



# **Trussville City Schools Parent and Student Handbook**

Board Approved: 7/17/23

476 Main Street  
Trussville, AL 35173

[www.trussvillecityschools.com](http://www.trussvillecityschools.com)

## Disclaimer

This handbook is not intended to nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Trussville City Schools (TCS) reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

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*For students or parents having difficulty  
reading and understanding information in this document,  
contact your student's school office for help.*

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# INTRODUCTION

The Trussville City Board of Education believes that instruction should occur in an environment that is conducive to learning, and that effective instruction requires orderly procedures, expectations, rules, and disciplinary standards. The intent of furnishing this handbook is to foster a safe, friendly, and orderly atmosphere in which parents, students, and school personnel work cooperatively to the benefit of the children in Trussville City Schools.

## JURISDICTION OF THE BOARD OF EDUCATION

The information presented in this manual including *The Code of Student Conduct* (CSC) is deemed an extension of Trussville City Schools' policy and will have the force and effect thereof. The Trussville City Board of Education requires TCS administrators, faculty members, students, and parents/guardians to adhere to and to comply with all Board approved policy.

The *TCS Policy Manual* containing Trussville CityBoard of Education policy can be accessed on the TCS website: [TRUSSVILLE CITY SCHOOLS BOARD POLICY](#)

## ***PARENTAL RESPONSIBILITIES***

Under Alabama law, local school systems are required to inform parents/guardians of their education related responsibilities.

- ✓ Parents/legal custodians and guardians are responsible for the child's attendance and conduct in school. *Under Alabama Law, parents/guardians who fail to compel their child to regularly attend school or fail to compel their child to properly conduct himself or herself as a student in accordance with the written policy on school behavior, adopted by the Board of Education, shall be guilty of a misdemeanor, and upon conviction shall be fined no more than \$100, and may be sentenced to hard labor for the county for no more than 90 days (Code of Alabama, §16-28-12).*
- ✓ Parents/legal custodians and guardians are required to read and share with their child the ***Trussville City Schools Parent and Student Handbook***.

## ***PARENTAL EXPECTATIONS***

The parent is a child's first teacher; the parent should obey local, state, and national laws and should hold him/herself to high ethical and moral standards. They should be supportive of the local Board of Education and its employees who act in the public trust. This support should involve participation in the provision and maintenance of a high-quality instructional atmosphere in each of the city schools.

Recognizing the significance of parental support to quality education, the parent should constantly strive to maintain communication and cooperation between him/her and the personnel of the school system in all matters that affect the student. By these actions, a parent will show a respectful attitude and appreciation toward the need for education in today's society.

# **TRUSSVILLE CITY BOARD OF EDUCATION**

Ms. Kim DeShazo, President  
Ms. Kathy Brown, Vice President  
Mrs. Sherrye Tolbert  
Dr. Steve Ward  
Mr. Jason Daniel

Dr. Patrick Martin, Superintendent  
Dr. Lisa Berry, Assistant Superintendent Curriculum and Instruction  
Dr. Rachel Poovey, Assistant Superintendent Student Services  
Mr. Jim Kirkland, Assistant Superintendent Finance and Operations

The Trussville City Board of Education generally meets every third Monday at 5:00 p.m. Meetings are open to the public and are held in the BoardRoom in the Trussville City Schools Board of Education Building unless otherwise noted.

# **EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of the Board that no person in this district shall, on the basis of race, color, disability, creed, religion, sex, gender, age or national origin be denied the benefits of, or be subject to discrimination in, any education program or activity. This includes all career and technical education opportunities. This includes employment, retention, and promotion.

The Board complies fully with providing for equal access to designated youth groups as prescribed by law. The Board complies fully with provisions of Title IX of the Education Amendments of 1972, Section 504 Rehabilitation Act of 1973 and the appropriate Department of Education regulations.

Any inquiries regarding the non-discrimination policies, complaints of sex discrimination practices, harassment/bullying, and any noncompliance concerns with Title VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972 should be registered with the TCS Coordinators of Title VII and Title IX activities. Forms to register a specific complaint are located on the TCS website, with the school principals and with the system contacts listed below.

## TCS Coordinator of Title VII and Title IX activities:

Dr. Rachel R. Poovey, 205-228-3033

[rachel.poovey@trussvillecityschools.com](mailto:rachel.poovey@trussvillecityschools.com)

Any person having inquiries concerning the Trussville City Schools' compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, the American Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973 and to identify children with disabilities is directed to contact:

TCS ADA Coordinator:

Dr. Rachel R. Poovey, 205-228-3033

[rachel.poovey@trussvillecityschools.com](mailto:rachel.poovey@trussvillecityschools.com)

*References: Equal Education Opportunities TCS Board of Education Policies Policy General Administration  
Section 4.06 Title IX*

*Policy Section Personnel : 5.17- Sexual Harassment*

*Policy Section Personnel: 5:16- Title VII*

*Policy Section Students: 6.07- Equal Educational Opportunities*

*Policy Section Students: 6:07- Students with Disabilities*

*Policy Section Students: 6:10.1(J)- Sexual Harassment*

*Policy Section Students: 6:08 Title IX*

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## **ANNUAL NOTICE REGARDING ATTENDANCE REQUIREMENTS IN ALABAMA**

### ***Alabama law (Title 16-28-3, code of Alabama, 1975)***

Requires all children between the ages of six (6) and seventeen (17) years of age to attend a public school, private school, church school or to be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to the attaining his or her 16<sup>th</sup> birthday every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7.

Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or legal guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe. The parent, legal custodian, or legal guardian of a child who is six years of age, may opt out of enrolling their child in school at the age of six years by notifying the local school board of education, in writing, that the child will not be enrolled in school until he or she is seven years of age.

*(School Code 1927, §310; Code 1940, T. 52, §307; Acts 1982, No. 82-218, p. 260, §6.)*

### ***Alabama law (Title 16-28-12, Code of Alabama, 1975)***

As amended states that each parent, guardian or other person having control or charge of any child required to attend school or to be regularly instructed by a private tutor, or who fails to send such child to school or have him or her instructed by a private tutor during the time such child is required to attend a public school, private school, denominational or parochial school, or be instructed by a private tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy of school behavior adopted by the Board of Education and documented by the appropriate school officials which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the Board of Education.

The superintendent of education or his or her designee shall report such suspected violations to the district attorney within ten (10) school days. The district attorney shall vigorously enforce this section (Code of Alabama 16-28-12, 1975) to ensure proper conduct and required attendance by any child enrolled in public school. In 2000, an amendment was signed by the governor stating that any child enrolled in a public school would be subject to the attendance laws regardless of age.

All laws regarding school attendance shall be strictly enforced by the Trussville City Board of Education for all enrolled students in grades kindergarten through twelfth grade. All students enrolled in kindergarten through twelfth grade must attend school or must be instructed privately unless the superintendent of the Trussville City Board of Education grants the student a certificate of exemption as follows:

- A person whose physical or mental condition prevents attendance or makes attendance inadvisable due to the severity of the physical or mental condition. Such physical or mental conditions must be certified by the county health officer or a licensed practicing physician in the State of Alabama;
- A person who has completed the course of study of the public schools of the states as now constituted;
- A person who is legally and regularly employed under the provisions of child labor laws and who holds a permit to work under the terms of applicable child labor laws.

# TRUSSVILLE CITY SCHOOLS (TCS) DIRECTORY

<b>DISTRICT ADMINISTRATION</b>		<b>Office phone #</b>
Board of Education Office	476 Main Street	228-3000
Superintendent	Dr. Patrick Martin	228-3018
Chief Financial Officer	Mr. Jim Kirkland	228-3000
Assistant Superintendent/Curriculum and Instruction	Dr. Lisa Berry	228-3064
Assistant Superintendent/ Student Services	Dr. Rachel Poovey	228-3782
Director of Athletics	Mr. Lance Walker	228-3045
Director of Facilities	Mr. Brian Pharris	228-3062
Transportation Coordinator	Mr. Dale Posey	228-3002
Child Nutrition Program Coordinator	Ms. Terrie Coggins	228-3034
Program Services Supervisor	Dr. Cheryl Guilbeau	228-3043
Technology Supervisor	Ms. April Chamberlain	228-3020
Supervisor Teaching and Learning	Ms. Jennifer Abney	228-3064

<b>SCHOOL</b>	<b>PRINCIPAL</b>	<b>ADDRESS</b>	<b>Office phone #</b>
Hewitt Trussville High School	Mr. Aaron King	6450 Husky Parkway Trussville, AL 35173	228-4000
Hewitt Trussville Middle School	Mr. Jared Meads	5275 Trussville Clay Road Trussville, AL 35173	228-3700
Paine Elementary School	Dr. Lisa Lothspeich	7600 Gadsden Highway Trussville, AL 35173	228-3200
Cahaba Elementary School	Ms. Joy Tyner	301 Parkway Drive Trussville, AL 35173	228-3400
Magnolia Elementary School	Dr. Phyllis Faust	5400 Hidden Way Lane Trussville, AL 35173	228-3500

# Bell Schedules

## Hewitt Trussville High School

	<b>M, T, W, F Begin</b>	<b>M, T, W, F End</b>	<b>Thursday</b>
Zero Period	7:30	8:05	7:30 to 8:05
1st Period	8:10	9:04	8:10 to 8:52
2nd Period	9:05	9:57	8:53 to 9:37
3rdPeriod	9:58	10:50	9:38 to 10:24
4A Period	10:51	11:43	10:25 to 11:11
5A Period	11:44	12:36	11:12 to 11:58
6A Period	12:37	1:29	11:59 to 12:45
7th Period	1:30	2:22	12:46 to 1:30
8th Period	2:23	3:15	1:31 to 2:15

## Hewitt Trussville Middle School

	<b>M, T, W, F</b>	<b>M, T, W, F</b>	<b>Thursday</b>
1st Period	7:55	8:48	7:55 - 8:41
2nd Period	8:49	9:41	8:42 - 9:27
3rdPeriod	9:42	10:34	9:28- 10:13
4th Period	10:35	11:28	10:14 - 10:59
5th Period	11:29	12:22	11:00 - 11:45
6th Period	12:23	1:16	11:46 - 12:31
7th Period	1:17	2:09	12:32 - 1:17
8th Period	2:10	3:00	1:18 - 2:00

## **Cahaba Elementary School**

<b>M, T, W, F</b>	7:55	3:00
<b>Thursday</b>	7:55	2:00

## **Magnolia Elementary School**

<b>M, T, W, F</b>	7:55	3:00
<b>Thursday</b>	7:55	2:00

## **Paine Elementary School**

<b>M, T, W, F</b>	7:55	3:00
<b>Thursday</b>	7:55	2:00

# **ENROLLMENT**

## **COMPULSORY ATTENDANCE**

Alabama State Law requires that all persons between the age of six (6) and seventeen (17) years of age are to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law.

Persons, who are seventeen years old or older, and are requesting new enrollment to TCS, will be subject to a review of specific criteria established by the Superintendent or their designee. This review will determine their acceptance for enrollment in TCS.

## **ENTRANCE AGE FOR KINDERGARTEN AND FIRST GRADE**

It is the policy of the Board of Education that a child must be five (5) years old on or before September 1, the date set by State guidelines, to be admitted for kindergarten enrollment for the current year. A child must be six (6) years old on or before December 31, the date set by State guidelines, to be admitted to first grade for the current school year. A valid source of age is required (ex: birth certificate, passport, etc).

An underage child who has completed a qualified out-of-state public kindergarten program during the past year and is not six (6) years old by December 31st, may attend first grade in our schools with the approval of the local board of education. A child who attended first grade in another state, according to that state's entrance code, and is not six (6) years old by December 31st, is considered a transfer and may be admitted to our schools to continue in first grade. Appropriate documents must be presented.

## **ONLINE REGISTRATION PROCESS**

TCS utilizes an online registration process for all students wishing to enroll or to continue enrollment with TCS. See the TCS website [TCS Online Registration](#).

The Enrolling Adult must meet all residency and custodial requirements outlined in TCS Residency policy. Students will be enrolled by the schools after a successful review and approval of all registration documents and information submitted for the student. All registration for the new school year is collected and reviewed over the summer months prior to the new school year start date.

## **WHO MAY REGISTER A STUDENT FOR ENROLLMENT?**

To register a student the Enrolling Adult:

1. must currently be domiciled full time in the City of Trussville and
2. must be the custodial parent with whom the child is domiciled with full time or;
3. must be the person/parent with adjudicated/court ordered sole legal and physical custody or;
4. must be the person/parent with adjudicated/court ordered joint legal custody and primary physical custody of the child with a custodial exchange schedule that meets TCS requirements or
5. must be the person with

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adjudicated/court ordered permanent guardianship as established by Alabama statute, case law or a judge's Order with whom the child resides full time.

Note: A **parent** who is a full-time resident of Trussville and who was **not granted physical custodial rights to their child at birth** by Alabama statute or case law must be adjudicated/court ordered as a custodial parent by a Judge's Order in order to register and enroll the child in TCS.

## **ENROLLMENT DOCUMENTATION**

Students seeking to enroll in TCS must comply with all annual registration and enrollment requirements listed below and outlined in this document:

- Submitting current proofs of residence in the name of the enrolling adult who is domiciled within the City of Trussville school zone area.
- Submitting prompt receipt of records from previous school, if applicable;
- Submitting a birth certificate or valid document that will verify age and parents for students entering Kindergarten, new first grade students and new students to the system.
- Submitting an original and up to date *Certificate of Immunization, Certificate of Medical Exemption* or *Certificate of Religious Exemption*. (can be obtained from the Jefferson County Health Department or your physician) *Code of Ala §16-30-3 & 4*
- Completing and returning all student information as requested. Additional forms are required through the online registration.

*Note: Failure to provide complete and accurate information on all forms as required may result in the student's withdrawal from TCS.*

## **NON-ACCREDITED EDUCATIONAL SETTINGS**

Students requesting enrollment to TCS from any school or school setting not accredited by an accrediting agency recognized by the Alabama State Board of Education, such as "homeschool", church umbrella or online schools, etc. will be enrolled and placed according to procedures outlined in the *ALSDE Administrative Code of Alabama 290-3-1-.02(7)(k)*.

## **STUDENTS WITH DISCIPLINE ISSUES FROM TRANSFERRING SCHOOL**

A student transferring from any educational setting, public or private, or returning from a court ordered detention facility that has not will not be permitted to enroll until they have satisfied the terms of a suspension or an expulsion set by the suspending or expelling board of authority, which would allow the student to be readmitted to the original authority. Additional admission prerequisite requirements may be established by the Board or administrative designee that may include temporary attendance in an alternative placement, counseling and psychological evaluation and services until such time as a hearing committee determines the student is prepared to enroll in their eligible school assignment..

## **STUDENTS WITH TCS CODE OF CONDUCT VIOLATIONS**

If the student requesting enrollment is found to have violated the Trussville City Board of Education's policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the student may not be admitted or readmitted as a student to Trussville City Schools until criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities; and only upon such

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conditions as the Superintendent shall prescribe for the preservation of the safety and security of students and employees of the Trussville City Schools, which may include, but is not limited to, psychiatric or psychological evaluation and counseling.

### **EXCLUSIVE ENROLLMENT**

No student will be enrolled in TCS while currently enrolled in another K-12 public or private school in or outside the USA. Documentation of withdrawal will be required.

### **TRANSFER STUDENT TRANSCRIPTS**

An official transcript and other student records will be requested from a student's former school during the enrollment process. Student records will be expected to have an official seal from the sending academic institution and should be complete and inclusive of all schooling.

For students in Grades 9-12, the transcripts will be evaluated in a timely manner by the enrolling school and Carnegie Units will be applied and calculated to assure proper placement.

### **FOREIGN SCHOOL TRANSCRIPTS**

If a student transfers from outside the United States, the parents and/or former schools are expected to provide all school/ academic records upon request for enrollment. Certified English translations are most helpful.

### **NON-TRADITIONAL STUDENTS**

Home School students that wish to participate in athletics must meet all the enrollment and attendance requirements of a traditional student with the exception of the number of courses taken by the student in the academic school year.

## **ENROLLMENT AND DRIVER'S LICENSES**

The Trussville City Board of Education is required to report, upon request, documentation of enrollment status of any student 15 years of age and older who is properly enrolled in a school under the jurisdiction of the Board. Such information is provided to the Department of Public Safety on a student in this category on application for, renewal of, or reinstatement of, a driver's license or a learner's permit to operate a motor vehicle. The *Proof of Enrollment/Exclusion Form* is available from Hewitt Trussville High School by request.

For students seventeen (17) years of age or older who withdraw from school, the Supervisor of Attendance notifies the Department of Public Safety of the withdrawal. Withdrawal is defined by the Code of Alabama as more than ten (10) consecutive or (15) days total unexcused absences during a single semester. The Department of Public Safety shall deny or revoke a driver's license or learner's permit for the operation of a motor vehicle to any person under the age of (19) who has obtained the withdrawn status.

## **ENROLLMENT EXPECTATIONS**

It is the expectation of Trussville City Schools that all students complete an academic year (180 days) or at a minimum complete the remainder of the current academic year at each age appropriate grade (K-12). Due to varied academic calendars, a student may complete more than an academic year but no less.

It is the expectation that all students enrolled in Grades K-6 are appropriately progressing and pursuing academic achievement for grade promotion. Students enrolled in Grades 7<sup>th</sup> – 12<sup>th</sup> must be pursuing the achievement of their exclusive high school diploma.

## **VISAS AND PUBLIC SCHOOL ENROLLMENT**

It is the intent of Trussville City Schools to welcome all students for enrollment as dictated by the laws and regulations established by the appropriate laws for immigrant and non-immigrant students assigned Visas attending public schools. The *United States Code Section 625* outlines visa status requirements and references specific sources as related to procedural practice.

Any question of enrollment in Trussville City Schools by a student holding a particular VISA should be addressed prior to the student/parent or guardian's request to begin the registration/ enrollment process. All inquiries should be addressed to the TCS Student Services Department.

### **STUDENT EXCHANGE VISA PROGRAM, (SEVP)**

Exchange programs are intended to provide students from other countries an opportunity to experience the culture in the United States. Due to the growth and class sizes in Trussville City Schools, foreign exchange students will be admitted to Trussville City Schools only under the following conditions:

1. The students/sponsoring family must make a request in writing to the Principal no later than the end of the spring term prior to the school year the student wishes to attend school.
2. All exchange students with an F1 visa attending Trussville City Schools may be charged a fee equal to the average annual expenditure per student in Trussville City as calculated by the State Department of Education. (The fee must be paid in full to the school district prior to enrollment. The fee can be paid at the local school.)
3. Exchange students will be accepted on a space availability basis. Space availability will be determined by the Principal.
4. The maximum number of exchange students at any one school should not exceed five (5) students per school year as long as space is available for five students.
5. Foreign exchange students must be eligible for a full year program. Trussville City Schools does not allow semester placements for exchange students.
6. Foreign exchange students must adhere to the Code of Student Conduct, and violations may result in removal.

# RESIDENCY REQUIREMENTS

## CRITERIA FOR ESTABLISHING RESIDENCY

### UNITED STATES DISTRICT COURT / DISTRICT OF ALABAMA ORDER REQUIREMENTS

*No student in the attendance area(s) encompassed by the Trussville City School District shall be permitted to attend a school located outside the attendance zone serving his or her actual residence., nor shall the City of Trussville Board of Education permit students to enroll at schools within the City of Trussville School District who do not reside within the City of Trussville School District. The only exceptions to this provision shall be any inter-district transfers that are granted consistent with the requirements of this order. The residence of a student shall be determined by the residence of his/her parent(s). If the student has no living parent who resides in the City of Trussville School District, the assignment shall be determined by the student's actual residence. Guardianships of the estate shall not be used to determine school assignment., Guardianships of the person shall only be accepted if the student actually resides with his or her custodial guardian.*

*It shall be the duty of the City of Trussville Board of Education, the superintendent, and the school principals to ensure that the attendance boundaries and the provisions of this Order are strictly enforced.*

*If a student attempts to register at a school other than the school within the attendance zone of his or her legal residence or attempts to register in violation of this Order, his or her registration shall not be accepted, and he or she shall not be permitted to attend class or to receive academic credit for attendance at the improper school. The City of Trussville School District shall reassign students attending out-of-district to the correct school or school system and notify each student of his or her correct assignment. (Civ.No. CV65-J-396-S) (I; b-c)*

Regardless of the Instructional Plan chosen, it is the expectation of TCS that our students reside full time in the city limits of Trussville with the enrolling adult. Additional enrollment requirements have been developed to facilitate custodial and visitation exchange designations.

The residence for purposes of enrollment in TCS is the primary domicile of the parent with primary legal physical custody, the joint legal and physical custodian or the court appointed legal guardian. The domicile, as used herein, shall mean the true, fixed, and permanent home and principal establishment to which whenever absent, the parent with primary legal physical custody, the joint legal and physical custodian or the court appointed legal guardian of the student intends to return to each evening. The domicile, as used herein, is distinguished from a temporary or secondary place of residence established for some specific purpose but is not the fixed permanent residency domicile of the parent with primary legal physical custody, the joint legal and physical custodian or the court appointed legal guardian.

## **EMANCIPATION**

A student must be (19) years old or older to legally establish a residence without a parent/adjudicated/court ordered guardian in order to enroll in Trussville City Schools. Emancipation documents will be required.

## **PROOF OF RESIDENCY**

The burden of proof for documenting residency in the City of Trussville rests with the parent or legal physical custodian of the child. Parents or legal physical custodians are required to prove their residency during any of the following:

All Trussville City Schools students must domicile within the Trussville City limits with their custodial parent, a parent with sole legal physical custody, a parent with joint legal and physical custody and with a custodial exchange schedule that meets TCS requirements or with their court appointed guardian.

It is the intent and desire of TCS that all students who live within the corporate limits of Trussville are registered and enrolled in a timely manner.

### **Custodial Relationship Documents and Residency:**

The enrolling parent/legal custodian or guardian of a child whose custodial relationship has been adjudicated/court ordered by a judge's order must provide custodial documents that meet TCS custody and exchange schedule residency requirements outlined in the *Custody and Guardianship* section of this handbook. These adjudicated/court ordered documents are to be submitted at the time of the on-line registration and will be held in the student's file. Any modifications to any of these documents should be updated with the Student Services Department or the next school registration period.

### **PROOF OF RESIDENCY (POR)**

By requirement of Trussville City Schools, it is the responsibility of the Enrolling Adult (parent/legal custodian or guardian) each and every year to provide and maintain current proofs of residency for their student(s). **The burden of proof in providing current residency documentation is the responsibility of the parent/legal custodian or guardian.** Failure to provide the required proofs may prohibit the returning or new student from being enrolled for the requested school term/year.

The residency documentation is uploaded by the enrolling adult at the time of the student's on-line registration. All uploads must be clear and concise. Submitted documents must be in the name of the Enrolling Adult with the primary residence listed for the address. The proofs (originals and uploaded forms) must be clear, legible, signed if applicable, not altered, dated, show residence address and parent/legal guardian's name. Additional documentation may be required at any time that residency or the residency documentation provided is thought to be in question or not adequate.

All Proof of Residency (POR) documents are subject to review and approval by the Student Services Department and will not be forwarded to the child's enrollment file until that approval is given. Fall enrollment verification is completed over the course of the summer and may not be complete until the new school year begins. Room assignments or schedules may not be assigned until POR documents have been approved.

The Enrolling Adult (parent/legal custodian and guardian) must provide for each student at each school one (1) of the following combinations of residency proofs all in the enrolling adult's name:

### Home Ownership:

- ☑ Jefferson County or St. Clair County property tax paid receipt (not the appraisal) for the most current tax year, a current month's Alabama Power bill **AND** one other current month's utility billing (water/gas).
- ☑ Warranty deed (physical and legal address noted, recorded/filed/signed), a current month's Alabama Power bill **AND** one other current month's utility billing (water/gas). *Bills submitted with a disconnect notice are subject to a home check.*
- ☑ Recent Purchase - Warranty Deed (Signed/dated) with Real Estate Sales Validation Form (signed/dated), a current Alabama Power letter of residency, **AND** utility statement of service or current month's utility billing for owner and property (water/gas)
- ☑ Utility bills must show the service address and not be the payment stubs that only show the mailing address of the bill.

### Rental Property:

- ☑ Current lease/rental agreement, Lessee's current month's Alabama Power bill **AND** another utility billing or utility statement of service (water/gas).
  - \*Leases must be official, signed, notarized if applicable, unaltered with active begin/end dates.
  - \*If lease expires during the school year, a renewed active lease/extension must be provided to each child's school at the time of expiration and renewal. All occupants must be included in the lease.
  - \*Leases on or extended to a month-to-month basis require a *Residency Affidavit* to be filed to include each child. *Month to month rentals are subject to a home check at any time. Month to month rentals may be asked to provide monthly utility bills.*
  - \*Leases with utility bills included or remain in the lessee's name will require additional items. Enrolling adults should contact the Student Services department for a list of these approved items.
- ☑ Utility bills must show the service address and not be the payment stubs that only show the mailing address of the bill. *Bills submitted with a disconnect notice are subject to a home check.*

☑ ***All leased domiciles will require a home visit from the Student Services prior to approval.***

### Mobile Home Ownership or Rental

- ☑ Mobile home rental contract or ownership document **AND** Lot lease\* or Lot Lessee statement of occupancy (on letterhead, dated, occupants listed), a current month's Alabama Power bill **AND** another current month's utility billing or utility statement of service for owner and property (water/gas)
- ☑ Mobile home rental contract/Lot lease\* or Lot Lessee statement of occupancy (on letterhead, dated, occupants listed), a current month's Alabama Power bill, **AND** another current month's utility billing or utility statement of service for owner and property (water/gas)
- ☑ Utility bills must show the service address and not be the payment stubs that only show the mailing address of the bill. *Bills submitted with a disconnect notice are subject to a home check.*
  - ☑ **All Mobile Home domiciles will require a home visit from the Student Services Department prior to approval.**

## **RESIDENCY AFFIDAVIT**

If the Enrolling Adult (parent/legal custodian or guardian) lives in the city of Trussville and is **unable to provide** for any reason **the required proofs of residency listed above** and they wish to register a new student(s) or to continue the enrollment of a current TCS student(s), they may complete and submit a Second Party *Residency Affidavit* for approval at the TCS Board of Education Residency Office **PRIOR** to registration/enrollment or continued attendance.

Some situations that automatically require a Residency Affidavit:

- lease is expired and/or renting is on a month to month basis
- currently living, whether temporarily or permanently, in another person's residence

Contact the Board of Education Student Services Department for the *Residency Affidavit* form or with questions regarding this procedure. The *Residency Affidavit* **is not** provided online.

### **Proof for Residency Affidavit**

The enrolling parent/legal custodian or guardian must provide the following POR for the affidavit:

1. Primary Documentation: The homeowner's current document proofs held in their name as outlined above for proof of residency.
2. The homeowner will be asked to sign the affidavit confirming the submitted proofs if the homeowner lives in the residence presented and/or if the proofs are not adequate as presented. *Residency Affidavit* signatures can only be notarized by the TCS Student Services Office.
3. Secondary Documentation: The Enrolling parent/legal custodian or guardian must submit an additional four (4) current proofs of residency which establishes a commercial connection between their name and current address, this may include commercial mailings, electronic account printed statements, bills, driver's license, car tag receipt, or other approved documents as determined by the Student Services Department.

## **CHANGE OF ADDRESS OR CONTACT INFORMATION**

It is the responsibility of the parent/legal custodian or guardian to notify **each** respective school or the TCS Student Services Department when there is a change in address of the child, a change in residency status, a change of contact phone numbers and or e-mail addresses previously provided as their child's contact information. This information is to be presented to the school(s) no more than fourteen (14) days after taking occupancy at the new address or the date of this information change.

## **HOME VISIT RESIDENCY CHECK**

If an employee of the Trussville City Board of Education receives one (1) of the following notifications listed below, an unannounced home visit to verify residency will be conducted by a picture identifiable TCS Student Services Department Representative as a part of the residency confirming process:

- ☒ Students entering or continuing their enrollment to Trussville City Schools on a Residency Affidavit(Second Party);
- ☒ Student does not reside with the parent/legal guardian and/or at the given enrollment address;
- ☒ Custodial/Guardianship documents have not been properly executed;

- ☒ Parent, custodial adult, or legal guardian does not reside every day within the Trussville corporate limits;
- ❖ If the custodial parent/legal guardian of an enrolled student has been found to live outside of the Trussville corporate limits, but has recently established residence within the city limits, the following criteria must be met prior to the approval for students to remain enrolled with Trussville City Schools:
  - o Complete documentation of residency
  - o A home visit to the residence by the Student Services Department

If the parent/legal custodian or guardian fails to cooperate with the Student Services Department, the school principal will be informed that confirmation was not possible and termination of enrollment from the school system will be required.

Parents are responsible for providing accurate and up-to-date information including, but not limited to, their residential address (temporary or permanent) to school officials within fourteen (14) days..

***To report residential school enrollment fraud contact (205) 228-3782.***

***All reports will be kept confidential. Giving false information to a public official in the performance of his/her duty is a violation of the Code of Alabama § 13A-10-109 (a) and is punishable by a fine of \$500.00 and up to (90) days in jail.***

## **ATTENDANCE ZONE**

Students will be assigned to the school serving the attendance zone in which their Enrolling Adult (parent/legal custodian/ guardian) is domiciled. A student whose Enrolling Adult (parent/legal custodian or guardian) moves from one (1) TCS elementary school attendance zone to another TCS elementary school attendance zone during the school year will be transferred to the school attendance zone in which the new residence is located.

### **Attendance Zone Waiver Requests**

The student may be permitted to remain in the attendance zone that serves the former residence until the end of the current semester with the approval of the Student Services Department. The Enrolling Adult (parent/legal custodian or guardian) should submit an *Attendance Zone Waiver* request to the Student Services Department in order for this waiver to be considered.

An Enrolling Adult (parent/legal custodian or guardian) who has a student currently enrolled in TCS and has documented plans to move to a new TCS elementary school attendance zone during the first or second nine (9) week grading period of the school year may have his/her child enrolled in the school serving the new residence upon approval by the Student Services Department. The parent/legal custodian or guardian should submit a written *Attendance Zone Waiver* request to the Student Services Department in order for this waiver to be considered.

## **HOMELESS STUDENT DESIGNATION**

All qualifying students, which may include immigrant and migrant students, receiving a homeless designation based on federal criteria and guidelines, will be registered for enrollment without the requirement of proof of residency (McKinney-Vento Homeless Assistance Act). Parents, legal guardians, and older youth with questions

about homeless status and services are encouraged to contact the Student Services Department at the TCS Board of Education for information and assistance.

## **CUSTODY AND GUARDIANSHIP**

To enroll a child in TCS the Enrolling Adult must be the custodial parent, the parent/person who is the adjudicated/court ordered sole legal and physical custodian, the adjudicated/court ordered joint legal and physical custodian or the adjudicated/court ordered legal guardian of child as established by Alabama statute, case law or a judge's order. All custodial relationships must be adjudicated/court ordered by a judge's order and those documents must be provided each year to be placed in the student's file. It is the responsibility of the enrolling adult to ensure that a current custodial document is on file in the student's school office. Failure to provide the custodial documentation with the system could result in the termination of enrollment from the school system.

A parent who was not granted physical custodial rights to their child at birth by Alabama statute or by case law must be adjudicated/court ordered as a custodial parent by a judge's order in order to serve as the enrolling parent. The enrolling parent of any child whose custodial relationship has been adjudicated/court ordered by a judge's Order must provide custodial documents, which meet TCS custody requirements outlined in the *Custody and Guardianship* section of this handbook. **The adjudicated/court ordered documents are to be submitted during the process of online registration, to each school office prior to the first day of attendance or as requested by the system.**

As a matter of protocol, parents who live in separate residences may be asked to provide custodial documentation for the enrolling parent.

A child's enrollment, when enrolled under false custodial circumstances, will be subject to review and possible withdrawal from TCS.

## **DEFINITIONS**

Definitions for the following terms used in this handbook:

### **ENROLLING ADULT**

The adult completes the registration process for a child. This adult must meet all custodial and residential requirements as dictated by TCS Policy.

### **LEGAL CUSTODY:**

A custodial relationship created by an order of a court of proper jurisdiction, which vests the legal care, custody and control of the minor child in the custodian.

### **PHYSICAL/ RESIDENTIAL CUSTODY**

A custodial relationship created by an order of a court of proper jurisdiction, which vests the custody, control and physical possession of the minor child in the custodian.

### **LEGAL GUARDIANSHIP:**

A person appointed by a court of proper jurisdiction, as guardian of a minor child whose powers and duties are listed in the Code of Alabama § 26-2A-78.

## **ACCEPTED LEGAL CUSTODY/LEGAL GUARDIANSHIP DOCUMENTATION FOR SCHOOL ENROLLMENT**

### **CUSTODIAL/GUARDIANSHIP COURT ADJUDICATED/COURT ORDERED PROCESS**

A court order, or judgment, signed by a judge and filed with the clerk of proper jurisdiction, granting the required custody is sufficient to establish and confer the necessary custodial relationship for the purpose of school enrollment.

When requested or prior to the first day of school attendance, the student's custody or guardianship Order/judgment signed by a judge and filed with the clerk of proper jurisdiction, must be delivered to the Student Services Department or to the school principal for approval or at any time the student's custodial relationship is amended.

**The mere filing of a Dependent Complaint, or Custody Affidavit Petition with a court of proper jurisdiction, or any other document seeking custody or guardianship, does not create the necessary custodial relationship required by TCS to establish residence for the purpose of school enrollment.**

### **JOINT CUSTODY**

If joint custody has been adjudicated/court ordered, the student will be able to attend TCS provided that:

1. The custodian who wishes to enroll a student lives within the corporate limits of Trussville and must be adjudicated/court ordered as the physical/residential/primary custodian of the student;
2. The custodian residing within the corporate limits of Trussville will be the school's official contact and will be expected to assume responsibility for the student's attendance, behavior, and schoolwork. All written communication will be sent to that designated parental guardian/custodian;
3. There is an acceptable adjudicated/court ordered week on/week off visitation exchange schedule between two adjudicated/court ordered custodians which has the student returning each night to the enrolling adult's home every other week;
4. OR There is an adjudicated/court ordered visitation exchange schedule that directs the student to be in the home of the enrolling adult for a minimum of 50% of the days/nights during every two consecutive school weeks throughout the school year. (The school week is considered Sunday night through Friday night.)

### **JOINT PHYSICAL CUSTODY**

If joint physical custody has been adjudicated/court ordered and if:

☐ **Both custodians are living within the Trussville corporate limits**

The student will be able to attend TCS provided that:

1. An acceptable adjudicated/court ordered visitation exchange schedule is available.
  - a. Visitation exchange schedules accepted by TCS:
    - i. adjudicated/court ordered week on/week off visitation exchange schedule between the two adjudicated/court ordered custodians which has the student returning each night to the enrolling adult's home every other week
    - ii. OR An adjudicated/court ordered visitation exchange schedule that directs the student to be in the home of the enrolling adult for a minimum of 50% of the days/ nights during every two consecutive school weeks throughout the school year. (The school week is considered Sunday night through Friday night.)

2. At the time of registration and enrollment, the student's custodians will jointly select the address to use for the school attendance zone.. The custodian whose residence address is chosen will be the Enrolling Adult for all registration purposes and activities. Except in the case of a bona fide change of address for the Enrolling Adult, the student will remain in the school attendance zone for the enrolling parent's address for the totality of the current school year. If the custodians are not able to reach an agreement on an address selection, the student will be enrolled in a school attendance zone picked by the Student Services Department for the complete school year.

☐ **Only one (1) of the custodians resides within the Trussville corporate limits**

The student will be eligible to attend Trussville City Schools provided:

1. the court order states that the custodian with whom the child lives in Trussville has primary/residential physical custody. That custodian is the Enrolling Adult for all registration purposes and activities. They will be the school's official contact and will be expected to assume responsibility for the student's attendance, behavior, and schoolwork. All written communication will be sent to that designated parental guardian/custodian.
2. AND An acceptable adjudicated/court ordered visitation exchange schedule is available.
  - a. exchange schedules accepted by TCS:
    - i. adjudicated/court ordered week on/week off visitation exchange schedule between the two adjudicated/court ordered custodians which has the student returning each night to the enrolling adult's home every other week
    - ii. OR An adjudicated/court ordered visitation exchange schedule that directs the student to be in the home of the enrolling adult a minimum of 50% of the days/ nights during every two consecutive school weeks throughout the school year. (The school week is considered Sunday night through Friday night.)

**MILITARY POWER OF ATTORNEY**

TCS will accept a Military Power of Attorney properly executed by the appropriate military authority, in the event a parent/legal guardian receives military activation orders for active deployment, for the duration of the active deployment. Official records must be presented for documentation.

**FOSTER PARENTS**

Foster parents should contact the TCS Student Services Department at the Board. Students may not park in spaces marked for handicapped drivers without seeing the school nurse for an appropriate handicapped tag. Students who park in a handicapped spot without authorization are subject to fines according to Alabama law (see below).d of Education for guidance in student enrollment prior to completing the online registration process.

## **CUSTODIAL/GUARDIANSHIP DOCUMENTATION NOT ACCEPTED FOR SCHOOL ENROLLMENT**

### **A DELEGATION OF PARENTAL AUTHORITY**

A Delegation of Parental Authority *Code of Ala. § 26-2A-7*, does not establish residency and or guardianship for the purpose of school enrollment. This is sometimes referred to as a “notarized power of attorney.”

### **CONSERVATORSHIP OF THE ESTATE**

Conservatorship of an estate awarding guardianship of a child will not be used to determine school enrollment or the school attendance zone assignment. Guardianship and enrollment of the child shall only be accepted when all residential and guardianship requirements as described above are met.

## **ATTENDANCE**

### **MANDATORY ATTENDANCE LEGISLATION**

*Code of Alabama (1975) §16-28-3* requires all children between the age of six (6) and seventeen (17) years of age to attend school for the minimum number of scholastic days prescribed by the Alabama State Board of Education. All laws regarding school attendance shall be strictly enforced by the Trussville City Board of Education.

### **ARRIVALS / DISMISSALS**

Students are to arrive on time for the beginning of the school day and leave the school campus immediately upon dismissal for the day and/or from other school related activities (NOTE: Thirty minutes before or after school should be the maximum time of arrival and pick-up.) Extracurricular activities may be an exception.

Students arriving late to school, must check into school through the school office. Elementary school students and middle school students must be checked into the office by an adult and not dropped off at the front doors of the school office. Arriving late to school and not checking in through the school office or failing to report a discrepancy could result in an error in an attendance record for the student.

### **TARDINESS**

Tardies are considered excused for the same reason(s) as excused student absences. The principal or his/her designee may impose disciplinary measures for excessive tardies. Communication will be made to parents/guardians by the school or the Attendance Officer if the number of tardies becomes excessive. Excessive tardies may result in a home visit by the TCS Student Services Department.

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## **Excessive Tardiness**

Once fifteen (15) unexcused tardies have accumulated during the school year, referral will be made to the District Office and the same Early Warning Court procedures may apply. The school may also impose disciplinary procedures for excessive tardies. Tardies are considered excused for the same reason(s) as excused student absences. **Excessive absences and tardies may result in a home visit from a Student Services Representative.**

### **Tardy**

A “tardy” is defined as minutes missed in a student’s school day and can be broken down into the following:

#### **Elementary-**

- Students that have not entered through the front door when the morning bell rings are considered tardy.
- Students that are tardy need to be “checked in” by the adult transporting the student.
- Students that leave (check out) before the school day is fully completed are considered tardy.

#### **Secondary-**

- Students not in their classroom when the bell rings are considered tardy. Students that are tardy should be checked in through the middle school office by an adult before going to class.
- Students that are late to a class period.
- Students that leave (check out) before the school day is fully completed are considered tardy.

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

Necessary check-ins or check-outs must be processed by the parent through the school’s office. The Board encourages that appointments not of a critical nature be scheduled for times and days when school is not in session. Check-ins/outs are considered excused for the same reasons as excused absences. **Excessive check-ins and /or check-outs may result in a home visit by the TCS Student Services Representative.**

Parents are encouraged to use caution when checking students out of school for unexcused reasons; students must attend school 51% of the school day’s minutes to be counted present for the entire day. Check outs/Ins count as minutes missed in the student’s school day and could possibly be attributed to an absence for the day. In addition, check ins/ outs are recorded on the attendance profile as subsections of tardy.

**If severe weather conditions exist, parents are asked to comply with emergency school dismissal procedures established by building level administrators.**

## **EXTRACURRICULAR ACTIVITIES**

Students must be currently enrolled in Trussville City Schools to try out or participate in extracurricular activities. Daily attendance at school and practice is expected. In order for a traditional or non-traditional student to be eligible to participate in any after-school activity, he/she must be **counted present for the school day** of the activity. If a traditional or non-traditional student checks in/out or both during the school day and does not meet the required attendance minutes to calculate a full day's attendance; he/she will not be allowed to compete. If the activity is to be held on a Saturday, then the student must meet the required attendance minutes to be counted present for the school day on the preceding Friday.

<b>Academic Teams</b>	<b>Academy Clubs</b>	<b>Ambassadors</b>	<b>Cheerleading</b>
<b>Athletes (includes student managers and student trainers)</b>	<b>Band (includes auxiliary, marching, concert, jazz, etc.)</b>	<b>Student Boards</b>	<b>Theatre (stage and technical)</b>
<b>Debate</b>	<b>Diamond Dolls</b>	<b>Lacrosse</b>	<b>Mountain Biking</b>
<b>Peer Partners</b>	<b>Service Association</b>	<b>Student Boards</b>	<b>Student Council</b>
<b>Student Leadership Teams</b>	<b>Yearbook</b>	<b>World Language Teams</b>	<b>Other Non Sanctioned Sports</b>

**ABSENCE DEFINITION**

An absence is defined as non-attendance in a regularly scheduled school day or class, whether in an in-person or, an alternative setting unless non-attendance is related to school sponsored activities or field trips documented by school personnel which will not count as an absence in terms of attendance accountability.

**ABSENCE MONITORING BY PARENTS**

Parents of students in grades 3-12 can routinely monitor absences by accessing their student's information on the Parent Portal on the TCS web site: [TCSParentPortal](#). If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

**NOTIFICATION OF ABSENCES**

Trussville City Schools utilizes Blackboard mass communications to send daily notifications to parents when students are marked absent for the day by the student's local school. Parents should immediately notify the school office if they feel this notification was sent in error.

**EXCUSED ABSENCES**

Each student enrolled in kindergarten through the twelfth grade is expected to attend school every day school is in session. However, the Board of Education recognizes that absence from school may occasionally be necessary.

The principal will have the opportunity to review any written permission request for future student absences (PreApproved Absences). Any absence not falling into one of the categories listed above, specific to an individual school, or otherwise excused by the principal or the superintendent or his or her designees will be unexcused.

**Teachers will not be responsible for submitting email correspondence to the school office to explain student absences. Parents should submit all written explanations regarding the absence of their child to the school office.**

State law allows for absences to be excused for the following reasons:

- Illness that endangers the student's health or the health of others.
- Students that are deemed ill by the school nurse on a given day.
- Death of an immediate family member (obituary or program may be requested)
- Legal quarantine
- Inclement weather that would be dangerous to the life and health of the child as determined by the LEA.
- Legal/Court requirements for the student.
- Military deployment date of a student's parent.
- Emergency conditions as determined by the LEA.
- Observance of any sacred day set aside by a recognized religious denomination of which the student is a member.
- Exemption

Parents are encouraged to provide medical documentation to the school principal **at the beginning of the school year** if their child has been diagnosed by a physician with a chronic medical condition that impedes regular school attendance. Further questions regarding chronic illnesses and attendance should be directed to the school principal.

#### **WRITTEN EXPLANATION REQUIRED**

- a. When a student returns to school after an absence, the parent must provide in writing within three (3) days of the student's return to school an excuse to the principal's designee (attendance clerk).
  - i. Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher. **Authority: Ala. Code §16-28-15(1975) Acts 1982, No. 82-218, p. 260, §7**
  - ii. Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child. **Authority: Ala. Code §16-28-15(1975) Acts 1982, No. 82-218, p. 260, §7**

#### **Written Explanation Within Three Days**

The parent/legal custodian or guardian must provide a written explanation (excuse) to the school principal for each student's absence within three (3) days of the student's return to school.

1. A written statement from the parent or doctor stating the reason for the absence.
  - a. A doctor's notes must:
    - i. Be submitted on official practice letterhead/excuse or similar document from their CURRENT employing practice.
    - ii. Be signed by the physician or authorized practice employee.
    - iii. List the date of treatment/exam, address and telephone number of the practice.
    - iv. Days requested to be excused while under the doctor's care.
    - v. Excused days must reflect doctor's direction not parent request.
    - vi. Student must be a "Patient on Record"
2. The date of the absence(s).
3. The parent's signature.
4. All excuses must be original.
  - a. No faxed or scanned copies will be accepted unless it is sent from the agency providing the excuse.
  - b. All excuses must be legitimate instances of services provided to a student (i.e. physician treatment).
5. Falsifying and/or forging excuses is punishable through Court.

## **Parent Excuses**

For a student's consecutive days of absence, a parent/legal custodian or guardian may submit one written excuse. The number of days absent covered in that written excuse will be counted as individual written excuses toward the allowed maximum six (6) parent written excuses per year:

The written excuse must include the following:

1. Written statement from the parent stating the reason for the absence
2. The date of absence(s)
3. The parent's signature

A parent may provide an excuse for six (6) absences within one school year according to the following conditions:

- A parent may not use more than three parent excuses on consecutive school days.
- A student must be enrolled prior to December 1st to receive 6 parent excuses in a school year.
- A student who enrolls on or after December 1st receives only 3 parent excuses for the remainder of the school year.

**Teachers will NOT be responsible for submitting email correspondence to the school office to explain student absences. Parents should submit all written explanations regarding the absence of their child to the school office.**

## **SUSPENSIONS**

School days missed as a result of suspension are considered unexcused; however, a suspended student will have the opportunity to make up and receive full credit for all academic work. Students will have 3 days from the last day of the suspension to turn in assignments to their teachers at their base school. If a student is placed in Alternative School, the student is generally suspended 1-3 days prior to the placement. The student is responsible for completing the work missed during the time of suspension and getting the agreed upon work to the base school within the 3 day period.

## **PRE-APPROVED ABSENCES**

The principal will have the opportunity to review any written permission request for future student absences (PreApproved Absences). Any absence not falling into one of the categories listed below, specific to an individual school, or otherwise excused by the principal or the superintendent or his or her designees will be unexcused.

### **1. College Visits**

Pre-approval for **qualified college visits** must be obtained from the school principal in advance of the student's visit. No more than (5) five **total** college visits will be allowed and excused by the principal for students during their junior and senior years. The (5) five approved college visits can be taken all in one year or over the course of two years but, only (5) five total visits will be allowed for excused school absences. Any additional college visits should be scheduled outside of the school session.

### **2. Military Enlistment**

Senior students enlisting in the military must obtain pre-approval from the principal in advance to have military processing or military testing dates excused from school. Students are required to submit supporting documentation with the request for a pre-approved absence.

### **3. Administrative Approved Absence**

1. Parents can submit a written request to the school principal to have planned absences pre-approved and excused.
2. Submitting a request for planned absences does not guarantee approval.
3. The written request must be submitted at least three (3) days in advance of the absence. The parent will be given an additional form to complete when the request is received. The form will explain the criteria the principal will consider when making a decision on the parent's request. A parent signature will be required.
4. Parents and students are responsible for all missed work, and teachers have the authority to determine deadlines for missed work.
5. The principal will not pre-approve any days if the requested days and current absences for the student will equal or exceed eighteen (18) absences for the academic year.
6. Principals may not approve the request for your child to miss school due to low grades, or poor attendance for the current or past academic year.

7. If the request is approved, any remaining parent notes will be exhausted first on the requested absences. Only when all parent notes have been exhausted will additional days be excused by the principal.
8. Principals will collaborate with other system administrators when the request involves siblings in different schools to assure consistency. It is possible that one sibling may pass all criteria for approval while another may not.

## **EXCESSIVE ABSENCES**

### **UNEXCUSED ABSENCES**

Any absence that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with five (5) unexcused absences during the school year may be referred to Early Warning Intervention with the Attendance Officer, School Administrator and/or City Judge.

In addition, absences are unexcused if the student and parent fail to provide the excused absence written statement with required information to the school officials within three (3) days (including the return date) of the student's return to school.

### **CHRONIC ABSENTEEISM**

Chronic absenteeism is one of the six (6) accountability indicators for the system's annual Alabama Report Card.

Chronic absenteeism is defined as missing 10% or greater of the total number of days enrolled during the school year for any reason. It includes both excused and unexcused absences. Alabama public schools are required to attend 180 school days so, 10% for Alabama students equates to eighteen (18) missed days.

### **What to Expect Regarding Excessive Absences Summary**

- Reminder letter(s) will be sent from the student's school
- School telephone calls or emails to the parents
- A home visit may be made by a Trussville City Schools Representative
- Excessive absences and/or tardies will require a parent/legal custodian to attend a truancy intervention meeting; Early Warning.

### **ABSENCES AND ACADEMIC CREDIT**

#### **Missed Academic Work and Make up Opportunity**

Makeup work should be completed as soon as possible, generally allowing two days for each day's absence. It shall be the responsibility of the student or student's parent/guardian to arrange with each teacher what, when and where to make up any missed assignments or examinations due to the absence.

A teacher or principal may require the student to make up missed assignments or examinations after school hours. In this event, advance notice will be given to the student to allow for personal transportation to be arranged. It is the student's and parent's/guardian's responsibility to make arrangements for, and to ensure that all assignments and examinations are completed within a reasonable timeframe.

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If a student is absent from school for more than three (3) consecutive school days, arrangements should be made by the student or parent/guardian to pick-up any assignments, books or other necessary materials to complete the assignments. A timeframe for makeup work due to extended absences must be approved by the principal or his/her designee. These assignments should be returned to the school within the time period approved by the principal or his/her designee.

For students seventeen (17) years of age or older who are withdrawn from school due to attendance issues, the Attendance Officer notifies the Department of Public Safety of the withdrawal. The Department of Public Safety shall deny or revoke a driver's license or learner's permit for the operation of a motor vehicle to any person under the age of nineteen (19) who has obtained the withdrawn status.

### **STUDENT DRIVERS AND ATTENDANCE**

Student drivers, under the age of 19 years, **with fifteen (15) or more unexcused absences or ten (10) consecutive absences in a school year will be reported to the Department of Public Safety for license revocation.**

*"The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state, or any other state, or documentation that the person: (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained the certificate; (2) is enrolled in a secondary school of this state or any other state; (3) is participating in a job training program approved by the State Superintendent of Education; (4) is gainfully and substantially employed; (5) is a parent with the care and custody of a minor or unborn child; (6) has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or (7) is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter." Ala. Code §16-28-40 (1975)*

### **TRUANCY**

Trussville City Schools policies and procedures are in alignment with Alabama State Law. Regular school attendance and being on time is the responsibility of both the student and the parent. The system is required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge to function in a modern society. Nothing hinders student success more than absences, tardies, and check ins/check outs.

### **TRUANCY DEFINITION**

Parent/legal guardian or other persons having charge of any student officially enrolled in Alabama public schools (K-12) must provide the school, within three (3) school days of each and every absence (or consecutive absences), a written explanation of the reason(s) for each absence. Failure to furnish such explanation shall be evidence of the student being truant each day he/she is absent. The student shall be deemed truant for any absence determined by the principal to be unexcused based upon the *State Department of Education's School Attendance Manual*.

### **TRUANCY INTERVENTION PROCESS AND COURT**

Once a student accumulates (5) five unexcused absences, the student and parent(s) will be referred to the TCS Truancy Intervention Program. Prior to this referral, parents may receive electronic and/or US postal mail to remind them of the TCS attendance policy and truancy laws. Any student referred to truancy intervention will be monitored by the TCS Truancy Intervention Program until they maintain TCS truancy compliance (less than 5 unexcused absences) for one school year. Accumulated unexcused absences of (7) seven or more can be referred to Jefferson Family Court.

The Trussville City Board of Education, the local school administration and the City of Trussville Municipal Judge participate in a joint effort to provide a TCS Truancy Intervention Program for students with excessive absences.

This TCS Truancy Intervention Program is designed to inform and discuss with parents and students the following information:

- Intervention measures and resources
- Board policy regarding student attendance for all grade levels
- School attendance procedures
- The academic and social risks of truancy and education neglect
- Education on the Alabama Compulsory School Attendance Laws
- Appearance with City Judge
- Conference with school administrator
- Review of attendance record and grades
- Improvement of student attendance
- Court referral process

***Alabama law (Title 16-28-12, Code of Alabama, 1975)***

*as amended states that each parent, legal guardian or other person having control or charge of any child required to attend school or to be regularly instructed by a private tutor, or who fails to send such child to school or have him or her instructed by a private tutor during the time such child is required to attend a public school, private school, denominational or parochial school, or be instructed by a private tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy of school behavior adopted by the Board of Education and documented by the appropriate school officials which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the Board of Education.*

*The superintendent of education or his or her designee shall report such suspected violations to the district attorney within ten (10) school days. The district attorney shall vigorously enforce this section (Code of Alabama 16-28-12, 1975) to ensure proper conduct and required attendance by any child enrolled in public school. In 2000, an amendment was signed by the governor stating that any child enrolled in a public school would be subject to the attendance laws regardless of age.*

**TRUANCY FILING**

**Age 12 and older: the student may be prosecuted.**

Possible consequences:

- Electronic monitoring
- Adolescent Substance Abuse Program
- H.I.T. program
- Out of Home Placement
- Department of Youth Services
- Suspended Driver's License

## **EDUCATIONAL NEGLECT**

**Educational Neglect/Violation of Parents Responsibility Act (VOPRA)/Violation of Alabama Compulsory School Attendance Law (VACSAL).**

**Under Age 15: the parent may be prosecuted.**

School personnel are considered "mandatory reporters." If neglect is suspected or observed, a report MUST be made to proper authorities.

Possible consequences include:

- Warrant issued for parent/legal custodian arrest
- Parent/legal custodian arrested. Approximate \$2500 bond.
- Parent/legal custodian appears for a court hearing. If found guilty, could receive a 90- day jail sentence.
- Court-ordered to make sure the child is in school every day and on time.
- The parent could lose custody of the child.
- The Department of Human Resources (DHR) could be involved in the case.
- This filing could result in a criminal record for the parent.

## **STUDENT DRESS CODE**

The Trussville City Board of Education recognizes the effect of student dress upon safety and the learning environment. In order to maintain a safe environment that is conducive to learning, attire considered disruptive or that seriously distracts from the learning environment or that could present a health or safety problem is not allowed.

Unless an exemption is authorized by a school administrator, the following rules concerning dress and grooming are mandatory for all students attending Trussville City Schools. Non-conformity to the dress code is a Class I offense and will be treated as such. In addition, students will be asked to come into compliance with the dress code immediately. Parents will be contacted and may be asked to furnish appropriate clothing.

***Students should adhere to the following guidelines:***

- All clothing must cover undergarments and midriff *at all times* and should cover the body in an appropriate manner. *Midriff is defined as the region of the front of the body between the chest and the waist.*
- Clothing which has open sides, back, or reveals midriff area is prohibited. *Midriff is defined as the region of the front of the body between the chest and the waist.*
- Tank tops must have a 2 finger width to be worn without coverage.

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- Halter and spaghetti straps are not allowed unless worn underneath clothing that complies with Dress Code.
- All yoga pants, tights, leggings, or jeggings must cover the student's undergarments and may not reveal midriff.
- Shorts, skirts, dresses and skorts should be measured using the student's fingertips when hands are down on their sides.
- There should be no holes or rips revealing skin above the knee of pants, shorts, dresses, or skirts.
- Baseball caps, hats, sweatshirt hoods, toboggans and sunglasses are not to be worn at any time in the school building.
- Clothing and/or personal items bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, sexual activity, violence, or any other wording, drawing, or picture that in any way is questionable or can be reasonably interpreted as inappropriate are prohibited.
- Clothing or personal items, or visible references which identify a student as associated with a gang, or any subversive, unlawful, or unauthorized organizations are prohibited.
- Rubber or hard soled shoes must be worn.
- Pajamas, pajama pants, house shoes or bedroom slippers, and blankets are not allowed.
- Air pods or headphones may not be worn during the school day unless for academic purposes.
- Principals may establish different rules for dress for special occasions during the school day or extracurricular events.

THE PRINCIPAL OR HIS/HER DESIGNEE SHALL HAVE FINAL AUTHORITY IN  
DETERMINING ACCEPTABLE OR UNACCEPTABLE DRESS.

## **BUS TRANSPORTATION**

The Trussville City Board of Education provides bus transportation to students who are eligible to ride based on State and Local Board of Education provisions. Transportation is not provided for TCS transfer students. The Board expects students to follow all rules and regulations regarding school buses. Video cameras may be placed on school buses as an aid in monitoring bus activities.

### **BUS ROUTE INFORMATION**

For the safety of our students, families, and bus personnel; our bus routes are not posted to the public. Parents of students in grades 3-12 are provided access to bus routes via the PowerSchool parent portal each year when updated routes are released. Parents of students in grades K-2 are directed to contact their student's school office for a copy of their student's bus route. Additionally, parents are asked to support all safety efforts by not publishing any bus routes, bus numbers, bus stops and drop off or pick up times on social media, webpages, blogs, etc.

A student information card is sent home through the bus driver each year for parents to complete and return to the student's bus driver. This information card is maintained with the bus driver and the Transportation Department. It is the recommendation of TCS that all students arrive at their bus stop for pick up at least ten (10) minutes before the designated pick up time assigned to their bus stop. If a student misses the bus, the parent should never take the student to another bus stop for pick up. Students may only board the school bus from the student's designated bus stop.

### **CHANGES**

The location of the bus stops shall be determined at the sole discretion of Trussville City Schools.

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All requests for a new or changed bus stop location must be made to the Transportation Department. The Transportation Coordinator will make a final decision after conferring with appropriate school personnel. Students that move from one address to another within the corporate limits of Trussville during the school year must submit a change of address with the Student Services Department before their student resides on the new bus.

## **BUS TRANSPORTATION MESSAGES**

Transportation messages should be called into the local school office prior to 2:00 PM. This will allow the message to be sent to the student in a timely manner. *Emails sent to teachers regarding transportation may not be read prior to school dismissal.*

## **RESPONSE TO A WEATHER WARNING AND WATCH**

***OTE: Each weather situation is evaluated closely to make the best decision for the safety of our students and employees.***

### **WEATHER WATCH**

Buses do run during a **weather watch** issued by the National Weather Service.

### **TORNADO WARNING**

Once the National Weather Service issues a **weather warning**, Trussville City Schools immediately suspends bus transportation. If a warning is issued during morning or afternoon transport, each bus reports immediately to the nearest school where students are placed inside the school building. Buses will not travel until the warning has expired. Buses will not pick up students at bus stops during a weather warning.

## **STUDENT BEHAVIOR**

The principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safety of others. At such times as it becomes necessary to deny a student the privilege of riding TCS buses, it becomes the parent's sole responsibility to transport the student to and from school in a timely manner.

## **BEHAVIOR EXPECTATIONS AND RULES**

TCS School officials will impose specific rules and regulations for students to follow while riding school buses. The following rules apply as a part of, and in addition to, any bus conduct rules and regulations adopted by individual schools and the Transportation Department:

1. Ride to and from school on the bus assigned unless approved by the principal.
2. Stay off roadways while waiting on the bus to arrive.
3. Wait for the bus to come to a complete stop before attempting to get on or off the bus.
4. Keep the seat belt fastened until the bus has come to a complete stop at its final destination.
5. Once exited from the bus, never cross behind the bus.
6. Upon signal from the bus driver, look right and left before crossing the road in front of the bus after exiting the bus.
7. Do not eat, drink, or chew gum on the bus.

8. Do not smoke, vape, strike matches or lighters on the bus.
9. Do not bring fireworks, weapons, of any kind, replicas or anything that may endanger the lives of others on the bus.
10. Always sit in the assigned bus seat and stay seated at all times.
11. Keep feet, arms, and belongings out of the aisle of the bus.
12. Keep feet off the bus seats.
13. Do not block and/or place objects on stairs or emergency exit areas.
14. Keep hands, head, and objects inside the bus at all times.
15. Do not fight, quarrel, yell or use profanity at any time while on the bus.
16. Secure all personal items while riding the bus (bookbags, cases, purses, glasses, etc.).
17. Pick up any personal trash before exiting the bus and place it in a trash receptacle.
18. Do not shove, trip, or participate in any other aggressive physical contact with another student or employee.
19. Only use emergency doors when appropriate or directed to open them.
20. Do not throw or drop objects inside the bus or out of the windows of the bus at any time while on the bus.
21. Do not deface any part of the bus by writing, scratching, tearing, smearing food, placing chewed gum on the interior of the bus, etc.
22. Unless directed by school personnel, no tampering with the bus doors or safety equipment.
23. Do not make verbal or written threats of any kind regarding fellow students, school personnel or school property.
24. No harassment, bullying, intimidation, hazing or any other acts of violence to fellow students or school personnel.
25. Illegal drugs, alcohol or any related paraphernalia are prohibited on the bus.
26. No stealing items that belong to the bus, school personnel or fellow students.
27. No sexual misconduct, harassment or lewd behavior.
28. No sexting, possession, creation, and/or distribution of pornographic or sexually explicit material.

# **GENERAL INFORMATION**

## **CHECKS RETURNED FOR INSUFFICIENT FUNDS**

Trussville City Schools may use a check recovery service to collect returned checks. By making payment by check to the school, a person authorizes Trussville City Schools to recover the face amount of the check returned unpaid for any reason. In addition, a returned check fee of the maximum amount allowed by law will be recovered. This recovery may be done electronically or by traditional collection methods.

All checks will require the issuer's name, address, and home telephone number. Include the associated student's name and school in the memo section of the check. The school district will not accept unsigned, post-dated, counter, or starter checks. Trussville City Schools will not accept checks from an individual who has on two (2) separate occasions presented to a school(s) for payment a check that returns to TCS due to insufficient funds.

## **CHILD NUTRITION PROGRAM**

It is the intent of the Trussville City Schools Child Nutrition Program to provide nutritionally balanced meals for students during each school day. It is also the policy of the Trussville City Board of Education to operate in compliance with federal, state, and local regulations pertaining to the National School Lunch and Breakfast Program. All school locations offer a school breakfast and lunch meal for enrolled students as part of the National School Breakfast and Lunch Program.

**Please refer to the TCS website for 2023-2024 lunch prices.  
Meal prices are subject to increases.**

### **CHILD NUTRITION PROGRAM PAYMENT**

It is the responsibility of the parent/legal guardians to pay for student meal purchases in advance or on a daily basis. (*Code of Federal Regulations NSLP 7 CFR 210, Revised 01-01-9*) Parents may access and deposit funds in each student's meal account online [MYSCHOOLBUCKS](#)

### **A - LA - CARTE ITEMS**

Students who bring their meals from home may purchase items offered in the cafeteria at a-la-carte prices. Students will not be allowed to charge a-la-carte items.

### **FREE AND REDUCED LUNCH OPTIONS**

Students may qualify for free or reduced-price meals (breakfast and lunch) if the income level of the household and the number of members living in the household meet national school lunch and breakfast federal guidelines.

Families may complete a *Free and Reduced Price School Meals* application during registration and/or at any time during the school year. Applications are available at the schools or can be accessed online at: [FREE AND REDUCED MEAL APPLICATIONS](#)

The qualification for free or reduced price meals is not retroactive to any fees and/or meal charges already incurred.

## **CLASSROOM OBSERVATIONS BY AUTHORIZED AGENTS**

Education is a shared responsibility between parents/guardians and school personnel. At times, parent/or other authorized outside providers (such as doctors, psychologists, and other educational evaluators with parent approval) may wish to formally observe a specific student in a classroom. As assigned by the Superintendent, each Principal shall be responsible for and have authority over the actions of students, professional support staff, visitors, and persons hired to perform special tasks. To ensure a successful observation, the following procedures will be followed:

- In the case of a request for a classroom observation by an authorized outside provider, the parent/legal custodian must provide to the Principal at the time of the request a signed FERPA release and written consent that describes the reason for the observation.
- Observers are not permitted to use any electronic equipment, such as cell phones, while observing in the classroom. Audio and/or video recording of the observation is prohibited unless expressly approved in writing by the Principal prior to the observation. Even with prior written approval of the Principal, all recordings are subject to the District's Use of Audio and/or Video Recording Device Procedures.
- During the observation, the Principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
- Observers should not disrupt the learning environment by engaging any student or the teacher in conversation. A follow-up teacher conference may be scheduled as needed to answer questions or concerns.
- The Principal has the authority to decline any request for classroom observation if it is determined that such an observation would cause undue disruption to the educational process. The Principal has the authority to prohibit the entry of a person to a school or to expel any person from school property if there is reason to believe that the presence of the person would disrupt the orderly and efficient operation of the school. If such an individual refuses to leave school grounds or creates a disturbance, the Principal has the authority to issue a trespass warning and thereafter request assistance from appropriate local law enforcement for the removal of the individual.

These procedures apply to formal classroom observation and do not include times when parents/legal custodians are invited to a classroom for a special event or presentation, to serve as a volunteer with a teacher, or to have lunch with their student.

For security reasons, all visitors are required to adhere to all school sign in procedures at the school office, which includes signing in, providing identification in order to receive a visitor's badge, and to indicate the name of the teacher or destination before proceeding to contact any other person in the building or on the school grounds. All visitors must adhere to all signing out procedures when leaving the building.

# OTHER TECHNOLOGY DISCLOSURES

## **CELL PHONES AND DIGITAL DEVICES DURING TESTING**

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

## **SURVEILLANCE CAMERA NOTIFICATION**

TCS monitors all school buildings and common areas with security camera surveillance.

## **AUDIO AND/OR VIDEO RECORDING DEVICES PROCEDURES**

Recordings may not be used to capture confidential student information protected by the Family Educational Rights and Privacy Act ("FERPA") and copyrighted materials protected under federal law.

These procedures regulate the use of any device that records audio or video in the school environment, particularly the classroom. All students and visitors must adhere to the following:

1. Students may possess instructional technology devices that record audio and/or video and utilize them as instructional tools in the classroom only with the consent and under the direction of the school administration and teacher, as it pertains to the curricular unit, lesson or assignment.
2. Except in the circumstances of an observation with prior written authorization by the Principal pursuant to the district's Formal Classroom Observation Procedures, all active recordings must be disclosed prior to recording to all parties present during recording. Parents/guardians are permitted to make an audio recording of an Individualized Education Program (IEP) meeting in accordance with this procedure, as long as the intent to record the meeting is disclosed prior to the meeting in order to allow the District the opportunity to record the meeting as well.
3. Hidden recording devices are not permissible.
4. All recording devices must be powered off when not in use.
5. Publication of recording without prior written notice to and consent from the Principal is prohibited.
6. Recording of private conversations without agreement by all parties is strictly prohibited.
7. All recordings must be in compliance with state and/or federal recording and/or wiretapping laws. All copyright and intellectual property laws and restrictions apply.

## TCS SCHOOL COMMUNICATION SYSTEMS/ALERTS TO PARENTS

### GENERAL SYSTEM COMMUNICATIONS

Trussville City Schools may use the TCS app or web page ([www.trussvillecityschools.com](http://www.trussvillecityschools.com)), Facebook and/or the notification telephone system to alert parents, students, and staff of information that may include:

- General announcements
- School closings
- School emergencies (i.e. fire, etc.)
- Meetings, field trips, and/or other upcoming school related events

#### ***Keep Your School Contact Information Current Through Your School Office***

Do not miss important notifications sent by your child's school through their notification systems and protocols. It is your responsibility, and to your benefit, to keep the school informed of your student's current contact information.

### EMERGENCY, CRISIS AND WEATHER COMMUNICATION

Trussville City Board of Education will notify the media to broadcast or televise details of any actual crisis situation. As information on an actual, verifiable emergency, crisis and/or weather concern becomes available, details will be posted online at: [TRUSSVILLECITYSCHOOLS.COM](http://TRUSSVILLECITYSCHOOLS.COM) TCS app, social media outlets, electronic broadcast, and/or televised.

During an emergency situation, schools and administrative offices will be actively and responsibly engaged in activities to maximize our students' safety and as such may not be available to answer phone calls being received. Parents are encouraged to look for information from authorized sources for accurate and timely information. TCS assumes no responsibility for false, misleading and inaccurate information disseminated by misinformed and unauthorized social media commentators.

### RESPONSE TO A WEATHER WARNING AND WATCH

#### BUSES

***NOTE: Each weather situation is evaluated closely to make the best decision for the safety of our students and employees.***

#### **WEATHER WATCH**

Buses do run during a **weather watch** issued by the National Weather Service.

#### **TORNADO WARNING**

Once the National Weather Service issues a **tornado warning**, Trussville City Schools immediately suspends bus transportation. If a warning is issued during morning or afternoon transport, each bus reports immediately to the nearest school where students are placed inside the school building. Buses will not travel until the warning has expired. Buses will not pick up students at bus stops during a weather warning.

## **STUDENT INFORMATION SYSTEM (POWERSCHOOL)**

In the fall of 2021, TCS implemented the **PowerSchool** student information software program. This student information software allows parents to have access to a variety of their student's information. Parents with students enrolled in grades 3-12 may access the *PowerSchool Home/Parent Portal* to view the student's demographics, attendance, grades, schedule, and reports.

Parent accounts are created via the parent with a parent email and password. The school office provides parents with an access key letter specific to their student. This access letter provides parents with the information needed to link their student with the account created by the parent. ***Parents are asked to not share the access letter with other individuals to maintain the confidentiality of student data.***

Access to the *PowerSchool* link can be found on our website, [POWERSCHOOL](#).

## **SCHOOL SAFETY PLANS**

Each school has a safety plan addressing safety procedures and responsibilities for incidents such as but not limited to intruders, weather, locked doors, evacuations, and fire.

## **EXTRACURRICULAR AND SCHOOL RELATED ACTIVITIES**

### **PARTICIPATION**

#### **Extracurricular or School Related Activities**

Trussville City Schools' students are subject to the *Code of Student Conduct* guidelines while participating in or attending school-related activities.

- Students may participate in field trips only if permission forms are returned by set deadlines prior to the trip.
- Students are transported by school bus, commercial carrier, or by parental responsibility for any school-related activities (sporting events, club trips, field trips, band competition, etc.).

Parental responsibility is the sole responsibility of each individual parent to provide for or otherwise arrange for transportation to and from this activity. The Board will not be responsible for insurance or safety for parent-provided or arranged transportation. Parents should make arrangements to ensure the safety of his or her own child.

## **ATHLETIC PROGRAM**

### **PARTICIPATION**

Students in grades 7-12 are eligible to participate in the Trussville City Schools Athletic Program providing that they meet the Alabama High School Athletic Association Academic and Eligibility Rules. Contact the TCS Athletic Office (205-228-3045) for information regarding participation in TCS sports activities.

### **MEDICAL CONDITIONS**

A student participating in a school sport who is diagnosed with a chronic or emergency health condition requiring medication to be available for administration must have the medication(s) authorized by the school nurse. The parent/legal guardian must notify and submit all medication and required documentation to the school nurse prior to participation. The student athlete must meet with the school

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nurse for assessment and authorization prior to participation.

### **ACADEMIC COMPETITION OR EXTRACURRICULAR ACTIVITIES RANDOM DRUG TESTING (APPENDIX III)**

Any student participating in extracurricular, school related activities or parks a car on campus during the school day will be subject to random drug screenings according to Trussville City Schools Policy.

## **STUDENT SERVICES**

### **GENERAL GRIEVANCE PROCEDURES**

#### ***What to do if a concern or problem or concern arises...***

Parents and students are encouraged to initiate and participate in dialogue with the appropriate school staff or administrator at any time a concern arises in order to reach a solution or an understanding of the issue.

In the event that a parent or student is involved in a situation that has not been resolved to their understanding, the parent/student must first address their concerns with their school administrator in order to facilitate a solution early and quickly.

All TCS staff and administrators will first seek to address and resolve all issues at the closest administrative level to the concern. If desired, the student and/or parent may contact the school principal's office to arrange for guidance on the best way to address their concern. If a meeting is warranted, a meeting request should be made through the principal's office. The principal or their designee will facilitate the discussion.

If the parent/student due to reasonable personal reasons cannot discuss the issue(s) with their school administrator, they may contact the Assistant Superintendent for help in reaching a resolution or clarification of the situation. The Assistant Superintendent will facilitate the discussion between the school administrator(s), the appropriate system administrator(s) and the parent/student.

### **PROBLEM SOLVING TEAM AND INTERVENTION (PST)**

The PST Team is a school-based, problem-solving team whose members may be composed of regular educators, counselors, administrators and other individuals as needed. This team meets to discuss issues related to specific needs of teachers and students and offers teachers assistance in resolving academic, social and behavioral student issues within the regular classroom setting. The team documents the development of an intervention plan to remediate the referring concerns and, if appropriate, recommend a referral for special education testing following implementation of interventions. Staff members and parents may make a referral to the PST any time throughout the school year.

### **ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM**

The primary goal of the ESL program for Trussville City Schools is to provide instruction that allows each student to become language proficient, thereby capable of receiving a quality education in the least restrictive and most conducive environment. The ease with which English Learner (EL) students make the transition from one language and culture to another depends upon many factors, including age, length of residence in the new country, and level of literacy in the native language. Although the transition varies from student to student, helping them make the transition smoothly is a priority for the ESL teacher as well as content area teachers. In addition, we

know that peer interaction is vital to both language acquisition and social acclimation. We recognize that English Learners have distinct social, emotional, language and academic needs and that we are charged with the responsibility of meeting those needs.

### **SPECIAL EDUCATION**

Eligibility for special education and related services is based on a referral, evaluation and the statewide placement process. To meet the needs of children with exceptionalities, certified special education teachers and related service personnel provide services. Staff members and parents can make a referral for special education services regarding a particular student to the Problem Solving Team or you may contact the school counselor or administration.

### **CHILD FIND**

Trussville City Schools (TCS) ensures that all children residing within the jurisdiction of the public education agency, birth to 21, regardless of the severity of their disability and who need special education and related services, are identified, located, and evaluated. If you think your child may be in need of such services, contact your child's teacher or the school principal to request an evaluation for special education services. Parent requests for special education testing may be referred to the school level Problem Solving Team for review. A formal intervention plan must be implemented either before or during the special education referral process. The success of the intervention plan is one of many determining factors of eligibility for special education.

### **NOTIFICATION OF TRANSFER OF SPECIAL EDUCATION RECORDS**

If you are transferring to another public education agency in the State of Alabama, your child's special education records (IEP, etc.) will be electronically sent to that district through the statewide student database coordinated by the Alabama State Department of Education (ALSDE). Once you enroll your child in another district and they place them in their student database, that district will receive a notice that the student's records are available to them through ALSDE.

# STUDENT HEALTH

The School Health of Trussville City Schools exists in order to foster academic achievement of all students in a safe, healthy, and nourishing environment. TCS desires to:

- Promote health and wellness
- Prevent disease, disorders, and injury
- Manage and support students with chronic health care needs
- Promote positive health and safety behaviors

Trussville City Schools provides school health services in compliance with state and federal mandates. Health services offered in the school setting include:

- Monitoring students' immunization status and ensuring compliance with immunization law
- Monitoring for the presence of communicable, or infectious, diseases and illnesses
- Routine management and specialized procedures for students diagnosed with a acute condition
- Medication administration for students diagnosed with a chronic or emergency condition
- Emergency response
- Health screenings (vision, hearing, and scoliosis)

## HEALTH ENROLLMENT AND REGISTRATION RESPONSIBILITIES OF PARENTS AND GUARDIANS

### **Initial Enrollment and Annual Registration Requirements**

#### **Health Assessment Record:**

You must complete, update, electronically sign, and submit a *State of Alabama Health Assessment Record (HAR)* for each child at the time of initial enrollment *and* for every year enrolled as part of the annual online registration process.

#### **Immunization Documentation:**

You must submit one (1) of the following immunization forms to the school nurse in order to enroll your child in school. You must also submit one (1) of the following any time additional immunizations are given as required for school entry (**i.e. Tdap when 11 years old and entering 6<sup>th</sup> grade**).

In the event of a real or threatened disease outbreak, students who have not been vaccinated may be excluded from school. Students who do not have one (1) of the required documents will not be allowed to enroll or register.

- ✓ A valid *and up to date* Alabama *Certificate of Immunization*
- ✓ A valid Alabama Department of Public Health *Certificate of Religious Exemption*
- ✓ A valid Alabama *Certificate of Medical Exemption*

## **IMMUNIZATIONS**

### *Required Immunizations for School Attendance:*

<b>Name of Immunization</b>	<b>Number of Doses</b>
Diphtheria/tetanus/pertussis	Five (5) Doses / Four (4) if the 4 <sup>th</sup> dose was given after the 4 <sup>th</sup> birthday. Tdap booster vaccine at eleven (11) or twelve (12) years old before beginning grade 6 <sup>th</sup> . If a Tdap booster was not given before entering grade 6 <sup>th</sup> and has not been given since eleven (11) years of age, one (1) booster is required to enroll or register in any grade above 6 <sup>th</sup> grade. If a Tdap booster was given at age ten (10) years, no additional dose is needed at age 11-12 years.
Polio	Four (4) doses (three (3) doses if the 3 <sup>rd</sup> was given on or after the 4 <sup>th</sup> birthday)
Measles/mumps/rubella	Two (2) doses
Hib	Four (4) doses up to five (5) yrs. of age
PCV	Four (4) doses (Refer to catch-up schedule for children who have fallen behind on immunizations.)
Varicella	Two (2) doses separated by at least twenty-eight days for persons who are thirteen (13) years old or older when beginning the vaccination series)

## **STUDENT ILLNESSES AND CONDITIONS**

### **COMMON HEALTH CONDITIONS**

School nurses monitor for symptoms of communicable, or infectious health conditions. When symptoms exist, your child may not attend school. If symptoms occur in school, you will be contacted and you must pick your child up from school. If your child is diagnosed with an infectious illness or has symptoms of an infectious condition at home, you must keep your child home from school.

There are some contagious conditions that carry special requirements about returning to school, such as strep throat, pink eye, chicken pox, flu, COVID, etc. If your student has a condition or illness about which you are unsure with regard to school attendance, please contact your school nurse to get information before sending your child back to school. We want to be a partner with parents in promoting the very highest level of wellness for each student in our school environment.

\* The following guidelines must be adhered to:

- **Persistent Fever:** Oral temperature of 100.0 degrees or higher  
Cannot attend school until fever free twenty-four hours without fever-reducing medication.
- **Vomiting:** Cannot attend school if the following exist:  
One (1) episode of vomiting + the presence of another symptom (fever, diarrhea, etc.) *or*

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Two (2) or more episodes of vomiting within a 24 hour period, even if no other symptoms exist.

- **Diarrhea:** Cannot attend school if the following exist:

One (1) episode of diarrhea + the presence of another symptom (dehydration, fever, etc.); **or**

Three (3) or more episodes of diarrhea in a 24 hour period, even if no other symptoms exist.

- **“Pink Eye”:** Cannot attend school until twenty-four hours after medical treatment.
- **Chicken Pox:** Cannot attend school until all blisters have formed scabs.
- **Strep Throat:** Cannot attend school until twenty-four hours after medical treatment and no fever.
- **“Flu”:** Cannot attend until fever free 24 hours without fever-reducing medication. **A parent should inform the school nurse if their child is diagnosed with the flu.**
- **Impetigo:** Cannot attend school until 24 hours after prescribed medical treatment.
- **Ringworm:** Cannot attend school until treatment has been started.
- **MRSA: “Staph infection”:** Cannot attend school until prescribed medical treatment is started, fever is absent, and the area is covered and drainage is not seeping through bandages.
- **COVID:** Cannot attend until fever free 24 hours without fever-reducing medication. **A parent should inform the school nurse if their child is diagnosed with the COVID..**

*\* You must submit proof of treatment or a statement of clearance from the health department or medical provider if requested by the school nurse.*

## **GENERAL HEALTH ROOM GUIDELINES**

- Health room personnel can treat cuts, scrapes, bug bites and bumps with soap and water, antibiotic ointment, Calamine lotion, band aids and ice bags only.
- Students who get sick during the school day will be sent to the health room.
- Students will be required to check out for:
  - Vomiting (Vomiting that is the result of a chronic health condition with no threat of infection may be exempt from school exclusion at the discretion of the school nurse.)
  - Acute diarrhea
  - Fever of 100 or above
  - Suspected contagious infection
- In the event of illness/injury to a student, every effort will be made to contact a parent as quickly as possible to inform the parent of the student’s condition.
- It is essential that current phone numbers and contact information be on file so that parents/guardians can be contacted.

## **FOOD ALLERGIES AND ANAPHYLAXIS**

### **What is Anaphylaxis?**

Anaphylaxis is a life-threatening allergic reaction, which occurs very quickly after exposure to an allergen. Strict avoidance is key.

### **Common Foods**

The foods that most commonly cause anaphylaxis include:

*Peanuts (the main cause of allergies in children)*

*Fish*

*Tree nuts (such as walnuts, pecans and cashews)*

*Cow's milk*

*Eggs Wheat*

*Soy Shellfish*

### **Guidelines for Trussville City Schools (TCS) Food Allergy and Anaphylaxis**

The Anaphylaxis Preparedness Program focuses on providing a safe and healthy environment for all students to learn. School personnel are provided food allergy anaphylaxis education and training.

#### **Responsibilities of Parents/Guardians**

Certain food items or ingredients may be dangerous for an individual to eat, please tell your child not to share any food item with another student or accept and eat any food from another child.

Please ensure your child knows, understands, and follows your plan for his or her daily school meal and snack. Teach your child to wash his or hands with soap and water before and after eating.

Do not send in any food items to be shared during classroom parties or celebrations without speaking with your child's teacher and principal.

#### **All food items should be pre-packaged with the ingredient label intact.**

If your child is diagnosed with a food allergy or anaphylaxis, you must notify the school nurse before the first day of school to develop a written plan of care for your child. If your child requires any food substitutions for accommodations, you must have your child's medical provider complete and sign the Medical Statement for Students Requiring Special Meals and Accommodations (located on the TCS Health Services webpage). Completed forms must be submitted directly to the school nurse.

### **MEDICATION GUIDELINES**

The Alabama Board of Nursing, Alabama State Department of Education, and Trussville City Board of Education have strict guidelines regarding medications in the school setting. A School Medication Prescriber/Parent Authorization form must be completed for both prescription and over-the-counter (OTC) medication. These forms are available online at the school website, in the main office of each school, and in the school health rooms.

#### **General Medication Guidelines**

- The parent/guardian is responsible for providing all medication and medical supplies for student use.
- Under no circumstances is the school allowed to stock its own supply of medicines for general student use.
- Medications must be kept in the school health room and administered by the school nurse or certified medication assistant.
- With approval by the school nurse, emergency or urgently needed medications for chronic health conditions such as asthma, diabetes, or anaphylaxis may be carried by the student on his/her person and/or self-administered if a completed Medication Prescriber/Parent Authorization form that includes parent and

healthcare provider signature indicating permission to self-carry and/or self-administer is provided.

- First time doses of any medication may not be given at school or by school personnel. The exception to this is any life saving emergency medication.
- Expired, discontinued or unused medication must be picked up by the parent/guardian. Any medication remaining at school at the end of the school year will be properly discarded.

## **Prescription Medication**

- A doctor or licensed health care prescriber must complete the School Medication Prescriber/Parent Authorization form. The form must be signed by the parent/guardian and returned to the school nurse. A separate form is required for each medication.
- Change in dosage requires a new form to be completed by the prescriber.
- Prescription medicine must be in the original pharmacy container giving the physician's name, dosage and instructions.
- Parents/guardians must bring any medication to the school. Students may not transport medicine to or from school.

## **Over-the-counter (OTC) Medications**

- Over the counter medications (OTC) must be in the original, unopened, sealed container bearing the entire manufacturer's labeling with a valid expiration date.
- Parents/guardians must bring any medication to the school. Students may not transport medicine to or from school.
- OTC medications (such as Advil, Motrin, Tylenol, Pepto Bismol, cough drops or syrups, etc.) require the same Medication Prescriber/Parent Authorization form as prescription medications.
- OTC medications to be administered for up to a two-week time period require a parent signature only.
- If the OTC medication is to be administered for more than a two-week time period, the school nurse may require a physician signature on the form as well as a parent signature.
- OTC medications should be delivered to the school by the parent/guardian along with the authorization form. The student's name should be written legibly on the container.
- Liquid medicines must be accompanied by a calibrated medicine cup, spoon or syringe.

## **Field Trips and Off Campus Sporting or Activity Events (including overnight field trips)**

Medication needed during field trips and after school activities requires the same medication guidelines and authorizations as in school medication. The parent guardian should notify the school nurse and submit any necessary forms at least two (2) weeks prior to the trip or activity.

## **CHRONIC MEDICAL CONDITIONS AND SPECIALIZED HEALTH SERVICES**

A chronic medical condition may include but is not limited to a diagnosis for diabetes, seizures, anaphylaxis, asthma, cystic fibrosis, hemophilia, or cerebral palsy.

### **Chronic Medical Condition Management**

If your child has a diagnosis of a chronic medical condition like diabetes, asthma, or seizures, and will require specialized services at school, contact your school nurse to schedule a meeting to develop an Individual Health Care Plan.

**Specialized Service's Needs** - If specialized services are to be administered in the school setting, parents/guardians must notify the school nurse of your child's condition and health care needs.

**Protocol for Notifying the school nurse for a diagnosed chronic medical condition requiring specialized health services at school**

- Notify the school nurse before the first day of school
- Schedule a conference with the school nurse to develop your child's plan of care

- Submit all medical orders and documents, medications, equipment, and supplies to the school nurse
- Sign your child's Individual Health Care Plan
- Provide and maintain up-to-date emergency contact information
- Notify the school nurse at least two (2) weeks in advance if your child will:
  - Play a school sport or participate in another extracurricular activity***
  - Attend an overnight or extended hour field trip***

## **MEDICAL EMERGENCIES AND INJURIES**

You must provide active contact information at the beginning of every school year and at any time contact information changes. Accurate contact information must be maintained in the event your child becomes ill with a potentially infectious condition, is injured, or experiences an emergency at school.

In the event of a life-threatening emergency, Emergency Medical Services (EMS: 911) will be called for your child. School staff are not responsible for making the decision to transport your child by ambulance. EMS personnel will advise you and decide if your child needs EMS transport by ambulance. If you cannot be reached at contact numbers provided to the school, EMS will make the final decision regarding transporting your child by ambulance. You will be responsible for all EMS transport and treatment costs. Trussville City Schools will not be financially responsible for EMS treatment or transport costs.

## **Scoliosis Screening**

The Alabama State Department of Education and the Alabama Department of Public Health require that school districts in Alabama offer scoliosis screening for male and female students in grades 5 through 9.

Parents of students in grades 5-9 will be notified by the school nurse at least two weeks prior to the scheduled screening date. With parent/guardian permission, screening is performed by the school nurse at school. Students will be screened individually to ensure privacy. Parents/guardians of any screened student found to have signs of possible spinal abnormality will be notified and asked to see their own health care provider for further evaluation.

## **FORMS**

Forms noted in the *TCS Parent and Student Handbook* and other forms used in our system and schools may be located on the TCS website, individual school websites, at the Board of Education office, and individual school offices. Examples of forms found on the website:

ALSDE School Medication Prescriber/Parent Authorization, Parental Consent Health, can be found at [www.trussvillecityschools.com](http://www.trussvillecityschools.com) or provided by each school.

# **STUDENT CODE OF CONDUCT**

The Board Policy regarding discipline is intended to foster a safe, friendly, and business-like atmosphere in which students and school personnel can work cooperatively. The Board reviews and approves the Student Code of Conduct and upon approval, this Student Code of Conduct will be considered Board Policy. Principals have the responsibility to take disciplinary action whenever the behavior of any student interferes with or disrupts learning.

Violations of the Code of Student Conduct are grouped into four (4) classes: **(I) minor, (II) intermediate, (III) major and (IV) criminal offenses** and are applicable to all students of the Trussville City School system. The disciplinary procedures for each class may be different, depending on the recommended action which is to be taken or the age of the particular student.

Before determining the classification of violation, the principal or his/her designee will consult with the student(s) and school personnel involved. Each student will be allowed to provide an explanation, to admit or refute any charges, prior to any final disciplinary action taken. Once the classification of the violation is determined, the principal or his/her designee will implement the disciplinary procedure.

## **CLASSROOM TEACHER**

Each classroom teacher will address general classroom disruption through their classroom management plan. Classroom management plans will be reviewed with students regularly and provided to parents/guardians via email or newsletter. Actions may include in-class disciplinary action, telephoning the parent(s) or guardian(s) when feasible, and/or scheduling conferences with parent(s) or guardian(s) and/or other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, will the student be referred to the principal or his/her designee. *Failure to bring notebook, pencil, or homework, or failure to do work in class are not cause for disciplinary referrals*; however, multiple offenses of these actions may be considered defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents or guardians should be notified by the teacher of students who consistently exhibit poor work habits.

The following provides a description of disciplinary problems that may occur and administrative options that may be taken by school officials.

# **MINOR OFFENSES — CLASS I**

## **1.01 *Any other violation***

Other minor violations the principal or designee may deem reasonable to fall within this category after consideration of extenuating circumstances.

## **1.02 *Continued failure to bring materials to class or refusal to complete class assignments.***

Referral by teacher after multiple attempts have been made to redirect the behavior.

## **1.03 *Excessive unexcused tardiness. Repeatedly reporting late to school or class.***

Arriving late to school, or other class periods after the period tardy bell has rung.

## **1.04 *Excessive and or repeated disruption or distraction of others***

Any conduct and/or behavior which is disruptive to the orderly education process in the classroom or any other students. Examples: talking excessively, interrupting class functions, or provoking other students.

## **1.05 *Harassment, Disrespect or intimidation of an individual***

Any minor uninvited annoyance or teasing of another individual

## **1.06 *Horseplay/ Shoving/Running***

Rough play that is not intended to bring serious harm. Typically a minor distraction.

## **1.07 *Inappropriate public display of affection, including, but not limited to, embracing and kissing.***

Kissing, hand holding, intimate touching, cuddling, laying on each other, and prolonged hugging.

## **1.08 *Littering or minor defacement of school property.***

Drawing on desks, leaving trash in parking lots, trash on lunch tables etc.

## **1.09 *Minor disruption on a school bus.***

Failing to follow proper procedures at bus stops, including but not limited to the failure to do any of the following:

Waiting until the bus comes to a complete stop before attempting to get on or off the bus.

Making sure the bus is stationary before crossing the roadway.

Looking to the right and left upon signal from bus driver to cross roadway

Crossing behind the bus

Removing seat belts before coming to a complete stop on buses for exceptional education students

Bringing prohibited items  
Moving from assigned seat  
Securing all personal items  
Blocking or restricting aisles, steps or emergency exits  
Any other distraction of the driver.  
Any other violation the principal may reasonably deem, falls in this class offense.

*Any offense that occurs on the school bus beyond Class I or is repeated may be coded by the Class and Code outlined in Class II, III, or IV offenses and is subject to bus suspension and additional disciplinary action as outlined by the class of the offense.*

*There is no appeal of disciplinary actions for minor bus infractions. However, if a student is to be removed from the bus for more than four (4) weeks, parents may request a hearing with the Hearing Committee and Transportation Director.*

**1.10 *Non-conformity to dress code.***

Failure or refusal to practice current dress code parameters.

**1.11 *Possession or participation in games of chance for minor sums of money and/or things of little value.***

Items such as playing cards, dice or video gambling devices, etc.

**1.12 *Possession of nuisance items***

Any item which disrupts the instructional day is not allowed at school. Such items will be confiscated and may be claimed by a parent or guardian. Examples include but are not limited to: toys, trading cards, playing cards, noise makers, whistles, water balloons, etc.

**1.13 *Unintentional and/or non-directed use of profane or obscene language.***

Swear words, obscene gestures, or crude language.

**1.14 *Violation of local school rules and regulations regarding the use of electronic communication devices.***

The personal use of cell phones, laptops, hand held video games, etc. during instruction time or other restricted times deemed by the principal or designee.

**1.15 *Violation of parking privileges***

Parking in the wrong spot, not having a parking pass, reckless driving on campus, etc.

***\*Multiple Class I infractions can be upgraded to a Class II.***

## **ELEMENTARY STUDENTS (GRADES K-5)**

### **DISCIPLINARY ACTIONS — CLASS I**

#### *Administrative Options:*

1. Conference and parental/guardian contact
2. Parental contact and disciplinary action
3. Disciplinary action such as probation, detention, loss of privilege
- 4.. Repeated violations constitute a Class II (charted below)

### **BUS DISCIPLINE ACTIONS- CLASS I**

#### **FIRST OFFENSE:**

Student Conference, warning, parent contact

#### **SECOND OFFENSE:**

Student Conference, 1 day suspension, parent contact

#### **THIRD OFFENSE:**

Student Conference, 3 day suspension, parent contact

#### **FOURTH OFFENSE:**

Student Conference, 5 day suspension, parent contact

#### **FIFTH OFFENSE:**

Student Conference, 10 day suspension, parent contact

#### **SIXTH OFFENSE:**

Student Conference, Removal for the remainder of the school year, parent contact

***Generally, there is no appeal of disciplinary actions for minor bus infractions. However, if a student is to be removed from the bus for more than four (4) weeks, parents may request a hearing with the Transportation Coordinator.***

## SECONDARY STUDENTS (GRADES 6-12)

### DISCIPLINARY ACTIONS — CLASS I

#### *Administrative Options:*

1. Conference with student and/or parental/guardian contact
2. Withdrawal of a privilege
3. Temporary removal from class.
4. In-school detention
5. Detention before or after school
6. Other disciplinary action as deemed appropriate by the principal or designee.

Students charged and disciplined under Class I or Class II procedures will not have the right to appeal any decision beyond the local school level.

### BUS DISCIPLINE ACTIONS- CLASS I

#### **FIRST OFFENSE:**

Student Conference, 3 day bus suspension, parent contact

#### **SECOND OFFENSE:**

Student Conference, 5 day bus suspension, parent contact

#### **THIRD OFFENSE:**

Student Conference, 10 day suspension, parent contact

#### **FOURTH OFFENSE:**

Student Conference, removal for the remainder of the school year, parent contact

***Generally, there is no appeal of disciplinary actions for minor bus infractions. However, if a student is to be removed from the bus for more than four (4) weeks, parents may request a hearing with the Transportation Coordinator.***

## INTERMEDIATE OFFENSES — CLASS II

### 2.01 *Any other offense*

Any other offense that the principal or designee may reasonably deem to fall in this category.

### 2.02 *Academic Dishonesty*

The use or attempted use of any deceptive or dishonest method of improving a grade. Providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission (with or without the use of electronic devices)

### 2.03 *Bullying/intimidation/harassment*

Verbal, non-verbal, or written/printed communication maliciously threatening injury to another student, property or reputation of another; intent to extort money or any pecuniary advantage with the intent to compel the student so threatened, or any other student to do any act or refrain from doing any act against his/her will; threatening words or actions, coupled with an apparent ability to carry out the threat, creating a fear in the other student. This also includes any instigation of a fight as defined in the code of conduct.

### 2.04 *Extortion.*

Verbally or by a written or printed communication, maliciously threatening to accuse another of any crime or offense.

### 2.05 *Fighting.*

Any physical action involving violence or conflict between two or more individuals.

### 2.06 *Gambling.*

The intentional, unlawful participation in gambling activities involving amounts of more than \$100.00

### 2.07 *Inciting student disorder and/or malicious mischief.*

### 2.08 *Indirect Threats.*

The indirect, intentional threat by word or act to do violence to another student, coupled with an apparent ability to do so, or the doing of some act which creates a well-founded fear in the person that such harm is likely. *(May be upgraded to 3.05)*

### 2.09 *Illegal Organization.*

Any on-campus fraternities, sororities, secret sororities, or non-school affiliated school clubs.

### 2.10 *Intentionally providing false information to a school board employee.*

This includes giving false student information, data, and concealment of information directly relating to school business. This includes, but is not limited to, forgery of any school document, parent or guardian notes, or other related material.

**2.11 *Intermediate disruption on a school bus or bus stop***

Exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a bona fide emergency.

Throwing or dropping anything inside or outside the bus at any time.

Entering or leaving the bus without the consent of the driver.

Failing to keep head and/or hands inside the bus at all times.

Any other distraction of the driver.

*Any offense that occurs on the school bus beyond Class I or is repeated may be coded by the Class and Code outlined in Class II, III, or IV offenses and is subject to bus suspension and additional disciplinary action as outlined by the class of the offense.*

*There is no appeal of disciplinary actions for minor bus infractions. However, if a student is to be removed from the bus for more than four (4) weeks, parents may request a hearing with the Hearing Committee and Transportation Director.*

**2.12 *Multiple Class I infractions.***

**2.13 *Offensive touching. (May be upgraded to 3.17)***

To another individual with sexual connotations, such as patting, pinching, or brushing against another's body.

**2.14 *Open defiance of a teacher or school board employee.***

Any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee.

**2.15 *Possession of a pocket knife (May be upgraded to 3.13 or 4.11)***

Pocket knife, small or key chain variety, or similar instruments that would not normally be considered a weapon.

**2.16 *Possession of stolen property***

(valued at less than \$100) with the knowledge that it is stolen

**2.17 *Possession of fireworks, firecrackers, stink bombs or other items that can be ignited.***

*(May be upgraded to 3.09)*

**2.18 *Stealing/Larceny.***

The intentional, unlawful taking and carrying away of personal property, valued at less than

\$100.00, or possession of stolen property with the knowledge it is stolen.

**2.19 *Striking and shoving another individual.***

Hitting, pushing, shoving or striking another student against that student's will, and the student victim fails to respond with physical contact

**2.20 *Unauthorized wireless communication use, distribution ,sharing information or content***

Unauthorized distribution or sharing of school or school related events through audio, cell phones, and other electronic communication devices.

**2.21 *Unjustified activation of a fire extinguisher or science lab gas valve.***

**2.22 *Unsolicited written or verbal proposition to engage in sexual acts.***

**2.23 *Unauthorized access to a computer system or knowledge of restricted computer passwords.***

**2.24 *Unauthorized absence from class or classes.***

Absence(s) from class(es) without the permission of the teacher, administration.

**2.25 *Use of obscene language, verbal or written, towards another person.***

To another individual: swear words, obscene gestures, crude language or naughty jokes.

**2.26 *Vandalism.***

Intentional and deliberate action resulting in or having the potential to result in damages of less than \$200 to public property or the real estate of personal property of another. Restitution for TCS property will be required.

***(Ala. Code §16-5-380)*** The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

**2.27 *Verbal Abuse.***

Speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, handicap, religion, sexual orientation, or national or ethnic origin.

***\*Multiple Class II infractions can be upgraded to a Class III.***

## STUDENTS (GRADES K-12)

### DISCIPLINARY ACTIONS CLASS II

#### *Administrative Options:*

1. Parent or guardian contact and disciplinary action
2. Detention
3. In-school suspension
4. Out-of-school suspension for one to five days
5. Out-of-school suspension from six to ten days with the approval of the Assistant Superintendent
6. Recommendation for referral to alternative school of no less than 3 days and a maximum of 10 with approval of the Assistant Superintendent. This option may only be granted twice in a semester.
7. Recommendation for expulsion
8. Restitution of property damages
9. Five (5) Class II offenses will result in a Class III offense
10. Disciplinary Probation.
11. Any actions included in Class I Other disciplinary action and deemed appropriate by the principal or designee.

#### ***\*Class II violations may warrant police contact***

*Students with disabilities (Special Education) will be disciplined according to applicable Federal and State laws for students with disabilities (IDEA 2004, Rules of Alabama State Board of Education, Special Education Services). For additional information contact the Special Education Coordinator.*

### BUS DISCIPLINE ACTIONS- CLASS II

#### **FIRST OFFENSE:**

Student Conference, 3 day bus suspension, parent contact

#### **SECOND OFFENSE:**

Student Conference, 5 day bus suspension, parent contact

#### **THIRD OFFENSE:**

Student Conference, 10 day suspension, parent contact

#### **FOURTH OFFENSE:**

Student Conference, removal for the remainder of the school year, parent contact

***Generally, there is no appeal of disciplinary actions for minor bus infractions. However, if a student is to be removed from the bus for more than four (4) weeks, parents may request a hearing with the Transportation Coordinator.***

## **MAJOR OFFENSES -CLASS III**

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### **3.01 *Any other offense***

The principal or designee may deem reasonable to fall within this category after consideration of extenuating circumstances.

### **3.02 *Bullying/intimidation/harassment.***

**Severe or repeated** harassment, intimidation or bullying. Verbal, non-verbal, or written/printed communication maliciously threatening injury to another student, property or reputation of another; intent to extort money or any pecuniary advantage with the intent to compel the student so threatened, or any other student to do any act or refrain from doing any act against his/her will; threatening words or actions, coupled with an apparent ability to carry out the threat, creating a fear in the other student. This also includes any instigation of a fight as defined in the code of conduct.

### **3.03 *Bomb Threat***

Any such communication which has the effect of disrupting the educational environment.

### **3.04 *Criminal Mischief/ Vandalism***

Willful and malicious injury or damages at or in excess of \$200.00 to public property or to real or personal property belonging to another.

**(Ala. Code §16-5-380)** The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

**NOTE:** Principal (or Designees), in consultation with the Assistant Superintendent for Student Services, must complete a property damage report and submit it to the Student Services Department.

### **3.05 *Direct Threats. ( May be upgraded to Class IV)***

The direct, intentional threat by word or act to do violence to another student, coupled with an apparent ability to do so, or the doing of some act which creates a well-founded fear in the person that such violence is imminent.

### **3.06 *Inciting, promoting, publicizing, or participating in major student disorder.***

Leading, encouraging, or assisting in (major) disruptions which result in destruction or damage of private or public property or personal injury to participants or others.

### **3.07 *Hate Speech.***

Multiple occurrences of speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, handicap, religion, sexual orientation, or national or ethnic origin.

### **3.08 *Hazing.***

Willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of any student. Willful act by any person alone or acting with others in striking, beating, bruising, or maiming; threatening, or attempting to strike, beat, bruise, or maim or to do or threaten or attempt to do physical violence to any student of any educational institution or any assault upon any student made for the purpose of committing any of the acts or producing any of the results to such student as defined.

### **3.09 *Igniting fireworks, firecrackers, or activating stink bombs.***

Preparing, possessing, or igniting on school property any firework, firecracker, stink bomb or similar objects.

### **3.10 *Imitation of controlled substances.***

Unauthorized possession, transfer, use or sale of a substance other than a drug, which by dosage unit, appearance (including color, size, shape and/or markings), and/or by representations made, would lead a reasonable person to believe that the substance is controlled.

### **3.11 *Multiple Class II infractions.***

### **3.12 *Possession of over the counter medications***

More than a single dose based on product directions of over-the-counter medications, and over-the-counter medications that must be released for purchase by a pharmacist or the sale of which is restricted based on the purchaser's age. Possession of any other substance which might create a hazard to the user's health or safety or the health or safety of another is prohibited.

**NOTE: If a student needs medication – including an over the counter medication - while at school, even on a temporary basis, the parent should contact the school to obtain the necessary permission form for use of medication at school.**

### **3.13 *Possession of prohibited objects.***

Including, but not limited to, any knife, dagger, sword, box cutter, metallic knuckles, laser pointer, tear gas gun, BB gun, stun gun; cell phone gun; paintball gun, pellet gun, chemical weapon or device, including mace or pepper spray, or any other object which could be used in a threatening manner (includes replicas)

### **3.14 *Possession of firearm facsimiles.***

Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm

**3.15 *Sabotage of a computer or computer system.***

Unauthorized access resulting in data modification ,disclosure of restricted information or tampering of the computer or computer system of any kind. Any other computer violations outlined in the TCS Acceptable Use Policy.

**3.16 *Sexual Acts.***

Acts of a sexual nature including, but not limited to, battery, intercourse and indecent exposure.

**3.17 *Sexual Harassment.***

The request for sexual favors, use of vulgar or sexually explicit comments, gestures or conduct, obscene or sexually explicit pictures; sexually oriented contact, “kidding”, teasing, or practical jokes directed toward another individual or offensive to a third party observer.

**3.18 *Stealing/Larceny/Grand Theft.***

The intentional, unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another.

**3.19 *Terrorist Threat.***

A person commits the crime of making a terrorist threat when he/she threatens by any means to commit any crime of violence or damage to property.

**3.20 *Trespassing.***

Entering or remaining in any structure, conveyance, or property without being authorizing, licensed, or invited; or having been authorized or licensed, is warned by an authorized person to depart and refuses to do so.

**3.21 *Unjustified activation of a fire alarm system or life safety device***

**3.22 *Leaving the school campus without permission.***

Leaving the school campus during the student’s scheduled class time.

**3.23 *Possession and/or use of nicotine products/alternatives***

Having and/or using tobacco products. This includes lighters, matches, vapes, or paraphernalia.

**3.24 *Possession of obscene pornographic or sexually explicit material.***

Electronic or hard copy evidence of material that is sexually explicit and/or obscene.

## STUDENTS (GRADES K-12)

### DISCIPLINARY ACTIONS CLASS III (INCLUDING BUS)

*The commission of a Class III offense may also involve the interventions and/or prosecution by law enforcement authorities where necessary and/or appropriate.*

The disciplinary action for such offenses will be suspension and/or recommendation for expulsion by the principal as authorized in the procedures previously stated.

#### *Administrative Options:*

1. Parent or guardian contact and disciplinary action
2. In-school suspension
3. Out-of-school suspension for one to five days
4. Out-of-school suspension for up to ten (10) days with the approval of the Assistant Superintendent and/or recommendation for expulsion with parent contact and conference.
5. Recommendation for referral to alternative school of no less than 5 days and a maximum of 10 with approval of the Assistant Superintendent. This option may only be granted twice in a semester.
6. Referral for a hearing with the Disciplinary Hearing Committee.
6. Recommendation for expulsion
7. Restitution of property damages
9. Any actions included in Class I Other disciplinary action and deemed appropriate by the principal or designee.
10. Suspension and/ or removal from the bus as deemed by the administrator.

#### Commission of a Class III:

Students and parents should be aware that the Hearing Committee may recommend a longer term of suspension, alternative placement including virtual school, community service, work detail, restitution, or referral to the Superintendent for possible expulsion from the Trussville City School System for a Class III offense.

*Students with disabilities (Special Education) will be disciplined according to applicable Federal and State laws for students with disabilities (IDEA 2004, Rules of Alabama State Board of Education, Special Education Services). For additional information contact the Special Education Coordinator.*

## **CRIMINAL OFFENSES -CLASS IV**

*The commission of a Class IV offense will involve the interventions and/or prosecution by law enforcement authorities where necessary and/or appropriate and a hearing with the Board of Education.*

### **4.00 Arson**

Willfully and/or maliciously burning any part of a building or its contents

### **4.01 Aggravated Assault/ Battery.**

Intentionally causing bodily harm, disability, or permanent disfigurement; use of a deadly weapon

***NOTE:** Principal (or Designees), in consultation with the Assistant Superintendent of Student Services, must thoroughly investigate the allegation, and if there is credible evidence that an assault occurred, he/she must complete an aggravated assault report and submit it to the police. The victim must seek medical attention for this violation.*

### **4.02 Alcohol.**

Unauthorized possession, use, transfer, sale, or procurement of alcohol or any substance with alcohol content; attending school or school related activities while being under the influence of any substance with alcohol content.

### **4.03 Drugs**

Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia; intent to use, buy, or sell drugs/drug paraphernalia; being under the influence of drugs. "Drugs" also includes all illegal controlled substances, synthetic drugs, prescription drugs, and over-the-counter medications that must be released for purchase by a pharmacist or the sale of which is restricted based on the purchaser's age. Possession of any other substance which might create a hazard to the user's health or safety or the health or safety of another is prohibited.

**NOTE:** If a student needs medication – including an over the counter medication - while at school, even on a temporary basis, the parent should contact the school to obtain the necessary permission form for use of medication at school.

### **4.04 Explosives.**

Preparing, possessing, or igniting on school board property, explosives (including live projectiles) which have the potential to cause serious bodily injury or property damage.

#### **4.05 Possession by student of deadly firearm**

Disciplinary action for any student who is determined by the Board of Education (a) to have brought a deadly weapon or firearm to school or (b) to have had a deadly weapon or firearm in his/her possession in a school building, on school grounds, on a school bus, or on a school-sponsored function shall be expelled from school for a period of at least one year, as outlined in TCS board policy (6.19).

**NOTE:** Possession of a firearm on school property or within 1000 feet of a school campus violates both federal and state laws. Such laws apply to all persons while on school property. The expulsion or suspension from school for a period of not less than one calendar year is mandated for all violations of this code.

#### **4.06 Rape or attempted rape**

A verified sexual assault with or without force.

#### **4.07 Robbery**

Taking money or other property from a person by force and/or intimidation.

#### **4.08 Sexting, possession, creation, and/or distribution of pornographic or sexually explicit material**

Alabama's child pornography laws make it a felony to produce (create), distribute, or possess obscene images, videos, and other materials that depict a minor younger than 17 engaged in an act of sexual conduct or lewd exhibition. Sexting is the sending of nude, sexual, or otherwise explicit images electronically, whether by text messaging, Internet messaging, social media, chat boards, or email.

#### **4.09 Terrorist Threat.**

A verified threat as determined by the Trussville Police department and TCS threat assessment team. A terrorist threat by any means to commit any crime of violence or damage to property.

#### **4.10 Illegal school entry or 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.

#### **4.11 Weapons**

Possession with intent to harm an individual or group Including, but not limited to, any knife, dagger, sword, box cutter, metallic knuckles, laser pointer, tear gas gun, BB gun, stun gun; cell phone gun; paintball gun, orbees gun, pellet gun, chemical weapon or device, including mace or pepper spray; any other weapon, instrument, or object which is used in a threatening manner and is seen by the individual being threatened as capable of causing harm (includes replicas) .

## STUDENTS (GRADES K-12)

### DISCIPLINARY ACTIONS — CLASS IV (INCLUDING BUS )

***The commission of a Class IV offense may also involve the interventions and/or prosecution by law enforcement authorities where necessary and/or appropriate***

The disciplinary action for such offenses will be suspension and/or recommendation for expulsion by the principal as authorized in the procedures previously stated.

#### *Administrative Options:*

1. Out-of-school suspension for up to ten (10) days with the approval of the Assistant Superintendent and/or recommendation for expulsion with parent(s) or guardian(s)..
2. Recommendation for disciplinary hearing with the Hearing Committee.
3. Recommendation for requires police involvement and discipline committee review
4. Recommendation for expulsion
- 5 .Suspension and/or removal from the bus as deemed by the administrator.

#### Commission of a Class IV:

Any offense by any student is punishable by suspension from school & a referral to the BOE for a hearing. Students and parents should be aware that the Hearing Officer may recommend a longer term of suspension, alternative placement including virtual school, community service, work detail, restitution, or referral to the Superintendent for expulsion from the Trussville City School System for a Class IV offense.

#### ***FELONY CHARGES:***

***If a student is charged with a felony their parent /guardian should contact the Assistant Superintendent of Student Services to determine appropriate school placement during this time. Students charged with a felony will not be allowed back on any school property until the appropriate placement is determined***

*Students with disabilities (Special Education) will be disciplined according to applicable Federal and State laws for students with disabilities (IDEA 2004, Rules of Alabama State Board of Education, Special Education Services). For additional information contact the Special Education coordinator.*

## **DETENTION (GRADES K-12)**

Students may be detained for disciplinary purposes at the discretion of the local school principal and professional staff of individual schools. Provided a student is detained before or after regular school hours, the student must be given notice of such detention. The principal or his/her designee must notify parent/guardian to arrange transportation. Students shall not be required to remain before or after school for more than one (1) hour for detention purposes. Transported students shall not be given before or after school detention on an involuntary basis without reasonable prior notification to the parents or guardians.

## **IN-SCHOOL SUSPENSION (GRADES K-12)**

In-school suspension or detention is a structured disciplinary action in which a student is isolated or removed from regular classroom and extracurricular activities but is not dismissed from the school setting nor counted absent during the period of in-school suspension. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period or periods in the school day and of time not to exceed five (5) days. The principals and their staff should determine the scope of in-school suspension in their respective schools. In addition, the local school principal shall ensure that the following safeguards are met.

When suspended, a student is prohibited from entering into **any** Trussville City Schools property and from attending or participating in school or School Board-related activities (for example, athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds.

Violation of this rule may result in additional charges of trespassing against the student. Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises.

1. The student must be supervised by a member of the professional staff during in-school suspension.
2. The confinement area assigned to the student should be adequate and conducive to completing school assignments.
3. The student shall be responsible for completing all class assignments, homework, examinations, etc. that are applicable to other students in his/her class(s), except that, students on in-school suspension shall not be permitted to participate in assignments that require class attendance (oral reports, recitations, etc.).
4. A student to be suspended with a recommendation for expulsion may not be placed on in-school suspension

## **OUT OF SCHOOL SUSPENSION (GRADES K-12)**

To maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected violation of school or school system rules, standards, or policies, principals may temporarily suspend a student pending a conference with the parent or guardian of the student and a final disciplinary decision. Suspension may also be imposed as a disciplinary measure as provided in the Code of Student Conduct. Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (IDEA) and its implementing regulations.

The Board recognizes its authority to maintain good order and discipline within the district's schools. Therefore, the Board gives the school principal the authority to suspend a student.

The principal shall make an immediate effort (same day) to contact the student's parents or guardians about the suspension. No suspended student shall be allowed to leave the school premises during the school day until the student's parent, guardian, or proper school authorities assume responsibility for him/her. When a student's parent, guardian, or other designated individual(s) cannot be notified, the student must remain on the premises until the end of the school day. At the end of the school day, the student will return home via normal transportation methods.

The school principal/designee has the authority to suspend students from school for up to five (5) days and up to ten (10) days with the permission of the Assistant Superintendent when an expulsion recommendation is to be considered.

Suspended students will have 3 days from the last day of the suspension to turn in all assignments to their teachers at their base school. If a student is placed in Alternative School, the student is generally suspended 1-3 days prior to the placement. The student is responsible for completing the work missed during the time of suspension and getting the agreed upon work to the base school within the 3 day period.

### **NOTIFICATION OF SUSPENSION**

Prior to suspension, the student will be made aware of the charges and supporting evidence and given an opportunity to respond to them. The local school principal shall complete and provide the student with a notice of suspension prior to the departure from campus with copies to the student's parent or guardian within forty-eight (48) hours stating the reason(s) for such action. Immediate removal of the student from school premises is justified only when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, the parents or guardians must be notified by phone or personally by the attendance supervisor or other school officials. In extreme emergencies, principals are given the authority to call upon law enforcement officials to remove such students. The principal shall advise the superintendent by phone regarding forced removals and shall follow the oral contact with a written confirmation to the Superintendent.

### **LENGTH OF SUSPENSION**

The suspension of a student shall not exceed five (5) days except as follows:

1. Any student suspended more than three times during a school year shall be required to appear with parents or guardians before the Superintendent and school principal to explain his/her situation. The Superintendent or designee shall schedule the conference within five (5) school days after being notified by the school principal. If the student or parents or guardians fail to appear as ordered, an alternative placement or expulsion proceedings may be initiated.
2. If an incident or violation, or series of incidents or violations, are serious enough to warrant suspension, said suspension may not exceed ten (10) complete school days pending Board action on an expulsion recommendation. Provided the Board does not render a decision within the ten (10) school-day period, after expulsion recommendation consideration, the school may readmit the student to school within the ten (10) school-day period based on mutual agreement of the principal and Superintendent. In such a case, the principal and Superintendent will have decided not to recommend expulsion.

## **TERMS OF SUSPENSION**

1. While suspended, a student may not attend school functions or enter school property for any reason during or after the school day.
2. When a student is suspended, his/her teachers shall be notified immediately concerning the date and duration of the suspension.
3. A suspended student must comply with the full length of the suspension unless the principal approves an alternative.
4. Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises.

## **RE-ENTRY AFTER SUSPENSION**

When a student returns to school after the first suspension in an academic year, the readmission must be preceded by a pre-or post-conference with the principal or designee. The conference must include the parents or guardians, unless otherwise approved by the principal. The student is readmitted on approval of the principal or his/her designee. The student may be subject to disciplinary probation for the remainder of the semester.

## **ALTERNATIVE PLACEMENT**

Alternative placement is designed for students who are not able to function in the structure of a regular school setting. A decision to place a student in the alternative setting will be based on an administrative investigation of the reported incident and a review of student records. The school administrator will make a recommendation to the district Hearing Committee for a final placement decision. The school system will require students in alternative education programs to meet state graduation requirements. The system will maintain evidence of student accomplishments and progress in the programs.

A student may be recommended for a short-term (three to ten days) or long-term placement depending on the severity of the infraction. Students in punitive alternative placement may not be allowed to attend functions or events at the base school until the length of placement has been met.

TCS Board Approved 7/17/2023

### **ALTERNATIVE ASSIGNMENT:**

Students may be allowed to attend an alternative school under the conditions set forth by the Board of Education in order to earn admittance or re-entry to the local school. All grades earned at the alternative school should be transferred to the student's zoned school upon admittance or re-entry.

- **A maximum of 30 days in the alternative school by recommendation of the administration or the Hearing Committee.**
- **Recommendations of no less than 30 days and no more than 50 days must be approved by the Board of Education and/or the Superintendent.**

The student **MUST** serve the days assigned. If a student is absent or suspended, those days will not count towards the days served.

A student **MAY** serve a total time of up to one (or the remaining of ) full academic year at the direction of the Board of Education.

## **EXPULSION**

A student may be expelled from school if an offense is serious enough to warrant such action. The authority to expel a student is retained solely by the Board of Education. Students who are recommended for expulsion may be suspended until such time as the Board meets to consider the recommendation for expulsion.

The Superintendent will notify the student or the student's parent/guardian, in writing, of any action taken by the Board. The term of an expulsion may extend to the maximum permitted by law. The Board may impose such reasonable limitations on the student's right to re-enroll in the school system following expiration of expulsion as may be permitted by law. A student who withdraws from school prior to the Board's consideration of a proposed expulsion may not re-enroll in the school system until the Board holds a hearing or other appropriate proceeding regarding the recommended expulsion.

After being expelled from school, a student shall be prohibited from participating in or attending all school-related functions or activities. A student found to be on Trussville City Schools' property during expulsion and not escorted by a parent or guardian, shall be subject to being trespassed from all school property for the remainder of the expulsion period.

### **EXPULSION OF STUDENTS WITH EXCEPTIONALITIES**

Students with exceptionalities may be expelled from school if an offense is serious enough to warrant such an action. It should be noted, however, that such an extreme action will result in a change of placement, and the IEP Committee will have to convene to consider an alternative instructional program.

# STUDENT SERVICES HEARING PROCESS

*When the principal or his/her designee believes the student to be guilty of a charge scheduled under Class III or Class IV offenses the student will:*

Be suspended, pending a hearing with the Student Services Hearing Committee.

The hearing is to determine both whether a student is guilty of the charged offenses and the appropriate disciplinary action if the student is found to have committed the offenses charged.

All suspensions prior to the hearing will remain in full force and effect until a hearing is held.

A parent of a student suspended under these provisions must contact the office of the Assistant Superintendent of Student Services Department or his/her designee to request the hearing within twenty-four (24) hours of being contacted by school officials or being informed of the action by the suspended student.

School officials shall contact the Assistant Superintendent of Student Services Department and shall forward a copy of the *Due Process Referral Form for Class III or Class IV Offenses* and other required pertinent information to the Student Services Department or his/her designee within twenty-four (24) hours of the decision to suspend the student to the Student Services Department.

Hearings will be held within 3 days of the request.

The Hearing Committee shall send a copy of the decision to the following:

- Parent or Guardian
- Assistant Superintendent of Students Services
- School principal or designee
- Alternative Program administrator (if the student is being referred)

*Students with disabilities (Special Education/504) will be disciplined according to applicable Federal and State laws for students with disabilities (IDEA 2004, Rules of Alabama State Board of Education, Special Education Services). A manifestation meeting of the IEP or 504 team will be held prior to a Student Services Hearing.*

# GLOSSARY

TERM	DEFINITION
<b><i>Alternative Placement</i></b>	The removal of a student from his/her school on a temporary basis for a period of time as determined by administration.
<b><i>Alternative Program</i></b>	A secondary education program that provides instructional courses and offers special services to eligible at-risk students to earn credits.
<b><i>Appeal</i></b>	To apply for a reversal or change in the decision made by the administration..
<b><i>Bullying</i></b>	“Bullying” means a continuous pattern of intentional behavior (or a single incident which is particularly egregious) that takes place 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. Bullying is defined as a deliberate, repeated act with intention to hurt, insult or threaten another person in school, on school grounds, in school vehicles, or at school events. Bullying consists of an imbalance of power.
<b><i>Child</i></b>	Any person under the age of 18
<b><i>Chronic Absenteeism</i></b>	Chronic absenteeism is defined as missing 10% or greater of the total number of days enrolled during the school year for any reason. It includes both excused and unexcused absences. Alabama public schools are required to attend 180 school days so, 10% for Alabama students equates to eighteen (18) missed days.
<b><i>Confidential</i></b>	The state of keeping or being kept a secret or private.
<b><i>Cyberbullying</i></b>	Intimidating text messages or emails; rumors by email or social networking sites; embarrassing pictures and videos; trolling; other pervasive, ongoing patterns intended to intimidate, harass, or shame a student.
<b><i>Designee</i></b>	A person officially chosen, selected or appointed.
<b><i>Detention</i></b>	Assignment to a designated room on a school campus, either outside the regular school day, including Saturday, or during the regular school day, for a specified period of time. A failure to comply with school detention procedures will result in additional disciplinary action.
<b><i>Disruption</i></b>	Disturbance or problems which interrupt an event, activity, or process.
<b><i>Due Process</i></b>	A course of formal proceedings carried out regularly and in accordance with established rules and principles.
<b><i>Expulsion</i></b>	Expulsion is the removal of a student from the Trussville City School System. An expelled student shall not attend Trussville City Schools, enter onto any Board property, or attend or participate in any school or Board-related activities, regardless of the nature or location of the activity. Any student removed from the

TERM	DEFINITION
	school system who is found in violation of the above will be considered trespassing.
<b><i>Firearm</i></b>	A weapon, portable gun or pistol, from which a projectile can be discharged by an explosion caused by igniting gunpowder, etc.
<b><i>Gender Identity and Expression</i></b>	Gender identity or expression means having or being perceived as having gender-related characteristics, appearance, mannerisms, or identity, whether or not stereotypically associated with one's assigned sex at birth.
<b><i>Harassment</i></b>	Aggressive pressure or intimidation; Uninvited annoyance or teasing of another individual.
<b><i>Hearing Committee</i></b>	Hearing Officer, School Administrator, and Certified Teacher
<b><i>Horseplay</i></b>	Rough play or pranks
<b><i>Hostile Environment</i></b>	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.
<b><i>Incident</i></b>	An event or occurrence.
<b><i>Interference</i></b>	The act of interfering with a process; something that interferes or obstructs.
<b><i>Intervention</i></b>	An action taken to improve a situation.
<b><i>Intimidation</i></b>	An unjustified threat or other action that is intended to cause fear or apprehension in a student.
<b><i>Investigation</i></b>	A formal inquiry or systematic study.
<b><i>Littering</i></b>	Purposely leaving trash to cause a nuisance, health concern or damage.
<b><i>Mandatory Reporter</i></b>	Any person who knows or has reasonable cause to believe or suspect that a child has been abused or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse shall be required to report orally, either by telephone or direct communication immediately, followed by a written report, to DHR, law enforcement, or the District Attorney.
<b><i>Mechanical Restraint</i></b>	The use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. Examples: seat belts or other safety equipment.
<b><i>Nonconformity</i></b>	Failure or refusal to conform to a rule or practice.
<b><i>Physical Bullying</i></b>	The victim's personal boundaries are violated. Hitting, kicking, pinching, spitting, tripping, pushing; taking or breaking someone's things; making mean or rude hand gestures. Other pervasive, ongoing patterns intended to intimidate, harass or shame an individual.
<b><i>Physical Restraint</i></b>	Direct physical contact from designated and trained school personnel to prevent or

TERM	DEFINITION
	significantly restrict a student's movement.
<b><i>Pornography</i></b>	A printed or visual containing the explicit description or display of sexual organs or activity.
<b><i>Possession</i></b>	The state of having, owning, or controlling something.
<b><i>Procurement</i></b>	To obtain something.
<b><i>Reasonable Suspicion</i></b>	Reason to believe a crime has been committed or a crime may be committed.
<b><i>Repeated</i></b>	Occurring again
<b><i>Retaliation</i></b>	An adverse action taken against a person for reporting a complaint of harassment, violence, threat of violence, or intimidation when the complainant honestly believes the act has occurred or is occurring, or for participating in or cooperating with an investigation.
<b><i>School Bus Suspension</i></b>	School bus suspension is the denial of the privilege of being allowed to ride a school bus, based on conduct generally occurring while a student is riding, preparing to ride, or waiting to ride a public school bus.
<b><i>School Community</i></b>	Includes but is not limited to all students, school employees, contractors, unpaid volunteers, work study students, interns, student teachers, and visitors.
<b><i>Sexting</i></b>	Sending of nude, sexual, or otherwise explicit images electronically, whether by text messaging, Internet messaging, social media, chat boards, or email.
<b><i>Sexual Harassment</i></b>	A request for sexual favors, use of vulgar or sexually explicit comments, gestures or conduct, obscene or sexually explicit pictures; sexually oriented contact, "kidding," teasing, or practical jokes directed toward another student or offensive to a third party observer.
<b><i>Social Bullying</i></b>	Exclusion-intentionally excluding an individual; telling other individuals not to be friends with someone; spreading rumors about someone; embarrassing someone in public. Other pervasive, ongoing patterns intended to intimidate, harass, or shame a student.
<b><i>Student</i></b>	A person enrolled in the Trussville City Schools public school system.
<b><i>Suspension</i></b>	Suspension is a temporary removal of a student from his or her regular program and from the school. When suspended, a student is prohibited from entering into any Trussville City Schools property and from attending or participating in school or School Board-related activities (for example, athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds. Violation of this rule may result in additional charges of trespassing against the student. Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises.
<b><i>Tardy</i></b>	Minutes missed in a school day (morning, mid-day or afternoon); late to school or class; check-in or check-out
<b><i>Threat</i></b>	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

TERM	DEFINITION
	person communicating the threat has the ability to carry out the threat.
<b><i>Threatened Act of Violence</i></b>	Any threat of action that suggests the possibility that serious physical injury or death may be caused to another.
<b><i>Time- Out</i></b>	A behavioral intervention in which a student is temporarily removed from the learning activity.
<b><i>Truant</i></b>	A student who stays away from school without explanation.
<b><i>Unauthorized</i></b>	Not having official permission or approval from school personnel.
<b><i>Verbal Bullying</i></b>	Teasing name-calling; taunting,threatening to cause harm; inappropriate sexual comments; other pervasive, ongoing patterns intended to intimidate, harass or shame an individual.
<b><i>Violation</i></b>	The act of disobeying or defying rules.
<b><i>Violence</i></b>	The unjustified infliction of physical force by an individual with the intent to cause injury to another student or damage to the property of another individual.
<b><i>Work Detail</i></b>	The principal or designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a specified period of time.

## APPENDIX I: THREAT ASSESSMENT PROTOCOL

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The purpose of this protocol is to establish a procedure for members of that Trussville City School System and community to work together to recognize and assess threats of violence in a school setting and, if possible, to prevent acts of violence from occurring. The protocol is intended to help school administrators and law enforcement officials identify credible threats of violence, establish procedures for addressing them, and develop guidelines for follow-up once a threat has occurred.

***Threatened Act of Violence:*** Any threat or action that suggests the possibility that serious physical injury or death may be caused to another.

***Procedure:*** The following procedure is separated into several sections to highlight the responsibilities of different members of the school community.

Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall assume the threat is serious and arrange for threat assessment interviews to be conducted

The SRO/police officer, upon receiving information that a person is threatening to commit an act of violence or upon notification shall assume the threat is serious;

***Threat Assessment Interviews:***

The primary purpose of the interviews are to engage in an assessment of the available information in an attempt to determine the veracity of the threat in order to decide what level of follow-up action is needed and appropriate.

The school administrator will make arrangements for the threat assessment interview to be conducted at the time of the threat or as closely to the time of the threat as possible.

Administrators will work with law enforcement personnel to determine an appropriate time to conduct the assessment if law enforcement determines there is need/cause for immediate removal of the student from the school campus.

Once the assessment is complete, the SRO/police officer and school administrator shall convene privately to discuss the threat and consider options for further assessment and follow-up action. If the result of the threat assessment indicates that the threat is credible, school administrators will follow standard procedures regarding disciplinary actions for the student, notification of the parent, etc. Trussville City Schools will cooperate with law enforcement and diligently seek criminal prosecution for any incident involving threats of violence.

If the result of the threat assessment indicates that the threat is not credible, the school administrator will determine if any further action is necessary..

## APPENDIX II: STUDENT SEARCHES

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***Board Property:***

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

***Personal Property:***

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

***Personal Searches:***

Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent.

Personal searches will be conducted with regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.

***Use of Recovered Items:***

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

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## **APPENDIX III: DRUG TESTING/INTERVENTION PROGRAMS**

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## *6.22 Student Parking Privileges - Substance Abuse Policy*

In order to promote the safety and welfare of students and others who work on or visit school campuses, to encourage the development of safe and responsible driving practices, and to serve the general purposes of maintaining a drug and alcohol free school environment, students will be granted the privilege of driving and parking on school property only if they are free of the effects of alcohol or other illegal or controlled substances. Accordingly, any student who desires to drive a vehicle on school property or park on school property may be required to submit to periodically or randomly administered sobriety or drug tests as a condition to issuance of a permit authorizing the operation or parking of a motor vehicle on school grounds.

Principals may impose reasonable additional conditions or requirements for the privilege of driving or parking a vehicle on school property including, for example, conditions relating to maintenance of academic and attendance standards and the payment of fees. Principals may also establish priorities for issuance and assignment of parking permits. The Board reserves the right to require that sobriety or drug tests or screenings be passed as a condition to maintaining parking or vehicle permits, or privileges relating to use of a motor vehicle. Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws and procedures that are developed by the Superintendent for approval by the Board.

## *6.23 Student Competitive Extracurricular Activity Substance Abuse Policy*

In order to promote the safety and welfare of students who participate in competitive extracurricular activities, to insure that such participation is neither impaired nor any risk of injury exacerbated, to provide incentives to students to maintain safe and healthful practices, and to promote a school environment that is free of alcohol and illegal drugs or controlled substances, the Board reserves the right to require any student who participates in extracurricular competitive programs or activities to submit to sobriety tests or screening for illegal drugs or controlled substances prior to, during, or following a competitive event, practice, competition, or at any other time while the student is under the supervision of the school system. Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws, and procedures that are developed by the Superintendent for approval by the Board.

## **TCS CODE OF CONDUCT: DRUGS AND ALCOHOL**

### **4.02 Alcohol.**

Unauthorized possession, use, transfer, sale, or procurement of alcohol or any substance with alcohol content; attending school or school related activities while being under the influence of any

substance with alcohol content.

#### **4.03 Drugs**

Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia; intent to use, buy, or sell drugs/drug paraphernalia; being under the influence of drugs. “Drugs” also includes all illegal controlled substances, synthetic drugs, prescription drugs, more than a single dose based on product directions of over-the-counter medications, and over-the-counter medications that must be released for purchase by a pharmacist or the sale of which is restricted based on the purchaser’s age. Possession of any other substance which might create a hazard to the user’s health or safety or the health or safety of another is prohibited.

**NOTE:**

If a student needs medication – including an over the counter medication - while at school, even on a temporary basis, the parent should contact the school to obtain the necessary permission form for use of medication at school.

### **GOALS OF STUDENT SUBSTANCE ABUSE PREVENTION PLAN**

*To support TCS policy of providing a drug and alcohol-free school environment*

*To promote the safety and welfare of students and others on our school campuses*

*To deter the use of drugs and alcohol among students*

*To assist in identifying students in need of intervention and provide assistance, support, and resources to those students and their families*

### **STUDENT DRUG TESTING**

#### **STUDENT POPULATIONS ELIGIBLE TO BE DRUG TESTED**

1. High school students who purchase parking passes to drive/park on campus (“Student Drivers”)

- a. Random Drug Testing; and
- b. Reasonable Suspicion Drug Testing at any time while under the supervision of the school district.

2. Activity students who are members of any TCS sponsored extracurricular organization which participates in interscholastic competition such as, but not limited to, academic teams, fine arts clubs/organizations/teams, athletic teams, and performance teams (“Activity Students”)

- a. Random Drug Testing; and
- b. Reasonable Suspicion Drug Testing at any time while under the supervision of the school district.

*Students who refuse to be tested will lose driving privileges and the opportunity to participate in activities until they take a drug test. If a parent refuses to meet with the administrator, students will forfeit their parking privilege or opportunity to participate in activities until the meeting occurs.*

### **FORMAT FOR RANDOM DRUG TESTING**

Names of students eligible for random testing will be submitted to 3rd Party Testing Agency, the district contracted third-party testing agent.

At various times during the year, a third-party testing agency will provide school administrators a list of students to be tested based on a random selection by the third party testing agency’s computer program.

Upon receiving the list of students, school administrators will partner with the third-party testing agency to conduct the drug screening process.

**Drug screenings** will be conducted randomly throughout the school year.

Students selected for drug testing and their parent/guardian will not receive notice prior to the screening, but the parent/guardian will be notified afterward that the student was tested.

**Positive results** will be reported to parent/guardian by the third-party testing agency and to school administrators by the third-party testing agency. The principal will initiate an intervention and consequence plan for students who test positive for drug use.

### **CONSEQUENCE PLAN FOR STUDENT ATHLETIC WHO TEST POSITIVE FOR DRUGS AND ALCOHOL**

The Principal or designee will meet with the student and parent/legal guardian to review consequences.

*Students who refuse to be tested will lose driving privileges and the opportunity to participate in activities until they take a drug test. If a parent refuses to meet with the administrator, students will forfeit their parking privilege or opportunity to participate in activities until the meeting occurs.*

### **FIRST POSITIVE RESULT**

- The student shall be suspended from participation for a minimum of 35% of any current or future athletic competitions, beginning no earlier than the opening game or event for the sport or activity.
- During the suspension, students in grades 7-12, may attend, but may not participate or dress out for any competitive event or activity.
- If the athlete is not participating in an in-season sport or activity, he/she will have a minimum 35% suspension at the beginning of the next season in which he/she participates, regardless of any other sanction or punishment imposed under this policy.
- Complete a one-hour drug information session at school with a contracted outside agency and/or district interventionist. (Failure to attend this course will result in required attendance in a four-hour course).

### **If the student athlete is a driver:**

- Suspension of driving privileges for 30 calendar days.
- At the end of 30 calendar days, a drug test administered by a 3rd Party Testing Agency at the expense of the parent/guardian must produce negative results.
- If the results of the drug test are negative, the student may resume driving privileges.

### **SECOND POSITIVE RESULT**

- The student will be suspended from participating in any extracurricular activity or parking privileges for a 60% of any current or future athletic competitions, beginning no earlier than the opening game or event for the sport or activity.
- During the suspension, students in grades 7-12, may attend, but may not participate or dress out for any competitive event or activity.
- If the athlete is not participating in an in-season sport or activity, he/she will have a minimum 60% suspension at the beginning of the next season in which he/she participates, regardless of any other sanction or punishment imposed under this policy.
- Before he/she can be eligible to participate in any extracurricular activity or regain parking privileges, (i) he/she must test negative for prohibited substances as a result of an approved drug test if the violation related to the consumption or use of a prohibited substance and the substance is capable of being detected by a drug test. Testing for the purpose of returning to activities or parking privileges may be done at the expense of the student. Further disciplinary actions may be implemented by the coach or sponsor with approval from a school administrator.

- Parents and students must complete a four hour drug intervention program with district interventionist and/or outside agencies. (Failure to attend will result in students not being allowed to participate in athletic competition until the course has been completed).

**If student is a driver:**

- Suspension of driving privileges for 45 calendar days.
- At the end of 45 calendar days, a drug test administered by a 3rd Party Testing Agency at the expense of the parent/guardian must produce negative results.
- If the results of the drug test are negative, the student may resume driving privileges.

**THIRD POSITIVE RESULT**

- Upon the second violation, the student will be suspended from participating in any extracurricular activity or parking privileges for a period extending for a full calendar year.

**CONSEQUENCE PLAN FOR STUDENT DRIVERS WHO TEST POSITIVE FOR DRUGS AND ALCOHOL**

The Principal or designee will meet with the student and parent/legal guardian to review consequences.

**1st Positive Result**

- Suspension of driving privileges for 30 calendar days.
- At the end of 30 calendar days, a drug test administered by a 3rd Party Testing Agency at the expense of the parent/guardian must produce negative results.
- If the results of the drug test are negative, the student may resume driving privileges.

**2nd Positive Result**

- Suspension of driving privileges for 45 calendar days.
- At the end of 45 calendar days, a drug test administered by a 3rd Party Testing Agency at the expense of the parent/guardian must produce negative results.
- If the results of the drug test are negative, the student may resume driving privileges.

**3rd Positive Result**

- Suspension of driving privileges for 90 calendar days.
- At the end of 90 calendar days, a drug test administered by a 3rd Party Testing Agency at the expense of the parent/guardian must produce negative results.
- If the results of the drug test are negative, the student may resume driving privileges.

**Additional Positive Results**

- Suspension of driving privileges for one calendar year.

## **CONSEQUENCE PLAN FOR STUDENT EXTRACURRICULAR ACTIVITIES (NON-ATHLETIC) WHO TEST POSITIVE FOR DRUGS AND ALCOHOL**

### **FIRST POSITIVE RESULT**

- If non-athletic extracurricular activities and/or has parking privileges, the athlete shall be suspended from the athletic activities in addition to the suspensions from other extracurricular activities and parking privileges set forth in this drug testing policy.
- For extracurricular activity students, the student shall be suspended from participation for a minimum of 35% of all extracurricular activities in which he/she is currently participating.
- In the event that 35% of regularly scheduled events is not readily apparent, a comparable restriction of 35% participation as determined by the principal and faculty sponsor for the activity shall be imposed.
- Suspension from non-athletic extracurricular activities will not supersede suspension from athletic activities.
- If a non-athlete extracurricular activity student is not currently participating in an extracurricular activity, he/she will have a minimum 35% suspension, at the beginning of the next extracurricular activity in which he/she participates.

### **If the student athlete is a driver:**

- Suspension of driving privileges for 30 calendar days.
- At the end of 30 calendar days, a drug test administered by a 3rd Party Testing Agency at the expense of the parent/guardian must produce negative results.
- If the results of the drug test are negative, the student may resume driving privileges.

### **SECOND POSITIVE RESULT**

- The student will be suspended from participating in extracurricular activity for a 60% of any current or future athletic competitions, beginning no earlier than the opening game or event for the sport or activity.
- During the suspension, students in grades 7-12, may attend, but may not participate or dress out for any competitive event or activity.
- If the athlete is not participating in an in-season sport or activity, he/she will have a minimum 60% suspension at the beginning of the next season in which he/she participates, regardless of any other sanction or punishment imposed under this policy.
- Before he/she can be eligible to participate in any extracurricular activity or regain parking privileges, (i) he/she must test negative for prohibited substances as a result of an approved drug test if the violation related to the consumption or use of a prohibited substance and the substance is capable of being detected by a drug test. Testing for the purpose of returning to activities or parking

privileges may be done at the expense of the student. Further disciplinary actions may be implemented by the coach or sponsor with approval from a school administrator.

- Parents and students must complete a four hour drug intervention program with district interventionist and/or outside agencies. (Failure to attend will result in students not being allowed to participate in athletic competition until the course has been completed).

**If student is a driver:**

- Suspension of driving privileges for 45 calendar days.
- At the end of 45 calendar days, a drug test administered by a 3rd Party Testing Agency at the expense of the parent/guardian must produce negative results.
- If the results of the drug test are negative, the student may resume driving privileges.

**THIRD POSITIVE RESULT**

- Upon the second violation, the student will be suspended from participating in any extracurricular activity or parking privileges for a period extending for a full calendar year.

**TOBACCO RELATED VIOLATIONS**

**First Offense:**

- For all activities and students with parking privileges, the student will be required to complete the tobacco cessation and education program recommended by TCS. This course will take place at school.\*
- Suspension of driving privileges for 30 calendar days, if applicable..

**Second Offense:**

- The student shall be suspended from participation in extracurricular activities for a minimum of 10% of any current or future events. Students with driving privileges shall be suspended for 18 days, which is 10% of the school year. The student will be required to complete the stage 2 tobacco cessation and education program recommended by TCS. This course will take place at school.\*
- Suspension of driving privileges for 45 calendar days., if applicable.

**Third Offense:**

- Upon the third violation, the student shall be suspended from participation in extracurricular activities for a minimum of 35% of any current or future events. Students with driving privileges shall be suspended for 63 days, which is 35% of the school year. The student will be required to re-enroll in a tobacco cessation program. The student will be required to complete the stage 3 tobacco cessation and education program recommended by TCS. This course will take place at school.\*
- Suspension of driving privileges for 90 calendar days. if applicable.

**Fourth Offense:**

- Upon the fourth violation, the student will be suspended from participating in any extracurricular activity or parking privileges for a period extending for a full calendar year. The student will be required to re-enroll in a tobacco cessation program. The student will be required to complete the

stage 4 tobacco cessation and education program recommended by TCS. This course will take place at school.\*

- Driving suspension for the remainder of the school year, if applicable.

\*For tobacco based offenses- upon completion of the tobacco cessation and education program, monthly testing will occur for a calendar year. Students may exit monthly testing after one calendar year of negative tests.

## **INTERVENTION & CONSEQUENCES FOR POSITIVE RESULTS**

### **INTERVENTION PLAN**

Principal or their designee will notify the school/district interventionist of positive results. The principal or their designee will contact the parent to set up a meeting with the parent or legal guardian and student.

Parent or legal guardian and student are given the following information:

- outside assistance agencies/programs;
- effects of drug/alcohol use on adolescent brain/physical development;
- indicators for abuse and addiction;
- parental strategies for detection and monitoring;
- information regarding the specific drugs for which the student tested positive;
- recommended follow-up meetings with interventionists/students.

### ***STUDENT POPULATION ACCOUNTABLE***

All TCS students present at any TCS event and/or activity either on or off campus.

### **SCOPE OF CONSIDERATION**

Student's behavior

General observations of a student's physical state (i.e., slurred speech, impaired motor skills, odor of alcohol, loud/boisterous talking, etc.)

Reports from other people about student's inappropriate behavior

Observations by school administrators and/or law enforcement officers

### **INTERVENTION & DISCIPLINE**

#### ***PART ONE***

## FIRST INCIDENT

*Disciplinary Consequences 1st incident*

*Alternative placement as per TCS Student Code of Conduct*

*Intervention counseling specific to alcohol abuse*

## SECOND INCIDENT

*Alternative placement as per TCS Student Code of Conduct*

*Additional intervention counseling specific to alcohol abuse*

## THIRD INCIDENT

*Recommendation for expulsion as per TCS Student Code of Conduct Students who are in violation of the law may be referred to law enforcement.*

*Students who are in violation of the law may be referred to law enforcement.*

## **PART TWO**

Principal or designee contacts parents to set up meetings with the parent/student.

- Meetings are held at school, central office, or student services.
- Parent/student are given the following information:
  - Outside assistance agencies/programs;
  - Effects of drug/alcohol use on adolescent brain/physical development;
  - Indicators for abuse and addiction;
  - Parental strategies for detection and monitoring;
  - Information specific to positive tests for drugs/alcohol;
  - Recommended follow-up meetings with interventionist/student.

## APPENDIX IV: APPEAL TO HEARING COMMITTEE DECISION

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Appeals must contain information showing that the student was not provided a fair hearing due to specified procedural errors or errors in the interpretation of board policies/procedures. These specified procedural errors of interpretation must either have been so substantial as to effectively deny a student a fair hearing or show that the error could result in a change in the outcome. Reasonable or slight deviations for policy/procedures do not invalidate a decision or proceeding, unless the student can show that there would have been a different outcome in the case if the deviation or error had not occurred.

### PARENT/GUARDIAN

*The student or the student's parent(s) or legal guardian must file a written request for an appeal.*

*The written request for an appeal must be addressed and mailed to the Assistant Superintendent of Student Services.*

*The written request for an appeal must be postmarked on a date no more than five (5) calendar days after the date of the hearing decision or delivered to the Hearing Department no more than five (5) calendar days after the date of the hearing decision. If the written request for an appeal is not made on time, the hearing decision will be final.*

### TRUSSVILLE CITY SCHOOLS

The Assistant Superintendent of Student Services, upon receipt of a timely filed written request for an appeal, will schedule an appeal hearing.

The Assistant Superintendent of Student Services will arrange for an appeal hearing following the same procedures provided for hearings.

Within five (5) school days after the appeal hearing, the Assistant Superintendent of Student Services shall submit to the superintendent written findings, conclusions, and recommendations made based on the evidence and matters presented at the appeal hearing.

The Assistant Superintendent of Student Services findings and conclusions shall be supported by additional substantial evidence.

The Assistant Superintendent of Student Services shall send a copy of the recommended findings and conclusions to the following persons:

- Parent(s) or Guardian
- Hearing Department
- School Principal (or designee)
- Alternative School/Program Principal (providing student is referred)

# APPENDIX V: JAMARI TERRELL WILLIAMS BULLYING PREVENTION POLICY

## Section 1: 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.

## Section 2: Definitions

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

(a) **"Bullying"** means a continuous pattern of intentional behavior (or a single incident which is particularly egregious) that takes place 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:

(b) When harassing conduct is sufficiently severe, persistent, or pervasive that it creates a hostile environment, it can violate a student's rights. A hostile environment may exist even if there are no tangible effects on the student where the harassment is serious enough to adversely affect the student's ability to participate in or benefit from the educational program.

(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 Trussville City Schools.

## Section 3: 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

#### **Section 4: 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. Punishment shall conform with applicable federal and state disability antidiscrimination and educational laws. An anonymous report may not be the basis for imposing formal disciplinary actions against a student, unless said anonymous report is found to be credible.

#### **Section 5: Reporting, Investigation, and Complaint Resolution Procedures**

(a) Any student, or parent or guardian of the student, who is the object of or witness to bullying, harassment, intimidation, violence, threat of violence, or threat of suicide may file a complaint outlining the details of the harassment. Complaints alleging violations of this policy may be made on the Board approved complaint form (Appendix VIII) available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally. It is not the sole responsibility of the affected student or the parent or guardian of the affected student, to report incidents of harassment or other violations of this policy, but rather District staff who are made aware of such incidents shall report said matters as well.

(b) The complaint form developed to report violations of this policy includes 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.

(c) Within 15 working days of the complaint being submitted, the principal or designee will conduct an impartial investigation thereby affording full due process to the complainant, this process shall include but is not limited to, meeting separately with each student and/or employee involved in the situation, as well as any witnesses that may have knowledge of the matters alleged. During the process, the complainant shall

have the right to present witnesses and any other evidence related to the complaint.

(d) As a part of this investigation, the principal or designee will conference with the victim and parent/guardian to discuss safety and community resources.

(e) Additionally, the principal or designee will conference with the alleged perpetrator (and the parent/guardian of the alleged perpetrator if he/she is a student) to discuss appropriate behaviors and consequences. With the prior consent of the victim, the principal may issue a School-Based Stay-Away Agreement to the alleged perpetrator during the parent/guardian conference.

(f) The investigation shall be completed within 15 working days and after reviewing all of the evidence presented, the principal (or designee) shall make a determination regarding the merits of the alleged bullying, harassment, etc. 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 violations(s) may also be imposed by the principal or the school system.

(g) All parties shall be provided with the written decision/findings of the principal within 15 working days after the complaint was filed.

(h) 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.

(i) In addition, the local school shall take steps to prevent recurrence of any harassment (if such harassment was found to occur) and to correct discriminatory effects on the complainant and others, if appropriate.

## **Section 6: 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 TCS website, and shall be available at each school office.

Three questions guide TCS administration used to determine when a behavior constitutes bullying.

*1. Was the alleged bullying behaviors repeated and deliberate?*

*2. Did the alleged bullying behaviors inflict harm or suffering?*

*3. Is there an imbalance of real or perceived power between the alleged victim and alleged author of the behavior?*

## **APPENDIX VI: ANTI-BULLYING/ANTI-VIOLENCE AND**

# ANTI-HARASSMENT REPORT FORM

School: \_\_\_\_\_ Name of student victim: \_\_\_\_\_

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

Date/Dates of Occurrence: \_\_\_\_\_

Indicate below name(s) of alleged offender(s) (if known):

NAME	AGE OR GRADE	SCHOOL (IF known)	TCS STUDENT?

Describe in detail what happened (*may attach other paper*)

\_\_\_\_\_

Where did the incident(s) happen?

\_\_\_\_\_

Did a physical injury result from this incident?

No

Yes, but it did not require medical attention

Was the student victim absent from school as a result of the incident?

Yes

No

If yes, how many days was the student victim absent from school as a result of the incident? \_\_\_\_\_

Did a psychological injury result from this incident?

No

Yes, but psychological services have not been sought

Yes and psychological services have been sought

Is there any additional information you would like to provide?

\_\_\_\_\_

\_\_\_\_\_

Trussville City Schools' Student Bullying Prevention Policy defines bullying as a continuous pattern of intentional behavior (or a single incident which is particularly egregious) 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 local board. To constitute bullying, a pattern of behavior may do any of the following:

- a. Place a student in reasonable fear of harm to his or her person or damage to his or 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 or a student.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Relationship to Victim:**

- Student Victim
- Bystander
- Parent/Guardian of Victim
- School Staff
- Relative of Victim Specify: \_\_\_\_\_
- Other Specify: \_\_\_\_\_

Contact Number(s) and Email: \_\_\_\_\_

***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. After completing this form, please give it to the Principal (or designee).

## APPENDIX VII: LEGAL STATUTES AND LIABILITIES

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property, school sponsored activities and/or against school employees. Statutes involving mandatory

### **BULLYING PREVENTION ACT: JAMARI TERRELL WILLIAMS**

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 local board.

### **DROP-OUT/DRIVER'S LICENSE**

***(Act 94-820 which amended Act 93-368 as codified in Code of Ala. § 16-28-40)***

The Department of Public Safety shall deny a driver's license or learner's permit to any person under nineteen (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 parents.

### **DRIVER'S LICENSE/ PISTOL POSSESSION (Act 94-820) (Code of Ala. § 16-28-40)**

Any person over the age of fourteen (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 fourteen (14) possess a driver's license on the date of conviction, the driver's license will be suspended for (180) days. Section 1:

- No person shall shoot or discharge a firearm into an occupied or unoccupied school bus or school building.
- A person who shoots or discharges a firearm into an occupied school bus or school building shall be guilty of a Class B felony.
- A person who shoots or discharges a firearm into an unoccupied school bus or school building shall be guilty of a Class C felony.

### **DRUG DEALING (Act 94-783) (Code of Ala. § 6-5-72)**

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

### **DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATENED PHYSICAL HARM (Act 94-784) (Code of Ala. § 16-1-24.1)**

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that

person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be admitted as a transfer student or 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.

#### **FIREARMS IN SCHOOLS (ACTS 1995, NO 95-756, 1768 §1-4) (CODE OF ALA. §16-1-24.3)**

Students, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions shall receive a required expulsion for a period of one year. The local Board and Superintendent may modify the expulsion requirement for a student on a case-by-case basis. Students who are expelled for violation of this section shall not be allowed to attend regular school classes in any public school in the state during the expulsion period. Students who are expelled from school for firearm possession may be permitted to attend alternative schools designed to provide education services. Discipline of students with disabilities who violate the firearm possession policies of city boards of education shall be determined on a case-by-case basis in accordance with the requirements of the *IDEA* and *Section 504 Rehabilitation Act*. For the purposes of this section, the term "firearm" has the same meaning as defined in *Title 18 §921 U.S.C.* When there are violations of the prohibition on firearms being brought to school by students, the school principal shall notify the appropriate law enforcement officials. Law enforcement authorities shall refer the violators to the appropriate authority in the judicial system when the action is feasible. The school principal shall notify the parents of students who violate the firearm-free school environment.

#### **MANDATORY REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT (Code of Ala. § 26-14-3(f))**

According to Alabama laws, all nurses, school teachers and officials, peace officers, law enforcement officials, social workers, day care workers or employees, mental health professionals, as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child shall report or cause to report incidents where a child below the age of eighteen (18) is known or suspected to be a victim of child abuse or neglect.

#### **SEXUAL HARASSMENT (TCS Policies Personnel § 5.17 and Student § 6.10(j))**

Sexual Harassment/bullying in any form that is directed toward students and employees is prohibited. Persons who violate this policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations.

#### **Complaint Procedure:**

STUDENT: Any student who feels they have experienced sexual harassment may file a complaint with Dr. Rachel Poovey, Assistant Superintendent Student Services.

EMPLOYEE: Any employee who feels they have experienced sexual harassment at Trussville City Schools may file a complaint with Dr. Lisa Berry, Assistant Superintendent Curriculum and Instruction,

#### **TAYLOR'S LAW (Code of Ala. § 32-6-7.4)**

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

**TEACHER ASSAULT (Act 94-794) (Code of Ala. § 13A-6-21)**

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

**THEFT OF LOST PROPERTY (Code of Ala. §13A-8-6)**

Definition: A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature of the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

**TRUSSVILLE POLICE DEPARTMENT INVOLVEMENT**

It is the policy of the Trussville City Board of Education to have the Trussville Police Department contacted to investigate **every** incident involving illegal or prohibited drug possession, consumption, sale, or distribution. All students involved in any such conduct may be subject to arrest, transportation to the Trussville Police Station, and in the normal course of investigation, interviews by the Trussville Police Department.

**VANDALISM**

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

**WEAPONS IN SCHOOLS (Act 94-817) (Code of Ala. § 13A-11-72)**

No person shall knowingly with intent to do bodily harm, carry, or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony.

*(Note: The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles).*

**APPENDIX VIII: RESPONSIBILITY USED OF TECHNOLOGY FOR STUDENTS**

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Trussville City Schools (TCS) makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in TCS by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the TCS, its students and its employees. The Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating students and setting standards which will serve to protect. TCS firmly believes that digital resources, information, and interaction available on the computer/network/Internet far outweigh any disadvantages.

TCS Board Approved 7/17/2023

## **PRIVACY NOTICE AND NOTIFICATION OF TECHNOLOGY**

The District's computer technology, network, and Internet System are to be used for educational and professional purposes. Users are reminded that all computer, network, and internet use may be monitored by the District, and that there is no assurance of privacy or warranty of any kind, either expressed or implied, or that all services provided through this system will be error free or without defect. All users of this system agree to abide by all district policies, and guideline rules as written in this document.

## **MANDATORY REVIEW**

To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the Responsible Use Guidelines of Technology for Students (hereinafter referred to as the Responsible Use Guidelines) as part of their review of the Student Code of Conduct handbook. Employees supervising students who use the District's system will provide training emphasizing its appropriate use.

## **TECHNOLOGY SYSTEM DEFINITION**

TCS's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies;
- Email accounts;
- Servers;
- Computer hardware and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, email, digital images, and video and audio files;
- Internally or externally accessed databases, applications, or tools (Internet- or Board-server based);
- Board-provided Internet access;
- Board-filtered public Wi-Fi;
- Virtual environments; and
- New technologies as they become available.

## **AVAILABILITY OF ACCESS**

### **PROPER AND ETHICAL USE**

Computer/Network/Internet access will be used to enhance learning consistent with the District's educational goals. The Board requires legal, ethical and appropriate computer/network/Internet use by all students.

### **ACCESS TO COMPUTER/NETWORK/INTERNET**

## **WARNING**

*Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each Board computer with Internet access has software that utilizes filtered Internet access as defined by Children's Internet Protection Act. The Board makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting (Board Policy 4.95).*

## **NOTIFICATION OF BLOCKING, FILTERING, AND MONITORING OF TECHNOLOGY**

The *Electronic Communications Privacy Act of 1986* allows for schools to utilize a blocking/filtering system where it relates to review of communications once they are stored in a school or district system, monitoring for legitimate purposes where one (1) party has previously consented to such monitoring (Acceptable Use Agreement), and monitoring by personnel performing duties necessary to maintaining the computer systems or to protecting the rights or property of Trussville City Schools.

The *Children's Internet Protection Act (PL 106-554)* requires that schools implement technology measures to protect minors from visual depictions that are obscene, pornographic, or "harmful to minors". Students and staff of TCS are subject to the provisions of the *Alabama Digital Crime Act (2012)*.

## **CONTROVERSIAL MATERIAL**

Users may encounter material which is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. It is the users' responsibility not to initiate access to such material. Users who voluntarily access such material may be prohibited from using the Internet.

## **REPORTING INAPPROPRIATE MATERIAL ON COMPUTER/INTERNET/NETWORK**

If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. **The security problem should not be shared with others.**

The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the "Internet," and network storage areas. 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, and who, by signing the Responsible Use of Technology for Students, agree to abide by all Board policies, rules, and regulations regarding technology use. Each Board computer and public Wi-Fi (available for students who bring their own personal devices) utilizes filtered Internet access as defined by Children's Internet Protection Act. Persons who violate any Board policy, rule, or procedure regarding technology use may be denied use of the Board's technology resources and may be subject to additional disciplinary action (Board Policy 4.12.2)

- Students should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with Tech Support.
- Students are expected to protect school devices from damage and theft.
- Students could be monetarily responsible for any hardware damage that occurs off school premises and/or software damage (including labor costs). This includes replacement of equipment at comparable replacement cost.
- Students will not be held responsible for computer problems resulting from regular school related use; however,

students may be held personally responsible for any problems caused by their negligence as deemed by the District's administration.

- Students will provide access to any device, equipment, and/or accessories they have been assigned upon the District's request.
- Students are required to maintain password confidentiality by not sharing their password with others and may not use another person's system account. (Appendix H Password Control Standards, Data Governance Procedures, Policy I 15.2)
- Students identified as a security risk or having violated the Board's Responsible Use of Technology for Students may be denied access to the Board's system. Other consequences may also be assigned.

### **STUDENT ACCESS**

Computer/Network/Internet access is provided to all students unless parents or guardians are denied access during online registration. Student Internet access will be under the direction and guidance of a Board staff member. Students may also be allowed to use the local network and public Wi-Fi with campus permission.

### **STUDENTS AGE 13 OR YOUNGER**

As part of our instructional programs, the Board registers students on a number of educational websites. The Children's Online Privacy Protection Act (COPPA) requires additional parental permission to register students under 13 years old on these educational websites. The information provided to these websites is basic "directory information." Typically, this is the student's name, grade and school. Examples of these tools are Google Applications for Education, Google Classroom, Raz Kids, online textbooks, Accelerated Reading, etc. These tools can be accessed through the school's student resource page. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools.

### **PERSONAL DEVICES**

The Board believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The Board's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. To this end, the Board offers a filtered, wireless network through which students have the ability to connect privately owned (personal) devices. Students are allowed to bring personal devices connected to the Trussville City Schools network for academic classroom use as determined by the classroom teacher. Each campus will develop procedures for use and management.

The display of and /or use of wireless communication devices or any use of other electronic communications devices used by the students for non-instructional purposes is prohibited on any TCS campus during regular school day instructional hours - which is intended to mean from the beginning to the end of the school day or activity.

If a violation occurs, the device will be confiscated and consequences following the Code of Conduct will be imposed accordingly, as indicated by the school administrator. The Board assumes no responsibility for theft, loss, or damage to any personal /wireless communication device in or out of our possession.

The principal or their designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Use of electronic equipment, such as wireless

laptops or iPads, distributed by the school system for instructional purposes is allowed.

School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the *Code of Student Conduct* or of other school rules, provided that the nature and extent of such examination shall be reasonably related to the suspected violation.

### **STUDENT COMPUTER/NETWORK/INTERNET RESPONSIBILITIES**

Board students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the Board's system and will be subject to disciplinary action in accordance with the Board-approved Student Code of Conduct.

### **DIGITAL TOOLS (PODCASTS, GOOGLE DRIVE, FORUMS, ETC)**

Students may participate in Board-approved online learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, podcasts, Google Drive, online meeting sessions, etc. The use of blogs and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of Board-approved digital tools. Digitally transmitted content that includes inappropriate language, images or content is prohibited.

### **MONITORING TECHNOLOGY**

All technology resources, including network and Internet resources, e-mail systems, and computers or other devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board's policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources (Board Policy 4.12.3)

### **PASSWORD CONFIDENTIALITY**

Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

### **INAPPROPRIATE/PROHIBITED/HARMFUL MATERIAL**

A student who gains access to any inappropriate or harmful material is expected to **discontinue the access and to report the incident to the supervising staff member**. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the Board's system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the Board's system and will be subject to disciplinary action in accordance with the Board-approved Student Code of Conduct.

### **INAPPROPRIATE USE ON COMPUTER/INTERNET/NETWORK**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

### **VIOLATIONS OF THE LAW**

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material;
- copyrighted material;
- plagiarized material;
- material protected by trade secret; or
- blog posts, Web posts, or discussion forums/replies posted to the Internet which violate federal or state law.

Tampering with or theft of components from Board systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a Board computer/network/Internet account may result in prosecution against the offender by the proper 39 authorities. If such an event should occur, the Board will fully comply with the authorities to provide any information necessary for legal action.

### **MODIFICATION OF COMPUTER SETTINGS**

Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

### **TRANSMITTING CONFIDENTIAL INFORMATION**

Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information (such as, but not limited to, home addresses, phone numbers, email addresses, birthdates) about oneself or of others is prohibited.

### **COMMERCIAL USE**

Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal, is prohibited.

### **MARKETING USE BY NON-TCS ORGANIZATIONS**

Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the Board is prohibited.

### **VANDALISM OR MISCHIEF**

Any malicious attempt to harm or destroy Board equipment, materials or data, or the malicious attempt to harm or destroy data of another user of the Board's system, or any of the agencies or other networks to which the Board has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of Board policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences.

### **INTELLECTUAL PROPERTY/COPYRIGHT VIOLATIONS**

Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed. Downloading or using copyrighted information without following approved Board procedures is also prohibited.

### **IMPERSONATION**

Attempts to log on to the computer/network/Internet impersonating a system administrator or Board employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet.

### **ILLEGALLY ACCESSING OR HACKING VIOLATIONS**

Intentional or unauthorized access or attempted access of any portion of the Board's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

### **FILE/DATA VIOLATIONS**

Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission

is prohibited.

### **SYSTEM INTERFERENCE/ALTERATION**

Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

### **PLAGIARISM**

Fraudulently altering or copying documents or files authored by another individual is prohibited.

### **STUDENT EMAIL ACCOUNTS AND ELECTRONIC COMMUNICATION TOOLS**

Electronic communication is an important skill for 21st Century students. By providing this tool, the Board is equipping students with the skills necessary for success in the business. Students in grades 3 - 12 are given access to a Board student email account. This account is set up with the student's user ID. Students must abide by the guidelines established within Email and Communication Tools. Student email accounts will be available for use by students in grades 3-12 while they are currently enrolled in the Board. As appropriate, project email accounts may be granted for educational activities for students in grades K-2 at the request of the classroom teacher.

Email and other digital tools such as, but not limited to Google Apps for Education, blogs and online resources, are tools used to communicate within the Board. The use of these communication tools should be limited to instructional or school-related activities. Email is subject to monitoring by appropriate staff.

### **TECHNOLOGY LIMITATION ON LIABILITY**

The Board makes no warranties of any kind either express or implied, that the functions or the services provided by or through the Board's technology resources will be error-free or without defect. The Board will not be responsible for damage users may suffer, including but not limited to loss of data or interruption of services.

## **STUDENTS SHOULD ALWAYS BE AWARE OF THE FOLLOWING:**

### **PRIVACY**

Email, Google Apps for Education, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged.

### **INAPPROPRIATE LANGUAGE**

Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

### **PERCEIVED REPRESENTATION**

Using school-related email addresses and other communication tools might cause some recipients or other readers of the email to assume that the student's comments represent the Board or school, whether or not that was not the student's intention.

### **FORGERY**

Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

### **JUNK MAIL OR CHAIN LETTERS**

Students should refrain from forwarding emails which do not relate to the educational purposes of the Board. Chain letters or other emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is

also prohibited.

**CONSEQUENCES OF AGREEMENT VIOLATION**

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

**DENIAL, REVOCATION, OR SUSPENSION OF ACCESS PRIVILEGES**

With just cause, the building principal or Technology Supervisor, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

# APPENDIX IX: FERPA

## Family Educational Rights and Privacy Act (FERPA)

### Notice for Directory Information

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that [School or School District], with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, [School or School District] may disclose appropriately designated "directory information" without written consent, unless you have advised the [School or School District] to the contrary in accordance with [School or School District] procedures. The primary purpose of directory information is to allow the [School or School District] to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want [School or School District] to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the [School or School District] in writing by [insert date]. [School District] has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user. Family Educational Rights and Privacy Act (FERPA)

#### Notice for Directory Information

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that [School or School District], with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child’s education records. However, [School or School District] may disclose appropriately designated “directory information” without written consent, unless you have advised the [School or School District] to the contrary in accordance with [School or School District] procedures. The primary purpose of directory information is to allow the [School or School District] to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want [School or School District] to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the [School or School District] in writing by [insert date]. [School District] has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address

- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## **Notification of Rights under FERPA for Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records 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 their child's or their education 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 of their right to a hearing regarding the request for 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory

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information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally

responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## APPENDIX X: DUE PROCESS

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Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of short/long-term suspension, alternative placement, and expulsions are applied. The Board does not permit corporal punishment as a consequence for inappropriate behavior in TCS. Before being punished for violation of a procedure or local school rule and regulation, the local school principal or designee shall ensure that students are accorded the following minimum due process:

The disciplining authority (principal or teacher, etc.) may impose appropriate discipline measures immediately following the informal due process hearing stated above.

It is the finding of the Alabama Legislature that the people of Alabama have two basic expectations of their public schools:

- (1) that students be allowed to learn in a safe classroom setting where order and discipline are maintained; and
- (2) that students learn at the level of their capabilities and achieve accordingly.

The Legislature finds further that every child in Alabama is entitled to have access to a program of instruction which gives him or her the right to learn in a non-disruptive environment. No student has a right to be unruly in his or her classroom to the extent that such disruption denies fellow students the right to learn.

The teacher in each classroom is expected to maintain order and discipline. Teachers are hereby given the authority and responsibility to use appropriate means of discipline as may be prescribed by the local Board of Education. So long as teachers follow approved procedures in the exercise of their responsibility to maintain discipline in their classroom, such teachers shall be immune from civil or criminal liability. (Title 16-28A(1), Code of Alabama 1979)

# APPENDIX XI: ANTICIPATED ABSENCES FORM

## ANTICIPATED ABSENCE FORM

Thank you for recognizing that attendance at school is vitally important if students are to be successful in their studies. If your child must be absent for a reason other than those listed as approved by Trussville City Schools Parent-Student Handbook, you may request that the days missed be coded as excused. Please be aware of the following important information:

1. Approval or your request is not guaranteed.
2. Anticipated absences will exhaust parent notes first. Then, consider additional days to be excused by the principal.
3. Days requested will not be approved if they occur during state/district testing days.
4. Principals may advise against your child missing school due to low grades, or poor attendance for the current year or prior year.
5. Parents and students are responsible for all missed work, and teachers have the authority to determine deadlines for missed work.
6. The principal will not approve your request if the requested days and current recorded absences for the student will equal or exceed eighteen (18) absences for the academic year.
7. A form for each student must be completed.
8. The request for pre-approved absences must be submitted at least three (3) days in advance of the absence(s).
9. Principals will collaborate with other system administrators when a request involves siblings in different schools. It is possible that one sibling may pass all criteria for approval while another may not.

**STUDENT NAME** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_

**ARE THE SAME DAYS REQUESTED FOR A SIBLING ENROLLED IN ANOTHER TCS SCHOOL? Circle: YES OR NO**

**IF YES, WHAT IS THE SIBLING'S NAME AND SCHOOL** \_\_\_\_\_

**DATES REQUESTING PRE-APPROVED ABSENCES(S):**

**Parent Signature** \_\_\_\_\_ **DATE** \_\_\_\_\_

### Principal Formula (Internal Use Only)

**# Days Requested** + **Current Absence Total** = **<18 Absences**

NOT Approved (Absences will be unexcused)  YES, with RESERVATIONS  YES, Approved

**REASON(S) LISTED BELOW:** \_\_\_\_\_ **REASON(S) LISTED BELOW:** \_\_\_\_\_

- \_\_\_ Grades
- \_\_\_ Current Year Attendance
- \_\_\_ Prior Year Attendance
- \_\_\_ Length of Request
- \_\_\_ Exceeds Eighteen (18) Total Absences
- \_\_\_ OTHER

**NOTES:**

**Principal Signature** \_\_\_\_\_ **DATE** \_\_\_\_\_

# APPENDIX XII: SCHOOL MEDICATION FORM

## ALABAMA STATE DEPARTMENT OF EDUCATION SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

### STUDENT INFORMATION

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_  
DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_  
• No known drug allergies---if drug allergies list: \_\_\_\_\_ Weight: \_\_\_\_\_

### PRESCRIBER AUTHORIZATION (To be completed by licensed healthcare provider)

Medication Name: \_\_\_\_\_ Dosage: \_\_\_\_\_ Route: \_\_\_\_\_ Frequency/Time(s) to  
be given: \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Stop Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for taking medication: \_\_\_\_\_

Potential side effects/contraindications/adverse reaction: \_\_\_\_\_

Treatment order in the event of an adverse reaction: \_\_\_\_\_

#### SPECIAL INSTRUCTIONS:

Is the medication a controlled substance? Yes • No •

Is self-medication permitted and recommended? Yes • No •

If "yes" I hereby affirm this student has been instructed on proper self-administration of the prescribed medication.

Do you recommend this medication be kept "on person" by student? Yes • No •

**Emergency Drug required during Bus Transportation** Yes • No •

**Cake Icing Gel ONLY for Diabetic Student during Bus Transportation** Yes • No •

**Printed Name of Licensed Healthcare Provider:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature of Licensed Healthcare Provider:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### PARENT AUTHORIZATION

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. **Prescription Medication** must be registered with a School Nurse or trained Medication Assistants. Prescription medication must be properly labeled with the student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate.

**Over the Counter Medication** must be registered with the School Nurse or Trained Medication Assistant, OTC's in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:

**Parent's/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Phone:** \_\_\_\_\_

### SELF-ADMINISTRATION AUTHORIZATION

(To be completed ONLY if student is authorized to complete self-care by licensed healthcare provider.)

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self-administration of prescribed medication(s).

**Parent:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Phone:** \_\_\_\_\_

# APPENDIX XIII: TITLE IX

## **SEXUAL HARASSMENT POLICY**

### **SUMMARY OF TITLE IX**

#### **COMPLAINT PROCESS AND PROCEDURE**

Title IX of the Education Amendments Act of 1972 ("Title IX") provides that "[n]o 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." This means that our students and employees are entitled to be free from sex-based discrimination in our educational programs or activities. This includes discrimination based on gender, gender identity, pregnancy status, parental status, and sexual harassment as defined by law.

Title IX defines "sexual harassment" as "conduct on the basis of sex" that satisfies one or more of the following:

An employee of the school system conditioning the provision of aid, benefit, or service of the school system on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an educational program or activity of the school system; or

Sexual assault, dating violence, domestic violence, or stalking as defined under various federal statutes.

The filing of a Formal Title IX Complaint initiates the Title IX Complaint Process and Procedure, which includes a full investigation. Complainants and Respondents are entitled to have an advisor of their choice to assist them during this process. That may be a parent/guardian, trusted third-party, or attorney. If you have any questions or to file a Title IX Complaint, please contact the Title IX Coordinator at [rachel.poovey@trussvillecityschools.com](mailto:rachel.poovey@trussvillecityschools.com) or 205-228-3033.

The school district must establish whether the alleged conduct occurred by a "preponderance of the evidence." This means that once the evidence has been collected, it is more likely than not that the alleged misconduct happened.

Summary of the Grievance Procedure:

1. After a Formal Complaint is received from the Complainant by the Title IX Coordinator, the Respondent may submit a written statement in response to the allegations within seven (7) calendar days.
  - a. A Respondent is not required to participate in the investigative process, but the investigation will continue unless a Complainant provides written notice of their desire to withdraw

the Formal Complaint; or unless the Complaint is required to be dismissed.

2. The Title IX Coordinator will assign a faculty/staff member to investigate the allegations.
  - a. This may include witness or party interviews — whether written or in person.
  - b. The investigator has the authority and discretion to conduct the investigation as he or she sees fit, so long as it follows the procedure and is free from bias.
  - c. The investigator has the authority and discretion to determine relevance and credibility of witnesses and evidence.
  - d. It is a violation of the Student Code of Conduct to intentionally provide false information to an investigator. To do so will subject the person offering the false information to discipline.
3. The investigator will provide a written preliminary investigative report.
  - a. This will include an opportunity for both the Complainant and Respondent to review all evidence directly related to the allegations of the Complaint.
  - b. The parties will have ten (10) calendar days to review this report and submit additional evidence to the investigator. Parties are not required to respond.
4. At the conclusion of the investigation, the investigator will prepare a final report.
  - a. The final report will be sent to both parties, who will have ten (10) calendar days to review and respond to it in writing. Parties are not required to respond.
  - b. The final report will not make a responsibility determination. It merely summarizes relevant evidence and indicates issues such as credibility based on factors such as consistency and corroboration.
  - c. The final report, along with any written responses received from the parties, will be sent to the Title IX Coordinator and the decision-maker.
5. A separate decision maker will be assigned to the case by the Title IX Coordinator.
  - a. This person will review the final investigative report, follow up with the investigator if necessary, and make a decision regarding responsibility.
  - b. The parties will be given an opportunity to submit written, relevant questions to the decision-maker to be asked of any party or witness. Parties and witnesses will have three (3) calendar days in which to respond to any questions asked of them.
    - This may not include questions unrelated to the allegations or seeking confidential information (such as about a party's sexual history).
  - c. The decision-maker will update the parties with responses to these questions. Parties will then have three (3) additional calendar days to submit limited follow up information or questions, with two (2) calendar days in which to respond.
  - d. The decision-maker will issue a decision within a reasonable time period following receipt of the parties' final responses to written questions.
  - e. If the Respondent is found responsible by a preponderance of the evidence, discipline will be imposed.
6. Any appeal of the decision must be submitted in writing to the Title IX Coordinator within five (5) calendar days of the final decision, and must be based on one of the following:
  - a. Procedural irregularity that affected the outcome of the matter.
  - b. Conflict of interest or bias of the Title IX Coordinator, the investigator, or the decision maker.
  - c. Newly discovered evidence that could affect the outcome. That evidence must be

provided at the time of the appeal. Speculation about the potential of additional evidence is not a basis for appeal.

Appeals will not be permitted for any other reason. Please note that the School District cannot guarantee that a complaint will be kept confidential because it is required to share certain information with all parties involved. Title IX requires that the Respondent be informed of who is making the allegations, as well as the nature of the allegations, the date and time the alleged events took place, in order to adequately respond to the allegations. Therefore, anonymous complaints are not permitted. The District nevertheless will make reasonable efforts to avoid sharing information regarding formal complaints beyond those required to receive such information.

For more information, please see the District's Title IX Policy, which is available online at [www.trussvillecityschools.com](http://www.trussvillecityschools.com). Title IX Coordinator may be reached at [rachel.poovey@trussvillecityschools.com](mailto:rachel.poovey@trussvillecityschools.com) or 205-3228-3033.

*\*The U.S. Department of Education is preparing revised Title IX regulations which are scheduled to be released in the summer of 2023. Once released, our district will update the Trussville City Schools Sexual Harassment Policy to comply with the revisions as applicable. Any policy changes will be communicated to all stakeholders.*

# ACKNOWLEDGEMENT

## The Trussville City Schools Parent and Student Handbook Acknowledgement

Please read and discuss the *Trussville City Schools Parent and Student Handbook* with each of your children attending Trussville City Schools. The document can be viewed, printed and/or downloaded at [www.trussvillecityschools.com](http://www.trussvillecityschools.com)

A signed acknowledgement will be completed during the online registration process for each student. Registration is not complete until this acknowledgement and all other required forms have been signed and provided to your child's school for their registration files. This acknowledgement will become a part of each student's cumulative file for the 2023-2024 academic school year.

If applicable, return this form within five school days after receipt, along with all other forms that apply to your student.

## THE ACKNOWLEDGEMENT

**I, hereby acknowledge by my signature that I have read and understand the contents of the TRUSSVILLE CITY SCHOOLS PARENT AND STUDENT HANDBOOK.**

**I further understand that information included in this handbook may be revised during the school year through proper protocol.**

**I further acknowledge that my student has read or has had the handbook shared with them and that to the best of their abilities and age, they understand the applicable contents of this handbook.**

(Signed) \_\_\_\_\_  
signature of student's parent(s)/guardian(s)

(Signed) \_\_\_\_\_  
signature of student's parent(s)/guardian(s)

(Date) \_\_\_\_/\_\_\_\_/\_\_\_\_

