Tallassee City Schools

2018-2019 CODE OF STUDENT CONDUCT AND INFORMATION HANDBOOK

VISION

Maximizing student potential to develop productive, ethical, and successful Citizens.

MISSION

The mission of the Tallassee City School District is to provide a quality education, providing the basis for students to become lifelong learners as well as moral, ethical, and compassionate people. A partnership of staff, students, parents, and the community will prepare students to become responsible citizens and productive members of the communities in which they live.

MOTTO

Tallassee City Schools . . . Building the future, one student at a time.

The Tallassee City Board of Education believes that instruction should occur in an environment that is conducive to learning, and that effective instruction requires orderly disciplinary standards, rules, and procedures. The policy of the Tallassee City Board of Education is to require the administrators, faculty members, students, and parents and guardians to adhere to and to comply with this Board of Education-approved *Code of Student Conduct.* Violations of the Code of Student Conduct that break criminal laws will initiate the appropriate disciplinary action for the offense according to the Code of Student Conduct and will be reported to the appropriate law enforcement officials.

Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of positive student behavior will apply to all students in grades kindergarten through twelve. These differences will be recognized in taking disciplinary action to maintain an environment that is conducive to teaching and learning.

NONDISCRIMINATION STATEMENT

Tallassee City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries regarding the nondiscrimination policy should be directed to the Superintendent, 308 King Street, Tallassee, AL 36078, 334-283-6864. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 202-720-5964.

JURISDICTION OF THE BOARD OF EDUCATION

Tallassee City School students are subject to the rules and regulations of the Tallassee Board of Education during the school day, while in attendance at school-related activities, and while being transported to and from school or school-related activities in school vehicles. In addition, students may be disciplined in those instances where conduct at other times and places is deemed to have a direct and immediate impact or effect on the health, safety, discipline, or general welfare of the school community.

PARENT & STUDENT RESPONSIBILITIES

Under Alabama law, local school systems are required to inform parents and guardians of their education-related responsibilities. Under Alabama law, parents or guardians who fail to compel their child to regularly attend school or fail to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the Board of Education shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than $100 and may be sentenced to hard labor for the county for not more than 90 days. (Code of Alabama, §16-28-12)

Parents Responsibilities Are:

- Responsible financially for a child's destructive acts against school property or persons.
- Responsible and required to appear at school when requested by an appropriate school official for a conference regarding acts of a child and/or the discipline of a child.
- Required to see that a child is enrolled in school according to state law.
- Required to see that the child regularly attends school and abides by the system's rules and regulations related to attendance.

Student Responsibilities Are:

- To abide by laws and local board of education and individual school rules and policies regarding rules of conduct.
- To document receipt of the Student Code of Conduct with his/her signature.

Student Rights Are:

- To be informed of laws and local board of education and individual school rules and policies regarding rules of conduct.
- To be informed as to the specific grounds of the violation(s) of the local board of education's Student Code of Conduct.

CLASSIFICATION OF VIOLATIONS

CLASS I OFFENSES

1.01 Disruption in the classroom, assemblies, and other instructional settings
1.02 Tardiness
1.03 Non-directed use of profane language or obscene gestures
1.04 Non-conformity to dress code
1.05 Minor disruption on a school bus
1.06 Failure to take correspondence home
1.07 Failure to obey directions in hallways, assemblies, etc.
1.08 Unauthorized use of school property or personal property
1.09 Littering school property
1.10 Inappropriate or unauthorized use of any resources or improperly restricting or inhibiting other users from using resources
1.11 Any other violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

***Wherever the principal is referred to in this *Code of Student Conduct,* it shall be understood "...his/her designee" also applies.**

DISCIPLINARY ACTIONS FOR CLASS I OFFENSES

- Parental contact and any of the following disciplinary actions:
- In-school conference
- Time out
- Detention
- Work assignments before and after school
- In-school suspension
- Suspension – one (1) to three (3) days
- Repeated Class I offenses may be treated as Class II offenses

Special circumstances may warrant a recommendation for more severe disciplinary action, including recommendations for alternative programs or expulsion.

CLASS II OFFENSES

2.01 Defiance of Board of Education employee's reasonable directives
2.02 Fighting*
2.03 Intentionally touching or striking another student against his/her will, or inciting a fight or confrontation
2.04 Vandalism or the intentional damages to property
2.05 Theft of property
2.06 Possession of stolen property with the knowledge that it is stolen
2.07 Gambling
2.08 Trespassing
2.09 Directed use of profane language or obscene gestures
2.10 Unauthorized absence from a class or from school
2.11 Providing false information to a Board of Education employee
2.12 Possession of a pocket knife or key chain knife
2.13 Possession and/or use of tobacco products (including e-cigarettes)
2.14 Possession of and/or use of matches or lighter
2.15*Unauthorized possession of a cellular phone
2.16 Failure to show respect
2.17 Inciting or encouraging physical altercations between other students.
2.18 Cheating on tests, homework, or other classroom requirements to enhance a grade or allowing others to cheat from your work.
2.19 Inappropriate public display of affection
2.20 Possession of over-the-counter medication that has not been properly registered with the school
2.21 Possession of prescription medication for which the student has a valid prescription but which has not been registered with the school
2.22 Any other violation that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

DISCIPLINARY ACTIONS FOR CLASS II OFFENSES

Parental contact and any of the following disciplinary actions:

- Detention
- Work assignments before and after school
- Confiscation of cell phone
- In-school suspension
- Suspension
- Alternative Program
- Corporal Punishment
- Repeated Class II offenses may be treated as Class III offenses
- Note, 2.02: Discipline may be differentiated and/or increased in situations where there is a clear aggressor.
- Note, 2.15: Confiscated phones will be held for five days, or parents may choose a 3- day out of school suspension

Special circumstances may warrant a recommendation for more severe disciplinary action, including recommendations for alternative programs or expulsion.

CLASS III OFFENSES

3.01 Unauthorized possession and/or use of drugs, drug paraphernalia or alcohol or being under the influence of same
3.02 Offensive touching of another person
3.03 Striking or causing bodily harm to a School Board employee
3.04 Robbery
3.05 Trespassing with intent to commit an offense when school premises are closed
3.06 Willful and malicious vandalism or damage to property
3.07 Possession of weapon other than a firearm
3.08 Bomb threat
3.09 Unjustified activation of a fire alarm system or fire extinguisher
3.10 Preparing, possessing, or igniting explosives; possessing or igniting fireworks, firecrackers or smoke bombs
3.11 Sexual acts, including propositions to engage in sexual acts
3.12 Assault or battery of another person
3.13 Inciting or participating in a major student disorder
3.14 Sexual harassment
3.15 Fleeing a School Board employee
3.16 Stalking
3.17 Violating the security of any electronic resource or undermining its integrity
3.18 Transmission of material, information, or software in violation of any local, state, or federal law (such as copyrighted material, software piracy, etc.) via any electronic resource
3.19 Threats to School Board Employees
3.20 Unauthorized use of pictures, video, or digital media made from any electronic device for any purpose
3.21 A student recruiting another student to participate in any gang activity
3.22 The participation in or plans of pranks on school property.
3.23 Cyberbullying, bullying, intimidation, harassment, threats, or extortion
3.24 Pantsing (de-pantsing): pulling someone's pants down
3.24 Any other offense that the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

DISCIPLINARY ACTIONS FOR CLASS III OFFENSES

Parental contact and any of the following disciplinary actions:

- In-School Suspension
- Suspension up to ten (10) days
- Alternative Program
- Expulsion
- 3.01 Suspension for 10 days plus a minimum of 9 weeks in ISS to carry over from year to year. If the violation occurs at a time that a graduating SENIOR can not complete the disciplinary action imposed, he/she will not be allowed to participate in graduation exercises.
- 3.22 – Suspension for 10 days and may include any or all of the following: 1. Not participate in Graduation 2. Criminal Offenses 3. and/or Expulsion.
- Repeated Class III offenses may be treated as Class IV offenses

CLASS IV OFFENSES

4.01 Selling, dealing, furnishing, and/or giving unauthorized drugs or substances purported to be drugs
4.02 Sexual intercourse on school property, rape or attempted rape
4.03 Possession of a firearm, including a facsimile
4.04 Arson

DISCIPLINARY ACTIONS FOR CLASS IV OFFENSES

Parental contact and the following disciplinary action:

- Expulsion: Expulsions are normally for one calendar year from the date the Board of Education takes action on the Superintendent's recommendation.
- In special cases, the Superintendent, after considering any extenuating circumstances, may choose to assign an alternate punishment in lieu of the expulsion requirement.

Referral to the Tiger Pride Academy

- Students that accrue five office referrals, regardless of the class of the infraction, will be required to attend a meeting with the school principal and their parent(s). If the student accrues a total of **seven office referrals** the child will be placed at Tiger Pride Academy for a period of **fifteen days** or until all assigned work is completed. A student who accumulates a total of **ten office referrals** will be placed at Tiger Pride Academy for a period of **twenty-five days** or until all assigned work is completed. All students assigned to Tiger Pride Academy are subject to the rules and procedures of the program.

DUE PROCESS

The intention of the Tallassee City Board of Education is to afford due process when the procedures contained within the *Code of Student Conduct* handbook are implemented. The principals are to familiarize their staffs with the applicable procedures and provide each staff member with a copy of this handbook.

School officials will abide by the following procedures:

- The student will know what has occurred.
- The student will know the evidence to support the violation.
- The student will be allowed to give an explanation.
- Any student who has been identified as ability impaired under the provisions of the Individuals with Disabilities Education Act; Americans with Disabilities Act; and/or Section 504 of the Rehabilitation Act of 1973 is subject to the provisions of the Code of Student Conduct and may be suspended or expelled. However, all procedural safeguards set forth in the above mentioned applicable laws will be followed.

STUDENT GRIEVANCES

The proper channeling of complaints or grievances is as follows: 1) the teacher; 2) the principal; 3) the superintendent; 4) the Board of Education.

GRIEVANCE PROCEDURES

I LEVEL ONE

A. Grievance Filing Requirements. The grievance process shall be initiated by filing an approved grievance report form with the Superintendent within thirty days of the act or decision that is the basis of the grievance. The Superintendent may, but is not required to, accept late-filed grievances in order to avoid hardship or injustice, or for other good cause. The grievant may also agree at any time to extend any otherwise applicable timeline.

The approved form must be signed by the grievant and include the following information:

1. A complete description of the grievance, including the policy, procedure, or work rule assertedly violated or misapplied, and all facts supporting the complaint.

2. The date(s) of the act, omission, or decision on which the grievance is based;

3. The names of the supervisor(s), administrator(s), or other decision-maker(s) who are responsible for the act, omission, or decision on which the grievance is based;

4. The specific corrective action sought by the grievant;

5. A statement describing the grievant's efforts to resolve the complaint informally or a statement explaining the reason(s) such efforts were not initiated or pursued; and

6. Copies of any relevant documentary or evidentiary material in the possession of the grievant.

B. Administrative Investigation and Determination. The Superintendent may assume direct responsibility for reviewing and responding to the grievance or may assign that responsibility to a designated administrator. In either case, the Superintendent's response to the grievance may include informal complaint resolution, formal investigation, or both.

1. Informal Complaint Resolution. Prior to filing a formal grievance, the employee is expected to have made reasonable efforts to resolve the complaint or problem underlying the grievance informally through discussions or other communication with the employee's immediate supervisor or other persons whose actions or decisions led to the filing of the grievance. Informal complaint resolution will not be required if such efforts would not be practical or reasonable under the circumstances. If the Superintendent or Superintendent's designee determine that further efforts at informal resolution should be attempted, the formal grievance process may be temporarily suspended for that purpose for up to thirty days.

2. Formal Investigation. Should the Superintendent or Superintendent's designee conclude that reasonable efforts at informal complaint resolution have not succeeded or would not be appropriate under the circumstances, the Superintendent or Superintendent's designee shall initiate a formal investigation of the grievance. The Superintendent's investigation may include interviews of witnesses, written statements, depositions, administrative conferences or hearings, or any lawful action that is deemed necessary to reach a just disposition of the grievance. Upon completion of the investigation, the Superintendent or Superintendent's designee shall prepare a written decision on the grievance. If a recommended decision is made by the Superintendent's designee, the Superintendent may adopt, reject, or modify the decision based on his review of the evidence.

3. If the grievance is based on an act, omission, or decision that is attributed to the Superintendent, the grievance should be submitted to the Board President, who will assign responsibility for the administrative investigation and determination to the Board's attorney. The Board's attorney will determine whether the grievance is covered by the Board's grievance policy. If the grievance is covered by the policy, the Board's attorney will exercise the fact-finding and other investigatory functions that would otherwise have been performed by the Superintendent. The Superintendent shall have the opportunity to submit a written statement and any other relevant evidence in response to the grievance. Upon completing the investigation, the Board's attorney shall present his or her findings to the Board, which shall thereafter render its decision.

4. Notification of Decision. The written decision of the Superintendent (or Board, if the grievance is against the Superintendent) shall be made and mailed or transmitted to the grievant within sixty calendar days of the date on which the grievance is filed.

II. LEVEL TWO

A. Appeal of Superintendent's Decision.

1. Initiating the Appeal. A grievant who is dissatisfied with the decision of the Superintendent may appeal the decision to the Board of Education by filing a written notice of appeal with the Superintendent within fifteen calendar days of receipt of the superintendent's written decision.

2. Transmittal of Grievance Record. Upon receipt of the notice of appeal, the Superintendent shall transmit to Board Members for their review a copy of the written grievance, the Superintendent's decision letter, the notice of appeal, and all statements, recommendations, documents, recordings, transcripts, or other written or tangible evidence filed, submitted or considered at any stage of the grievance process.

B. Board Consideration of Appeal. Not later than sixty days following receipt of the notice of appeal by the Superintendent, the grievance appeal shall be placed on the Board meeting agenda for consideration. Upon consideration of the grievance appeal and record, the Board may, by majority vote:

    1. Affirm the decision of the Superintendent;
    2. Modify the decision of the Superintendent;
    3. Defer final action until an evidentiary hearing is held on the grievance.

The decision of the Superintendent shall be final unless an action reversing or modifying the Superintendent's decision is approved by majority vote of the Board.

C. Hearing Process. If a hearing is approved by the Board, the hearing shall be set within thirty calendar days. Written notice of the hearing date shall be provided to the grievant. A final Board decision on the grievance shall be due within five calendar days after the hearing is closed. The Board shall give the grievant written notice of its final decision.

GRIEVANCE REPORT

(Use additional paper if necessary)

Name of Grievant:_____ Worksite:
_____
Home Address:
_____
E-mail Addres_____

A. Describe the grievance, including the date(s) of the action or decision that is the subject of the grievance, and all pertinent facts supporting the grievance.

B. Identify (and attach) any Board policy, procedure, or work rule that has been violated or misapplied.

C. Identify supervisors, administrators, or other decision-makers whose actions led to the filing of the grievance, and all witnesses or other persons having information that is relevant to the grievance.

D. Identify (and attach) copies of documentary material or other evidence that is relevant to the grievance.

E. Describe specific relief (corrective action) sought.

F. Describe efforts made to resolve the complaint (if no such effort has been made, explain why).

I affirm that to the best of my knowledge, the foregoing information is true, accurate, and complete.

_____
(Signature of Employee/Grievant) Date

Prescribed Student Dress Code

The Tallassee City Board of Education believes that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance

Students should comply with the following guidelines:

1. Shoes or sandals must be worn.
2. Hair must be clean and well groomed, not in the eyes, and not of length dangerous around equipment.
3. Clothing or paraphernalia related to or associated with gang affiliation or activity is prohibited. Clothing with pictures, symbols, or writing conveying a general or personal message rather than a specific message on a public matter is prohibited.
4. With approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in specific activities.
5. Hats, head wear or head coverings, and sunglasses are not to be worn inside school buildings.
6. Facial piercings are limited to the ear.
7. Shirts must have sleeves.
8. Traditional pants, shorts, or skirts that cover to the knee are appropriate.

Any students violating the dress code may be suspended for the remainder of the school day and may receive unexcused absences in the classes missed. The principal or his/her designated person(s) has the authority to determine inappropriate dress.

Repeat offenders are subject to further disciplinary action as deemed appropriate by the principal/designee.

Bus Discipline

The driver, together with the supervisor and the school principal, shall have full authority for discipline on buses.
1. Students must ride the bus to which they have been assigned.
2. Students are to remain seated at all times, face the front of the bus, and refrain from extending head, arms, or any part of the body out the window.
3. Students shall obey the driver willingly and promptly. The driver has the right to assign seats as he/she deems necessary.
4. Students are to help keep the bus clean by not throwing trash on the floor. Students shall not throw any refuse from the windows.
5. Any damage done to bus or equipment must be paid for by that individual.

Policy Regarding Metal Detectors

The Board of Education may employ the use of metal detectors. Particular, circumstances may call for private, hand-held metal detector searches. All metal detector searches shall be conducted by school board employees or law enforcement officers. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purpose.

DEFINITIONS RELATED TO DISCIPLINARY ACTIONS

Alternative Program (Tallassee City School's Tiger Pride Academy)
The principal may refer students to the Disciplinary Review Committee (DRC) to be considered for placement in an alternative program setting that will differ from the regular school classroom setting. Work assignments may be included as a part of the alternative program. Students are not allowed to participate in extracurricular activities while in the alternative program.. The hours for alternative school are 7:15-1:30.

Corporal Punishment
Reasonable corporal punishment may be administered by the principal and or designee, and in compliance with Board Policy JDA, Corporal Punishment.

Detention
Students will be given advance notice of their detention assignment. The parent or guardian is responsible for providing transportation in these cases.

In-School Suspension Program
The student is responsible for all regular school assignments and shall receive appropriate credit. Work assignments may be included as a part of the in-school suspension program.

Physical Restraint
A School Board employee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse themselves or others. This action may be taken when it is necessary to maintain/enforce school rules as stated in Board Policy, Seclusion and Restraint.

School Bus Suspension
The principal has the authority to deny a student the privilege of riding a school bus for a specified period of time based on the misconduct of the student.

Work Assignment
The principal and/or his/her 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.

Policy Regarding School Resource Officers
It is the policy of the Tallassee City Board of Education to secure the services of school resource officers (SROs) and/or a law enforcement liaison, when appropriate. SROs may provide on-site expertise in school safety, gang activity, intra school relations, facility design, and other safety measures as requested by the school administration.

Suspension of Students
1. Suspensions of more than five (5) school days require prior approval of the superintendent or his/her designee.
2. The suspension of a student should not exceed ten (10) school days, except in the case of a pending DRC hearing or expulsion hearing.
3. For suspension greater than 10 school days, the principal will refer the student to the DRC for a disciplinary hearing.
4. During the suspension period, suspended students may not attend school functions or enter upon school property or premises for any reason.
5. When a student is suspended, the absence will be unexcused. The student's teacher and parent/guardian must be notified concerning the date of suspension and the number of days of the suspension.
6. Nine weeks' tests, semester exams, and culminating activities may be made up for credit. In unusual cases, extenuating circumstances may be given consideration at the discretion of the principal.

7. A student who has been suspended from any school, regardless of school system, is not eligible to enroll in the Tallassee City School System until such time as he/she is eligible to be reinstated in the school from which he/she was suspended.
8. Before a student returns to school after suspension, the principal must have a conference with the parent(s) or guardian unless otherwise approved by the principal.

Expulsion of Students

The Tallassee City Board of Education has final and exclusive administrative authority over the expulsion of students. Any student who is the subject of an expulsion will receive due process in accordance with Tallassee City School's Expulsion Policy, which will be provided to parents.

The following steps will be observed in all expulsion actions:

1. The superintendent will, by letter, notify the parent or guardian of a conference that may include the student, the parent or guardian, the principal and the superintendent. Failure of the parent or guardian and/or student to attend shall not nullify the process.
2. If the decision to recommend expulsion is made by the superintendent, the parents or guardian will be notified by letter of the time and place of an expulsion hearing before the Tallassee City Board of Education, and the student will remain under suspension until the hearing is held. This notice will be given a minimum of five calendar days before the hearing is held unless mutually agreed upon. Failure of the student and/or the parent or guardian to appear shall not nullify the process.
3. If a decision to expel the student is made, normally the expulsion will not exceed the length of time remaining in the current school year plus the next succeeding school year. The superintendent will, by letter, notify the parent/guardian of the Tallassee City Board of Education's decision within ten days after it is made.

Transfer Students

A student must be in good standing and must have no disciplinary action pending against him/her in the school he/she is leaving in order to be eligible to enroll in any school in the Tallassee School System.

Weapons

Board policy prohibits all persons, other than law enforcement personnel, from bringing or possessing any deadly weapon or instrument on school property. Under Alabama law, 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. 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 switchblade knife, stiletto, sword, or dagger, or any club, baton, billy, blackjack, bludgeon, or metal knuckles.

"No Fight" Policy

It is the policy of this school system that fighting in school buildings, on school grounds, at any school event, or on a school-owned/maintained vehicle will not be tolerated. A fight is defined as any conduct falling within the Alabama Statutes defining "Assault, Menacing and Reckless Endangerment, or Criminal Coercion."

The Superintendent, working cooperatively with the local police and/or sheriff, the district attorney, and the juvenile court, shall enforce this no fight policy at the middle and high schools.

These procedures will be followed:

1. The principal or designee shall investigate the fight and take the appropriate action as identified in the Student Code of Conduct.
2. The principal or designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses.
3. The principal or designee shall secure reliable witnesses for court appearances.
4. The principal or designee shall call the police and file a complaint/petition with the juvenile court.
5. A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officers.

Free and Reduced Lunch

Children need healthy meals to learn. Tallassee City Schools offer healthy meals every school day. Breakfast costs $1.50; lunch costs $2.45. Reduced price is $.30 for breakfast and $.40 for lunch. **If your total current household income is within the limits, your children may qualify for free or reduced price meals.** For an additional level of privacy and faster processing, we encourage you to complete an online application instead of a paper application. Go to tcschools.com and click on the CNP tab. You only need to submit one application per household, even if your children attend more than one school in the district. *If you receive a letter this school year stating that your children are already approved for free meals, do NOT complete an application.*

School Nutrition Program

Children need healthy meals to learn. ***Tallassee City Schools*** *offer healthy meals every school day. Breakfast costs* ***$1.60****; lunch costs* ***$2.55****. Reduced price is* ***$.30*** *for breakfast and* ***$.40*** *for lunch.* ***If your total current household income is within the limits, your children may qualify for free meals or for reduced price meals.*** *For an additional level of privacy and faster processing, we encourage you to complete an online application instead of a paper application. Go to* ***myschoolapps.com****. You only need to submit one application per household, even if your children attend more than one school in the District. If you receive a letter this school year stating that your children are already approved for free meals, do* ***NOT*** *complete an application.*

Charged Meal Policy for the Child Nutrition Program

Sometimes children who do not qualify for free meals would like a breakfast or lunch, but do not have money in their account or in hand to cover the cost of the meal at the time of the meal service. Recognizing the important link between nutrition and learning, the District's policy to address those unique circumstances is indicated below:

- Parents are responsible for reimbursing the school for charge meals.
- Students, grades PK-8, who have lost or forgotten meal money may with permission authorized from the principal or his/her designee, charge a meal.
- No adult meals or a la carte items will be charged.
- No student a la carte items will be charged.
- No meals will be charged to grades 9-12 students unless classified by the District's special education representative as a child with a disability.

RESPECT FOR PERSON, PRIVACY, AND PROPERTY

Student Responsibilities Are:

- To abide by laws and local board of education and individual school rules and policies regarding respect for person, privacy, and property.
- To attend school and related activities without bringing items prohibited by law or local board of education policy or which detract from the educational process.
- To respect the property rights of those at school and the general public. Student Rights Are:
- To be informed of laws and local board of education and individual school rules and policies regarding respect for person, privacy, and property.
- To retain privacy of personal possessions on his/her person, in lockers, or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or local board of education policy.

Student Lockers

Lockers are property of the Board of Education and are subject to search at any time at the discretion of school officials. Students are responsible for the contents of their lockers and should keep them locked at all times. Each student will be financially responsible for any damage to his/her locker. Graffiti and stickers are prohibited.

Student Vehicles

Students are permitted to park vehicles in designated areas on the high school campus. A vehicle is subject to search by school officials when there is reasonable cause to believe that such vehicle contains material or objects prohibited by law or Board of Education policy. Students operating a vehicle in an unsafe manner on the school campus may lose their privilege of having a vehicle on the campus.

THE RIGHT TO LEARN

Student Responsibilities Are:

- To abide by laws and local board of education and individual school rules and policies regarding the right to learn.
- To take advantage of appropriate opportunities provided for learning.
- To avoid hindering the teaching process.
- To seek assistance, if needed, to aid learning.
- To obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy, and participation in school programs and activities.

Student Rights Are:

- To be informed of laws and local board of education and individual school rules and policies regarding the right to learn.
- To be provided a safe school environment free of illegal drugs, alcohol, or weapons.
- To be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn. However, the right to use textbooks and media resources may be discontinued when related fines are unpaid.
- To be provided with the opportunity to express concerns regarding the operation of the school.

FREE SPEECH

Student Responsibilities Are:

- To abide by laws and local board of education and individual school rules and policies regarding free speech.
- To be courteous of the views of others. Student Rights Are:
- To be informed of laws and local board of education and individual school rules and policies regarding free speech.
- To express disagreement in a constructive manner taking into account the rights of others, consistent with the established education process.

STUDENT PUBLICATIONS

Student Responsibilities Are:

- To abide by laws and local board of education and individual school rules and policies regarding student publications.
- To communicate in a respectful manner consistent with good education practices.
    - To seek accurate and complete information on the topics approved for publication.
- To observe the accepted rules for responsible journalism under the guidance of faculty members.

Student Rights Are:

- To be informed of local board of education and individual school rules and policies regarding student publications.
- To participate, as part of the educational process, in the development and or distribution of student or school publications consistent with that educational process.

ASSEMBLY

Student Responsibilities Are:

- To abide by laws and local board of education and individual school rules and policies in regards to assembly.
- To seek approval, plan, and conduct meetings consistent with local board of education rules.

Student Rights Are:

- To be informed of laws and local board of education and individual school rules and policies regarding assembly.
- To assemble in a lawful manner for a lawful purpose with prior approval by local school officials.

PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES

Student Responsibilities Are:

- To abide by laws and local board of education and individual school rules and policies regarding school programs and activities.
- To be courteous and responsible at all school programs and activities.
- To complete assignments related to his/her participation in school programs and activities.

Student Rights Are:

- To be informed of laws and local board of education and individual school rules and policies regarding school programs and activities.
- To develop or participate in student programs and activities consistent with local board of education and individual school policies.
- To seek office in any student organization.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the 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 of eligible student, the School will notify the parent of eligible student of the decision and advise them 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.

Asbestos Management Plan

Notice is hereby given to all parents, teachers, and employee organizations of Tallassee City Schools that each school has been inspected for the presence of asbestos-containing materials, and a management plan for each school building as required by the Asbestos Hazard Emergency Response Act (AHERA) was developed and a copy submitted to the Alabama State Department of Education.

A copy of the management plan for each school is on file in the principal's office at each school and the central office. You may inspect the management plan at the school, on the Tallassee City Schools' web site, or the central office. The school or central office may charge a reasonable fee to cover the cost of any requested copies.

Sexual Harassment

The policy of the Tallassee City Board of Education forbids sexual harassment.

A. General Prohibitions and Definitions

1. Unwelcome Conduct of a Sexual Nature

a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding", "testing", double entendres, and jokes.

b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, or otherwise, that is unwelcome. In order to avoid ambiguity and uncertainty, students who consider conduct by other students or school board employees to be unwelcome are encouraged to advise the alleged harasser in writing that such conduct is unwelcome.

c. A student who has initially welcomed such conduct by active participation or otherwise must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome. In order to avoid ambiguity and uncertainty, students are encouraged to give such specific notice in writing.

2. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment if the conduct substantially interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment.

3. Students or School Board employees who engage in such conduct shall be subject to sanctions as described below.

B. Reporting and Sanctions

1. Reporting

a. Students or their parents or guardians who reasonably believe that other students or School Board employees are guilty of sexual harassment are encouraged to report such to the principal of their school and/or to the civil rights compliance administrator. Such reports should be made in writing. Report forms are available through the main office in each school.

b. Students or their parents or guardians are also urged to report any unwelcome conduct of a sexual nature by fellow students or School Board employees, whether or not such conduct interferes with the student's educational performance or creates a hostile or offensive educational environment.

c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Students or School Board employees who retaliate against one who has filed such charges are subject to the sanctions below.

2. Sanctions

Any student found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or expulsion subject to applicable procedural requirements.

Anti-Harassment Policy

Section 1. Harassment, Violence, and Threats of Violence Prohibited.

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy.

Section 2. Definitions

(a) The term "harassment" as used in this policy means 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, 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 set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:

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

(b) The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

(c) The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

(d) The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

(e) The term "student" as used in this policy means a student who is enrolled in the Tallassee City school system.

(f) "Complainant" as used in this policy means the student or employee asserting the policy has been violated.

(g) "Respondent" as used in this policy means the student or employee alleged to have violated the policy.

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 requirement of law, policy, regulation, and rules prohibiting harassment, 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)Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and 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 victim of such conduct: The student's (1) race, (2) sex, (3) religion, (4) national origin, or (5) 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.

Section 5. Reporting, Investigation, Complaint Resolution, and Grievance Procedures

(a)Complaints alleging violations of this policy may be made orally or on approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violation of the policy may be presented and resolved informally.

(b) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. (If the principal or the principal's designee will undertake an investigation of the complaint.) The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonable prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

(c)Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanctions, 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 will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

(d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

(e)Any assistant principal, school administrator, or staff member who receives notice that a student has or may have been the victim of harassment or a discriminatory act, is to immediately report the alleged conduct to the Title IX Coordinator. The Title IX Coordinator will document the complaint and immediately notify the principal. The principal or his or her designee will provide a written report of the facts alleged (regardless of whether initial complaint was written or oral) and forward as soon as practicable to the superintendent or his/her designee. Failure to forward any harassment or discriminatory behavior report or complaint as provided herein will result in disciplinary action against the employee.

(f) The student, parent, or guardian is not prevented from first notifying the designated authority of the School Board of alleged harassment or discriminatory conduct. If the complaint involves the school principal, the complaint shall be made or filed directly with the designated authority of the School Board. Upon the receipt of all complaints made to the School Board, the designated authority must provide a written report of the allegations to the superintendent, the principal, and the Title IX Coordinator before an investigation can begin.

A. Informal Grievance

1) Alleged Acts not involving the principal or member of School Board

The student may elect to have an informal grievance when the nature of the grievance concerns the behavior of any peer or school employee (other than the principal or member of the School Board).

Step One: Within 10 school days following the event or condition that is the basis for the grievance, the complainant may request a meeting with the respondent with whom they disagree, members of the grievance committee, and the Title IX Coordinator (the principal may or may not be present during this first meeting of the informal grievance process).

Step Two: Within ten school days following the conference request, the respondent may elect to confer with the complainant under the supervision of the Title IX Coordinator and attempt to resolve the grievance.

Step Three: If the complainant is not satisfied with the respondent's oral response, the informal grievance will advance to the principal in the event that the original grievance did not involve the principal. The principal will take the notes provided by the Title IX Coordinator and schedule another meeting in an attempt to resolve the conflict between the complainant and the respondent. At the conclusion of the meeting, the principal shall then consider the informal grievance and provide an oral or written response to the complainant within a reasonable time.

Step Four: In the event that the complainant is still not satisfied with the outcome of the grievance, he/she must file a formal grievance within 10 school days of the oral or written response of the principal or the grievance is deemed abandoned.

2) Alleged Acts Involving the principal or member of the School Board.

If the nature of the grievance involves the misconduct of the principal or any board member of the School Board, the complainant must first contact the Title IX Coordinator.

Step One: The complainant has 10 school days to request an appointment with the Title IX Coordinator following the event or condition.

Step Two: Serving as the mediator, the Title IX Coordinator will then schedule an appointment with the complainant, the principal or board member designee. Before the conclusion of the meeting, the principal or the board designee must attempt to resolve the grievance verbally. If the complainant is not satisfied with the verbal response, he/she must file a formal grievance within 10 school days of the verbal response or the grievance is deemed abandoned.

B. Formal Grievance

A complainant may elect to first participate in the formal grievance procedure.

Step One: Under the formal grievance, generally, the complaint should submit his/her complaint in writing within 15 school days following this event or condition that is the basis for this grievance. The Formal Grievance Form (a copy of the form is located in the administrative office of each school) may be used, but is not required. The student should address the form to the principal or his/her designee, who will then present a copy of the form to the respondent.
The complainant must provide the following information in order to be considered complete:
1) Name of the person against whom the grievance is against;
2) The specific nature of the grievance;
3) Date, time, and place of the event or condition that is the basis of the grievance;
4) Witnesses present during the alleged act(s);
5) The name and title of the third party representative (if applicable) of the complainant;
6) The action requested to resolve the grievance; and
7) The signature of the complainant.

Step Two: The principal may schedule a meeting with the complainant and the respondent. The respondent shall respond to the complainant in writing within 5 school days of the meeting and present it to the principal. The principal will make a copy of the response and submit it to the complainant.

Step Three: In the event that the complainant is not satisfied with the response, the principal will begin an investigation and will schedule another meeting with the complainant where the principal will explain the nature of the investigation and provide an approximate timeline for the investigation. At the conclusion of the investigation, the principal may schedule a meeting with the complainant, the respondent, and a Board designee. The Board designee will serve as mediator and attempt to resolve the conflict. Within five school days of the meeting, the Board designee will provide the complainant with a written response outlining his/her decision about the complainant's grievance.

C. Student Appeals Process

If the complainant is still not satisfied with the result of the formal grievance process, he/she may appeal the decision within 30 days of receipt.

Step One: The complainant must direct all notifications of appeal to the attention of the superintendent. The student must provide reasons for the appeal and provide such justification on the Formal Grievance Form. Within 10 days of receiving the Formal Grievance Form, the superintendent will then review any documentation leading to this event, and present his/her response in writing to the complainant.

Step Two: If the complainant is not satisfied with the response of the superintendent he/she has five calendar days to submit a written request to the members of the School Board to schedule a grievance hearing. The Board will provide the complainant with at least two days notice of the grievance hearing. The complainant, parents/guardians, third party representative (if applicable), and the respondent are asked to be present at the hearing.

Step Three: The complainant or any party representing the complainant, as well as the opposing party, will be allowed to present a five-minute opening statement. Each side will then have no more than 30 minutes to present their position. Following the presentation of positions, each side will have no more than five minutes to present a closing statement. During any part of the presentation, each party may present the school Board with any copies of documentation to aid the Board in its review. It is required that each board member receive a copy of all materials presented.

Step Four: Upon the conclusion of the presentations, the School Board will convene privately to make a decision and verbally present the decision to the parties. Each party will also receive a written response from the School Board within 5 school days of the grievance hearing. Upon receiving the written response, the procedures of this policy will have been exhausted.

This completes the School Board's formal grievance process.

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, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes including publication on the Tallassee City School's website.

DRUG POLICY FOR STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES AND FOR STUDENT ATHLETES

I. POLICY STATEMENT

For the purposes of this policy, Appendix A lists the extracurricular organizations that are subject to this policy and the drug testing program. This includes students in Grades 7 through 12. Participation in extracurricular activities is a privilege that can be taken away for failure to comply with this policy. The Board reserves the right to depart from this policy where it deems appropriate except where departure is specifically prohibited by law. Any extracurricular students who violate the *Code of Conduct* involving tobacco, alcohol, or drugs are also subject to this policy. The Board reserves the right to change the guidelines contained within this policy at any time. Students subject to this policy will be informed of any changes.

The Board expects all extracurricular students to remain tobacco, alcohol, and drug free, and it reserves the right to require all students who participate in extracurricular activities to submit to drug tests in order to assure these expectations.

Should a student test positive for a prescription drug for which he/she possesses a valid prescription in his/her name, the parent or guardian of that student will have an opportunity to give the Medical Review Officer (MRO) a copy of that prescription. The opportunity to provide the prescription will come after the positive urine test result has been released to the Board's Medical Review Officer (MRO), but before that information is released to the Board's Drug Testing Coordinator (DTC) who will be a representative of the Tallassee City School System. A student taking over-the-counter drugs (in accordance with the directions/dosages that appear on the packages) or prescription drugs for which there is a valid prescription in the student's name will not be penalized for producing a positive test result if that positive result is for the prescription drug only.

This policy neither circumvents nor is intended to be used in place of Board Policy and School Rules pertaining to the use, possession, distribution of illegal or illicit substances as addressed in the Tallassee City Schools' *Code of Conduct*. This policy and the *Code of Conduct* are to be construed *in pari materia*; in other words, they are construed in conjunction with one another and are not mutually exclusive.

II. ENFORCEMENT

The Board has developed its student testing program to follow, as appropriate, the process of 49 CFR Part 40 and the Omnibus Transportation Employee Testing Act of 1991.

Pursuant to Board policy and regulations, students who participate in extracurricular activities, with appropriate student and/or parental consent, may be tested on any random schedule without advance notice. Failure to provide student and/or parental consent will render a student ineligible from any activity for the duration of the school year.

When Board officials (school employees) have reasonable suspicion to believe a student participating in extracurricular activities has violated its drug policy, they may require the student to undergo drug testing. Failure to submit to testing will result in suspension from activities and will render a student ineligible for the duration of a school year.

A student who has tested positive for tobacco, alcohol, and/or other drugs and who has had the positive test result confirmed by the Board's Medical Review Officer (MRO) will be governed by the consequences outlined in this policy. The student's, parent's or guardian's refusal to cooperate with the Board, with Board representatives, and/or with medical personnel during the course of collecting the clean and unadulterated sample, reporting information about the sample, or enforcing the penalties and required counseling associated with a positive sample shall result in immediate suspension from the sport or activity for the duration of the school year.

No student athlete testing positive, refusing to test, refusing to cooperate with testing or being in violation of this policy will be penalized academically. Information, including testing positive, will not be released to criminal or juvenile authorities unless under compulsion by valid state or federal laws.

III. CONSEQUENCES OF POSITIVE DRUG TEST

Consequences for a positive drug test are as follows:

1. The student, student's parents, legal guardians or custodial adult, the principal, and the sponsor or coach shall be notified of the positive test.

2. Within 72 hours of notification of test results, the student's parents or legal guardians may request a re-test of a portion of the original sample taken from the student. (The original test splits the original urine sample into two portions. One of the portions is sent to the lab. It is this second portion, collected at the time of the initial portion, that a parent may request be re-tested.) Any such re-test shall be at the lab approved by the Board. The parent or guardian requesting a re-test shall pay the cost for any such re-test in advance. If the re-test produces a negative result, the parent or guardian will be reimbursed by the Board; and the student will be allowed to return to participation without penalty.

3. The student must complete a term of suspension as outlined below:

   1st Offense: The student will be suspended from all extracurricular activities in which he/she is currently participating for approximately 25% of the total regular season's activities or for a six week period

   2nd Offense: The student will be suspended from all extracurricular activities in which he/she is currently participating for approximately 50% of the total regular season's activities or for a six week period.

   3rd Offense: The student will be suspended from all extracurricular activities for one calendar year from the date of notification by the DTC of the third positive test.

4. Suspensions will be assigned/governed as outlined below:

Suspensions will begin no earlier than the opening game/performance for that sport or activity and beginning with the game/performance that follows the notification from the DTC. Specific suspension periods for various extra-curricular activities are set out in Appendix "A". In cases not specifically addressed by Appendix "A" (such as when an extracurricular activity is not specifically listed or when a suspension period stretches over two or more extra-curricular activity periods) the principal of the school the
student attends shall impose the exact period of suspension in accordance with the spirit and general guidelines of these rules.

If the student participates in more than one sport or activity and both or all are in season at the time of the positive test and notification from the DTC, then that student will be suspended from both activities or all activities for the prescribed term.

If the student is not participating in any in-season sport or activity, he/she will serve a suspension no earlier than the opening game/performance of the next season in which he/she participates.

If a student who is penalized from an activity serves a portion of his/her penalty within one sport or activity but then reaches the end of all games, meetings, performances within that sport or activity, that student will roll over whatever percentage of his/her penalty remains into his/her next in-season sport or activity.

If a student who is penalized from a sport or activity serves a portion of his/her penalty within that sport or activity but then reaches the end of all games, meetings, performances within that sport or activity and does not belong to any other sport or activity through which he/she may complete the penalty, that student's remaining penalty will roll over to the first in-season activity or sport in which he/she participates in the next school year.

The penalties for First, Second, and Third Occurrences constitute a Board mandated minimum punishment. Coaches and Sponsors may not violate this policy by refusing to enforce its minimum penalties.

Once a student has tested positive, his/her name will be removed from the random pool of names and placed on a list of students who will be subject to testing every time drug testing is conducted for one calendar year.

All information, interviews, reports, statements, memoranda, and test results, whether written or otherwise, received by the Board through its drug, alcohol, and tobacco testing program are confidential communications and may not be disclosed, obtained in discovery, or otherwise disclosed in any public or private proceedings except in the following or FERPA procedures:

A. As directed by the specific, written consent of the parent/guardian authorizing release of the information to an identified person.
B. To a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the participating student.
C. Information, including testing positive, will not be released to criminal or juvenile authorities unless the Board is compelled to do so under valid state or federal laws.

IV. PROCEDURES

1. The Board will conduct random, unannounced screening of students who participate in extracurricular activities by submitting their names to a screening pool. The student information in the pool will be updated periodically. Students who transfer into Tallassee City Schools and are participants in these activities will be entered into the pool upon admission.

2. Test Day Checkouts, Check-Ins, or Absences

   A student who is subject to random testing and is absent on the day of the random drug screening will not be penalized in any way should his/her name be on the random list for testing that day; however, his/her name will be included in the next screening.

   A student who is subject to testing and is absent when the random drug screening process begins but checks in before the process is complete will be subject to a drug test at the time of check-in should his/her name be on the list of randomly generated names for that day.

   A student who possesses a check-out note that was generated by his/her first period teacher in conjunction with a note from a parent or guardian and that specifies a time and date when a student should be permitted to check out will be permitted to check out at the predetermined time. Should his/her name be on the randomly generated list for testing on that day, he/she will not be penalized; however, his/her name will be included in the next screening.

   A student who wishes to call his/her parent to come and check him/her out after the drug testing agency has come on campus will be penalized should his/her name be on the randomly generated list of students to be tested. Leaving campus without submitting to testing will be seen as a refusal to test, and the penalties will be the same as those penalties for a student who refuses to test.

   All students who participate in extracurricular activities who undergo a counseling or rehabilitation program or who are suspended under the rules of the Code of Conduct for abuse of substances covered under this policy will be subject to unannounced testing for at least a twelve-month period. This portion of the policy refers to a student who has not tested positive under the guidelines of this policy but is seeking drug counseling, being served in a rehabilitation facility, or is being/has been punished for a violation of the *Code of Conduct* that involved a substance covered under this policy.)

3. The Board its lab shall rely, when practical, on the guidance of the Federal Department of Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392, and 395.

4. Board will maintain a list of substances for which students may be screened. That list is subject to review and change without advance notice. This list may include, but not be limited to the following: alcohol, ecstasy (MDMA), marijuana, amphetamines, cannabinoids (marijuana and its derivatives), cocaine, opiates, anabolic steroids, tobacco, barbiturates, benzodiazepines, cocaine metabolites, LSD, marijuana metabolites, methadone, methaqualone, nicotine, phencyclidine, propoxyphene, inhalants, ketamine, gamma-hydroxybutyrate (GHB), gamma-butyrolactone (GBL), and rohypnol. Any illegal or illicit drug may be included on the list, and any student who is included in the screening pool is subject to being tested for all or any combination of drugs on the screening profile without advance notice.

5. The Board reserves the right to utilize blood, hair, breath, saliva, or urinalysis testing procedures. Random student drug testing will be done using methods and technologies generally accepted as reliable by the scientific community.

6. The Board will designate collection sites where individuals may provide specimens. Such designation will be determined by the Drug Testing Coordinator, subject to the review and approval of the Superintendent and the Board.

7. The Board and the approved laboratory are responsible for developing and maintaining a documented procedure for collecting, shipping and accessing specimens. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. The Board and the laboratory will utilize a standard Urine Custody and Control Form for all testing. The company and the laboratory will utilize a standard Breath Alcohol Testing Form for all student alcohol testing.

8. The testing agency will transmit by fax, mail, or computer, but not orally, the results of all tests to the Board's Medical Review Officer (MRO) who will be responsible for reviewing the test results. Prior to making a final decision and prior to contacting the Board's Drug Testing Coordinator (DTC), the MRO will notify the parent or guardian of a positive result and give the individual the opportunity to discuss the results.

9. After final review, the MRO will, promptly and in a confidential manner transmit to the DTC the name of any student who tests positive. After being informed of a positive test result, the DTC will schedule a conference between the student and his/her parents or guardians to discuss the test result and the consequences. If the parent/guardian refuses or delays the conference, penalties shall be imposed without such a conference.

10. All extracurricular students will be required to execute a Policy Consent/Release Form permitting the Board or its designee to release test results and related information to the school officials who need to know such as Board, Superintendent, School Principal, the coach or sponsor of the activity or activities from which the student is suspended. Refusal to execute a form will result in release from the activity as has been indicated in the Policy heretofore.

11. The MRO will retain the individual test results for five (5) years.

12. When there are observable circumstances which provide reasonable suspicion to believe a student who participates in extracurricular activities has used tobacco, alcohol, and/or other drugs, that student may be required to submit to drug testing at a Board approved laboratory. Determination that reasonable suspicion exists must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the student. The school official requiring testing shall complete and sign written documents explaining the circumstances and evidence upon which he/she relied within 24 hours of the testing, or before the results of the test are released, whichever is earlier.

TALLASSEE CITY SCHOOLS' DRUG POLICY PENALTIES –APPENDIX A

School and Activity	Approx Season Dates	Number of Games/ Performances Activities in Regular Season	Occurrence 1 Penalty 25%	Occurrence 2 Penalty 50%
THS Football	**Aug-Dec**	**10**	**3 games**	**5 games**
THS Volleyball	**Aug-Nov**	**15**	**4 playing dates**	**8 playing dates**
THS Swimming	**Aug-Nov**	**8**	**2 playing dates**	**4 playing dates**
THS Wrestling	**Nov-Feb**	**14**	**4 playing dates**	**7 playing dates**
THS Boys Basketball	**Oct-Mar**	**20**	**6 playing dates**	**10 playing dates**
THS Girls Basketball	**Oct-Mar**	**20**	**6 playing dates**	**10 playing dates**
THS FB Cheerleading	**Aug-Mar**	**10**	**3 playing dates**	**5 playing dates**
THS BB Cheerleading	**Aug-Mar**	**20**	**6 playing dates**	**10 playing dates**
THS WR Cheerleading	**Aug-Mar**	**14**	**4 playing dates**	**7 playing dates**
THS Golf	**Mar-May**	**14**	**4 playing dates**	**7 playing dates**
THS Track	**Mar-May**	**10**	**3 playing dates**	**5 playing dates**
THS Baseball	**Feb-May**	**20**	**6 playing dates**	**10 playing dates**
THS Softball	**Feb-May**	**20**	**6 playing dates**	**10 playing dates**
THS Band	**Aug-May**	**Fall 20**	**3 perform dates**	**6 perform dates**
THS Band	**Aug-May**	**Spring 6**	**2 perform dates**	**2 perform dates**
THS Girls Chorus	**Aug-May**	**Fall 10**	**2 perform dates**	**2 perform dates**
THS Girls Chorus	**Aug-May**	**Spring 3**	**2 perform dates**	**2 perform dates**
First Priority	**Aug-May**		**4 weeks**	**6 weeks**
THS Concert Chorus	**Aug-May**	**Fall 3**	**1 perform date**	**1 perform date**
THS Concert Chorus	**Aug-May**	**Spring 3**	**1 perform date**	**1 perform date**
THS Key Club	**Aug-May**		**4 weeks**	**6 weeks**
THS Scholar's Bowl	**Aug-May**		**4 weeks**	**6 weeks**
Student Council			**4 weeks**	**6 weeks**
THS National Honor Society	**Aug-May**		**4 weeks**	**6 weeks**
THS FBLA	**Aug-May**		**4 weeks**	**6 weeks**
THS FFA	**Aug-May**		**4 weeks**	**6 weeks**
THS FCCLA	**Aug-May**		**4 weeks**	**6 weeks**
SMS Football	**Aug-Nov**	**8**	**2 playing dates**	**4 playing dates**
SMS Volleyball	**Aug-Oct**	**8**	**2 playing dates**	**4 playing dates**
SMS Boys Basketball	**Oct-Feb**	**16**	**5 playing dates**	**10 playing dates**
SMS Girls Basketball	**Oct-Feb**	**16**	**5 playing dates**	**10 playing dates**
SMS Cheerleading	**Aug-Feb**	**Fall 3**	**1 playing date**	**2 playing date**
SMS Cheerleading	**Aug-Feb**	**Winter 16**	**5 playing dates**	**5 playing dates**
SMS Band	**Aug-May**		**3 weeks**	**6 weeks**
SMS Chorus	**Aug-May**		**3 weeks**	**6 weeks**
Spanish Club			**4 weeks**	**6 weeks**
THS Dance	Aug-Feb	20 events danced	**1st – 5 games**	**2nd – 10 games**
SMS Dance	Aug-Feb	6 events	**1st-2 events**	**2nd 4 events**

In sports where there is all-day tournament, double-headers or all-day meets (any situation where more than one game or event occurs on a calendar day) that day will count as one play date.

A six-week suspension means that a student will not attend meetings or participate in any other activities of this organization whether those activities occur before, during, or after school.

Exception: The student will attend class if the activity coincides with a class, and he/she will be expected to participate in the activities of the class for a grade just as any other student would be expected to do. If the activity from which the student is suspended issues grades as the result of a performance, it is the responsibility of the student to work with the teacher and make other arrangements for the grade.

The number of games in the regular season is the number used to derive the penalty number. However, if a season extends and a student has not completed his/her penalty, tournament or other such games or play dates shall be used as penalty games or play dates.

AMENDED: October 11, 2004

Change the penalty for the first positive test of nicotine to be 10% suspension for the second offense to be 20%, the third to be 25% and the fourth offense to be one year. The penalty would be separate from any other drugs for which the student may have tested positive.

Student Attendance/Early Warning Truancy Prevention Policy

The Alabama compulsory attendance laws require children between the ages of 7-17 to attend school. The laws also state that parents or guardians having control over school- age children are responsible for the child's regular attendance and proper conduct. Parents and/or guardians must provide to the child's teacher and/or attendance officer an explanation of each absence.

To participate in extracurricular activities after school, students must have been in attendance at school that day.

Noncompliance Attendance (NCA)

Any student absent twelve (12) or more days during a semester shall be subject to loss of credit for the semester's work. A student who has been retained or who has lost credit(s) because of noncompliance with attendance policies shall receive a notation of Noncompliance Attendance (NCA) on his report card and cumulative record for that semester or year. The principal shall make the determination of retention or loss of credit due to noncompliance with attendance policies (NCA). In such cases, a parent or guardian and/or student may request a hearing with the principal. This request must be in writing, dated and signed, within five days of the notification of the loss of credit. A written appeal for a hearing with the superintendent may be made within five (5) days following the ruling of the principal regarding the loss of credit or retention. Failure of parent or guardian and/or student to request a hearing shall be sufficient basis for sustaining the loss of credit or retention. Credit which is lost because of absences will be made up in the same manner as academic failures.

Excused Absences

1. Illness
2. Legal requirements
3. Emergencies or other circumstances which are approved by the principal
4. Absence for reasons other than those listed shall be considered as unexcused.

Make-Up Work

If a student is absent for any excused reason, the student should make arrangements with the teacher the day he/she returns to school to make up missed work.

Check-Ins And Check-Outs

Any student who arrives after school has begun must go to the office and check in. Students who have a valid need to leave school before the dismissal bell must be checked out through the office in accordance with school procedures. The principal has the responsibility of making decisions relating to checkouts.

Withdrawal from School

In accordance with state law, whenever a student 17 years of age or older withdraws from school, the school shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences during a single semester.

Early Warning Truancy Prevention Program

In order to maintain an attendance level which allows students to benefit from the offerings of the schools, the **EARLY WARNING TRUANCY PREVENTION PROGRAM** implemented in the Tallassee City Schools since 1989-90 school years will remain in effect. The guidelines regarding school attendance are listed below:

Truancy Definition: A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows**.**

1. FIRST TRUANCY/UNEXCUSED ABSENCE (WARNING)
   a. Parent/guardian shall be notified.

b. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance law.

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

a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and the principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
c. Failure to appear at the school conference and/or appear at the early warning program shall result in the filing of a complaint/petition **against the parent under the *Code of Alabama* (1975), §16-28-12© (failure to cooperate), or a truancy against the child, whichever is appropriate.**

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

a. File complaint/petition against the child and/or parent/guardian, **if appropriate**.

4. CHILD UNDER PROBATION

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

Underlined information contains recommendations from the State Superintendent of Education Advisory Committee; excerpted from recommended Policies and Procedures for Court/School Truancy Prevention Programs.

Note: The Attendance Supervisor will use his/her discretion in reporting to Juvenile Court students who are absent and can provide a signed excuse from appropriate medical personnel.

ESSA (Every Student Succeeds Act)—Parents' Right-to-Know

In compliance with the federal law, it is our responsibility at the beginning of each school year to notify parents of each student attending any school receiving funds under this part (Title I, Part A) that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

A school that receives funds under this part shall provide to each individual parent:

1. Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and

If you have questions or need further assistance, or if you wish to receive the above mentioned information, parents may contact the Board of Education Office at (334) 283-6864.

Special Services

The Special Services Department of the Tallassee City Schools System promotes opportunities for students served under the mandates of the Individuals with Disabilities Education Improvement Act 2004 (IDEA/Special Education), Gifted, English as a Second Language (ESL) and/or English Learners (EL), Migrant Education, Homeless & Students in Foster Care, and Section 504 to fully participate in all appropriate educational activities in order to become productive citizens. The Special Services Department provides supportive leadership to parents, local school administrators, and teachers in their efforts to ensure a free and appropriate public education to all students. You may contact the Special Education/504 Coordinator at 334-283-5675 if you have any questions/concerns about special student services or if you would like to make a referral.

Child Find Notice

Tallassee City Schools is in the continuous process of identifying and locating children in need of special education services. 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.

The Special Services Department promotes opportunities for students with disabilities to participate in educational activities designed to facilitate maximum student achievement. A full range of services, meeting the needs of all identified disabled students (Pre-K – 12), is offered in all schools in the Tallassee City School System.

Problem Solving Team

Each school in the Tallassee City School System has a school-based team composed of teachers and administrators who help guide general education intervention services for all students who have academic or behavior difficulties. To receive further information on how to access the services provided by the Problem Solving Team contact a counselor or the principal at the school the student attends.

Gifted Education

Tallassee City Schools complies with Alabama Act 106 and the Alabama Administrative Code (AAC) that mandates school systems identify and serve gifted students. Intellectually gifted children and youth are those who perform or have demonstrated the potential to perform or have demonstrated the potential to perform a thigh levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peer, self, and other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist provided by the State Department of Education.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the Gifted Program Director at (334) 283-5675.

ESL, Homeless, Migratory, Students in Foster Care

Section 3001 of Title III of the ESSA 2015 and the Stewart B McKinney-Vento Homeless Assistance Act, for serving students who are homeless, migratory, limited-English proficient (LEP) and immigrant students, children in foster care, requires that children must have equal access to the same free appropriate public education, provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held, without being stigmatized or isolated. Tallassee City Schools identifies all language-minority students and provides them with academic or social support through accommodations in the regular education program and assistance with the acquisition of English language skills.

Section 504 Services

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires that appropriate educational services (accommodations) are provided to qualified students. Tallassee City Schools provides accommodations in the educational setting that do not alter the content of the curriculum or level of expectation for a student with a disability but allows the student to access the general education curriculum in order to participate in public education programs and activities.

MEDICATIONS AT SCHOOL

Whenever possible, medication should be given at home by the parent/guardian prior to coming to school. If it is necessary for medication to be administered by school personnel, the following guidelines will apply:

1. Medication to be administered during school should be brought to school by the parent in the original container. The following information should be included on the container: Student's name, physician's name, the date of the prescription, the

name/dosage/route/strength of the medication, the time interval, and the medication's expiration date.
2. A signed "School Medication Prescriber/Parent Authorization Form" must accompany all medications (including over-the-counter) to be given at school.
3. All medication will be kept by the school nurse or in an area designated by the school nurse.
4. Students may not possess any type of medication (including over-the-counter pain relievers) on campus unless a doctor's prescription is provided. Note: Asthma inhalers and EpiPens can be carried and self-administered if so ordered by a doctor.
5. No medications will be held over at the end of the school year. Unclaimed and/or unused medications will be destroyed by the school nurse.

A copy of the "Medication Administration Policy" can be obtained from the school nurse.

Internet Safety and Use Policy

Introduction

It is the policy of Tallassee City Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Tallassee City Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Tallassee City Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Administrators on each school campus or their designated representatives.

Each school will provide age appropriate training for students who use the school's internet facilities. The training provided will be designed to promote Tallassee City Schools' commitment to:

a. The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;

b. Student safety with regard to:
safety on the Internet;
appropriate behavior while on online, on social networking web sites, in chat rooms; and
cyberbullying awareness and response.

c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

CIPA Definitions of Terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in Section 1460 of Title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in Section 2256 of Title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in Section 2246 of Title 18, United States Code.

Requirements of Acceptable Computer/IPAD Use

1. All files and programs on the computer belong to someone. You may not erase, rename, or make unusable anyone's files or programs.
2. You may not authorize anyone else to use your username, nor use someone else's username or files for any reason (except with the approval of a faculty or staff member). You are responsible for all uses of your accounts.
3. You must not use your computer or accounts for unlawful purposes, such as the illegal copying and installation of software.
4. You may not copy, change, or transfer any software provided by Tallassee City Schools without authorized permission from a Tallassee City Schools System Administrator.
5. Deliberate use of electronic media to bully, harass, annoy, intimidate, threaten, or extort others is a violation of the Tallassee City Schools' Code of Conduct and Information Handbook.
6. You may not intentionally damage the Tallassee City Schools System, intentionally damage information not belonging to you, intentionally misuse system resources, or allow others to misuse system resources.
7. You may not tamper with computer systems, printers, or other hardware or other associated equipment except as directed by a teacher, or faculty member.
8. No hardware is to be connected to the network unless it is obtained through the school or cleared with a Tallassee City Schools administrator. No software is to be installed on the Tallassee City Schools system without authorization by a Tallassee City Schools administrator.

General Rules Regarding Computer/Internet Use

We expect you to have consideration for the personal and material rights of others. Tallassee City Schools views information as a form of property, and electronic mail (E- mail) as a form of speech. Taking advantage of a student who inadvertently leaves a computer without logging out is no different from entering an unlocked room and stealing, reading a personal letter, or destroying their property.

Tallassee City Schools treats electronic mail similar to ordinary paper mail. We respect the privacy of E-mail messages – both for students and faculty. As a matter of manners, one should not share an E-mail message with a wider audience unless the author has agreed. Similarly, the contents of one's files on the network will be considered private. Tallassee City Schools reserves the right to inspect user directories and/or e-mail. "Junk mail" or other nuisance electronic mail should be deleted and not re-sent to other members of the Tallassee City Schools community.

Tallassee City Schools' students and faculty will be granted full or supervised access to the Internet, including E-mail and the ability to access computers at other locations. When using the Internet through the Tallassee City Schools connection, you are a representative of Tallassee City Schools. In that role, you must comport yourself in a way that is not hurtful to others or their property.

School Web Page Group Picture

The Tallassee City Board of Education has established guidelines for appropriate use of school web pages. One important guideline is that no individual pictures of students are allowed, in order to protect the identity of your child. Pictures are acceptable, but students are not to be personally identified in any way. This will be done only with parent permission. To allow your child to be in group pictures displayed on our school website, you must complete and return the Tallassee City Technology Agreement. If you have any questions you can either call your school principal or the Tallassee City Schools System's technology coordinator at 283-6864.

Use of Digital Device During the Administration of a Secure Test

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

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

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

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

1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to prevent any remote-access data-wipe.
2. The test administrator should deliver the device as soon as practicable to a school administrator.
3. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
4. For the purposes of determining whether a search of a digital device should take place, the school administrator should:
   i. Learn the facts regarding the seizure of the device from the test administrator, and. ii. Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.

5. If the school administrator determines that the student was merely in possession of the digital device then it may be returned to the student in accordance with the school system's policy.
6. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonable determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.
7. If no wrongful activity is discovered on the device then it may be returned to the student in accordance with the school system's policy.
8. If wrongful activity is discovered on the device regarding the test at issue or if other wrongful activity is inadvertently discovered on the phone, then the school administrator should secure the device in accordance with the school system's policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.
9. Following a search in which wrongful activity is discovered, and when the device is a "smart phone," the device should be turned off after the search to prevent a potential remote-access data-wipe.
10. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.
12. In any situation involving the search and seizure of a student's property, a school administrator should consult with his or her supervisor in accordance with the school system's policy.

Tallassee City Technology Agreement

In order to make sure that all members of the Tallassee City Schools community understand and agree to these rules of conduct, all students must sign if they intend to use technology at the schools. This agreement must be signed on an annual basis. Technology use is not allowed by any member of the Tallassee City Schools community without agreeing to these basic standards of acceptable technology use.

I, _____(print name), have read and understand the school rules as they apply to the **Tallassee City Network**. I will abide by them in letter and spirit, and understand that violating them will result in disciplinary action by the school system, up to and including payment for any and all damages incurred through any irresponsible or prohibited use of Tallassee City Schools' computer system.

Student Signature: _____ Date: _____

Internet/Email Usage (Check one)

_____ My child may use the Internet/e-mail while at school according to the rules outlined.

_____ My child may NOT use the Internet/e-mail while at school according to the rules outlined.

Student Pictures (check to indicate your approval)

_____ I acknowledge that I have read, understand, and agree to the Tallassee City Board of Education Web Page Student Picture Procedures; and I give permission for my child to be included in group pictures only, knowing that my child will not be personally identified in any way.

Parent Signature: _____ Date: _____

PARENTS PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

The Juvenile Court System and the Tallassee City Board of Education realize this letter will not be necessary for all parents. Most parents/guardians make a great sacrifice to see that their child is in school every day and conduct themselves properly, but we have the responsibility to make every effort to protect all children and enforce the law. Therefore we feel we must share the following legislation with all parents/guardians to have an effective truancy prevention program.

Section 16-28-3 of the Code of Alabama, 1975, provides in part that: "Every child between the ages of seven and seventeen years shall be required to attend public, private, or church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year..."

Section 16-28-12 of the Code of Alabama, 1975, requires that:
"Any parent/guardian who enrolls a student in school be responsible for the students' regular attendance and proper conduct. Also, parent/guardian who fails to compel each child to regularly attend and to properly conduct himself as a pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than $100.00 and may also be sentenced to hard labor for the county for not more than 90 days.

If you have any questions with this policy, please feel free to contact the Attendance Officer at the Tallassee City Board of Education, 283-6864.

_____ I have received a copy of the Tallassee City Schools Early Warning Truancy Prevention Program.

_____ _____
STUDENT HOMEROOM

_____ _____
PARENT/GUARDIAN SCHOOL

_____
DATE

PLEASE RETURN THIS FORM TO YOUR HOME ROOM TEACHER AS SOON AS POSSIBLE.

TALLASSEE CITY SCHOOLS
ATHLETICS AND EXTRACURRICULAR ACTIVITIES

A. POLICY CONSENT/RELEASE FORM

We have read the Board's Tobacco, Alcohol, and Drug Policy and agree to abide by such policy. We agree that the below signed student will submit to tobacco, alcohol, and drug tests at any time as a result of his/her initial or continued participation in extracurricular activities. We authorize any laboratory or medical provider to release test results to the Tallassee City School Board or its designee and its Medical Review Officer (MRO). We authorize the Medical Review Officer to release final test results to the student, parent/guardian, and DTC. We authorize the DTC to release information to school officials who have the need to know such as the Board, Superintendent, school principal, the coach or sponsor of the activity or activities from which the student is suspended, and the counselor or counseling agency responsible for mandated counseling. We also expressly authorize the DTC or MRO to release any test-related information, including confirmed positive results, in accordance with the FERPA policy:

(A) As directed by the parent or guardian's specific, written consent authorizing release of the information to an identified person.
(B) To the parent or guardian's decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the student-participant.

We understand that this agreement in no way limits the below-named student's right to terminate athletic or extracurricular activity participation or to be terminated from such activity participation by the Coach or Sponsor.

REFUSAL TO SUBMIT TO THIS POLICY WILL DISQUALIFY THE STUDENT FROM ATHLETIC OR EXTRACURRICULAR PARTICIPATION.

_____ _____
Athletic or Extracurricular Student **Date**

_____ _____
Parent or Legal Guardian **Date**