 7:30 a.m. and 3:15 p.m. School personnel will be on duty and available to supervise and care for students between these times.

Parents/Guardians are hereby notified that school personnel are not available to assume responsibility for students who arrive prior to the opening time or who remain past the designated closing time.

Parents of students not transported by Coffee County buses should make arrangements for the arrival and departure of their children in compliance with these posted times. Exceptions to this would be scheduled school activities such as band, athletic practice, club meetings, etc. Where the student is a member of such an event. Students cannot remain on campus to watch practices.

In case of inclement weather and other emergencies, school closings will be announced on radio stations, television stations, and all other media outlets. If the schools will be closed for the day or the opening is delayed due to inclement weather, the announcement will be made by 6:00 a.m., if possible. School closings will also be posted on the system web page when possible. The emergency notification system, **SchoolCast**, will be used to notify parents concerning inclement weather. If it is determined that it is unsafe for the buses to transport the students because of inclement weather, the children will remain at school until they can be picked up by parents or a designee.

## SCHOOL VISITORS

All school visitors are required to report to the principal's office upon arrival at a school campus. All visitors will be required to check in and secure a visitor's pass.

## STUDENT VISITORS

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

## WITHDRAWALS FROM SCHOOL

Students planning to withdraw from school should be accompanied by a parent so that permission forms may be signed. All textbooks and library books must be returned before records are cleared. If a book has been lost or damaged, the student will be required to pay replacement costs. Students that have withdrawn from school and have not entered another school are subject to lose their driver's license. School counselors are responsible for getting a signature on withdrawal forms. Up-to-date grades will be forwarded with a transcript when transferring.

## GUIDANCE AND COUNSELING

Guidance personnel help students to become independent problem solvers. Counselors care, listen, guide, and support. There are counselors located in all elementary and high schools. They work with students individually, in small groups, and in classrooms. Counselors also will consult with parents and teachers in an effort to provide students with the best possible assistance. Counselors will coordinate service with school resource personnel and with community agencies to obtain special help for students requiring it. Questions regarding the personal, social, educational, or career development of your child may be referred to the counselor assigned to your child's school.

## RESPONSE TO INSTRUCTION

Each school in Coffee County School System participates in the Alabama State Department of Education program called Response to Instruction. This program integrates core instruction, assessment, and intervention within a multi-tiered system to maximize student achievement and reduce behavior problems.

## PROGRAM FOR EXCEPTIONAL CHILDREN

The following services are provided for exceptional children and youth in accordance with the federal and state mandates concerning education for individuals with disabilities. Procedures for evaluation and diagnosis are provided to each school within the system.

Specific Learning Disabilities	Emotional Disability	Gifted
Intellectual Disability	Speech/Language Impaired	Hearing Impaired
Orthopedically Impaired	Deaf/Blind	Multiple Disabilities
Other Health Impaired	Visually Impaired	Autism
Traumatic Brain Injury	Developmentally Delayed	

## GIFTED SERVICES

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, you may contact the guidance counselor at your child's school or the Gifted Education Coordinator at the Coffee County Schools Superintendent's office at 334-897-5016.

## CYBERBULLYING

The growth of technology through the Internet has introduced many changes to students' lives. Cyberbullying is a type of harassment that uses different avenues of technology such as email, cell phones, websites, and instant messaging. Students can be threatened or harassed with offensive language, rumors, and gossip. Account passwords can be stolen, which enables an individual to assume someone else's identity and post information or pictures without their consent. Students should protect themselves by being careful about giving out personal information, even to close friends. If something "seems" wrong, always speak with a trusted adult. If harassment starts, don't reply to bullying emails, instant messages, or calls. Remember, whatever is provided online can be reproduced and spread very easily.

## SOCIAL NETWORKING

Social networking through the Internet allows a student to provide information about one's self and to communicate information with others electronically. A few simple guidelines should be followed when one is engaged in social networking.

- If it isn't who you are in person, don't pretend to be that person online.
- If you wouldn't do it face to face, don't do it online.
- If you wouldn't want a parent, teacher, future employer, or potential college admissions counselor to read it, don't post it.
- Social networking isn't bad; poor judgment is!

## TEXTBOOKS

All textbooks are furnished free of charge to students and are the property of the State of Alabama and the Board. A receipt shall be signed by each student upon issuance of any free textbook by school officials. The receipt, located in the back of the book, should be completed and returned to the school.

Schedule of Payment: The amount of payment for lost or damaged textbooks will be determined by the following schedule:

1 <sup>st</sup> year	Original cost
2 <sup>nd</sup> year	75% of original cost
3 <sup>rd</sup> year	50% of original cost
4 <sup>th</sup> year	25% of original cost
5 <sup>th</sup> year	25% of original cost

Parents/guardians are responsible for every free textbook. They shall be held liable for any losses, abuse, or damage in excess of that which would result from normal use of such textbooks and materials. Textbooks are expensive; therefore, the books should be handled with care.

## WEB PAGE

In an attempt to apprise the public of the most current information regarding the Coffee County School System, a website consisting of up-to-date information for the system, school, and classroom is available. The website is [www.coffeecountyschools.org](http://www.coffeecountyschools.org). This tool should be utilized as a means to keep abreast of events involving your child's school and the entire system.

There are two basic purposes for district and school websites:

1. To make parents, students, and the community aware of school, classroom, and student activities.
2. To foster communication among those groups.

**Parents may request that their child, under the age of 18, not be allowed to independently access the Internet by notifying the school principal in writing within fifteen (15) school days of the student's first day of attendance each school year.**

## TITLE I

Kinston School (K-12), New Brockton High School, New Brockton Middle School, New Brockton Elementary School, and Zion Chapel School (K-12) receive services through the Title I School-wide program. The school-wide authority guides the Title I School-wide program. Under the School-wide program, the needs of all students can be met. All stakeholders are represented in the school-wide authority including the following: administrators, teachers, parents, students and community members. Accountability for results is shared throughout the school among students, teachers, administrators, and parents. Students are provided timely assistance; teachers implement research-based practices; parents and community are engaged as planners, participants, and decision-makers. This is an asset to the school system. The LEA Title I Plan is available on the Coffee County website.

## PARENT NOTIFICATION OF EVERY STUDENT SUCCEEDS ACT

In response to the Every Student Succeeds Act of 2015 (EESA), please note that you may request, and this school system will provide upon your request, information which specifies the qualifications of your child's current classroom teacher(s) and the qualifications of any paraprofessional who is directly involved in the instruction of your child. If you would like to request this information, please contact Mrs. Kelly Cobb, Superintendent, at (334) 897-5016. The response to your request will be timely.

In addition to the information that you may request, you will be provided timely notice if your child is assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Our school system will also provide you with specific information regarding your child's level of achievement, as reflected on the most current state academic assessments. Standardized test scores are sent home. Please contact the guidance counselor or the principal at your child's school for additional information.

You are your child's first and most important teacher and our school system continues to encourage your involvement and active participation in the education of your child. Your involvement and your continuing support of our school system's efforts to provide the best educational opportunities for your child are appreciated.

## STANDARDIZED TEST SCHEDULE

<b>PreACT (Grade 10)</b> October 16, 2024	<b>ACAP Alternate Assessment (Students on AES Only)</b> March 3 – April 4, 2025
<b>ACT WorkKeys Online Testing (Grade 12)</b> October 22, 2024	<b>ACT with Writing Paper Testing (Grade 11)</b> March 11, 2025
<b>ACCESS for ELLs Online Testing (Select EL Students Only)</b> January 13 – March 14, 2025	<b>ACAP Summative (Grades 2-8)</b> March 17 – April 25, 2025

(Specific testing dates will be announced prior to test administration)

## ELEMENTARY AND HIGH SCHOOL PROGRESS REPORT DATES

Progress reports will be issued during the following weeks:

Week of September 2-6, 2024 Week of November 11-15, 2024	Week of February 3-7, 2025 Week of April 14-18, 2025
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## ELEMENTARY AND HIGH SCHOOL REPORT CARD DATES

<u><i>Nine Weeks Ends</i></u> October 4, 2024 December 20, 2024 March 7, 2025 May 22, 2025	<u><i>Report Cards Go Home</i></u> Week of October 25, 2024 Week of January 17, 2025 Week of March 21, 2025 May 28, 2025
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## QUARTER EXAM SCHEDULE (Grades 7-12)

1 <sup>st</sup> nine weeks	October 2-4, 2024
2 <sup>nd</sup> nine weeks	December 18-20, 2024
3 <sup>rd</sup> nine weeks	March 5-7, 2025
4 <sup>th</sup> nine weeks	May 20-22, 2025

COFFEE COUNTY SCHOOL SYSTEM  
 SCHOOL CALENDAR  
 2024-2025  
 KELLY COBB  
 SUPERINTENDENT

August 1-6, 2024	Teacher Inservice
August 2, 2024	Kindergarten JUMPSTART 11:00 a.m. – 1:00 p.m.
August 2, 2024	Pre-K JUMPSTART 8:00 – 11:00 a.m.
August 5, 2024	Grades 1-12 Open House 4:00 – 7:00 p.m.
August 7, 2024	Pre-K -12 First Day of School

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September 2, 2024	Labor Day (NO SCHOOL)
September 20, 2024	Teacher Inservice (NO SCHOOL FOR STUDENTS)

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October 4, 2024	End of First Nine Weeks
October 14, 2024	Columbus Day (NO SCHOOL)
October 24, 2024	Open House/Parent Visitation 4:00 – 7:00 p.m.

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November 11, 2024	Veteran’s Day (NO SCHOOL)
November 25-29, 2024	Thanksgiving Holidays (NO SCHOOL)

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December 20, 2024	½ day for students
December 20, 2024	End of First Semester
December 23, 2024 – January 3, 2025	Christmas Holidays (NO SCHOOL)

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January 6, 2025	Teacher Inservice (NO SCHOOL FOR STUDENTS)
January 7, 2025	Students Return to School
January 20, 2025	Lee/King Birthday (NO SCHOOL)

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February 14, 2025	Teacher Inservice (NO SCHOOL FOR STUDENTS)
February 17, 2025	President’s Day (NO SCHOOL)

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March 7, 2025	End of Third Nine Weeks
March 24 – 28, 2025	Spring Break (NO SCHOOL)

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April 18, 2025	School Holiday (NO SCHOOL)
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May 22, 2025	Last Day of School for Students (1/2 day for students)
May 23, 2025	Last Day of School for Teachers

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# STUDENT CODE OF CONDUCT

## INTRODUCTION

The Coffee County Board of Education recognizes the constitutional rights of students enrolled in its schools. The Board also recognizes an obligation to establish policy related to student behavior and discipline which assures that a proper atmosphere for learning will be maintained within every school serving the Coffee County School System.

All students of the Coffee County School System are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others. A student must know what conduct is appropriate and what is forbidden. The rules and regulations governing student conduct shall be distributed to the students and parents.

The Board believes that the kind of discipline preferable in a democratic society is self-discipline. It considers self-discipline as a learning process whereby the individual progressively learns to develop habits of self-control and recognizes his own responsibilities to society. Behavior and discipline policies shall demonstrate the individual student constitutional rights and the paramount need for maintaining a proper atmosphere for learning within each school.

## SPECIAL EDUCATION SERVICES – SECTION 504 SERVICES

The Coffee County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Discipline of students with disabilities shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

## JURISDICTION OF THE BOARD OF EDUCATION

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

- Transportation on a school bus
- Field trips
- Club or organization meetings
- Occupants in an automobile driven or parked on school property
- School groups representing the school system in activities
- Other school-sponsored events including, but not limited to, athletic events (football games, baseball games, etc. on and off campus), dances, plays, etc.

The Code of Conduct is in effect during the time a student is transported under the sponsorship of the school system, during the time he/she is attending school, or is a participant in a school-sponsored event as noted above. The pupil shall be under the control and supervision of the principal, the teacher, or other staff member in charge (or the bus driver as assigned).

## SAFETY AND SECURITY OF STUDENTS

Providing a safe environment is the number one priority of educators. Nothing is more important. Because of this priority, various means of surveillance may be employed in order to maintain a safe school setting. This surveillance may include the use of metal detectors, scanners, video cameras, drug-sniffing dogs, and other devices. Law enforcement authorities will be contacted for crimes and/or Class III offenses committed at school which violate criminal statutes. (Example: A student who might bring a gun on campus may not only face action from the local Board of Education but may also face criminal charges for committing the felony of having a gun on the school campus.) Periodic visits by law enforcement agencies to detect the presence of illegal drugs and other safety concerns will be conducted, unannounced to anyone except the superintendent and the building principal.

School officials have the right to inspect school property (including lockers) and inspect vehicles and other personal property on campus if there is reasonable cause. In applying for and receiving a parking permit for school grounds, the student agrees for school officials to search the automobile.

## DUE PROCESS

Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1. The student shall be given oral or written notice of the charges against him or her.
2. The evidence against the student shall be explained to him or her.
3. The student shall be given an opportunity to present his or her own version of the facts concerning the charges.

When the student is facing possible expulsion, the Board shall afford the student the following:

1. The right to counsel,
2. The opportunity for cross-examination of witnesses,
3. A written record of the hearing,
4. A written record of the decision.



## STUDENT IN GOOD STANDING INFORMATION

### PURPOSE

To encourage students to comply with rules, procedures, and timelines that are intended to support student development in all aspects of his or her life.

To give a student an opportunity to define his or her purpose and reasons for pursuing an education, recommit his or her effort for learning, and make the connection between good habits and future success.

### PHILOSOPHY

Coffee County Schools recognizes that a student needs advice, counseling, and encouragement to set realistic educational goals and may also need incentives to change. Coffee County Schools is committed to providing these opportunities to build the character, values, and self-confidence for every student to ensure he/she is able to improve his/her situation.

The student must realize that success ultimately occurs as a result of making the right choices and good decisions, developing cooperative and positive relationships with others, and focusing on obtaining purposeful and meaningful goals.

### DEFINITION

A "Student in Good Standing Policy" is a set of school-developed procedures designed to communicate high, but appropriate, expectations for discipline, attendance, and academic effort. The procedures are based on the unique characteristics of each school. While the procedures may differ slightly from one campus to another, the philosophy and purpose are the same at all Coffee County Schools.

### LOSS OF GOOD STANDING STATUS

Every student begins with his/her Good Standing intact. The student's loss of Good Standing occurs when his/her actions or behaviors fall into two main categories:

1. Discipline (to include cell phone violations)
2. Punctuality/Attendance

Privileges denied as a result of Loss of Good Standing status may include but not be limited to:

- Parking on campus
- Checking out of school without a parent/guardian physically coming into the office to check out the student.
- All athletic/extracurricular/club participation and attendance to events including, but not limited to, field trips, pep rallies, senior activities, prom, etc.
- School-wide elections and honors such as, but not limited to, class office, club or organization office, class favorite, team captain, homecoming court, student of the month, etc.
- The student may not be allowed to leave the classroom during the instructional period without an escort. The administrative committee will make this determination.
- Upon the accumulation of 10 consecutive or 15 unexcused absences, a letter will be sent to the Alabama Department of Motor Vehicles stating that the student is not a student in Good Standing and the student's driver's license may be revoked.

## PROCEDURE TO REGAIN GOOD STANDING

It is the student's responsibility to take the initiative to secure and fulfill the requirements of this opportunity. The student will meet with an administrative committee who will outline specific requirements, set the conditions and standards for success, and determine if the student has met the requirements in order for privileges to be reinstated. Requirements for regaining Good Standing will be assigned on a case-by-case basis, considering the violation category and severity of the offense. Should a student incur subsequent Code of Conduct violations, denial of privileges may be extended by the Administrative Committee.

If a student loses Good Standing in May or fails to regain his/her Good Standing before school ends, he/she will begin the next school year without Good Standing.

## DUE PROCESS

Due process procedures as outlined in the Coffee County Parent/Student Information Guide will be followed before the Administrative Committee makes the decision to deny Good Standing for any student.

## PHILOSOPHY OF DISCIPLINE

Proper instruction can only occur in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students, parents, and school personnel work cooperatively toward mutually recognized and accepted goals.

As students' progress in the Coffee County Schools, they will be expected to assume greater responsibility for their actions as they increase in age and maturity. The procedures described in the Code of Conduct shall apply to all students, parents, and school personnel except those students who documented disabilities require adherence to state and federal laws.

In an effort to assist students, parents, and school personnel in developing an environment conducive to learning, these procedures will serve as a basis for increasing communication between home and school and as a framework for educational progress in our school by all students.

Students enrolled in the Coffee County School System should:

1. Arrive at their designated school at the appropriate time
2. Report to all classes promptly
3. Prepare assigned work and participate in all learning activities as directed by teachers
4. Respect individuals and their property
5. Refrain from the use of profanity
6. Abide by the rules of good citizenship
7. Obey the laws of the city, county, state, and federal governments
8. Obey all reasonable or proper orders, directives, or instructions of school personnel
9. Dress appropriately for school
10. Remain at school unless parents' phone or personally sign out student
11. Attend school the day of extracurricular activities or practices in order to participate or attend
12. Make adequate and prompt restitution for school properties which are lost or damaged

## FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

The following processes or procedures may be used as a means of disciplining students who violate the Code of Conduct:

### Alternative Education/In-School Suspension

Alternative Education/In-School Suspension is a structured disciplinary action in which a student is removed from the regular classroom activities but is not dismissed from the school setting. The principal or his/her designee has the authority to assign students to Alternative Education/In-School Suspension for a reasonable and specified period of time, in compliance with the Code of Conduct.

### After-School Detention

The principal or his/her designee has the authority to assign students to a designated area at the end of the regular school day for a reasonable and specified period of time. The parent is responsible for providing transportation. Parents will be notified prior to students being kept for detention.

### Corporal Punishment

The Board forbids cruelty to children; however, it holds that for purposes of enforcing discipline in the school it stands in loco parentis and reasonable corporal punishment may be used in order to enforce reasonable rules. If a parent does not want corporal punishment used in disciplining their child, it is the parents' responsibility to notify, in writing, the school principal.

If such punishment is required, it is to be administered with extreme care, tact, and caution. Corporal punishment will be administered only by the principal, the assistant principal, or his/her designee in the presence of the principal, assistant principal of each school, or certified employee. At no time shall corporal punishment be administered in the presence of another student. Corporal punishment will not be used until other disciplinary measures have been tried. The principal will be responsible for notifying the parent when corporal punishment has been administered.

### Suspension

#### *Short-term Suspension*

Short-term suspension is the removal of a student from school for five days or less.

#### *Long-term Suspension*

Long-term suspension is the removal of a student from school for more than five days but not to exceed ten days.

### Suspension From School

Suspension is defined as the temporary removal of a student from school for violation of school policy, rules, regulations, or for interfering with the orderly operation of the schools. Only the superintendent or his/her designee, principal, or assistant principal shall have the authority to suspend students. Students shall be given notice of the charges against them and shall have the opportunity to present their explanation of the situation before any action is taken. No suspended student shall be allowed to leave the school premises during the school day until a parent, guardian, or other proper authorities assume responsibility for him or her.

Suspension for fighting is automatic. Suspension for fighting begins at the time the incident occurs; it may be necessary to isolate the student until the parents are notified, but suspension officially begins at the time the principal deems the fighting took place. The student will be suspended from school the remainder of the day the incident takes place as well as a full day of suspension the following day. Law enforcement officials may be notified by the school administration. Students may be removed from campus by law enforcement officials.

A day of suspension is defined as 24 hours from the beginning of school on one date until the beginning of school on the succeeding date that school is in session. When a student is suspended, for any reason, the suspension begins at the time the decision is made during the day and extends through the next day. The student cannot come on campus for any reason during the suspension or attend any off-campus activities that the school is participating in during the suspension.

A student suspended from school at any time during the school day forfeits his/her right to participate in extracurricular, academic, or athletic competitions or activities the day of the suspension as well as any additional days suspended.

A student suspended from school on Friday or the succeeding Monday for an incident occurring the previous week forfeits his/her right to participate in any extracurricular, academic, or athletic competition or activity during the weekend. In other words, a student suspended on Monday for an incident occurring late in the day the preceding Friday would forfeit his/her right to participate in any extracurricular, academic, or athletic competition or activity for the weekend preceding the Monday suspension.

If an academic or athletic extracurricular event is cancelled during a day a student is suspended, the student will not be allowed to participate on the day the event is rescheduled.

#### Suspension For Threats Involving Weapons

Because of the turbulent times in regard to violence in the schools, students who make threats or statements about guns that imply the students are going to shoot or kill someone at school, have the means to carry out the threat, and are found guilty will be automatically suspended. In addition, the proper law enforcement authorities will be notified. The school may sign a petition against the student with the juvenile authorities. The superintendent and the Board may take further action (possible expulsion or additional suspension). These steps are intended to address the serious problem of violence in schools. These steps are taken to ensure a safe environment for the students in the Coffee County Schools. Students must pay careful attention to what they say.

#### School Bus Suspension

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student for an offense committed on the bus, will be for a reasonable and specified period of time. The parents will be notified prior to this suspension.

## Administrative Hearing

An administrative hearing with the superintendent and/or his/her designee shall be conducted on all proposed expulsions on or before the tenth day of the suspension or when other circumstances dictate. Such hearing may result in a recommendation to the Board of Education that the student be expelled, placed in an alternative situation, extended suspension, or readmitted to school.

## Expulsion

Expulsion is defined as any denial of school attendance for a period longer than ten school days. The authority to expel a student is vested only in the School Board. The Board has the authority to expel a student if an offense is serious enough to warrant such action.

The Board shall have the duty to review the evidence presented by the principal, other school system personnel, and other interested parties in support of the recommendation for an expulsion and to hear and review any rebuttal presented by the student, parents, guardians, or representatives or guardians.

If a student is suspended and recommended for expulsion, the local school principal shall notify, in writing, with a copy to the superintendent, the student, and parent or legal guardian of the action taken and the cause for such action.

## Cell Phones/Electronic Devices

The **use** of all electronic devices, including cell phones, beepers, pagers, and smartwatches, is prohibited during the school day. This includes using cell phones to make voice calls, to take photos/videos and to send or receive text messages.

The Coffee County Board of Education recognizes that many parents allow their children to have cell phones for safety reasons at extracurricular practices or events and while being transported to and from school. No elementary students should bring electronic devices to school because the students do not have a locker outside of the classroom in which to secure the device during the school day. Random searches for cell phones may be conducted.

If a student brings an electronic device to school, the following rules apply:

1. The student is encouraged to leave the device in a locked vehicle.
2. The device must be turned off upon arrival on campus. If it is brought inside, it must be placed in the student's locker before the beginning of first period. The students are prohibited from keeping the device on their person, including purses, book bags, and clothing.
3. The use of the device is prohibited during the school day.
4. Neither the school nor the school system will be responsible for the loss, damage, or theft of an electronic device brought to school or to a school event.
5. The use and possession of electronic devices during field trips, sporting events or extracurricular activities will be at the discretion of the principal and/or sponsor.
6. Principal may give written permission for a teacher to allow students to use cell phones/electronic devices in a class for a planned lesson.

**USE** (either by voice, text, graphics or photos) or **POSSESSION** (after the beginning of first period) is a discipline violation. The punishment is as follows:

#### First Violation

- Phone/Device will be confiscated by a school administrator
- Parent/guardian contacted by school administrator
- Phone/Device may be picked up by parent/guardian in the main office at the end of the school day. The first violation will be entered in the district's Student Information System as a warning. Subsequent violations will be entered as a discipline referral with proceeding consequences.

#### Second Violation

- Phone/Device will be confiscated by a school administrator
- Student will be assigned one day of Saturday School
- Student will lose good standing status for one school day
- Phone/Device may be picked up by parent/guardian in the main office at the end of the school day

#### Third Violation

- Phone/Device will be confiscated by a school administrator
- Student will be assigned two days of Saturday School
- Student will lose good standing status for two school days
- Phone/Device may be picked up by parent/guardian in the main office at the end of the school day

#### Fourth Violation

- Phone/Device will be confiscated by a school administrator
- Student will be assigned ten days of Alternative School
- Student will lose good standing status for ten school days
- Phone/Device may be picked up by parent/guardian in the main office at the end of the school day

#### Fifth Violation

- Phone/Device will be confiscated by a school administrator
- The student will be suspended pending an administrative hearing to be held at the Central Office
- Phone/Device may be picked up by parent/guardian in the main office at the end of the school day

These rules shall apply to all cell phones in a student's possession, regardless of ownership. Parents and students should understand that these rules are necessary because of the distractions the devices cause in the classroom. Possession of a cell phone during the state testing program is a violation of the state's testing security. The use of cell phones during a bomb threat or on a bus can increase the safety risks.

#### Disclaimer

The Coffee County School System and its employees do not assume responsibility for items that are confiscated. Therefore, owners will not be compensated in any form for lost, stolen or damaged devices that are confiscated according to the policies outlined in the Code of Conduct.

## CELL PHONE/DIGITAL DEVICE IN A TESTING SETTING BY STUDENTS

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. School personnel will collect such devices before students can enter the testing room. 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. Additional disciplinary action may be taken by the LEA.

## PARENTAL RESPONSIBILITY FOR THEIR CHILDREN

Alabama Law 93-672 deals with responsibilities parents have in ensuring that their children enroll, attend, and behave in school. Basically, this act relates to the responsibility of the parent, guardian, or person in charge of a child to ensure that the child enrolls, attends, and conducts himself/herself properly as a pupil. It requires principals and superintendents or designees of superintendents to report suspected violations to the district attorney.

## NOTIFICATION OF LAW ENFORCEMENT AUTHORITIES

Law enforcement officials shall be notified in situations where violations of city/county/state/federal laws have occurred.

## PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

In each class of violations, the principals and/or their designees shall hear the student's explanation and, if necessary, consult further with school personnel before determining the classification of the violation. Due process involving student rights shall be followed. No student shall be punished for any suspected violation until the person responsible for implementing the disciplinary action has considered evidence and has given the student an opportunity to be heard and to present witnesses.

Items (as deemed by the school administration) which are distracting, hazardous, or disruptive to the education process and may incite or cause a major student disorderly behavior are not allowed on school premises. These items may be collected by school officials.

Under no circumstances will academic grades be used as a means of maintaining order in a classroom, nor will student behavior be included in calculating academic grades. All academic grades will reflect the teacher's most objective assessment of the student's academic achievement.

Disciplinary referral forms must be completed and brought to the office with the student before disciplinary action will take place by the office.



## CLASSIFICATION OF VIOLATIONS

Violations of the Code are divided into three classes: Class I (minor), Class II (major), and Class III (terminal). Each classification is followed by a disciplinary procedure to be administered by the principal and/or his designee.

### CLASS I VIOLATIONS

- 1.01 **Excessive distraction of other students**  
Any conduct and/or behavior which is disruptive to the orderly educational process.
- 1.02 **Illegal organization**  
Any on-campus activities or fraternities, sororities, secret societies, non-affiliated school clubs, or gangs.
- 1.03 **Improper use of the computer network and/or internet**
- 1.04 **Unintentional/non-directed use of profane language**
- 1.05 **Non-conformity to the dress code**
- 1.06 **Rude and discourteous behavior**
- 1.07 **Minor disruption on a school bus**
- 1.08 **Inappropriate public display of affection**  
Including, but not limited to, embracing and kissing
- 1.09 **Intentionally providing false information to school employee**  
Forgery of parents' names; intentionally providing false information to parents, such as changing grades, cheating.
- 1.10 **Continued refusal to complete assignments**
- 1.11 **Disobedience**  
Examples – Failure to follow instructions, failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.
- 1.12 **Unauthorized use of school or personal property**
- 1.13 **Minor physical conflict**  
Example – Intentionally touching or pushing another student against his/her will which stops upon direction
- 1.14 **Littering of school property**
- 1.15 **Inciting student disorder and/or mischief**
- 1.16 **Locker abuse or misuse**
- 1.17 **Eating, drinking, or chewing gum in an unauthorized area**
- 1.18 **Possession of radios, tape players, hand-held computer games, playing cards, etc. without written administrative approval**

- 1.19 **Unauthorized use/possession of electronic devices to include, but not be limited to, cellular phones, beepers, pagers, and smartwatches (please refer to page 46 for disciplinary actions for first offense)**
- 1.20 **Sitting in parked cars after arriving to school**
- 1.21 **Unauthorized selling of items on campus**
- 1.22 **Other minor violations selected by the administrator**

## DISCIPLINARY ACTIONS FOR CLASS I VIOLATIONS

### **First Offense:**

A school official will counsel the student regarding appropriate behavior and may initiate some form of discipline: non-academic work assignments, detention, notification of parents, work detail, Saturday School, In-School Suspension, warnings, corporal punishment, and conference with child. The student must agree to modify his/her behavior.

### **Subsequent Offenses: (Two or more Class I violations):**

The following three steps will be taken:

1. Conference – A formal conference will be held with the student and one or more school officials.
2. Disciplinary action – Probation, non-academic work assignments, alternative education placement, detention, short suspension, corporal punishment, Saturday School, suspension of driving rights, work detail, etc.
3. Parental conference – A parent is notified by letter, by phone, and/or personal contact. A conference may be held with the student, parents/guardians, appropriate school officials, and other individuals involved.

## CLASS II VIOLATIONS

- 2.01 **Defiance or disrespect of authority (willful, persistent disobedience)**  
Willful disobedience of a direct order of instruction from a school board employee or others having a legal authority. A contemptuous opposition or disregard of an order of instruction from a school board employee or others having legal authority (policeman, fireman) openly expressed in words or actions. This conduct substantially disrupts the orderly school environment or poses a threat to the health, safety, or welfare of others.
- 2.02 **Possession and/or use of Vape/tobacco products**  
Having or using vape, tobacco products, electronic smoking devices, or paraphernalia on the school premises (including vehicles) at any school-sponsored activity (electronic or e-cigarettes/vapes are devices designed to mimic cigarettes and contain nicotine).
- 2.03 **Intentional physical contact toward another student**  
The intentional, unlawful touching, striking, or biting of another student.
- 2.04 **Fighting/Mutual participation in a fight involving physical violence**  
After due process, if the determination was made that the student was the aggressor or provoked and participated in or videoed the fighting activity, the minimum disciplinary action shall be school suspension for a period of one day
- 2.05 **Property damage**  
Intentional and deliberate action or damage to public, real, or personal property of another
- 2.06 **Stealing/Larceny/Petty Theft**  
The intentional, unlawful taking or carrying away of public, real, or personal property
- 2.07 **Possession of stolen property**
- 2.08 **Extortion/Bullying**  
Verbally or by written or printed communication, the malicious threatening, including the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will
- 2.09 **Trespassing**  
Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited, or warned by an authorized person to depart and refusal to do so
- 2.10 **Possession of and/or igniting fireworks**
- 2.11 **Violation of the system's medication policy (refer to Administering of Medication on page 13)**
- 2.12 **Sexual harassment**  
Including offensive touching or pinching another person, written or verbal propositions to promote sexual acts, the use of obscene manifestations (verbal, written, gesture) toward another person
- 2.13 **Harassment/Bullying**  
Physical, written, or verbal acts intended to cause physical injury, emotional suffering, or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, or the threat of force, motivated all or in part by hostility to the victim's real or perceived

race, religion, color, ethnicity, ancestry, national origin, political beliefs, social and family background, and/or linguistic preference. These actions create an intimidating, hostile, annoying, or offensive education environment which alarms another person, either socially, physically, or emotionally.

**2.14 Harassing communication**

A person commits the crime of harassing communication if, with intent to harass or alarm another person, he/she:

- Communicates with a person, anonymously or otherwise, by telephone, mail, social media, or other form of written or electronic communications in a manner likely to harass or cause alarm
- Makes a telephone call, whether or not a conversation ensues, with no purpose of legitimate communication
- Telephones another person and addresses to or about such other person any lewd or obscene words or language.

This includes a threat, verbal or nonverbal, made with intent to carry out the threat that would cause a reasonable person who is the target of the threat to fear for his or her safety.

**2.15 Directing obscene/profane language to others**

**2.16 Leaving school premises without permission**

**2.17 Unjustified activation of fire alarm/extinguisher**

**2.18 Unauthorized absences (cutting or skipping) from classes without leaving campus**

**2.19 Gambling less than \$100**

**2.20 Driving after privilege has been revoked**

**2.21 Involvement in gang/cult activity**

**2.22 Pornographic materials**

This includes pornographic materials displayed in magazines, visual or audio tapes, computers, cell phones, etc., including the use of sexting.

**2.23 Possession/concealment of a small pocket knife**

**2.24 Unauthorized use/possession of electronic devices to include, but not be limited to, cellular phones, beepers, pagers, and smartwatches (please refer to page 54 for disciplinary actions for second offense)**

**2.25 Major inappropriate use of the Internet that affects students, faculty or staff, including the use of social networking sites to cause bullying, vulgar activities, disruptions at school, or threatening activities**

**2.26 Other moderate violations selected by the administrator**

## DISCIPLINARY ACTIONS FOR CLASS II VIOLATIONS

### **First Offense:**

A school official will initiate one or more of the following: Alternative Education placement, suspension from school, non-academic work assignments (before or after school or during break), detention, corporal punishment, suspension of driving rights, Saturday School, In-School Suspension, work detail, or other actions deemed appropriate by the principal or the principal's designee. Parental notification will be provided on any Class II offense.

### **Subsequent Offenses: (Two or more Class II violations)**

The following steps will be taken:

1. Conference – A formal conference will be held with the student and one or more school officials.
2. Disciplinary actions as deemed appropriate by the principal or principal's designee. This step may include the same disciplinary actions as the first offense.

### **2.02 Possession and/or use of Vape/tobacco products Dispositions: Grades 5 through 12**

**First Offense/Referral:** 3 Days In-School Suspension (ISS). Student will lose Good Standing for 3 school days.

**Second Offense/Referral:** 5 Days In-School Suspension (ISS). Student will lose Good Standing for 5 school days.

**Third Offense/Referral:** OSS Pending Administrative Hearing. The student will be suspended pending an administrative hearing to be held at the Central Office.

## CLASS III VIOLATIONS

### **3.01 Controlled substances, including alcohol and illegal drugs**

Unauthorized possession, transfer, use of, or sale of controlled substances, including alcoholic beverages, illegal drugs, and drug paraphernalia

### **3.02 Arson**

The willful and malicious burning or attempting to burn any part of school board property

### **3.03 Assault upon another person**

A very serious attack which includes intentional, unlawful touching or striking of another person against his/her will, or the intentional causing of bodily harm (when one individual physically attacks another)

### **3.04 Robbery**

The taking of money or other property from the person or custody of another by force, violence, assault, or instilling the fear of same

### **3.05 Stealing/Larceny/Grand Theft**

The intentional, unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another

- 3.06 **Gambling over \$100**  
The intentional, unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another
- 3.07 **Burglary of school property**  
Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public
- 3.08 **Criminal mischief**  
Willful and malicious injury or damages at or in excess of \$100 to public property, or to real or personal property belonging to another
- 3.09 **Possession of firearms**  
Any firearms, including a starter gun, pistol, rifle, shotgun, air gun, or any other device, which will, or are designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon, any firearm muffler, or firearm silencer, and/or any destructive device
- 3.10 **Discharging/use of weapons**
- 3.11 **Possession of other weapons**  
Knife, realistic replica of a weapon, facsimile of a gun, metallic knuckles, chemical weapon, instrument, or object with the intent to be armed on person, locker, and/or vehicle
- 3.12 **Bomb threats**  
Any such communication(s) concerning school board property which has the effect of interrupting the educational environment
- 3.13 **Explosions**  
Preparing, possessing, or igniting explosives on school board property
- 3.14 **Sexual Acts**  
Acts of a sexual nature, including but not limited to battery, intercourse, or attempted rape
- 3.15 **Inciting or participating in student disorder**  
Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property; personal injury to participants, or others during any school-sponsored activity
- 3.16 **Indecent exposure (including mooning)**
- 3.17 **Threats**  
The intentional, unlawful threat, by word or act, to do violence with the apparent ability to carry out the threat
- 3.18 **Hazing**  
Any action taken or situation created intentionally, whether on or off school property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological treatment, road trips, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and clowning, morally degrading or humiliating games and activities, and other ritual activities not consistent with board of education regulations and policies.

Hazing is prohibited in all forms. Hazing is a criminal act as defined in the Code of Alabama: School-sanctioned groups (grade, class, athletic team, club, etc.) may be penalized in whole for activities by individual members.

- 3.19 **Unauthorized use/possession of electronic devices to include, but not be limited to, cellular phones, beepers, pagers, and smartwatches (please refer to page 46 for disciplinary actions for third and fourth offenses)**
- 3.20 **Other major violations selected by the administrator**

## DISCIPLINARY ACTIONS FOR CLASS III VIOLATIONS

Offense:

A school official will initiate the following procedures:

1. Parental notification and conference
2. Notification of superintendent to discuss the offense, including notification of authorities, if appropriate
3. A decision will be reached regarding further action to be taken, which may include the following:
  - Suspension pending meeting with the Superintendent and/or Board of Education and/or Principal
  - Restitution for public property or real or personal property belonging to another as determined by school officials
  - Initiation of procedures for expulsion or suspension/probation in the Board's prescribed manner

## EXCESSIVE CHECK-INS AND CHECK-OUTS

Unnecessary check-ins and check-outs result in the loss of valuable instructional time. Students with excessive check-ins and check-outs will have to make up missed classroom time to receive credit for the course.

## TARDY POLICY

Attendance in class is vital to a student's success. Students are expected to be prompt to each class. Students will be allowed two tardies to each class during the semester without any punishment. Each teacher will refer a student to administrators on the third unexcused tardy to class and upon each subsequent unexcused tardy. Tardies will start over at the beginning of a new semester. School administrators will accept a maximum of four parent excuses per semester for tardies to school.

### **Dispositions: Middle/High School**

- First Referral – Parent Contact
- Second Referral – Choice of corporal punishment, work detail, detention (break, before, or after school), in-school suspension, Saturday School, and/or loss of participation /attendance in extra-curricular activities as determined by the administrator. Students who are late to school and drive – one week driving privileges suspended.
- Third Referral – Choice of corporal punishment, work detail, detention (break, before, or after school), in-school suspension, Saturday School, and/or loss of participation /attendance in extra-

curricular activities as determined by the administrator. Students who are late to school and drive – one month driving privileges suspended.

- Fourth Referral - Choice of corporal punishment, work detail, detention (break, before, or after school), in-school suspension, Saturday School, and/or loss of participation /attendance in extra-curricular activities as determined by the administrator. Students who are late to school and drive – one semester driving privileges suspended.

On the fifth unexcused tardy to school in a semester, administration will file paperwork in Early Warning Court for excessive tardies to school.

## APPEALS PROCESS

Students wishing to appeal actions arising from the Code of Conduct may do so by following the grievance procedure guidelines in this Parent/Student Information Guide.

## SECLUSION AND RESTRAINT POLICY

Coffee County Schools supports a positive approach to behavior to create a safe school climate that promotes dignity, creates authentic student engagement, increases instructional time, and improves student achievement for all students. The school administrators and faculties implement proactive strategies and interventions to reduce the likelihood of dangerous situations and have clearly identified responses outlined in the Code of Conduct to address such situations when they occur.

In order to protect the safety of students and staff, Coffee County Schools, in accordance with the Alabama State Board of Education Rule 290-3-1.02(l)(f), prohibits the use of seclusion and limits the use of restraint to situations in which students are a danger to themselves or others.



## DRESS CODE FOR STUDENTS IN ELEMENTARY

The Coffee County Schools sincerely encourage all parents and students to be aware that dress and personal appearance influence the image and attitude that others have of them as individuals. Therefore, all parents and students should consider reasonable judgment, tact, and decency in making their selections of clothes for school. The school administration shall maintain authority in making subjective judgment concerning a student's dress and personal appearance. Exceptions may be made by the administrator to any of these circumstances when warranted or for certain groups during performance or special activities. **The following types of clothing will be considered inappropriate:**

- \* **Clothing that is skin-tight or revealing, such as:**  
Provocative or low-cut clothing, cut-off or midriff shirts (to the extent stomach is revealed), mesh clothing, sagging or low-rider pants, revealing tank tops, tank tops with spaghetti straps, etc.
- \* **Clothing that promotes inappropriate themes, such as:**  
Clothing that provokes inflammatory or racial remarks or gang/cult membership, clothing with decals or slogans that contain and/or refer to provocative, indecent, or offensive behavior or profanity.
- \* **Clothing/Accessories that create a distraction to learning or the learning environment, such as:**  
Sunglasses (except for medical reasons), caps, hats, body piercings, hair styles or colors, and/or makeup that cause distractions.
- \* **Clothing/Accessories that create a safety hazard or are unsafe, such as:**  
Caps, hats, or other head coverings, body piercings such as nose, tongue, belly, or eyebrow rings; and any other jewelry that may create a safety hazard.

### **Additional guidelines:**

- \* Outer layer of clothing must meet length requirement when leggings, tights, yoga pants, etc. are worn.
- \* A student standing erect with arms positioned at sides must be able to touch the fabric of his/her garment with the middle finger or the garment must be mid-thigh. If the fabric cannot be touched or the garment is not mid-thigh, the student is in violation of the dress code.
- \* A student standing erect with arms extended to shoulder height or a student seated should not reveal flesh.
- \* If uniforms are worn to class during the school day, they must meet the dress code requirements.
- \* Use of book bags is based on school policy and the age of the students.
- \* Shoes must be worn at all times, and shoelaces must be tied.
- \* **Athletic shoes:**  
As a practical matter, it is recommended that students wear athletic shoes to school. Students are required to wear this type of shoe for physical education and there is limited instructional time and space to change. Students who have to change shoes should be able to do so without assistance.
- \* **Athletic shorts:**  
Athletic shorts must have pockets.
- \* **The penalty for violation of the dress code is listed in the Code of Conduct as a Class I violation. Repeated offenses can be considered as defiance of authority.**

## DRESS CODE FOR STUDENTS IN MIDDLE/HIGH SCHOOL

The Coffee County Schools sincerely encourage all parents and students to be aware that dress and personal appearance influence the image and attitude that others have of them as individuals. Therefore, all parents and students should consider reasonable judgment, tact, and decency in making their selections of clothes for school. The school administration shall maintain authority in making subjective judgment concerning a student's dress and personal appearance. Exceptions may be made by the administrator to any of these circumstances when warranted or for certain groups during performance or special activities. **The following types of clothing will be considered inappropriate:**

- \* **Clothing that is skin-tight or revealing, such as:**  
Provocative, backless, cut-out, low-cut clothing, one-shoulder tops, strapless clothing, shoulder less shirts, halters, spaghetti straps, tank tops, exposed undergarments, open-side shirts, mesh clothing, cut-off or midriff shirts, cut-off shorts, low-riders or sagging pants which expose underclothing or skin; pajama pants, bike pants, sweat pants/shorts, athletic shorts without pockets, "soffe" shorts, scrubs, clothing with holes that is designed to expose parts of the body, leggings, tights, and yoga pants, etc. (outer layer must meet length requirement).
- \* **Clothing/Accessories that promote inappropriate themes, such as:**  
Clothing that provokes inflammatory or racial remarks, gang/cult membership, or advertises tobacco, alcohol, drugs, or gangs; clothing with decals or slogans that contain and/or refer to provocative, indecent, or offensive behavior or profanity; bandannas.
- \* **Clothing/Accessories that create a distraction to the learning environment, such as:**  
Sunglasses (except for medical reasons), caps, hats, or other head coverings; hair styles or colors, and/or makeup that causes distractions.
- \* **Clothing/Accessories that create a safety hazard or are unsafe, such as:**  
An item/accessories that may create a safety hazard, including caps, hats, or other head coverings; body piercings (with the exception of a small stud) such as nose, tongue, belly, or eyebrow rings; and any other jewelry.

### **Additional guidelines:**

- \* A student standing erect with arms positioned at sides must be able to touch the fabric of his/her garment with the middle finger or the garment must be mid-thigh. If the fabric cannot be touched or the garment is not mid-thigh, the student is in violation of the dress code.
- \* A student standing erect with arms extended to shoulder height or a student seated should not reveal flesh.
- \* If uniforms are worn to class during the school day, they must meet the dress code requirements.
- \* Use of book bags is based on school policy and the age of students.
- \* Shoes must be worn at all times and shoe laces must be tied.
- \* Shirts should be tucked in when appropriate.
- \* Belts should be worn when appropriate.
- \* **The penalty for violation of the dress code is listed in the Code of Conduct as a Class I violation. Repeated offenses can be considered as defiance of authority.**

## COMPLAINTS AND GRIEVANCES

The primary purpose for this procedure is to provide for prompt and equitable resolution of students' complaints and grievances.

### **Level One**

The resolution of a grievance through free and informal communication as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his or her immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

### **Level Two**

In the event the aggrieved person is not satisfied with the disposition of his or her grievance at level one, he may file the grievance in writing with the superintendent or his designee. Within ten (10) days from receipt of the grievance, he shall request a conference with the aggrieved or render a written decision as to the solution.

### **Level Three**

In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he or she may request the superintendent or his designee to schedule a hearing before the Board at its next scheduled meeting.

The aggrieved person may select a representative to accompany him or her at each level, may ask such representative to set the facts down in a written form, and may request a written decision at levels outlined above.

The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified above must be observed by students and school officials.

For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place which will not interfere with regular classes or school-related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible and at the most immediate level of supervision.

## PARENTAL RESPONSIBILITIES

During the special legislative session of 1994, the Alabama legislature passed Alabama Code 16-28-12 (1975), which amended Act 93-672 as codified in Alabama Code 16-28-12 (1975). This legislation has important implications for parents. The purpose of this section is to inform you of the statutory requirements of Alabama Code 16-28-12 (1975) and the procedures to be followed.

### **Parental responsibilities in Alabama Code 16-28-12 (1975) are as follows:**

- To enroll children between the ages of 7 and 17 in school (public school, private school, church school, or be instructed by a private tutor).
- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor.
- To compel the child to properly conduct himself or herself as a pupil.

### **Parents should be aware that:**

- Inappropriate student behavior results in discipline being administered. The Code of Conduct and related behavior and discipline policies adopted by the Board of Education are provided to you and define proper conduct.
- Out-of-school suspensions shall be reported to the Superintendent of Education and the district attorney.
- Parents, guardians, or other persons having control or custody of the student are subject to prosecution for violations of this law.

In an effort to assure that parents are informed of their school-related responsibilities, the State Board of Education has mandated that you receive notification which addresses civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. *It's the Law!* (copy provided on the following page) is provided to advise you of these school-related civil liabilities and criminal penalties. You are encouraged to read the following carefully.

## IT'S THE LAW!

### **Parental Notification of Civil Liabilities and Criminal Penalties**

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

#### **Attendance and Conduct (Act 94-782)**

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

#### **Teacher Assault (Act 94-794)**

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

#### **Drug Dealing (Act 94-783)**

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

#### **Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784)**

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

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

#### **Weapons in Schools (Act 94-817)**

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

**Vandalism (Act 94-819)**

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

**Pistol Possession/Driver's License (Act 94-820)**

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

**Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in 16-28-40, Alabama Code, 1975)**

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

# STUDENT DRUG TESTING PROGRAM

## Competitive Extracurricular Activities

It is the objective of the Coffee County Board of Education to assure that all students who wish to participate in competitive extracurricular activities be given the opportunity to do so in a safe, drug-free environment and that all students participating in competitive extracurricular activities, while under the supervision of the school system, be completely free from the effects of alcohol and/or the presence of illegal or controlled substances. In an effort to meet this objective, the Board reserves the right to require any student desiring to participate in a competitive extracurricular activities event, practice, competition, or at any other time while under the supervision of the school system, to conduct a random unannounced drug screening.

The Board has the right to conduct random unannounced drug screenings of students participating in competitive extracurricular activities, as well as the right to conduct specific drug screenings of students whenever an administrator, a coach, assistant coach, teacher, sponsor, band director, observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies. Positive test result will terminate the student's rights to participate/attend extracurricular activities and to drive/park on school property.

## Student Privileges

It is the objective of the Coffee County Board of Education to assure that all students who wish to take advantage of the privilege of driving a vehicle on school property and/or parking a vehicle on school property, be given the opportunity to do so in a safe, drug-free environment and that all students exercising the privilege of driving and parking on school property be completely free of the effects of alcohol and/or the presence of other illegal or controlled substances. In an effort to meet this objective, the Board reserves the right to require any student desiring to drive a vehicle on school property and/or park on school property to be subject to and submit to random drug tests at any time while on school property, or participating in school-sponsored events.

The Board will allow local principals to designate such other and additional requirements for the privilege of driving a vehicle on school property and/or parking a vehicle on school property including, but not limited to, academic standards, attendance standards, and the payment of fees. The local school principals may also establish the priority for issuance of parking permits.

The Board also has the right to require the passing of a drug test as a condition to granting such privileges, the right to conduct random unannounced drug screening for students taking advantage of student parking privileges, as well as the right to conduct specific drug screening of students whenever a school official observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies.

The Superintendent shall prepare procedures for implementing this policy consistent with local, state, and federal laws including, *Individuals with Disabilities Education Act*. The student drug testing policy is located on the Coffee County School System's website and copies are available from the school principal. Positive test results will terminate the student's rights to participate/attend extracurricular activities and to drive/park on school property.

GUN FREE SCHOOLS ACT  
STUDENT POSSESSION OF FIREARMS AT SCHOOL, ON SCHOOL BUSES, OR AT  
SCHOOL FUNCTIONS

Notice to Students and Parents

The Coffee County Board of Education adopted a policy requiring the expulsion of students, for a period of one year, who are determined to have been in possession of a firearm in a school building, on school grounds, on a school bus, or at any other school-related function. This policy conforms directly with federal and state laws dealing with the same issue.

It is very important that everyone be aware of this law and the Coffee County Board policy. We want to inform every one of the policy so that our schools will remain gun free and continue to be places where teaching and learning can occur in a safe, wholesome environment. Please do your part to educate every one of the devastating effect of firearms, or any weapons, when brought on school campuses.

State Act 95-756 which requires Boards of Education to develop and implement policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have been in possession of a firearm in a school building, on school grounds, on a school bus, or at any other school-sponsored function shall be complied with by the Coffee County Schools.

When the school principal or other appropriate administrator of a school has determined that a student is or has been in possession of a firearm at school, on a school bus, or at a school-sponsored function, he/she shall notify the following people: the local superintendent of education, law enforcement personnel, the parents of the student, and when feasible, appropriate authorities in the juvenile or judicial system.

In compliance with Act 95-756, the student shall be expelled for one year. In further compliance with Act 95-756, the local board of education and the local superintendent of education may modify the expulsion requirement for a student on a case-by-case basis. Discipline of students with disabilities who violate the firearm possession policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals With Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

For purposes of Act 95-756 and this policy a "firearm" will have the same meaning as defined in Section 921 of Title 18 of the United States Code as follows:

Any weapon which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive

- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any explosive, incendiary, or poison gas



# COMPUTERS, INTERNET, AND TECHNOLOGY RESOURCES

## ACCEPTABLE USE POLICY

Coffee County Schools is pleased to provide network and Internet access to its students to help facilitate its goal of educating productive citizens. Staff members will make all reasonable efforts to supervise and assist student use of networks and Internet access, but they must have student cooperation in exercising responsible use of this access. The Acceptable Use Policy of Coffee County Schools follows in detail.

Please read the following carefully. Violations of the Acceptable Use Policy (AUP) may cause access privileges to be limited or revoked. In addition, School Board disciplinary action and/or legal action may be taken.

Coffee County Schools use filtering software provided by Alabama Supercomputer and iBoss to help prevent access to inappropriate websites for any device connected to our network. Every attempt is made to protect all computer users from exposure to objectionable material as required by law.

### Access to Technology Resources:

The Board permits restricted and conditional access to and use of its technology. Such access and use is restricted to employees, students, and other persons who are engaged in *bona fide* educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions. The term technology here refers to all forms of digital hardware, devices, software, or network accounts.

- A. The use of all Coffee County Schools technology resources is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.
- B. **Staff and students** may use only accounts, files, software, and technology resources that are assigned to them.
- C. **Staff and students** may not attempt to login to the network by using another person's account and/or password or allow someone to use their password to access the school network, email, or the internet.
- D. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy. Examples include overconsumption of network bandwidth or server storage space for personal purposes such as streaming radio stations or other media; downloading software updates onto personally owned devices; storing personal image, video, or audio files; or "spamming" fellow staff or students with non-work-related messages.
- E. Staff and students must not attempt to modify technology resources, utilities, configurations, or change restrictions associated with/her accounts or attempt to breach any technology resources/security system, either with or without malicious intent.
- F. District technology staff and school administrators will determine when inappropriate use has occurred and have the right to deny, revoke, or suspend specified user privileges and accounts.
- G. All passwords are required to be kept private and may only be shared with local or district technology personnel or those authorized by the district technology office.
- H. Since all logins are private, staff or student usernames and passwords may not be posted. Staff members' passwords should not be given to students to allow a student to use a computer that is logged on as a staff member.
- I. Staff members must actively monitor student use of technology resources at all times. Employees are responsible for notifying the administration and district technology staff of any violation of the Acceptable Use Policy.

- J. Staff members must provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyber bullying awareness and response.
- K. Employees must log off or lock any computer logged in as him or her before leaving the school building or leaving the computer unattended.
- L. Any technology purchased for the school system must be approved by the district technology staff. The technology department will only support devices that are approved and purchased by Coffee County Schools.
- M. This AUP applies to all technology resources owned, leased, operated, or maintained by the Board, regardless of the physical location of the resource or the user. It also applies to all technology resources (regardless of ownership) brought onto school grounds during school hours.

**Privacy:**

- A. In accordance with established law, data stored on Coffee County Schools' equipment is property of Coffee County Schools and is not private; therefore, users are advised to avoid storing personal and/or private information on the district and/or schools' technology resources.
- B. Coffee County Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- C. Student data will only be collected with district-approved data collection resources.
- D. All information regarding students and personnel stored on the network shall be collected, maintained, and disseminated under such safeguards as are necessary to comply with the Family Educational Rights and Privacy Act of 1974 and The Children's Internet Protection Act (CIPA).
- E. Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or other individual, may result in disciplinary action that may include a recommendation for termination and other legal action.
- F. Coffee County Schools' Technology Staff reserves the right to:
  - a. Monitor Internet use, email, instant messenger, and other communication tools.
  - b. Monitor all technology resource utilization.
  - c. Remove a user account from the network to prevent further unauthorized activity.
  - d. Routinely monitor and perform maintenance on all technology resources.
- G. Coffee County Schools' Technology Staff performs routine backups on network data. However, all users are responsible for the storage of any critical data.

**Copyright:**

- A. All users are expected to follow the Fair Use Guidelines for Educational Multimedia.
- B. Staff members are provided with information regarding copyright and fair use and should follow legal and ethical practices of appropriate use.
- C. Copies of software without a valid license may not be installed on school equipment.
- D. The school system discourages buying single-license software and requires all users to consult technology staff before purchasing software.

**Email:**

- A. Email accounts are provided to employees for professional and educational purposes only. Email accounts should not be used for political gain, personal business, commercial activity, or non-educational subscription services.
- B. Email accounts should not be considered a private means of communication.
- C. Email accounts are provided to students for educational purposes.
- D. Users should send email only to those to whom the email applies. Mass school emails should be used sparingly.

**Internet:**

- A. The intent of Coffee County Schools is to provide access to educational resources available on the Internet with the understanding that staff and students will access and use information that is appropriate for current educational standards.
- B. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- C. Teachers will screen all Internet resources prior to classroom use.
- D. Alabama Supercomputer and iBoss filter Internet content for the school system based on guidelines provided by the Children’s Internet Protection Act; any attempt to bypass the content filters is a violation of the Acceptable Use Policy. Coffee County Schools assumes no liability in the event that content filtering is not 100% effective.
- E. **Parents may request that their child, under the age of 18, not be allowed to independently access the Internet by notifying the school principal in writing within fifteen (15) school days of the student’s first day of attendance each school year.** This restriction applies to the student independently operating any Board-owned technology to access the Internet. It does not prohibit the student from viewing Internet sites presented by school staff or other students as part of a lesson, or from using Internet-hosted software used by the school. In these cases, school personnel will take appropriate steps to restrict the student from using technology to access the Internet beyond the scope of the lesson or assessment.
- F. Under the Family Educational Rights and Privacy Act (FERPA), certain “directory information” in a student’s education records is not considered harmful and its release is not considered an invasion of privacy. **Parents can, however, retain the right to consent to the disclosure of this information, such as photographs, videos, or student work on a Coffee County School web page. Parents who wish to retain this right must advise the school principal in writing within fifteen (15) school days of the student’s first day of attendance each school year.**

## COPYRIGHTS

The Board shall encourage and support users to respect the rights of copyright owners regardless of media types. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Staff members who violate the provisions of this policy shall be considered to have committed misconduct in office and such misconduct shall be grounds for discipline action. Students who violate the provisions of this policy shall be disciplined in accordance with the student disciplinary code.

The Board of Education hereby directs the superintendent to ensure that all staff members and students are advised of this policy at least annually.

## SUPERVISION OF LOW-RISK JUVENILE SEX OFFENDERS

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.

### I. Definitions

In this policy, these terms shall have the following meanings:

- A. "Plan" refers to the "individualized student safety plan" developed following the Student's adjudication and/or enrollment in the school to serve as a behavior contract between the Student and the School.
- B. "School" refers to "all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the Student's current school of record.
- C. "Student" refers to "the low-risk juvenile sex offender" designated by a juvenile court judge as having a low risk of re-offense.
- D. "Teachers and staff with supervision over the student" or "Supervision team" refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student's assigned teachers and/or coaches, the Student's counselor, and if applicable, the Student's bus driver, during the subject school year and who will be privy to information regarding the Student's status. Teachers and staff with only passing and/or general contact with the Student shall not be privy to information regarding the Student's status.
- E. "Victim" refers to the victim, if known by and attending the same school as the Student, of the offense for which the Student was adjudicated delinquent.

### II. Notification

#### A. Current Students

In the event, a currently enrolled Student is adjudicated delinquent and designated "low risk" by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

#### B. Newly Enrolled Students

In the event, a Student seeks to enroll in the district as a new student, and that Student has been previously designated as a low-risk juvenile sex offender, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

#### C. Students That Change Schools Within the District

In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable.

Following that notification, the principal of the original school should orally or in writing, brief the principal of the new school regarding the original Plan and the transferring Student's status and circumstances. Regardless, the principal of the prior school must provide the Student's records and Safety Plan to the principal of the new school as soon as practicable.

The new principal should review the Plan and meet with the Student, the Student's parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the Student's circumstances.

#### D. School Staff Changes

In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student's status and Plan.

The Student, his parent or guardian, and other member of the Supervision Team should be notified of changes to the Supervision Team within a reasonable timeframe.

### III. Plan Development and Maintenance

Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan. This meeting should take place within ten (10) school days or as soon as practicable. In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction.

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team.

The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

### IV. Supervision

The Student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan.

Members of the Supervision Team should report any suspected violations of the Plan to the principal or designee.

The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discrete and unobtrusive.

V. Students with Disabilities

Discipline of Students with disabilities will be subject to applicable limitations and requirements imposed by the *Individuals with Disabilities Education Act* and/or Section 504 of the *Rehabilitation Act* and implementing regulations.

VI. Violations of the Plan

In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to Board policy and/or reassessment of the Plan's conditions.

VII. Challenges to the Plan

In the event the Student and/or his parent or guardian object to conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the superintendent or his designee to consider whether adjustment of the Plan or response modification is warranted. The Superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable School disciplinary policies and procedures and the Student will be afforded process due thereunder.

VIII. Confidentiality

Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by the members of the Supervision Team. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

IX. Retaliation

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the Student has been deemed by the juvenile court as not likely to re-offend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

X. Procedures

The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

# JAMARI TERRELL WILLIAMS STUDENT BULLYING PREVENTION ACT POLICY

## I. **Bullying, Intimidation, Violence, and Threats of Violence Prohibited**

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

## II. **Definitions** – In this policy, these terms shall have the following meanings:

- A. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function, including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property;
  - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
  - Have the effect of substantially disrupting or interfering with the orderly operation of the school whether the conduct occurs on or off school property, online, or electronically;
  - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; or
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- B. "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- C. "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- D. "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied, and the person communicating the threat has the ability to carry out the threat.
- E. "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

- F. "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- G. "Student" as used in this policy means a person who is enrolled in Coffee County public school system.

### III. **Description of Behavior Expected of Students**

- A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- B. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
  - Race
  - Sex
  - Religion
  - National origin
  - Disability

### IV. **Consequences for Violations**

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

### V. **Reporting, Investigation, and Complaint Resolution Procedures**

- A. Complaints alleging violations of this policy may be made on a Board-approved complaint form available on page 75 of this handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless, at the discretion of the school principal or the principal's designee, the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

- B. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The



investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

- C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

**VI. Promulgation of Policy and Related Procedures, Rules, and Forms**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published on the Coffee County School System and schools' websites, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

**VII. Construction of Policy**

This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on bullying, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow bullying, violence, threats of violence, or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence, or intimidation not specifically listed herein. Students who engage in bullying, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

## STUDENT SEXUAL HARASSMENT/TITLE IX

### General:

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

### What is Title IX?

Title IX is a federal statute that prohibits sex discrimination in any educational program or activity receiving federal funds, Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Title IX protects students, employees and applicants for employment, and other persons from all forms of sex discrimination. All students (as well as other persons) at institutions/districts that receive federal funds are protected by Title IX – regardless of their sex, sexual orientation, gender identity, disability, race, or national origin – in all aspects of a recipient’s educational programs and activities (OCR Title IX Resource Guide).

- To file a Title IX complaint with a Coffee County School, contact the Title IX Coordinator for your school:

#### **Title IX Coordinators**

Kinston Elementary School	Connie Hawthorne	334-565-3016
Kinston High School	Lougener Wyrosdick	334-565-3016
New Brockton Elementary School	Hope Bowers	334-894-6152
New Brockton Middle School	Jamie Waters	334-586-2001
New Brockton High School	April Smith	334-894-2350
Zion Chapel Elementary School	Emily Roberts	334-897-6275
Zion Chapel High School	Angela Davis	334-894-6275

- To file a Title IX Sexual Harassment complaint requires a completed Title IX Sexual Harassment Complaint Form. This form is found in the Coffee County Schools’ Parent/Student Information Guide, on the Coffee County Schools’ website, and at any Coffee County school campus.

### Examples of Title IX Concerns:

- Gender Discrimination
- Domestic and/or Dating Violence
- Sexual Harassment
- Sexual Assault
- Sexual Misconduct (inappropriate touching, comments, text messages)
- Gender Identification Discrimination
- Teasing or Bullying/Cyberbullying because of gender/gender identification

### Title IX Coordinator:

Should you have any questions regarding the Sexual Harassment Policy or any procedures related to the Policy, please contact the school system Title IX Coordinator as listed below:

Tami Crosby  
Coffee County Board of Education  
400 Reddoch Hill Road  
Elba, Alabama 36323

Telephone: (334) 897-5016  
E-mail: crosbyt@coffeecounty.k12.al.us

# COFFEE COUNTY SCHOOLS STUDENT SEXUAL HARASSMENT COMPLAINT FORM

This form may be used by a student, a student’s parent or guardian, or an individual acting on a student’s behalf who believes the student was sexually harassed to submit a complaint regarding their sexual harassment. This form should be submitted to the school’s Title IX Coordinator.

Student Name:
School:
Your Home Phone:
Your Home Address:
Your Email Address:
Preferred method of contact:

Describe the sexual harassment, including all pertinent facts supporting the complaint.


(Attach additional pages, if needed.)

When did this happen (over what time period, if continuing more than once)


(Attach additional paper, if needed.)

**Title IX Coordinators**

Kinston Elementary School	Connie Hawthorne	334-565-3016
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New Brockton Middle School	Jamie Waters	334-586-2001
New Brockton High School	April Smith	334-894-2350
Zion Chapel Elementary School	Emily Roberts	334-897-6275
Zion Chapel High School	Angie Davis	334-897-6275

COFFEE COUNTY SCHOOL SYSTEM  
STUDENT BULLYING COMPLAINT FORM

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

INFRACTION REPORTED BY: (Circle One) STUDENT PARENT/GUARDIAN

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Specific Location of Incident: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Jamari Terrell Williams Student Bullying Prevention Act, No. 2018-472, defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the policy adopted by the Coffee County Board of Education. To constitute bullying, a pattern of behavior may do any of the following:

- A. Place a student in reasonable fear of harm to his/her person or damage to his/her property.
- B. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- C. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- D. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- E. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

OR

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.

2024-2025  
 DRUG TESTING PROGRAM  
 ACKNOWLEDGMENT/CONSENT

I have read and understand the Coffee County School System Student Drug Testing Program procedures and penalties located on page 62 of the Parent/Student Information Guide. I agree to submit to prohibited substance screenings at any time as a condition for my continued participation in competitive extracurricular activities and/or for my privilege of driving a vehicle on school property and parking a vehicle on school property. I specifically consent to allow urine and breath samples to be taken in accordance with the Board’s Drug Testing Agency for testing to determine the existence of prohibited substances. I authorize any laboratory or medical provider to release test results to the Board and local school officials who have a need to know.

I also expressly authorize the Board and/or local school officials to release any test-related information, including positive results (a) as directed by my specific, written consent authorizing release of the information to an identified person, (b) to the finder of fact in any lawsuit, grievance, or other proceeding initiated by or on behalf of myself, and/or (c) under compulsion of law.

I understand that the refusal to submit to testing for the use of prohibited substances will prohibit me from (a) my continued participation in the competitive extracurricular programs, and (b) my privilege of driving and/or parking a vehicle on school property program offered by the Coffee County Board of Education.

I understand that the Coffee County Board of Education offers, as a privilege not a right, programs of competitive extracurricular activities and driving/parking on school property. I understand that I must comply with the Coffee County Board of Education Student Drug Testing procedures in order to be given privileges to participate/attend these activities. I understand that the positive test results will terminate my rights to participate/attend extracurricular activities and to drive/park on school property.

If I choose not to participate in competitive extracurricular programs or drive and/or park a vehicle on school property, then my parent/guardian must contact the principal and make a formal request in writing to have my name and social security number removed from the testing pool. If I am removed from a competitive extracurricular program by a coach or sponsor for any reason, my name will continue to be in the testing pool. This will allow me to be eligible if I participate in the next seasonal activity. If I lose my privilege to drive or park on school property for any reason, my name will continue to be in the testing pool. This will allow me to be eligible to resume my privilege at the first opportunity.

Student Name (Print)	Student Signature	Date
Parent/Guardian Name (Print)	Parent/Guardian Signature	Date

**This form is to be filed by grade level/school year in counselor’s office.**

**Please detach this page after signing and have the student return to their homeroom teacher.**

2024-2025  
 RULES AND REGULATIONS GOVERNING  
 TEXTBOOKS AND LIBRARY BOOKS

The Coffee County School System will adhere to the following rules regarding textbooks and library books:

1. Students are responsible for all books (textbooks and library books).
2. If a book is abused, lost, or destroyed, the student must compensate for it.
3. No student can be issued another textbook until he/she compensates for the lost or destroyed book.
4. No student can check out a library book if he/she owes for a lost or destroyed library book.

This is in accordance with Alabama State Law, which states:

*This is to certify that I have received and read the "Rules and Regulations Governing Textbooks and Library Books." I understand that textbooks will not be issued to any student until this slip has been signed by the parent or guardian and returned to his or her school.*

"...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 the normal use of such textbooks. In computing the loss or damage of a textbook that has been in use for a year or more, the basis of computation shall be a variable of fifty to seventy-five percent of the original cost of the book to the State. If such parent, guardian, or person having custody of such child to whom the textbook was issued fails to pay such assessed damages within thirty (30) days after notification, such student shall not be entitled to further use of such textbooks until remittance of the amount of loss or damage shall be made."

Student Name (Print)	Student Signature	Date
Parent/Guardian Name (Print)	Parent/Guardian Signature	Date

**This form is to be filed by grade level/school year in counselor's office.**

**Please detach this page after signing and have the student return it to their homeroom teacher.**

2024-2025  
COFFEE COUNTY SCHOOL SYSTEM  
PARENT ACKNOWLEDGMENT

The Coffee County School System Parent/Student Information Guide is now available online at [www.coffeecountyschools.org](http://www.coffeecountyschools.org). Parents and students may access the guide online or may request a printed copy by contacting the principal's office of your school.

We (I), [Printed Name of Parent(s)] \_\_\_\_\_

Parent(s)/legal guardian(s) of [Printed Name of Student] \_\_\_\_\_

Enrolled in [Name of School] \_\_\_\_\_

Hereby acknowledge by our (my) signature that we (I) have received a copy of or viewed online the Coffee County School System Parent/Student Information Guide. The guide is available at [www.coffeecountyschools.org](http://www.coffeecountyschools.org). We (I) acknowledge that we have received the notification required under Every Student Succeeds Act of 2015 (ESSA) included in this guide (page 35), detailing the information which may be requested on the qualifications of our child's teacher and any paraprofessional involved in the direct instruction of our child. We (I) also acknowledge that the Parent/Student Information Guide contains information regarding student attendance which states that in accordance with Alabama law, a parent or guardian must explain the cause of each absence. Every student, upon return to school following an absence, must bring a written excuse that is signed by the parent or guardian.

Student's Signature

Parent's/Guardian's Signature

Parent's/Guardian's Signature

Date

NOTE: If the student lives with both parents, both parents are to sign the statement. If the student lives with only one parent or legal guardian, only one has to sign the statement.

**This form is to be filed by grade level/school year in counselor's office.**

**Please detach this page after signing and have the student return it to their homeroom teacher.**

Alabama State Department of Education

School Medication Prescriber/Parent Authorization Form

<https://www.alabamaachieves.org/wp-content/uploads/2021/04/PPA-for-VNS-5-2014.pdf>

Alabama State Department of Education

Health Assessment Record

<https://content.schoolinsites.com/api/documents/5c42b5206d544a4487dc034b7ca3d188.pdf>