

J -- Students

J-1	Equal Educational Opportunity
J-2	Compulsory Attendance
J-3	Entrance Age
J-4	School Admissions
J-5	Transfers and Withdrawals
J-6	Truancy
J-7	Searches
J-8	Sexual Harassment (also G-15)
J-9	Discipline
J-10	Corporal Punishment
J-11	Gun-Free Schools
J-12	Law Enforcement Visits
J-13	Student Welfare
J-14	Student Accident Insurance
J-15	Student Health Services
J-16	Accidents
J-17	Student Records

EQUAL EDUCATIONAL OPPORTUNITY

The policy of the Board is to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide a free appropriate public education for students with disabilities who qualify under the definition of the law.

All students shall participate in, enjoy the benefits of, and be free of discrimination in any program or activity, regardless of gender, race, religion, belief, national origin, age, disability, or ethnic group.

The Superintendent or the Superintendent's designee shall develop and implement a procedure consistent with this policy and applicable laws.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION, June 27, 2005
AMENDED:
LEGAL REF: Civil Rights Act, 1964, as amended; Title IX, Education Amendment, 972. Rehabilitation Act, 1973, Sec. 504; Americans with Disabilities Act, 1990, Title II

COMPULSORY ATTENDANCE AGES

Alabama law requires all children between the ages of seven and sixteen years to attend school.

The homeroom teacher or designated person shall maintain an accurate record of attendance for each pupil. The principal and other appropriate personnel will use this record to enforce the Compulsory School Attendance Law.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005

AMENDED:

LEGAL REFERENCE: Code of Alabama § 16-28-3

ENTRANCE AGE

The Board's policy is in accordance with Alabama statutes and requires that a child must be six years old on or before September 1 for admission to first grade for that school year. * The child must be a bona fide resident of and living within the jurisdiction of Trussville City Schools. State laws and regulations will govern the admission of underage children transferring from out-of-state schools. Children transferring to Trussville City Schools from private schools within Alabama may enter the first grade only if they meet Alabama state age requirements for entry into the first grade.

Kindergarten Admission to kindergarten requires that a child must be five years old on or before September 1 for that school year. The child must be a bona fide resident of the Trussville City School District.

- An opinion of the attorney general states in effect that under the common law one's age is computed by including the day of birth so that a given age is obtained the day before the birthday anniversary. Therefore, a child whose sixth birthday falls on September 2 is entitled to attend the public elementary schools at the opening of school for that school year. A child whose fifth birthday falls on September 2 is entitled to attend kindergarten.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005

AMENDED:

LEGAL REFERENCE: Code of Alabama § 16-28-4, 16-11-16

SCHOOL ADMISSIONS

The Board shall admit students to the school district based upon an application submitted by the parent, legal guardian or student, under such rules and regulations as the Superintendent may prescribe. No student may be refused admission unless he/she fails to meet the requirements of the policies contained herein.

Parents or guardians must present the following information to administrators to admit a student:

1. An official birth certificate verifying that the student is five years of age on or before September 1 for Kindergarten admission and that the student is six years old on or before September 1 for first grade admission (K-1 requirement);
2. The student immunization form documenting immunization for the following communicable diseases: polio, diphtheria, Tetanus, pertussis, measles, rubella and mumps; or varicella (chicken pox) or history of the disease (K-3 requirement).
3. The official religious exemption form from a physician noting the objection of the parent or guardian to immunization against non-epidemic diseases based on religious grounds;
4. The official medical exemption form from a physician stating that the immunization or tests would be detrimental to the health of the student;
5. The student's social security card; and
6. Proof of residence in the Trussville City School District.

ASSIGNMENT TO SCHOOLS AND CLASSES

The local school principal or the principal's designee assigns students to specific classes and/or teachers.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005

AMENDED:

LEGAL REFERENCE: Code of Alabama § 16-28-4

TRANSFERS AND WITHDRAWALS

No student may withdraw from school before his/her sixteenth (16th) birthday while the student's parent continues to reside within the jurisdiction of the school district.

In accordance with state law, school officials shall notify the Department of Public Safety regarding the withdrawal of a student sixteen (16) years of age or older. Withdrawal is more than ten (10) consecutive or fifteen (15) total days of unexcused absences during a single semester.

A student whose parent moves to another school district or who chooses to attend school in another school district shall withdraw in accordance with the rules and regulations of the Superintendent.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005

AMENDED:

LEGAL REFERENCE: Code of Alabama § 16-28-3 & 6

TRUANCY

The Board shall not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his or her control or charge and who is under sixteen (16) years of age to attend school regularly, except for legal absences found within the definition of Alabama's school law and State Board of Education rules and regulations. If a student becomes truant, the parent or legal guardian may be guilty of a misdemeanor and subject to punishment by law.

If the parent or guardian files a written statement in court to the effect that he/she is unable to exercise control, the student may be subject to action of the juvenile court that will determine whether the student is a dependent, neglected or delinquent child.

Parents and guardians are responsible for enrolling their children in school and assuring that they follow applicable attendance and behavior policies. Parents failing to do so are subject to fines and imprisonment under state law. State law also requires the Superintendent to report all student suspensions to the District Attorney.

Pursuant to guidelines established by the State Board of Education, the Board shall establish educational programs to inform parents of their education-related responsibilities to their children. The programs shall include, but not limit to, coverage of each of the following topics:

1. The criminal liability and sanctions under §16-28-12 of the Code of Alabama, 1975 for failing to compel their child to properly conduct himself or herself as a pupil, or for failing to ensure that their child attends or enrolls in school;
2. The necessity for a parent to monitor and supervise the schoolwork and educational activities of the student;
3. An explanation of the responsibilities of teachers and the school system to a student, and an enumeration of those matters that are strictly the responsibility of the parent;
4. Techniques and suggestions on how a parent can better supervise the schoolwork and educational activities of the student;
5. An explanation of the interrelationship of the family life and the educational achievement of the student;

The Board shall develop strategies to ensure that parents of school children receive this information. These strategies may include provisions for weekend meetings, one-to-one conferences, telephone communications, or neighborhood meetings.

The District Attorney and law enforcement officials may, at the request of the Board, assist in the implementation and operation of these regulations.

**ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005**

AMENDED:

LEGAL REFERENCE: Code of Alabama § 16-28-2.2, 16-28-12, 16-28-14, 16-28-17

INTERROGATIONS AND SEARCHES OF STUDENTS

Interrogations

The principal of each school in the Trussville City School System, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to investigate properly and determine disciplinary action for student misconduct.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Where reasonable suspicion exists, personal effects may be video taped for documentation purposes.

Whenever reasonable suspicion exists that the student possesses unauthorized materials, contraband drugs, or other items deleterious to the safety and welfare of the school community, the designated school official of the same sex as the student and only in the presence of a certificated school employee of the same sex as the student or in the presence of an adult who is the same sex as the student and who is designated by the Principal or his/her designee or his/her superior may conduct in private a pat down of the student suspected of possessing the deleterious item.

If a school official has reasonable suspicion to believe that a particular student has on his or her person an item imminently dangerous to the student or others (for example: an explosive, a knife, a gun or other weapon, or a substance that can penetrate the skin or otherwise cause physical harm to the student), a more intrusive search of the

student's person may be conducted. To justify a search of a student's person without the student's consent, the school officials must reasonably perceive that certain and immediate and extreme harm will result unless such search is conducted without delay. Such a search may only be conducted in private by the designated school official of the same sex as the student and only in the presence of a certificated school employee of the same sex as the student or in the presence of an adult who is the same sex as the student and who is designated by the Principal or his/her designee. Such a search may only be conducted with the prior approval of the Director of Student Services or one of his superiors, unless the health or safety of students or school employees is in immediate and serious jeopardy and will be significantly endangered by the delay that might be caused by following the procedures.

Locker Searches

Students cannot reasonably expect total privacy in respect to school lockers. Principals of each school where lockers are issued shall insure that at the time lockers are made available to students, it is clearly specified in writing that lockers are subject to inspection and search by school officials. Each school shall maintain duplicate keys or records of all locker combinations and avoid any practices that lead students to believe that lockers are under their exclusive control. School officials may search lockers at any time without a search warrant, without notice, and without student consent.

Motor Vehicle Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property or at the parking provided for any school event. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Notice of the foregoing right to search shall be given to students who park on school property; however, failure to give such notice will not preclude school officials from conducting searches of vehicle interiors when otherwise authorized.

Search Results

In the event a search of a student's person, his/her personal possessions, vehicle or locker reveals the student is concealing material, the possession of which is prohibited by federal, state or local law, local law enforcement authorities may be notified so that they may take appropriate action. The vehicle shall not be moved until the arrival of proper authorities (law enforcement).

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005

AMENDED:

LEGAL REFERENCE: N/A

PROHIBITED SEXUAL HARASSMENT

As a type of unlawful sex discrimination, and as conduct that is inherently inappropriate in the educational setting, sexual harassment in all its forms is prohibited in facilities, functions, and programs owned, operated, or sponsored by the Trussville City Board of Education. Employees, students, and others who are, or who may have been sexually harassed, are encouraged to report such conduct and to pursue resolution of the complaint through formal and informal reporting and complaint procedures approved by the Board. No adverse action will be taken against any employee or student making a good faith report or allegation of sexual harassment. Following appropriate investigation, any employee or student found to have engaged in prohibited sexual harassment will be subject to disciplinary sanctions, including suspension, expulsion, or termination, and the Board will implement any additional corrective or remedial measures deemed appropriate under the circumstances.

DEFINITION

Sexual harassment consists of verbal or physical unwelcome sexual advances, requests for sexual favors, and any other physical or verbal conduct of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition (either explicitly or implicitly) of employment, educational opportunity or other benefits provided by the school system;
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, educational opportunities, or other benefits provided by the school system; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working, learning or educational environment.

The following are only examples of conduct that may constitute sexual harassment, depending on individual circumstances, and is not all inclusive.

1. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;
2. Repeated unwelcome solicitation of sexual activity or sexual contact;
3. Unwelcome, inappropriate sexual touching;
4. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment or educational status.
5. Innuendo

SEXUAL HARASSMENT COMPLAINT REPORTING AND RESOLUTION PROCEDURES

The following complaint reporting and resolution procedures apply to instances of actual or suspected sexual harassment as defined and prohibited by law and Board policy.

A. EMPLOYEE COMPLAINT RESOLUTION PROCEDURE

1. **Reporting Harassment.** Any employee with reason to believe that he or she has been or is being subjected to any form of sexual harassment should immediately report the matter to his or her supervisor. The employee may choose to make his or her report of sexual harassment to a supervisor of the same sex as the employee. An employee may also choose to report any incident directly to the Director of Compliance or the Office of the Superintendent. Under no circumstances shall an employee be required to present a complaint for investigation or resolution to the person who is alleged to have committed the harassment.
2. **Informal Complaints.** Informal complaints of sexual harassment may be submitted to the employee's supervisor for resolution at the local level. The supervisor may investigate and attempt to resolve the matter without resorting to formal procedures. However, the supervisor should inform the Director of Compliance when an informal complaint is submitted. If the complaint is not resolved to the satisfaction of the complaining employee, the employee should contact the Director of Compliance to initiate formal complaint procedures.

B. STUDENT COMPLAINT RESOLUTION PROCEDURE

1. **Reporting Harassment.** Any student who believes that he or she has been or is being subjected to any form of sexual harassment or has knowledge of sexual harassment involving other students should promptly report the matter to a teacher, counselor, assistant principal or principal, or other school official, who, in turn, should promptly apprise the Director of Compliance of the reported incident. A student may choose to make his or her report of sexual harassment to a person of the same sex as the student. Complaints may be brought on a student's behalf by a parent, guardian, teacher, or other school official. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.
2. **Local Investigation & Resolution.** Some cases are most appropriately resolved by investigation and disposition at the school site in accordance with applicable disciplinary guidelines. In such cases, the principal may investigate and attempt to resolve the matter without resorting to formal procedures. If the complaint is not resolved to the satisfaction of the student or other complaining party, the student or his representative should contact the Director of Compliance immediately.

C. EMPLOYEE AND STUDENT FORMAL COMPLAINT RESOLUTION

a. **Persons Responsible For Receiving & Investigation of Formal Complaints.** The Director of Compliance is the primary school system official responsible for receiving formal complaints of sexual harassment. If the Director of Compliance is unavailable, or is the subject of the complaint, the student may present the complaint to the Director of Personnel, the Superintendent or other official designated by the Superintendent for that purpose.

b. **Filing the Complaint.** All formal complaints of sexual harassment should be submitted to the Director of Compliance or other designated official. Because an accurate record of The charges is required to fully investigate a complaint, the complaint should fully describe all circumstances giving rise to the complaint and be signed by the complainant. Under appropriate circumstances (e.g., disability, illiteracy, etc.), the Director of Compliance or other designated official may assist the complainant in reducing the complaint to writing.

c. **Investigation.** After a formal complaint is received, the Board's representatives should promptly investigate the complaint, may review the results of any investigation with appropriate administrators, legal counsel, or other officials, should prepare factual findings and, if appropriate, recommend action on the basis of the investigation and findings. The complaining party or his/her representative will be informed of the disposition or recommended disposition of the complaint.

d. **Review by Superintendent or Board of Education.** If the complainant is not satisfied with the action proposed to be taken in response to a complaint, he or she may request that the Superintendent further review the complaint, or present it to the Board of Education for review and action. The Board will render a final decision on any appeal it considers as soon as is practicable.

C. CONFIDENTIALITY

To the extent practical, all reports of sexual harassment should be kept confidential. Complete confidentiality cannot be guaranteed.

D. RETALIATION PROHIBITED

Any form of retaliation or adverse action taken in response to a good faith report of sexual harassment is expressly prohibited.

E. PROVIDING FALSE INFORMATION

Any Board employee who falsely and in bad faith accuses another of sexual harassment or who otherwise knowingly provides false information regarding sexual harassment may be subject to appropriate disciplinary action, up to and including termination. Any student who falsely and in bad faith accuses another of sexual harassment or who otherwise knowingly provides false information regarding sexual harassment may be subject to disciplinary action in accordance with the Code of Student Conduct.

F. PENALTIES FOR VIOLATION

1. **Employees.** Any employee who sexually harasses a student, employee, or other person in violation of the Board's sexual harassment policy, or who impedes or refuses to cooperate with a Board investigation into allegations of sexual harassment, will be subjected to appropriate disciplinary action up to and including termination.
2. **Students.** Any student who sexually harasses another student or person in violation of the Board's sexual harassment policy, or who refuses to cooperate with a Board investigation into allegations of sexual harassment, will be subject to punishment in accordance with the Code of Student Conduct.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005
AMENDED: November 17, 2006
LEGAL REFERENCE: Code of Alabama § 16-28A-3

DISCIPLINE
(Code of Student Conduct)

The Board shall instruct the Superintendent to establish, in cooperation with principals and teachers of all schools, a Code of Student Conduct which states clearly and precisely the written rules and regulations, and disciplinary actions applicable within respective schools of the district. Standards shall foster a safe, friendly, and business-like atmosphere in which students and school personnel can work cooperatively. The Board shall review and approve the Student Code of Conduct. Upon approval, the Student Code of Conduct will be considered Board Policy.

Principals shall have the responsibility to take disciplinary action whenever the behavior of any student interferes with or disrupts learning.

The principal shall disseminate to students and parents a notice of the rules and regulations for each school.

The parent/guardian of each student shall document receipt of the Code of Student Conduct.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005
AMENDED: December 4, 2006
LEGAL REFERENCE: Code of Alabama § 16-1-14; 16-28A-3

CORPORAL PUNISHMENT

The Code of Student Conduct specifies acceptable disciplinary actions as corrective measures for the various levels of offenses. Corporal punishment shall be administered only as a last resort in disciplining students and shall be administered by the Principal with the permission of the parent or guardian.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005

AMENDED:
LEGAL REFERENCE: N/A

GUN-FREE SCHOOLS

The Code of Alabama, § 16-1-24.3, requires expulsion of students for one year who bring to school or possess a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions. The Board and the Superintendent may modify the expulsion requirement for a student on a case-by-case basis. Expulsion for violation of this policy shall prohibit a student's attending regular school classes in any public school in the state during the expulsion period. The requirements of the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act will guide discipline of students with disabilities who violate the firearm possession policy on a case-by-case basis.

The school system shall report any such incident to the District Attorney.

The school system shall report all incidents involving a student possessing a firearm on school property or at a school-sponsored function to the State Department of Education. The report shall include the following:

1. Name of school
2. Number of students expelled for firearm possession
3. Type of firearm involved in each expulsion

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June, 27, 2005

AMENDED:

LEGAL REFERENCE: Code of Alabama § 16-1-24.1; 16-1-24.3; Gun-Free Schools Act of 1994

LAW ENFORCEMENT VISITS

The Board will allow law enforcement agencies to make periodic unannounced visits to any school within the district to detect the presence of illegal drugs. Only the superintendent and the building principals will have prior knowledge of the visits.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005

AMENDED:

LEGAL REFERENCE: N/A

STUDENT WELFARE

The State of Alabama requires by law that any principal, teacher, counselor, or other school administrator report all cases of suspected child abuse of children less than eighteen years of age.

The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

All school personnel who have contact with students shall receive training in the identification and reporting of child abuse and neglect and will receive updates, in the form of memoranda, directives, or other written information.

In accordance with this law, the superintendent shall establish the necessary rules and regulations.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION
June 27, 2005

AMENDED:

LEGAL REFERENCE: N/A

STUDENT ACCIDENT INSURANCE

Student accident insurance is available as an option for students. Participation in some school programs requires that the pupil provide insurance coverage or the parent/guardian sign a waiver indicating that the pupil has adequate coverage.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005

AMENDED:

LEGAL REFERENCE: N/A

STUDENT HEALTH SERVICES

Health

All principals and teachers shall cooperate with the Superintendent and Jefferson County Health Department in enforcing laws and regulations designed to protect and promote the health, safety, and general welfare of school children.

Communicable/Infectious Diseases or Conditions

The school district will assist on an individual basis students and/or employees wishing to enroll in the district who have communicable diseases. The Board's purpose is to protect any student and/or employee who has a disease or handicapping condition, communicable or not, while protecting all other students and employees in the system.

Administrators or supervisors will report all cases of confirmed or suspected communicable diseases to the Central Office so that efforts can be coordinated with the local health department or other professionals as needed. If an employee or student who is remaining at work or in school endangers the health and welfare of others, school authorities will immediately evaluate the situation to determine appropriate action for that person's welfare as well as the welfare of others.

Student and Employees Infected with Acquired Immunodeficiency Syndrome (AIDS) and Related Conditions

A student with HIV infection has the same right to attend school and to receive services as any student. A student with HIV infection will follow the rules and policies of the school. School authorities shall determine the educational placement of a student known with HIV following established policies and procedures for students with chronic health problems or students with disabilities. Decision-makers must consult with the student's physician and parent/guardian, respect the student and family's rights, and reassess the placement if a change in the student's needs for accommodations or services occurs.

Trussville City Schools does not discriminate based on HIV infection or association with another person with HIV infection in student matters or in employment. Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required. Every employee shall treat as highly confidential any knowledge or speculation concerning the HIV status of a student or employee. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status shall be divulged to any individual or organization without a court order or the informed, written consent of the person with HIV infection (or the parent/guardian of a legal minor). The written consent shall specify the name of the recipient of the information and the purpose for disclosure. The school

shall keep all health records, notes, and other documents that reference a person's HIV status in a secure and confidential file apart from any student record or employee file.

All employees shall consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools shall operate according to the standards promulgated by the U. S. Occupational Health and Safety Administration for the prevention of blood-borne infections. The school shall maintain and keep reasonably available equipment and supplies to apply infection control guidelines. School Health Services personnel shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member shall alert the school nurse if a student's health condition or behavior presents reasonable risk of transmitting any infection i.e. bleeding, biting, spitting, scratching, or other risky behaviors. If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood to blood contact, school authorities shall counsel that person or alert a parent/guardian to seek appropriate medical evaluation.

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. Appropriate HIV / AIDS prevention instruction will be offered in accordance with all state and local rules, regulations, and courses of study.

All school staff members shall participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Identified employees shall receive additional specialized training as appropriate to their positions and responsibilities.

Students shall have access to voluntary, confidential, age, and developmentally appropriate counseling about matters related to HIV infection through the assigned nurse. Upon request, school administrators shall make available to students, their family members, and school personnel current policies concerning HIV infection and provide convenient opportunities to discuss them.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005

AMENDED:

LEGAL REFERENCE: N/A

ACCIDENTS

The school must give immediate attention to all accidents regardless of significance. School personnel will report all accidents to the School Nurse who will limit first aid treatment to minor cuts and bruises. School personnel will notify parents, EMT, and/or physician of more serious injuries.

The supervising teacher will immediately report all accidents to the principal's office.

Office staff will assume responsibility for notifying the parents and/or physician.

The school shall take immediate steps to prevent possible recurrence of the accident. Teachers should make recommendations concerning hazardous conditions that might exist.

School personnel shall report all accidents that occur after school hours, such as those connected with athletics or field trips, or on school grounds, to the principal's office as soon as possible.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005

AMENDED:
LEGAL REFERENCE: N/A

STUDENT RECORDS

The school shall collect, maintain, and disseminate all information regarding students and their families under such safeguards as are necessary to comply with the Family Educational Rights and Privacy Act of 1974. The Board shall require adherence to the provisions of the Act.

Definition:

“Education Records” means records that (1) directly relate to a student and (2) a party acting for the agency or school carries out maintenance.

The term “Education Records” excludes the following:

Records kept by instructional, supervisory, or administrative personnel who are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute teacher.

“Personally Identifiable” means that data or information includes the following: (a) the name of a student and the student’s parent or other family member; (b) the address of the student; (c) a personal identifier, such as a student’s social security or student number; (d) a list of personal characteristics which would make the student’s identity easily traceable; or (e) other information which would make the student’s identity easily traceable.

Access To and Release of Information in Student Records

1. Within these parameters, the principal is responsible for determining the appropriateness of releasing information.
2. The principal shall be responsible for determining who shall have access to student records other than the parent, guardian, or eligible student.
3. The principal has the discretion to make available “directory information” without prior consent of the parent. The principal shall notify students and their parents at the beginning of each school year regarding the categories of directory information and their right to request to withhold all or part of such information from the public.
4. The following individuals or agencies may be granted access to student information without the written consent of the parent or without an entry being made in the disclosure record:

- A. Teachers and other school officials, within the school district, who have a legitimate educational interest

Definition:

“Legitimate educational interest”: interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, irrelevant data; interest in the educational well-being of the student; and interest in which the individual has a legitimate need to know.

- B. The stated education agency is required to make reports concerning the education program.
5. The following individuals or agencies may be granted access to student record information without the written consent of the parent, by completing the disclosure record:
 - A. Authorized representative of:
 1. The Comptroller General of the United States
 2. The Secretary of the U.S. Department of Education
 3. State Education authorities
 4. Appropriate community agencies involved in handling students’ health or safety.
 5. Police Department in accordance with 20 U.S. C. 1232g; and other applicable state and federal laws.
 - B. Agencies requiring information in connection with a student’s, application for or receipt of financial aid
 - C. Courts, upon the issuance of proper orders or subpoenas. The principal shall make reasonable efforts to notify the parents of the order or subpoena.
 6. The principal may release directory information and personal information without parental consent to a school to which the student has transferred.
 7. Principals shall require written approval of a parent or eligible student in order to grant access to others not specifically authorized by this policy.
 8. Unless otherwise specified, the term “Parent” in this procedure shall include parent, guardian, or student 18 years of age or over or whose enrollment is in a post-secondary institution.

Review of Student Records by the Parent

1. Parents or guardians may review students' records. The student handbook and/or newsletter or other appropriate communication at the beginning of each school year will notify parents and students of their right to review student records.
2. A parent or guardian who desires to review his/her child's record shall contact the school for an appointment to schedule a conference as soon as possible. The disclosure record shall be complete at the time of the conference.
3. Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.
4. Parents shall examine the record in the presence of the principal or a designated professional person.
 - A. The principal or designee attending the review shall:
 - 1) Explain the record keeping system of the school, noting the types and purposes of records.
 - 2) Provide the parent or guardian the opportunity to examine each record. Records which shall be included are:
 - a. Cumulative academic record
 - b. Application for admission
 - c. Immunization records, if applicable
 - d. Attendance record
 - e. Class grade record
 - f. Any other records maintained for that student by the school district.
 - B. The principal or designated professional person shall provide the parent an opportunity to raise questions regarding information in the records.
 - C. The disclosure record will contain a notation regarding the review.
5. A parent or guardian make request in writing a hearing to challenge information in the student's folder, and the principal shall schedule a hearing for a date not less than three (3) days or more than two (2) weeks from the date of the request.
 - A. The principal will conduct a hearing with the parent or guardian at a mutually agreeable time.

- B. If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to a review panel at the Central Office level.
 - C. The parent or guardian shall request the appeal in writing to the Superintendent of Education. Upon receipt of said request, the Superintendent shall schedule a review panel meeting within ten (10) days following receipt of the parent's request and will notify the parent or guardian of the date, time, and place of the review panel hearing by United States registered or certified mail, return receipt requested.
6. The student record appeals review panel shall be composed of three (3) professional representatives of the Central Office staff. At the meeting:
- A. The Superintendent of Education or his/her designee will preside;
 - B. The parent or guardian and the principal shall be present. The student shall be present if requested by the parent, guardian or school official;
 - C. The decision of the review panel shall be communicated in writing to the school and parent or guardian within ten (10) days;
 - D. The parent shall have the right to file a dissenting statement following the hearing and such statement shall become part of the student's cumulative folder.

Student Cumulative Record Cards

- 1. The school will record all personal data at the time of initial enrollment in the school system and will update the information annually.
- 2. The school will record all data on the cumulative record in accordance with administrative procedures established by the Board of Education.
- 3. All information on the cumulative record cards is confidential, and the card shall remain in the file room except as authorized.

ADOPTED: TRUSSVILLE CITY BOARD OF EDUCATION,
June 27, 2005

AMENDED:

LEGAL REFERENCE: 20 U.S.C. 1232 (g-i)

