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Parent/Student

# Code of Conduct

Resource Guide/

# Drug Screening Policy





TCS Family,

The 2024-2025 school year brings excitement and hope for what the new school year will bring. Each student starts the new year with a clean slate to achieve a new set of goals. Our teachers have worked hard to ensure a rigorous learning environment for our students, many of whom participated in summer learning experiences.

This opportunity was created to set students up for success in the classroom. It's our job to make sure each and every student is supported as they grow and learn. In fact, it's part of our mission:

The mission of the Tuscaloosa City Schools is to create and support a culture of high expectations for each and every student to achieve personal, academic and career excellence.

Your Tuscaloosa City Board of Education is committed to offering high-quality learning experiences for all students, while setting our students up for career and life success. I encourage you to take full advantage of what we have to offer. This can only happen when we are committed to fostering a safe learning environment.

The following pages of the Student/Parent Resource Guide/Code of Conduct outline the necessary steps to ensure a safe learning environment for all. These processes have been designed to recognize those behaviors that challenge and address them. The safety of our students is a shared responsibility of us all – teachers, students, and families. We routinely tell our students, “If you see something, say something.” That is good advice for families, too. This allows us to respond appropriately to correct behaviors and provide families additional support for their children. Thank you for choosing the Tuscaloosa City Schools for your child. I am confident that our educators will work to make sure your child is nurtured and challenged this year so that they can achieve their own personal, academic, and career goals. Let's make this an incredible year!

Sincerely,  
Mike Daria, Ed.D. Superintendent

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## TUSCALOOSA CITY SCHOOLS

Tuscaloosa City Schools (TCS) provides an atmosphere in which high performance can be achieved within a framework of high expectations. This task can be achieved only if appropriate time and resources are given in maintaining an environment of discipline conducive to the teaching/learning process. Parents and students are urged to be supportive of this Student Code of Conduct and committed to the concept of the right to learn.

### **BOARD OF EDUCATION**

Mr. Eric Wilson, Board Chair	At Large
Mr. Marvin Lucas, Vice Chair	District 6
Ms. Kendra Williams	District 2
Mrs. Lesley Powell	District 3
Mr. Patrick Hamner	District 4
Mrs. Erica Grant	District 5
Dr. Karen Thompson-Jackson	District 1
Mr. Erskine Simmons	District 7

### **VISION**

The vision of the Tuscaloosa City Schools is to be a premier, innovative school system where each and every student graduates and is fully prepared for life and career success.

### **MISSION**

The mission of the Tuscaloosa City Schools is to create and support a culture of high expectations for each and every student to achieve personal, academic, and career excellence.

### **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the Tuscaloosa City Board of Education that no person in this school district shall, on the basis of race, color, disability, creed, religion, sex, age, or national origin, be denied the benefits of, or be subject to discrimination in, any education program or activity. This includes employment, retention, and promotion. The Board complies fully with provisions of Title IX of the Education Amendments of 1972, Section 504 Rehabilitation Act of 1973, and the appropriate Department of Education regulations.

Any complaint of sex discrimination practices or any noncompliance with Title VII or Title IX requirements should be registered with the Coordinator of Title VII or Title IX activities listed below.

Any person having inquiries concerning Tuscaloosa City Schools' compliance with the regulations implementing Title IV, Title VI, the Americans with Disabilities Act (ADA), or Section 504 is directed to contact:

Dr. Tramene Maye  
Office of Student Services – Tuscaloosa City Schools  
1210 Almon Avenue  
Tuscaloosa, AL 35401  
(205) 759-3508  
[tmaye@tusc.k12.al.us](mailto:tmaye@tusc.k12.al.us)

To request Special Education Services, please contact Dr. Bruce Prescott, Director of Special Education, (205) 342-0507.

### **AHERA**

In compliance with the United States Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), asbestos-containing building materials (ACBM) are inspected every three years. An accredited asbestos inspector performs this reinspection. All ACBM in the schools are in good condition. Management of asbestos-containing building materials is recommended by the accredited management planner. The results of the reinspection are on file in the management plan in the Facilities Department of Tuscaloosa City Schools. The file can be reviewed anytime during school hours. The asbestos program manager is available to answer any questions you may have about asbestos in our buildings at 759-3524.

### System Directory

Name	Title	Phone Number (205)
Dr. Mike Daria	Superintendent	759-3560
Dr. James Pope	Deputy Superintendent	759-3530
Dr. Deron Cameron	Assistant Superintendent of Operations	759-3677
Mr. Jay Duke	Chief School Financial Officer	759-3529
Mr. Edward Smith	Executive Director of Facilities	759-3524
Mr. Billy Nichols	Director of Child Nutrition Program	759-3520
Ms. Kelly Norstrom	Director of College & Career Readiness	759-3722
Ms. Vertis Giles-Brown	Director of Federal Programs and School Turnaround	759-3507
Ms. Pam Scott	Director of Human Resources	759-3677
Mrs. Lydia Avant	Director of Public Relations	759-3549
Dr. Bruce Prescott	Director of Special Education	342-0507
Dr. Andrew Maxey	Director of Strategic Initiatives	759-3512
Dr. Terri North-Byrts	Director of Student Literacy	759-3510
Mr. Chris Jenks	Director of Technology	759-3512
Mr. Ron Schappacher	Director of Transportation	247-2400
Dr. Tramene Maye	Office of Student Services	759-3554
Dr. Jeffrey Schultz	Coordinator of Fine Arts	758-8395
Dr. Elizabeth Hancock	Coordinator of Instructional Technology	759-3765
Mrs. Tesney Davis	Office of Social Work and Mental Health	759-3588
Ms. Kristi Parker	Administrator of Nursing	759-3678
Dr. Ingrid Edwards	Administrator of Family and Community Engagement	342-2179
Mr. Maurice Heard	District Coordinator of Safety & Extracurricular Activities	759-3700
Ms. Kristi Garcia	Administrator of English Learners and Bilingual Family Engagement	759-3721
Mr. Jeff Beasley	Data Analyst and Counselor Administrator	759-3545
Ms. Diane Hilliker	Pre-K Coordinator	759-3533
Mr. Anthony Harris	School Safety Specialist	759-3521
Dr. Tonya Crews	School Turnaround Administrator	759-3540

## School Directory

<b>Name</b>	<b>Principal</b>	<b>Phone Number (205)</b>
The Alberta School of Performing Arts	Ms. Chenale Taylor-Maye	759-3564
Arcadia Elementary School	Ms. Gladys Wright	759-3567
Central Elementary School	Ms. Cynthia Huff	759-3570
Central High School	Dr. Teresha Jones-Hamilton	759-3720
Eastwood Middle School	Ms. Evelyn Peoples	759-3613
Martin Luther King, Jr. Elementary	Dr. LaTanya Williams-Collins	759-3619
Northridge High School	Dr. Jessica Williams	759-3590
Northridge Middle School	Dr. James Rainey	759-3578
Oakdale Elementary School	Dr. Lucile Prewitt	759-3626
Paul W. Bryant High School	Mr. Eric Hines	759-3538
Rock Quarry Elementary School	Ms. Laura Jockisch	759-8347
STARS Academy	Dr. Donmonique Morgan	759-3622
Skyland Elementary School	Ms. Keonta Melton	759-3638
Southview Elementary School	Ms. Ronika Amerson	345-1325
Tuscaloosa Career & Technology Center	Ms. Richjetta Branch	759-3649
Tuscaloosa Magnet Schools-Elementary	Ms. Preeti Nichani	759-3655
Tuscaloosa Magnet Schools-Middle	Dr. Constance Pewee-Childs	759-3553
University Place Elementary School	Ms. Nakelya Mullins	759-3644
Verner Elementary School	Dr. Amy Elam	759-3667
Westlawn Middle School	Dr. Darlene Atkins	759-3673
Woodland Forrest Elementary	Ms. Teresa Bivens	759-3675

## **INTRODUCTION**

This handbook is published immediately prior to the school year. It is accurate at the time of publication. However, Board policies, practices, and procedures are constantly being reviewed and revised in order to ensure the best educational experience for all students and reflect changes in state or federal laws or regulations. Further, this student/parent resource guide is intended to provide a brief explanation of the Board policies and procedures that most frequently affect Tuscaloosa City Schools' students. It is not, and is not intended to be, a detailed statement of Board policy. For a more thorough explanation of Board policy, please refer directly to the Board's policy manual, a copy of which is maintained at the Central Office, at each local school, and on the school system's website.

## **SCHOOL OPERATIONS**

### **SCHOOL HOURS**

Official start and end times for Tuscaloosa City Schools are as follows:

Elementary, The Alberta School of Performing Arts, and Tuscaloosa Magnet Middle:  
7:55 a.m.–2:40 p.m.

Middle: 8:10 a.m.–3:10 p.m.

High: 8:25 a.m.–3:45 p.m.

STARS Academy: 8:25 a.m.–3:45 p.m.

### **ARRIVALS/DISMISSALS**

Except for students transported by bus, no students will be permitted to enter the school building more than 30 minutes prior to the beginning of the school day. Please do not send your child to school before this time, as there will be no certified personnel on duty. All students must leave school property within 20 minutes of the school closing. Students remaining on school grounds after these times, unless participating in a school-sponsored athletic or extracurricular event, will be unsupervised.

Students participating in the after-school extended day care program must report directly to their assigned rooms at dismissal.

### **EMERGENCY SCHOOL CLOSING, DELAYED OPENING, AND EARLY DISMISSAL**

If schools must close, dismiss early, or delay opening due to weather or any other unforeseen circumstance, parents and staff will be informed through the use of an automated calling system, the Tuscaloosa City Schools website "<http://www.tuscaloosacityschools.com/>", the school system's social media channels, an email to all employees and families, and local media sources. When schools are closed, all schools and the Central Office are closed to students and employees. All activities and events will be canceled.

## **ENROLLMENT**

For purposes of enrollment, Board policy, and this handbook, the following fall within the definition of "parent":

- The natural father or natural mother of a child, if no subsequent judicial decree has divested one or both of their guardianship of the child or terminated their parental rights.
- Either the adoptive father or adoptive mother of a child, if no subsequent judicial decree has divested one or both of their guardianship of the child or terminated their parental rights.



- Any individual or agency whose status as guardian of the person of the child has been established by judicial decree.
- Tuscaloosa City Schools recognizes that there may be “unaccompanied youth” who are not in the physical custody of a parent or guardian. In that event, the Board has designated its attendance and pupil services coordinator as the school system’s homeless liaison to assist with their enrollment.

If joint physical custody has been awarded to one parent who resides within the Tuscaloosa City Schools attendance zone, the student will be eligible to attend Tuscaloosa City Schools provided the student is living with that parent for at least 50% of the time, on average, during the school week. The court order must state that the parent with whom the child lives has primary physical custody if the other parent lives out of town.

The parent with primary physical custody residing within the city limits of Tuscaloosa will be the school’s official contact and will be expected to assume responsibility for the student’s attendance, behavior, and assignments. All written communication will be sent to the parent with primary physical custody.

The delegation of parental authority pursuant to Ala. Code § 26-2-7 does not establish residency for school enrollment.

### **ADMISSION**

All school-age children who reside within the municipal limits of the City of Tuscaloosa, Alabama, may be admitted to Tuscaloosa City Schools.

**Pre-Kindergarten (Pre-K) Enrollment** – Enrollment for Pre-K classes is limited to students who are 4 years old on or before September 1.

**Kindergarten/1st Grade** – Children entering kindergarten must be 5 years old on or before September 1. Children entering 1st grade must be 6 years old on or before December 31. Daily attendance expectations for kindergarten students are the same as with other students enrolled in Tuscaloosa City Schools. Any underage individual who transfers to Alabama from a school in another state may be admitted to school with the appropriate approval. Similarly, any underage individual who has moved to Alabama after completing a mandated kindergarten program in another state may be admitted to the 1st grade in this state. No child shall be admitted to Tuscaloosa City Schools until their parents/guardians of record meet the following requirements.

To be admitted to Tuscaloosa City Schools, the student’s parent must meet the following requirements:

- Proof of residence within the Tuscaloosa City Schools attendance zone.
- Proof that the student has received all immunizations required by law. (See Health Services section.)
- Out-of-district transfers must also present the most recent report card or a withdrawal form from the last school attended.
- A valid Social Security card for the student is requested but is **NOT** required for enrollment. Disclosure of a student’s Social Security number is voluntary. A student’s Social Security number is requested pursuant to Ala. Admin. Code § 290-3-1-02(2) (b) (2) and will be used as a means of identification in the statewide student management system. If you elect not to provide a Social Security number, an identification number will be generated and utilized instead.

- A birth certificate is requested for age verification but is **NOT** required for enrollment. Other forms of documentation, such as religious, hospital, or physician's documents showing a date of birth (e.g., a baptismal certificate, entry in a family Bible, adoption record, affidavit from a parent, previously verified school record, or other similar form of documentation), carry equal value. Further, no student will be denied enrollment if they possess a document indicating a foreign place of birth.

### **RESIDENCY REQUIREMENTS**

The primary home of the parent of the student is the legal residence for purposes of enrollment in Tuscaloosa City Schools. The legal residence, as used herein, shall mean the true, fixed, and permanent home and principal establishment to which, whenever absent, the parent of the student has the intention of returning. The legal residence, as used herein, is distinguished from a temporary or secondary place of residency established for some specific purpose, but not the fixed permanent residence of the parent.

The superintendent is authorized to determine eligibility to attend Tuscaloosa City Schools in the event that extenuating circumstances exist. Each year, it is the responsibility of the parent to provide current proof of residency for their student(s). Submitted documents must be in the name of the parent with the primary residence listed for the address. Additional documentation may be required if residency is in question.

Therefore, each school year, your child(ren) must present current documentation of residency by providing the following information:

- current year property tax receipt plus two current utility bills; or
- current lease/rental agreement plus two current utility bills (if utilities are part of the rent, the parent can provide a written statement from their landlord to that effect in lieu of providing two utility bills); or
- current mortgage, mortgage statement, or warranty deed plus two current utility bills. These requirements do not apply to students who are homeless, migrants, or immigrants.

**NOTE: Burden of proof in establishing residency is the responsibility of the parent. It is also the responsibility of the parent to notify each respective school their children attend when there is a change in address or contact numbers.**

### **ATTENDANCE ZONE**

Students will be assigned to the school serving the attendance zone in which their parent resides. Homeless children, as defined by the McKinney- Vento Act, have the option of remaining in their school of origin or attending the school that students living in the same attendance area are eligible to attend. A student whose parent moves from one attendance zone to another during the school year will be transferred to the school attendance zone in which the new residence is located. The student may be permitted to remain in the school zone that serves the former residence until the end of the semester with the approval of the superintendent or their designee.

A parent who has documented plans to move to a new attendance area during the first or second grading period of the school year may have their child enrolled in the school serving the new residence upon approval by the superintendent or their designee.

School principals are responsible for determining whether students attending their school reside within their school attendance zone. If the school principals are unable to make this determination, they will request assistance from the attendance coordinator. Students must have permission from the superintendent or their designee to attend a school outside of their school zone.

It is the policy of the Tuscaloosa City Board of Education to enforce attendance zones and to undertake appropriate address verification. All students in Tuscaloosa City Schools should attend the school serving the attendance area in which they actually reside. Exceptions may be considered but will be monitored for any impact on the school's building capacity and the Alabama State Department of Education's teacher/pupil ratio guidelines.

## **TRANSFER REQUESTS**

The superintendent or designee is responsible for considering all student transfer requests. It is the policy of the Tuscaloosa City Board of Education that students attend school in the school attendance zone in which the parent has established legal residence. The Tuscaloosa City Board of Education will consider transfers for the following reasons:

- instructional program (Magnet Schools, The Alberta School of Fine Arts, International Baccalaureate, and Tuscaloosa Fine Arts Academy);
- children of an employee;
- for a senior whose parent establishes residence outside of their attendance zone;
- administrative reassignments for disciplinary reason; or
- special education students may attend schools outside their attendance zones as determined by their Individualized Education Program (IEP) team in accordance with rules governing eligibility, admission, and attendance under the Individuals with Disabilities Education Act.

Students who transfer to a school outside of their attendance zone must apply for renewal each year. Bus transportation will **NOT** be provided for out-of-zone transfers unless required by state or federal law.

### **Employee's Child**

The child of any employee of the Tuscaloosa City Board of Education will have the option of attending any K–12 school in the attendance zone of the school/facility to which their parent is assigned. For information about Pre-K students, under the Pre-K application section.

For Tuscaloosa City Schools not listed in the attendance zone feeder pattern cluster, please refer to the Employee Work Zone Map located in the attendance office. The student attending outside of their attendance zone under this policy will be permitted to complete all grades offered at the school which they attend, even if their parent retires. This provision is not applicable to resignation, contract cancellation, or non-renewals. For an employee who transfers to another feeder pattern within the school system, the child (children) will be permitted to attend the current school and feeder zone pattern through graduation. For purposes of this section, “employee’s child” is defined as the child of a Board employee whose employment is subject to the Students First Act and Teacher Accountability Act.

### **Medical Reason**

The student’s physician, psychiatrist, or psychologist must provide written recommendation and professional opinion, including specific medical reasons (physical and/or psychological) for the recommendation. Application for medical hardship transfer must be submitted to the attendance coordinator. If denied, a review of the application by the superintendent may be requested. Whether to grant the request is entirely in the discretion of the superintendent. The superintendent’s decision is not subject to review or appeal.

**HOMELESS, NON-ENGLISH-SPEAKING, CHILDREN WHO ARE IN FOSTER CARE, AND DISABLED** – Children who are zoned to attend Tuscaloosa City Schools and who are homeless, migrant, immigrant, non-English proficient speaking, in foster care, or disabled will have access to a free, appropriate public education. Students will not be prohibited from attendance due to barriers such as:

- Residency requirements
- Legal custody requirements
- Lack of Social Security card

- Transportation
- Lack of birth certificate
- Language barriers
- Lack of immunization

Should students enter without the required documents, administrators, with the assistance of the district social services department, will take necessary steps to secure those documents.

- Secretary or Registrar will review the necessary enrollment documents.
- Administration will approve or deny documents for enrollment.
- Administration will seek assistance from Coordinator of Social Services, ESL Social Worker, Attendance Officer and Deputy Superintendent if necessary.
- Home visit or meeting at Central Office will take place to confirm residency for families and acknowledgement form will be signed for verification of residency.
- Enrollment into zoned school from the address verified.

Homeless students are defined as individuals who lack a fixed, regular, and adequate nighttime residence.

Enrollment of a homeless student shall not be denied pending resolution of a dispute. Any dispute concerning the provision of a public education to a homeless individual, who may be eligible or designated as a homeless student, will follow the procedure set forth in the Board's policy manual, a copy of which may be found at each Tuscaloosa City School, in the Central Office, and on the TCS website.

### **Military Families**

TCS adheres to ACT 2022-90 for military families for enrollment. All opportunities for school assignment including selection of courses and sporting activities will be made available to a student who is registering through this section of the ACT.

### **Home School Student Athletes**

Home school athletes only may enroll in Tuscaloosa City Schools to participate in interscholastic athletics. TCS does not allow for homeschool participation in public school classes and activities.

## **APPLICATION PROGRAMS**

### **PRE-K APPLICATION**

Applications for the Pre-K program are accepted each spring from all students residing in the Tuscaloosa City Schools' residential zone who are 4 years old on or before September 1. For a detailed explanation of the application and admission procedures, please refer to the Board's guidelines, which are available at each Tuscaloosa City School, in the Central Office, and on the TCS website.

A 4-year-old child of a Tuscaloosa City Schools employee will be eligible to attend a TCS Pre-K program to which they apply and complete the lottery process, outlined in the Tuscaloosa City Schools Pre-K guidelines. **Special Note: Transportation will not be provided.**

### **SPECIALTY SCHOOLS**

**Note: A parent or guardian may request a review of the Specialty School application data through the office of the Deputy Superintendent; however, TCS does not have an appeal process for Specialty Schools admission.**

## **MAGNET SCHOOL APPLICATION**

Applications for enrollment in the Tuscaloosa Magnet Schools must be completed by the last school day in January. Applications are online, and hard copies are available at all Tuscaloosa City Schools. Hard copies must be returned to the Office of Attendance by 3:00 p.m. Enrollment is open to all students who live in the Tuscaloosa City Schools' attendance zone. For a detailed explanation of the application and admission procedures, please refer to the Tuscaloosa City Board of Education's guidelines, which are available at each Tuscaloosa City School, in the Central Office, and on the TCS website.

## **THE ALBERTA SCHOOL OF PERFORMING ARTS**

Applications for enrollment in The Alberta School of Performing Arts must be completed by the last school day in January. Applications are online, and hard copies are available at all Tuscaloosa City Schools. Hard copies must be returned to the Office of Attendance by 3:00 p.m. Enrollment is open to all students who live in the Tuscaloosa City Schools' attendance zone. For a detailed explanation of the application and admission procedures, please refer to the Tuscaloosa City Board of Education's guidelines, which are available at each Tuscaloosa City School, in the Central Office, and on the TCS website.

## **INTERNATIONAL BACCALAUREATE PROGRAMME APPLICATION**

Applications for enrollment in the International Baccalaureate Programme must be completed by the last school day in January. Applications are online, and hard copies are available at all Tuscaloosa City Schools. Hard copies must be returned to the Office of Attendance by 3:00 p.m. Enrollment is open to all students who live in the Tuscaloosa City Schools' attendance zone. For a detailed explanation of the application and admission procedures, please refer to the Tuscaloosa City Board of Education's guidelines, which are available at each Tuscaloosa City School, in the Central Office, and on the TCS website.

## **TUSCALOOSA FINE ARTS ACADEMY**

Applications for enrollment in the Tuscaloosa Fine Arts Academy at Paul W. Bryant High School must be completed by the last school day in January. Applications are online, and hard copies are available at all Tuscaloosa City Schools. Hard copies must be returned to the Office of Attendance by 3:00 p.m. Enrollment is open to all students who live in the Tuscaloosa City Schools' attendance zone. For a detailed explanation of the application and admission procedures, please refer to the Tuscaloosa City Board of Education's guidelines, which are available at each Tuscaloosa City School, in the Central Office, and on the TCS website.

## **VIRTUAL LEARNING**

The Tuscaloosa City Virtual Program will offer virtual courses available to all students in grades 9-12. To be a full-time virtual student, a student must meet specific requirements, but students who do not meet those requirements will still be eligible to take virtual courses on a part-time basis. The courses are made available through a third-party partnership and/or district-sponsored program that will include core, elective, AP, global language, and career and technical education courses. Courses approved in the district curriculum guide will be offered. The Tuscaloosa City Virtual Program has two types of enrollments for students. Full-time students are enrolled at the Tuscaloosa City Virtual Program taking all required courses through a virtual program. All state accountability assessments are administered for all options, and the resulting data is attached to the Tuscaloosa City Virtual Program. Participants must take all mandated tests and must do so in person at their home school. Dual-enrollment students are enrolled at another school (system, state, public, private, or home school), but they are taking one or more courses via the Tuscaloosa City Virtual Program with all accountability data residing at the students' full-time enrolled school. (See policy 7.7.1 for procedures.)

**Special Note:** A principal may recommend students in grades 6-12 to the Deputy Superintendent for Virtual Learning due to safety concerns.

## **HOMEBOUND SERVICES**

### **REFERRAL FOR HOMEBOUND SERVICES**

Homebound services are considered appropriate for students who are under the care of a physician and who are unable to attend school due to their medical condition. The student in need of

Homebound Services must present a statement from their physician stating that, due to their physical condition, they are prohibited from attending school for an extended period of time. The referral from the physician should have an anticipated return date to school. Once the school receives the physician's statement indicating the student is in need of Homebound Services, the referral form should be sent to the Office of Student Services. The local school's 504 coordinator will set up a meeting at the school with the parent and school administrators to develop the Homebound Services agreement between the parent and the school. The student will return to their home school upon release from a physician stating their condition has improved. Students in need of Homebound Services who are eligible for Special Education or Section 504 services should be referred to the Director of Special Education or the Section 504 Coordinator. If an IEP team determines homebound as the least restrictive environment (LRE) for a student with an identified disability, the IEP team will review/revise the current IEP to establish the extent of the services to best meet the individualized needs of the student. For additional questions, please contact the Director of Special Education. Homebound services will be provided by a certified teacher.

### **STUDENT PREGNANCY**

Pregnancy and the normal recuperative period following delivery do not make a student eligible for services in a homebound program. A physician may make a written referral for homebound services if there are complications during pregnancy or following delivery that require such students to remain within the home for an expected six-week period.

### **ATTENDANCE**

Alabama law requires that all children between the ages of 6 and 17 attend school for the minimum number of scholastic days prescribed by the State Board of Education. All laws regarding school attendance will be strictly enforced by the Tuscaloosa City Board of Education.

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

- Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have them instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official, which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school they attend or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.
- Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public-school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.
- Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the school board of education and documented by the appropriate school official, which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred.

The superintendent or their designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent or their designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

### **ABSENCES**

Ala. Code §16-28-3 requires all children between the ages of 6 and 17 to attend school regularly. Each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the Alabama school attendance and truancy laws. Parents having control over school-age children are responsible for their children's regular attendance and proper conduct. Failure to comply with the Compulsory School Attendance law requires the attendance coordinator to file a complaint in the Tuscaloosa Family Court.

All absences from school will be designated as either excused or unexcused. School-related absences, approved by the principal, will not count as an absence.

Excuses for absences will be accepted within three days of the student returning to school. Written excuses must be signed by the parent of the child. A written note from a parent will be accepted as an excuse for up to five absences each year. Further absences will require a note from a physician or court to be considered excused. The following reasons will be accepted as excused absences:

- Personal illness
- Hospitalization
- Emergency
- Religious holidays
- Court subpoena
- Death in the immediate family
- Absence approved by the Deputy Superintendent (Exceptional or unusual circumstances may be considered)

All students who have used five or more parent notes during the school year will be required to submit an official statement from a court of competent jurisdiction or a physician explaining each absence for the rest of the year.

### **EXCESSIVE UNEXCUSED ABSENCES**

The principal has the final authority at the school building level to make decisions regarding excessive unexcused absences in the categories listed below:

- Students under age 6 who accumulate more than 10 unexcused absences during a single semester may be withdrawn from school. Parents will be notified of the pending withdrawal and given one week to appear before the principal or attendance coordinator to show cause as to why the student should not be withdrawn.
- Students in grades 9 through 12 who accumulate five or more unexcused absences during a semester may be denied participation in major school activities (i.e., sports participation, induction ceremonies, prom, etc.) by the principal. The student will be afforded due process prior to the denial.
- Students who are 17 years of age or older and who are consistently truant from school and fail to abide by Ala. Code §16-28-3.1 may be withdrawn from school. The student will be afforded due process prior to the withdrawal and an exit interview must be conducted prior to withdrawing the student.
- The superintendent or their designee shall use the Student Enrollment/Exclusion Status form to notify the Department of Public Safety concerning students who have requested enrollment status who are 16 to 19 years of age with more than 10 consecutive or 15 cumulative days of unexcused absences during a single semester.

## **MAKEUP WORK**

When a student returns following an absence, the student must provide a written statement from their parent, physician, or court explaining the reason for the absence and the date of the absence. The excuse must be signed by the parent, physician, or judge. A student who has been absent shall make arrangements with the student's teacher(s) to engage in activities that will enable the student to learn those facts/skills/concepts that were missed during the absence. The student has the responsibility to request makeup work within five days after returning to school. The period for makeup work may be lengthened in cases involving extended absences that are validated and excused. Suspended students will be allowed to complete makeup work.

## **TARDIES**

Students are required to attend school and each class on time each day. When a student is tardy at the beginning of the school day, the parent must check the student in at the school office.

Attendance at the middle and high school levels will be taken each period of the day. Tardies are counted per period and daily. Parents will be notified once a child accumulates three tardies. Students with more than three tardies are subject to discipline in accordance with the Code of Conduct.

Elementary and middle school students who accumulate six or more absences during the school year will be required to submit an official statement from the courts or a physician explaining each absence for the remainder of the school year. High school students who accumulate three or more absences during the term will be required to submit an official statement from the courts or a physician explaining each absence for the remainder of the term. Failure to provide an official statement from the courts or a physician will result in the absence being marked as unexcused.

## **CHECK-IN/OUT PROCEDURES**

### **Elementary/Middle School**

Students arriving after the official start of school must be signed in by their parent through the main office and obtain a check-in pass in order to be admitted to class.

Excused checkouts will be permitted in cases of personal illness, verifiable medical appointments, or family emergencies. The following procedures will be followed to check a student out of school:

- A parent or other authorized adult (designated by the parent on the student's registration form) must sign the student out of school through the main office and present a photo ID or driver's license to office personnel so that their identity may be verified.
- Student will not be called to the office until the parent or authorized adult arrives at school. Parent should make every effort to schedule medical or dental appointments outside of school hours.

### **High School**

Students arriving after the official start of school must check in through the main office prior to reporting to the first period of the day.

Excused checkouts will be permitted in cases of personal illness, verifiable medical appointments, or family emergencies. The following procedures will be followed to check a student out of school:

- Students wishing to check out must have a doctor's note, letter from a court of competent jurisdiction, or a valid excuse from a parent stating the reason for the check-in/checkout and a reachable telephone number for the parent in order for the check-in/checkout to be approved.
- Students missing more than one-half of one class period will be counted absent. Unexcused check-ins in the first half of any period will be counted as tardies. Excused check-ins/checkouts will be allowed to make up work.
- Individuals wishing to check students out must present a valid photo ID or driver's license to office personnel so that their identity may be verified.



### **Early Warning Truancy Program**

The Early Warning Truancy Program requires principals to submit a weekly report to the attendance coordinator listing the names and addresses of all students within the compulsory attendance age of 6 to 17 who have five or more unexcused absences and students with 15 tardies to school or early checkouts from school.

These students and parents will be referred to the Early Warning Truancy Prevention Program located at the Tuscaloosa Juvenile and Family Court. At the Early Warning Conference, the parents and students will be informed of the laws regarding compulsory attendance, court procedures for enforcing the laws, and consequences for continuous violation of the compulsory attendance law.

## **STUDENT/PARENT TECHNOLOGY RESPONSIBILITIES**

### **Policy Statement**

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Tuscaloosa City Schools. Use of any and all technology resources is a privilege and not a right.

### **CELL PHONES/PERSONAL TECHNOLOGY DEVICES**

A personal technology device (PTD) is a portable Internet-accessing device that is not the property of the school district that can be used to transmit communications by voice, written characters, words, or images; share information; record sounds; process words; and/or capture images, such as a laptop computer, tablet, smartphone/smartwatch, cell phone, personal digital assistant, or e-reader. A student may possess and use a PTD on school property at after-school related functions and at school-related functions, provided that during school hours and on a school bus the PTD remains off and put away. With the approval of the superintendent, a principal may permit students to possess and use PTDs during the school day for educational purposes. Under no circumstances may students possess or use a PTD during any state assessment or secure exam. Possession of a PTD by a student is a privilege that may be revoked for violations of the Code of Student Conduct. Violations may result in the confiscation of the PTD (to be returned only to a parent) and/or other disciplinary actions. The school district is not responsible for theft, loss, or damage to PTDs or other electronic devices brought onto school district property. Students permitted to use PTDs during the school day must follow Board policy concerning Internet safety and use of technology.

### **TECHNOLOGY RESPONSIBLE USE**

The Board provides its students and staff access to a variety of technological resources, including digital devices and Internet connectivity. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the Board establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections; the resources, tools, and learning environments made available by or on the networks; and all devices that connect to those networks.

#### **• Expectations for Use of School Technological Resources**

School district technological resources may be used only by students, staff, and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally

accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable Board policies, the Student Code of Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources. In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the Student Code of Conduct. Prior to using the Internet, all students must be trained about appropriate online behavior.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students and employees must sign annually a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

- **Rules for Use of School Technological Resources**

- School district technological resources are provided for school-related purposes.
- Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources simply for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business, and is not otherwise prohibited by Board policy or procedure.
- Under no circumstance may software purchased by the school district be copied for personal use or in violation of the End User License Agreement (EULA) in force with the software.
- Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
- No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text file documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors. All users must comply with all applicable Board policies when using school district technology.
- The use of anonymous proxies to circumvent content filtering is prohibited.
- Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
- Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

- Users must respect the privacy of others. When using email, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or Social Security number of themselves or fellow students. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or Board policy. Users also may not forward or post personal communications without the author's prior consent.
- Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
- Users may not create or introduce games, network communications programs, or any foreign program or software onto any school district computer, electronic device, or network without the express permission of the superintendent or director of instructional technology or designee.
- Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- Users are prohibited from using another individual's ID or password for any technological resource.
- Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
- Employees shall not use passwords or user IDs for any data system (e.g. PowerSchool, McAleer, time-keeping software, etc.), for an unauthorized or improper purpose.
- If a user identifies a security problem on a technological resource, they must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
- Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
- Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
- Without permission by the Board, users may not connect any personal technologies such as workstations, wireless access points and routers, etc., to a district-owned and -maintained local, wide, or metro area network. Connection of personal devices such as laptops, iPads, smartphones, PDAs, and printers are permitted but not supported by TCS technical staff. The Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.
- Students may not use another student's shared personal mobile device (e.g. sharing a hotspot) for gaining access to the Internet.
- Teachers may not use a personal mobile device to provide Internet access to students (e.g. sharing a hotspot). Such connections are not filtered, and the Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.

- Users must back up data and other important files regularly.
- Those who use district-owned and -maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
- Students who are issued district-owned and -maintained laptops/devices must also follow these guidelines:
  - Keep the laptop/device secure and damage free.
  - Use the provided protective book bag–style case at all times.
  - Do not loan out the laptop/device, charger, or cords.
  - Do not leave the laptop/device in your vehicle.
  - Do not leave the laptop/device unattended.
  - Do not eat or drink while using the laptop/device or have food or drinks in close proximity to the laptop/device.
  - Do not allow pets near the laptop/device.
  - Do not place the laptop/device on the floor or on a sitting area such as a chair or couch.
  - Do not leave the laptop/device near table or desk edges.
  - Do not stack objects on top of the laptop/device.
  - Do not leave the laptop/device outside.
  - Do not use the laptop/device near water, such as a pool.
  - Do not check the laptop/device as luggage at the airport.
- Back up data and other important files regularly. TCS will at times perform maintenance on the laptops/device by imaging. All files not backed up to server storage space or other storage devices will be deleted during this process.

- **Restricted Material on the Internet**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The Board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate educational purpose. The superintendent shall ensure that technology protection measures are used as provided in the Internet Safety Policy and are disabled or minimized only when permitted by law and Board policy. The Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.

- **Parental Consent**

The Board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's electronic communication by school personnel. This section is not intended to exclude students from accessing the Internet when strict monitoring/restrictions are in place (e.g., online standardized testing).

In addition, in accordance with the Board's goals and visions for technology, students may require accounts in third-party systems for school-related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. In such cases, accounts will be created in accordance with TCS's data governance policy and applicable laws (e.g., FERPA).

- **Privacy**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created, or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept email messages to maintain system integrity and to ensure compliance with Board policy and applicable laws and regulations. School district personnel shall monitor online activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the Board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the Board, as a response to a public records request, or as evidence of illegal activity in a criminal investigation.

- **Security/Care of Property**

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log on to any school system computer on the Board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

### **Responsibility for TCS Devices**

- Each device is property of Tuscaloosa City Schools and is individually labeled and inventoried (by asset number and device serial number) to the individual student to whom it has been loaned. Each student who has checked out a device and their parents/guardians are responsible for proper care and use of the device.
- **Damage to TCS Devices**
- If a student has a problem with a device, the student should report the issue to the school resource manager or student technology support designee who will conduct an intake and determine next steps. These will include referring needed repairs to the TCS Technology Department, determining responsibility, sending a letter to parents if needed, and referring discipline concerns to school administration.
- TCS provides insurance coverage for each student device according to these steps.
- **First damage incident** - No cost to the student/family for device repair/replacement.
- **Second damage incident** - Student/family will be assessed a fee of \$25 for device repair/replacement.
- **Third or more incidents** - Student/family will be assessed a fee of the **FULL COST** of the repair/replacement.
- Damage resulting from lack of care includes but is not limited to failure to properly use the protective cover when one is provided.
- Each student will be held accountable for damage to the device issued to them unless there is clear evidence and documentation that the damage was caused by someone else.
- The provision of a replacement device will be determined on a case-by-case basis by school personnel. As available inventory allows, students will receive a loaner device

while their assigned device is being repaired/replaced. The loaner device must be returned when the student's originally assigned device is repaired/replaced.

- Students may not alter the protective cover placed on the device. This includes marking on it, intentionally scratching it, or adding stickers to it. If the protective cover is intentionally altered, the student must pay for a replacement cover upon return of the device.
- **Loss or Theft of TCS Provided Devices**
- If a device issued to a student is lost or stolen, the student's parent/guardian must file a report with the police department and provide a copy of the police report to the school.

- **Personal Websites**

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos, or trademarks without permission.

- **Students**

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with Board policy (Title 16, Chapter 28B of The Code of Alabama 1975).

- **Volunteers**

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students. Volunteers are subject to the School Volunteers Policy.

- **Digital Citizenship**

Digital citizenship is a concept that helps teachers, technology leaders, and parents understand what students/children/technology users should know to use technology appropriately. Digital citizenship is more than just a teaching tool; it is a way to prepare students/technology users for a society full of technology. Digital citizenship includes the norms of appropriate, responsible technology use. Too often we are seeing students as well as adults who misuse and abuse technology but are not sure how to improve their conduct. The issue is more than what the users do not know, but what is considered appropriate technology usage. All students will receive digital citizenship expectations provided as part of the **code of conduct orientation**.

- **Disclaimer**

The Board makes no warranties of any kind, whether express or implied, for the service it is providing. The Board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, or service interruptions, whether caused by the school district's or the user's negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

## **TECHNOLOGY IN THE EDUCATIONAL PROGRAM**

In alliance with state school technology goals, the Board is committed to establishing and supporting 21st-century information and communications technology systems to foster globally competitive, healthy, and responsible students. The Board recognizes the benefits of digital and technology-enabled teaching and learning resources that provide the ability to easily customize curriculum, provide access to current information, and enable access to quality materials at a lower cost than traditional materials. To that end, the Board intends to move to classroom digital and technology-enabled teaching and learning resources that are aligned with the Alabama state standards as they become available. In addition, to the extent that funding permits, the Board will

endeavor to ensure that all students have access to personal digital and technology-enabled teaching and learning devices to foster the 21st-century skills necessary for future-ready learners.

The Board expects that information and communications technologies will be integrated across the curriculum and used to support student achievement. Such technologies will also be used to support programs and activities that promote safe schools and healthy and responsible students. The curriculum team should provide suggestions for integrating technological resources (as defined in Section A below) into the educational program. School administrators and teachers are encouraged to develop additional strategies for integrating technological resources across the curriculum and utilizing the power of technology to improve learning outcomes while making more efficient use of resources. The strategies should be included in the school improvement plan if they require the transfer of funds or otherwise relate to any mandatory or optional components of the school improvement plan. The superintendent shall oversee development and submit to the Board for approval a local school district technology plan that is aligned with state guidelines and applicable federal rules. The superintendent shall oversee incorporating this plan into school district strategic planning efforts and include various stakeholders, such as curriculum leaders, teachers, administrators, and representatives from technology services, instructional technology, finance, and other departments as required. The plan will include exploring partnerships with business/industry to support student and community needs. Once the Board has approved the plan, the superintendent shall oversee ensuring that expenditures on school information and communications technologies are made in accordance with the technology plan.

- **Selection of Technological Resources**

Technological resources include, but are not limited to, the following: (1) hardware, including both fixed and mobile technologies and devices such as desktop computers, laptops, netbooks, tablets, e-readers, PDAs, smartphones, and gaming devices; (2) software; (3) network and telecommunications systems and services; (4) Internet access; (5) multimedia-equipped classrooms; (6) computer classrooms and laboratories; and (7) other existing or emerging mobile communications systems. All technological resources must be purchased and used in a manner consistent with applicable law and Board policy, including laws and policies related to copyright, public records, bidding and other purchase requirements, accessibility for students with disabilities, staff duties, and standards for student behavior.

Technological resources must meet or exceed the following standards before they may be considered for implementation:

- Technological resources must support the Alabama state standards or the programs of the school district.
- Technological resources must support the current use of learning and instructional management technologies in the school.
- Technological resources must be compatible with the condition of the network and other infrastructure resources. The technology department shall set minimum standards for technological resources that are purchased or donated. Upgrading, hardware conditions, and similar requirements must be maintained to the highest standards.

- **Deployment of Technology to Schools**

The superintendent shall oversee the development of the school district's technology deployment plan. The plan will be designed to ensure organized, effective, and efficient means of deploying new information and communications technologies. The superintendent shall develop procedures that outline the strategy of the technology deployment plan.

- **Staff Websites for Educational Purposes**

The Board will provide numerous avenues through which teachers can facilitate their instructional programs via websites over the Internet. The Board will provide each teacher with their own web space where instructional information should be posted. The Board's use of a learning management system (LMS) enables teachers to set up wikis and blogs to promote interaction with students. The Board's LMS is the approved venue for hosting district-created online courses and supplemental content. All content posted on these sites remains the intellectual property of the Board.

There are numerous outside websites where employees can bookmark and compile information to support their instructional goals. These sites are not appropriate venues to serve as substitutes for the employees' use of the district-controlled websites and LMS servers. In many cases, information posted on outside sites becomes the property of the site, and the employee no longer has ownership or control of content. For this reason, employees should not use these non-district-controlled sites to post information for students without prior written approval from the superintendent or designee and school principal.

- **Bring Your Own Technology (BYOT) Initiative**

The superintendent is authorized to investigate and develop a plan to allow staff and students the option to use their personal electronic devices in place of or along with their school district assigned devices. The plan should address, at a minimum, the instructional use of personal devices, compatibility requirements, access limitations or requirements, content filtering, security, and other issues as recommended by the technology director. The plan should assign personal responsibility to the user for repair and replacement of damaged or stolen devices and for any data or other charges arising from use of a personal device. The plan should require a written agreement for the use of personal technology devices from each student and staff member who wishes to participate in the BYOT initiative. The plan should ensure that students who are unable to bring in outside technology will be able to access and utilize school equipment so that no student is excluded from instruction due to lack of access to technology.

- **Electronic Communication and Other Collaborative Tools**

The superintendent is authorized to permit instructional personnel to incorporate email, social networking sites, blogs, wikis, video sharing sites, podcasts, video conferencing, online collaborations, PDAs, instant messaging, texting, virtual learning environments, and/or other forms of direct electronic communications or Web 2.0 applications for educational purposes to the extent the superintendent deems appropriate and in accordance with policies governing employee use of social media. The superintendent shall establish parameters and rules for use of these tools and shall require instruction for students in how to use such tools in a safe, effective, and appropriate way. Instructional personnel shall make all reasonable attempts to monitor student online activity and shall otherwise comply with the requirements of the Technology Responsible Use policy when using these tools.

### **TCS Provided Devices**

Students in selected grades participate in the TCS one-to-one (1:1) initiative and check out Chromebooks to carry back and forth between school and home. Students in non-one-to-one grades may also receive devices in order to support their learning. Students are eligible to check out Chromebooks upon completion of the following requirements:

- Parent and student signature on the Responsible Use Policy
- Parent signature on TCS 1:1 Agreement
- Parent signature on the Device Responsibility Agreement

### **TCS Provided Devices and Change of School**

- When a student withdraws and will not be attending a Tuscaloosa City School, the Chromebook, charging cable, and cover must be checked back in prior to leaving.
- When a student transfers to another Tuscaloosa City School, the student will take the Chromebook, charging cable, and cover with them to the new school. At the time of transfer, the school must notify the inventory manager and the technology coach or technology leader. That person will see to it that the Chromebook is transferred to the receiving school in the inventory management system.
- When a student is moved to an alternative placement, a determination of the best course of action related to the 1:1 Chromebook will be made on a case-by-case basis.



## **STUDENT TRANSPORTATION (DISTRICT PROVIDED)**

### **Rules of Conduct for Transported Students**

The Transportation Department exists for the benefit of the students of Tuscaloosa City Schools. While not all students ride to and from school on a bus, all students benefit from the use of transportation for field trips, athletic events, or other extracurricular activities.

Any student behavior that distracts the driver from safely operating the bus or requires the driver to stop the bus to correct behavior, restore order, or request assistance will be reported to the school administrator for appropriate disciplinary action, up to and including revocation of bus riding privileges. Should misconduct on a TCS school bus create a danger to the driver or students, the bus driver is authorized to pull the bus over in a safe place or drive immediately to the nearest school or police department and request assistance.

Students and parents/guardians should note the following information:

- **Transportation services are a privilege, not a right.**
- The bus driver is in charge of the bus at all times.
- Students will treat the driver, other riders, and the school bus itself with respect.
- Transportation is available to all enrolled Tuscaloosa City Schools students who live beyond the legally prescribed two-mile no-transport zone of their zoned school, or to those students with an authorized exception.
- All students must complete a student information card for the Transportation Department.
- A student will ordinarily be transported to or from a bus stop in proximity to their home residence. If a student is to be transported from school to an address other than the home residence, the student must go to the same address every day.
- Students are assigned to a particular school bus by the appropriate Transportation Department personnel. Students are not permitted to ride any bus other than their regularly assigned bus without written request from the parent to the school administrator, and without written permission from the school administrator, in coordination with the Transportation Department. Special authorization covers only students authorized to ride a bus and will not displace any other student from their assigned bus.
- The locations of all bus stops will be determined at the sole discretion of the Transportation Department. Any request for a new stop or a change of a stop location must be made to the Transportation Department, where the final decision will be made according to state and national guidelines. **School bus drivers are not permitted to make changes in bus stop locations or times.**
- Students may be assigned a seat by the bus driver, within the driver's discretion. Should they receive an assignment by the driver, the student must sit in that seat unless otherwise directed by the driver or school system administrator.
- Video cameras are placed on all schools' buses as a tool for school personnel to monitor behavior and shall not limit the bus driver's authority or the discretion of school administrators in enforcing the provisions of the Code of Conduct and the Rules of Conduct for Transported Students.
- Any carry-on equipment (e.g., book bags, band instruments or uniforms, sports equipment or bags, science projects, school fundraiser items, personal items, etc.) must be held by the student owner or safely placed under the student's seat, must not interfere with either the seating or the safety of other students on the bus, and must not block the aisles or emergency exits.

- Preschool students assigned to a school bus must be accompanied to the bus stop by a responsible adult; likewise, a responsible adult must meet the preschool student at the bus stop. **Failure to comply with these requirements will result in denial of bus privileges.**
- Any student willfully damaging or destroying school bus property will be disciplined according to the TCS Code of Conduct and will bear the cost of repairs.
- A school bus is considered an extension of the classroom. Student safety while on the school bus is of critical importance; therefore, any behavioral issues interfering with that safety will not be tolerated. Please refer to “Classification of Violations” for appropriate disciplinary actions for school bus behavioral issues.

### **Bus Rules of Conduct/ Personal Safety at Bus Stops**

- Students must be at the bus stop approximately 10 minutes prior to the scheduled arrival time of their bus in the morning.
- Students must stand at least 10 feet away from the road and in front of where the bus stops so that the driver can maintain clear visibility of the students.
- Students should form a single-file line and board the bus in an orderly manner.
- There should be no horseplay, pushing, shoving, or other dangerous behavior at the bus stop or while on the bus. If it is necessary to cross a road before boarding the bus, the student should:
  - Remain on the side of the road and wait for the driver’s signal to cross the road **after** the bus has come to a complete stop and has activated the red lights, stop arm, and crossing control gate.
  - Upon seeing the clear signal of the school bus driver, look both right and left to make sure that all traffic has stopped and quickly proceed across the road at least 10 feet in front of the bus, and in front of the crossing control gate.
  - Board the bus and take a seat quickly.
- **NEVER** run after the bus once it has begun moving away from the stop.
- **NEVER** attempt to chase the bus down or beat it to the next stop, either running or in a car.
- Remain seated throughout the route.
- Keep your hands and feet to yourself, and away from aisles and windows.
- No food or drink on the bus.
- Dispose of any trash in the trash can
- When exiting the bus, students should wait until the bus has come to a complete stop before standing up.
- Go carefully down the bus steps and move quickly away from the bus and toward the school or residence.
- If it is necessary to cross the road after getting off the bus, the student should:
  - Move toward the front of the bus and stop at least 10 feet up on the side of the road, beyond the crossing control gate.
  - Wait for the bus driver to signal that it is safe to cross the road.
  - Move quickly across in front of the bus, being careful to watch traffic in both directions while crossing.
  - Move away from the road and toward the school or residence.

**As per the Charles “Chuck” Poland, Jr. Act – ALABAMA ACT 2013-347, no trespassing on school buses. Any unauthorized person boarding a bus will be prosecuted to the fullest extent of the law. Punishment could result in a fine of up to \$6,000 and up to one year in jail.**

## **STUDENT TRANSPORTATION (PRIVATE VEHICLE)**

### **Driving and Parking Regulations**

To bring a vehicle on school grounds, a student must register the vehicle with the school office, provide a current driver’s license and proof of insurance, and purchase a parking decal. Students may park only in the student parking lot. Vehicles without a parking decal, or improperly parked, may be towed at the owner’s expense. All vehicles on campus are subject to being searched by school officials. Driving/parking privileges may be revoked by the principal for good cause.

### **Transporting Students to Other Tuscaloosa City Schools Campuses**

When a student transports themselves to different school campuses, the following requirements must be met:

- the student must have a valid issued driver’s license;
- the student must provide proof that the vehicle being used is insured pursuant to the minimum requirements in Alabama;
- parental consent must be obtained; and
- both the student and a parent or guardian must sign a liability waiver form.

Under no circumstances should a student be allowed to transport another student between campuses.

### **Leave to Learn**

The Board regards the use of motor vehicles by secondary students to participate in any of the following as an assumption of responsibility by parents/guardians and students: co-op, internships and apprenticeships, dual enrollment on campus of a college, or participation in Tuscaloosa Career and Technology Academy (TCTA). The following requirements must be met prior to beginning of activity:

- student must have a valid driver’s license;
- student must provide proof of insurance according to minimum requirements in Alabama;
- written parental consent must be obtained; and
- both student and parent must sign a liability release.

Students who are leaving TCTA at the end of the school day in a private vehicle are not required to report back to their feeder school. For non-driving students who have alternative transportation, written parental consent and liability waiver must be documented prior to the beginning of the activity.

Qualified seniors will be eligible to leave campus for dual enrollment opportunities for a maximum of two periods a day during the semester. Students must be enrolled in a dual enrollment course, must be in good standing with their high school and post-secondary institution and must have earned a CCRI prior to approval.

### **Transporting Students to Athletic and Other Extracurricular Events**

When parents transport students to athletic or other extracurricular events by private vehicle, the following requirements must be met:

- the driver must have a valid issued driver’s license;
- the driver must provide proof that the vehicle being used is insured pursuant to the minimum requirements in Alabama;
- parental consent must be obtained for every student who will be transported; and

- both the student and a parent or guardian sign a liability waiver form. (See appendix of forms)

Under no circumstances should the vehicle transporting students have a rated capacity of more than 10 passengers, as this has been specifically prohibited by the State Department of Education.

### **DRESS CODE**

The primary responsibility for a student's attire resides with the student and parents or guardians. The following rules concerning dress and grooming are mandatory for all students attending Tuscaloosa City Schools. Students who fail to follow these rules will be subject to disciplinary action as outlined in Code of Conduct 1.13, "Non-conformity to Dress Code."

#### **Section 1: Students Must Wear**

- Shirts: Must be opaque fabric. Must cover midriff and not be low cut in front or back.
- Bottoms: Pants, sweatpants, joggers, shorts, skirt, dress, leggings. Must be opaque fabric. Dresses and skirts must be fingertip length. Shorts, including athletic shorts, are allowed, but may not be less than a 3" inseam. Genitals and buttocks must be covered at all times.
- Shoes: Activity-specific shoes are permitted (for example for sports or TCTA classes.) Shoes that are secured to the foot and do not easily fall off are highly encouraged for safety reasons.

#### **Section 2: Students May Wear**

- Hoodie sweatshirts, although hood cannot not be worn over head.
- Fitted pants, including leggings, yoga pants and "skinny jeans" as long as it meets requirements in section 1.
- Ripped jeans, as long as underwear is not exposed, and rips are not above fingertip length.
- Tank tops, as long as underwear or midriff is not exposed.
- Athletic attire, as long as it meets requirements in Sections 1 and 3.
- Clothing with commercial or athletic logos provided they do not violate Section 3 below.

#### **Section 3: Student May Not Wear**

- Garments that reflect violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the dress code policy.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Clothing where underwear is exposed. Undershirts/camisoles cannot be worn alone as shirts.
- Spaghetti straps, or strapless tops, unless otherwise covered.
- Bathing suits.
- Hats or head coverings except as a religious observance or as allowed on special days or for certain athletic or class requirements.
- Pajamas, except when allowed on special days.
- House slippers or shoes intended for indoors only.
- Sunglasses (indoors.)
- Metal-spikes on shoes or metal-toed shoes, except for when needed for a class such as at TCTA.

## **HEALTH SERVICES**

### **Immunization**

Students entering school, including those entering pre-kindergarten, kindergarten, or 1st grade, those from out of state, and those from nonpublic schools, will be required to submit proof of all up-to-date immunizations as required by law. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school that the student is to attend.

### **Exceptions**

In the absence of epidemic or immediate threat, parent(s) or guardian(s) shall file with school authorities a signed, written statement that immunization measures conflict with their religious tenets or practices. Exceptions may also be made due to medical reasons if a student has a written statement from their doctor excusing them from such immunizations.

### **Hospitalizations**

If your child has experienced hospitalization related to accident/injury or chronic illness, please notify school administration and/or the school nurse if your child requires accommodations. This will allow for smooth transition and seamless reentry to school.

### **Acute and Chronic Health Conditions**

Parents/guardians of students attending TCS need to complete a Confidential Student Health Assessment form, which must be kept on file in the school health office. This form must be updated annually, or sooner, if the student's health information/condition changes. Any student who has a chronic or severe health condition (diabetes, asthma, seizures, blood disorders, heart problems, etc.) must have information from the student's doctor that defines the condition(s), notes any restrictions/limitations, and provides an emergency plan of care for this student.

Parents/guardians of students with a disease/illness, condition, or issue of an acute or chronic nature need to contact the school nurse if the child requires assistance.

Based on individual student health information, the school nurse will develop an Individualized Health Care Plan, Specific Action Plan, or Fact Sheet and communicate with school personnel to implement an appropriate plan.

### **Communicable Diseases**

Students may be excluded from school to prevent the spread of contagious disease. A student with a communicable or contagious disease or parasite shall be ineligible to attend school until such time as appropriate treatment has been administered and/or the student is declared safe to return to school by the school principal or their designee, and/or if cleared by a physician. Students should be fever free at least 24 hours without the use of fever reducing medications. A student should not come to school if they have a fever greater than 100.4 degrees and complain of feeling ill. Students should be free of vomiting, diarrhea, and feeling poorly for at least 24 hours before returning to school. Signs and symptoms when a child should not be at school or in contact with other children may include the following: runny nose with cloudy or yellow/green discharge with congestion and fever; frequent cough or uncontrollable coughing and fever; diarrhea or vomiting and fever; pink eye/red eye with complaint of burning/itching and thick white/yellow drainage; skin infection or skin rash not already evaluated by a doctor; strep throat, scarlet fever, flu, positive COVID-19 test, new loss of taste/smell sensation, sore throat, or other viral/bacterial illnesses.

Contagious diseases include, but are not limited to, measles, chicken pox, mumps, whooping cough, flu, COVID-19, viral infections, strep throat, scarlet fever, diphtheria, conjunctivitis, ringworm, impetigo, scabies, rash and/or skin infection, or other disease diagnosed as contagious.

### **School Health Screenings**

To ensure that all students are able to benefit optimally from their educational experiences, school nurses or school-based health programs may perform routine health screenings (vision, hearing, spinal, etc.), mass screenings, state-mandated screenings, or screenings by referral from parents and/or teachers. At times, nursing students from approved nursing programs may observe and/or assist school nurses with screenings. If a parent does NOT authorize the school to screen their child, the parent must notify the child's school nurse in writing.

### **Heavy Backpacks**

For more information about the potential health impact of heavy backpacks and proactive measures to avoid injury, visit [www.bacsupport.com](http://www.bacsupport.com).

## **Meningococcal Disease and Vaccine**

- Meningococcal disease is an illness caused by bacteria. It is the leading cause of bacterial meningitis in children 2–18 years of age in the U.S. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord. Meningococcal disease can be very serious, even life-threatening in 48 hours or less. The bacteria that cause meningococcal disease are very common.
- Symptoms of meningococcal disease are similar to influenza and may include sudden onset of high fever, headache, stiff neck, nausea, vomiting, rash, increased sensitivity to light, confusion, and severe aches and pain in the muscles, joints, chest, or belly.
- The disease is spread through exchange of respiratory droplets or saliva with an infected person (e.g., kissing, coughing, sneezing, sharing drinking glasses and eating utensils, close or lengthy contact, and among people who share a room or live in the same household).
- The meningococcal vaccine is recommended for all children 11-12 years of age, and a booster dose is recommended at age 16-18. High school seniors should also consider obtaining the meningococcal vaccine prior to entering college, especially if they are planning on living in a dormitory. Parents should contact their family physician or the local health department for more information on meningococcal disease and vaccine.
- Additional resources for information about meningococcal disease and the vaccine can be found on the following websites:
  - <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>
  - [adph.org/immunization/assets/meningococcaldiseaseandvaccineflyer.pdf](http://adph.org/immunization/assets/meningococcaldiseaseandvaccineflyer.pdf)
  - [www.MeningitisB.com](http://www.MeningitisB.com)

## **Influenza (Flu) Vaccine (Inactivated or Recombinant)**

- Influenza (“flu”) is a contagious disease that spreads around the U.S. every year, usually between October and May. Flu is caused by influenza viruses, and is spread mainly by coughing, sneezing, and close contact. Anyone can get flu. Flu strikes suddenly and can last several days.
- Symptoms vary by age, but can include fever/chills, sore throat, muscle aches, fatigue, cough, headache, and runny or stuffy nose. Flu can also lead to pneumonia and blood infections, and cause diarrhea and seizures in children. If you have a medical condition, such as heart or lung disease, flu can make it worse. Flu is more dangerous for some people, especially infants and those with weakened immune systems.
- The flu vaccine can keep you from getting the flu, make flu less severe if you do get it, and keep you from spreading flu to your family and other people.
- A dose of flu vaccine is recommended every flu season. Children 6 months through 8 years of age may need two doses during the same flu season. Everyone else needs only one dose each flu season. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. Some people should not get the vaccine and/or should first discuss it with their family physician. Parents should contact their family physician or the local health department for more information on influenza and the vaccine.
- Additional resources for information about influenza disease and the vaccine can be found on the following websites:
  - <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>
  - [adph.org/immunization/assets/meningococcaldiseaseandvaccineflyer.pdf](http://adph.org/immunization/assets/meningococcaldiseaseandvaccineflyer.pdf)
  - [www.MeningitisB.com](http://www.MeningitisB.com)

### **Tetanus-Diphtheria-Acellular Pertussis (Tdap) Vaccine Requirement for School**

- Tetanus, diphtheria, and pertussis are very serious diseases caused by bacteria. Tetanus (lockjaw) is rare in the U.S. It causes painful muscle tightening and stiffness, usually all over the body. Diphtheria is also rare in the U.S. It can cause a thick coating to form in the back of the throat and lead to breathing problems, heart failure, paralysis, and death. Pertussis (whooping cough) causes severe coughing spells, which can cause difficulty breathing, vomiting, and disturbed sleep. It can lead to weight loss, incontinence, rib fractures, pneumonia, and death.
- Diphtheria and pertussis are spread from person to person through secretions from coughing or sneezing. Tetanus enters the body through cuts, scratches, or wounds.
- The Tdap vaccine can protect adolescents and adults from tetanus, diphtheria, and pertussis.

**All students 11 and older entering the 6th grade in Alabama schools must have a tetanus-diphtheria-acellular pertussis (Tdap) vaccine. Each pupil 11 or older who enters the 6th grade will be required to have a new certificate of immunization (COI).** Adolescents who have already received a booster dose of Td are encouraged to receive a dose of Tdap. Parents should contact their family physician or the local health department for more information.

- Additional resources for information about tetanus, diphtheria, pertussis, and the Tdap vaccine can be found on the following websites:
  - [www.cdc.gov/vaccines/hcp/vis/vis-statements/tdap.pdf](http://www.cdc.gov/vaccines/hcp/vis/vis-statements/tdap.pdf)
  - [www.adph.org/immunization/assets/DTaP.pdf](http://www.adph.org/immunization/assets/DTaP.pdf)
- CDC Immunization Schedules:
  - [www.cdc.gov/vaccines/schedules/index.html](http://www.cdc.gov/vaccines/schedules/index.html)

### **STUDENT MEDICATION PROCEDURES**

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. During the school year, parents are encouraged to give medication to the student when the student is not in school or participating in school activities. We request that parents give once-a-day (a.m.) medications and “long-acting” or “time-released” a.m. medications to their child. Students are best prepared to learn when their medications are administered at home in the morning. Once-a-day and twice-a-day medication should be given at home. Medication prescribed for three times a day should be given at home in the morning, after school, and at bedtime. Contact the nurse’s office if there are other special conditions that need to be cleared by Health Services.

The following requirements provide schools, parents, students, and health professionals with the guidance necessary to provide safe and proper assistance with medication in schools.

- **ALL** medications must be delivered to the school nurse or designated school personnel by the student’s parent or the parent’s designated responsible adult, in the original container. All prescription medication must be in a correctly labeled prescription container (which includes student’s name, licensed prescriber’s name, name of medication, strength, dosage, time interval, route, and date of drug’s discontinuation when applicable). All non-prescription medication must be in an original unopened, sealed container of the drug identifying the medication and the entire manufacturer’s labeling plus the student’s name (written legibly on the container). Do not under any circumstances send medication to school in a Ziploc bag or container other than the original container. This medication will not be given, and parents will be contacted to pick up the medication.
- The parent shall give the first dose of a new medication or a change in dosage (increase or decrease) of a current medication at home, with the exception of emergency medications (e.g., EpiPen injection) in case of a possible allergic reaction.

- One of the following criteria must be met before any Tuscaloosa City Board of Education employee can assist with medication administration in the school setting:
  - The employee must have successfully completed the Alabama State Department of Education and the Alabama Board of Nursing “Curriculum to Teach Unlicensed School Personnel How to Assist with Medications in the School Setting.”
  - The employee must have successfully completed the Alabama Health Services Diabetic Curriculum Training in order to become an Unlicensed Diabetic Assistant (UDA). The UDA will assist the school nurse with the care needed to support students with diabetic medical needs according to the student’s IHP and medical authorizations up to and including the administration of injectable medications specific to the student’s diabetes.
  - Possession of an active Alabama license to practice as a registered nurse or licensed practical nurse.
- For all **prescription and non-prescription** medication delivered to designated school personnel:
  - A completed School Medication Prescriber/Parent Authorization (PPA) Form signed by the licensed prescriber and parent must be submitted and on file before any prescription or non-prescription medication can be given at school, with the exception of sunscreen and insect repellents. The signed prescriber’s authorization (PPA) is required at the time of the order and remains valid for one calendar year.
  - Students may possess and apply federal Food and Drug Administration (FDA) regulated over-the-counter sunscreen at school and at school-based events.
  - If a parent is asking a school board employee to apply sunscreen or insect repellent, the parent must present to the nurse a PPA containing a parent or guardian signature (no licensed prescriber signature required).
  - All labeled bottle instructions for sunscreen and insect repellents must be followed.
  - The first application of sunscreen product is recommended to be applied at home prior to school when outdoor activity is planned. Sun protective clothing is also recommended.
  - If the medication order is changed during the school year by the prescriber, a new School Medication Prescriber/Parent Authorization Form (PPA) must be completed by the licensed prescriber and parent/guardian.
  - The designated school personnel and parent/guardian must count all medications upon delivery/return to and from school and document the number of tablets, capsules, inhalers, or other forms of medication delivered to and from the school.
  - Please provide over-the-counter medication in the smallest quantity/container available, e.g., travel-size bottles of Tylenol, antacids, and Benadryl.
  - All over-the-counter medications and supplies/food items needed to assist with medication administration (e.g., special cups/utensils, apple sauce, pudding, juice, crackers, bottled water) must be provided by the parent. The school does not provide/stock over-the-counter medications (e.g., Tylenol, antibiotic ointment, Pepto-Bismol, and hydrocortisone).
  - Essential oils, herbal products, dietary supplements, and other natural substances are not recommended to be administered at school without the explicit order of an authorized prescriber, parent authorization, verification that the product is safe to administer to children in the prescribed dosage, and reasonable information regarding therapeutic and untoward effects.



- Medication will not be accepted if the medication appears to be altered or tampered with.
- Medication Labeling
  - For prescription medications, a current pharmacy labeled container is required, which includes the student's name, licensed prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when applicable. All asthma inhalers must have the prescription label on either the canister or the prescription box. This includes asthma inhalers carried by students who have been approved to carry and self-administer.
  - The parent shall provide nonprescription medication in an original, unopened, sealed container of the drug identifying the medication and the entire manufacturer's labeling plus the student's name (written legibly on the container).
  - School personnel will not administer medication when there is any discrepancy (e.g., label different from instruction or contents, label is unclear, or label torn). This medication **will not be given** until clarification is obtained.
- Medication Storage at School
  - All medication must be stored in the original pharmacy's or manufacturer's labeled containers in such a manner as to render them safe and effective.
  - Medication will be stored in a securely locked, clean container or cabinet unless the licensed prescriber authorizes a different arrangement (including but not limited to asthma inhalers, EpiPens, and emergency medications) for specific students.
  - It is recommended that no more than a 30-day, school-day supply of any medication be stored at school.
  - The parent shall pick up the student's unused medication (when the medicine is completed, out of date, discontinued, within three days after a field trip, or the last day of the school year). The school nurse or other school personnel designated by the school nurse in the presence of a witness will destroy medications not picked up by the parent/guardian. Any unauthorized medications will be discarded after one week if not retrieved by the parent/guardian.
- Documentation of Medication
  - The delegated school personnel and parent must count, and document on the Medication Administration Record, all medications delivered to the school.
  - A daily Medication Administration Record will be completed for each medication given to the student.
- Self-Medication and Carrying Medication by Students
  - Upon obtaining permission to self-administer approved medication, a student shall be permitted to self-carry or possess and/or self-administer approved medication (usually emergency medications), according to the orders of the prescriber, at any time while on school property or while attending a school-sponsored event (Kyle Graddy Act, 2019).
  - Emergency medications and approved medications must have a current pharmacy label that includes the student's name, licensed prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when applicable. All asthma inhalers must have the prescription label on either the canister or the prescription box.

- Students must have an order/authorization from a licensed prescriber and signed parent/guardian permission (School Medication Prescriber/Parent Authorization Form) to self-medicate and carry medications on their persons (e.g., EpiPen, asthma inhalers, insulin).
- For students who have met the criteria to self-medicate, Tuscaloosa City Schools' nurses must be reasonably assured that the student is able to identify and select the appropriate medication, knows the frequency and purpose of the medication ordered, and follows the school's self-medication procedures. (e.g., safety and security precautions, proper labeling).
- A student is not permitted to possess a controlled substance, as defined in the Medication Curriculum, on school property.
- For students who need to receive medication at school activities away from the school, such as field trips or outside of school hours, the local educational agency will follow guidelines from the Alabama State Department of Education and the Alabama Board of Nursing "Curriculum to Teach Unlicensed School Personnel How to Assist with Medication in the School Setting." The principal will be responsible for ensuring that an actively licensed individual or trained medication assistant will be available as necessitated by the medical needs of the students.

### **HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION, AND BULLYING**

The Tuscaloosa City Board of Education is committed to protecting its students from harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, and discrimination. The Board believes that all students are entitled to a safe school experience in which students can realize their maximum potential and engage fully in the learning process. Conduct that constitutes harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, or discrimination, as defined in the Board's policy manual, is strictly prohibited. Tuscaloosa City Schools will take appropriate action to prevent, correct, and where warranted, discipline behavior that violates this policy.

Students who believe they have been harassed, sexually harassed, bullied, or discriminated against, or have knowledge of harassment, sexual harassment, bullying, or discrimination against another student, are encouraged to report the problem, verbally or in writing, to the principal, counselor, coordinator of student services, superintendent, or other faculty member.

No student shall be subjected to harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, or discrimination by employees, students, or third parties. Any student who violates this policy will be subject to appropriate disciplinary action, which may include any sanction, penalty, or consequence that is available to school officials under the Student Code of Conduct. Any employee who violates this policy shall be subject to appropriate disciplinary action in accord with Board policy and state and federal law. Third parties who violate this policy will be dealt with on a case-by-case basis by the school system administration.

For a detailed statement of the Board's policies concerning harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, or discrimination, including descriptions of prohibited conduct, reporting methods, investigative procedures, and disciplinary consequences, please refer to the Board's policy manual, a copy of which is maintained at the Board's Central Office, at each local school, and on the TCS website; as well as the Student Code of Conduct contained herein.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) requires Tuscaloosa City Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Tuscaloosa City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised TCS to the contrary in accordance with school system procedures. The primary purpose of directory information is to allow TCS to include this type of information from your child's education records in certain publications. Examples include:

- a playbill, showing your student’s role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for football, showing weight and height of team members.

Directory information can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

**If you do not want Tuscaloosa City Schools to disclose directory information from your child’s education records without your prior written consent, you must notify TCS in writing no later than the end of August each year.** You can obtain a form at your local school. TCS has designated the following information as directory information:

- student’s name
- address
- telephone listing
- date and place of birth
- grade level
- dates of attendance
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- photograph
- degrees, honors, and/or awards received
- most recent educational agency or institution attended
- email addresses

This information may be used by Tuscaloosa City Schools to communicate and/or conduct telephone, text message, or email surveys pertaining to the school district.

### **SCHOOL VISITATIONS**

To protect the health, safety, and welfare of students, all persons who visit schools are required to follow the Board’s visitation procedures. The principal of each school can provide individuals with a copy of the visitation procedures.

Parents will be permitted to visit classrooms when approval is given through the principal’s office. Parents will show proof of nontraditional or legal custody upon request from the principal and provide notice to the principal and classroom teacher at least 24 hours prior to the anticipated visit. So as not to disturb the educational environment for all, student classroom visits should be infrequent and for a limited duration. The principal will have complete discretion over the number and duration of classroom visits allowed. Under no circumstances will visits be allowed during testing.

## **STUDENT COMPLAINTS AND GRIEVANCES (POLICY 4.6.2)**

Complaints, grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to any alleged violation of Board policy, or the student's legal rights, only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. The superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of such complaints and grievances. Such procedures will not unreasonably burden or delay the presentation or processing of the complaint or grievance and will be subject to review and approval by the Board. Administrative judgments may be set aside by the Board only upon a showing that the act or decision in question violates Board policy or the student's legal rights.

## **CURRICULUM & INSTRUCTION**

Each teacher is expected to determine the weighted value of individual grades on tests, papers, projects, and other learning/evaluative exercises and to assign grades within accepted standards as stated below. Academic grades cannot be used as punishment for misbehavior nor as a reward for good behavior.

### **ACADEMIC GRADING SYSTEMS FOR INSTRUCTIONAL LEVELS**

#### **Grades Pre-K–2**

Level 3	Meeting Benchmark	Student consistently demonstrates proficiency of grade-level benchmarks.
Level 2	Approaching Benchmark	Student is making progress toward proficiency of grade-level benchmarks at an appropriate rate.
Level 1	Developing Understanding	Student is making limited progress toward proficiency of grade-level benchmarks.
NA	Not Enough Evidence	Not enough evidence has been collected.
<b><u>Grades 3–12</u></b>	<b><u>Range</u></b>	
A	90–100	
B	80–89	
C	70–79	
D	60–69	
F	Below 60	

### **STANDARDS OF PROMOTION & RETENTION**

#### **Elementary School**

In determining promotion, the following factors will be considered:

#### **For Kindergarten–2nd Grade**

- **Readiness:** A child's readiness for learning will be considered.
- **Attendance:** Students are expected to be in attendance daily. More than the maximum days absent stated in the Code of Conduct for the year may result in retention. Any extenuating circumstances will be determined and documented by the principal.

#### **For 3rd–5th Grades**

- **Subjects to be passed:** Students being considered for promotion must pass three of the five subjects of reading, language, mathematics, science, and social studies; and at least two of the three must be in the academic content skills subjects of reading, language, and mathematics. If a student has an overall "F" average in reading, language, or math at the end of the school year, they may be offered the opportunity to attend a summer program to remediate the skills and/or standards that were not mastered during the year.
- **Attendance:** Students are expected to be in attendance daily. More than the maximum days absent stated in the Code of Conduct for the year may result in retention. Any extenuating circumstances will be determined and documented by the principal.

- The deputy superintendent of teaching and learning or designee must be consulted before making a recommendation to retain a child a second time in elementary school.

Note: All 3rd grade students will adhere to the Alabama Literacy Act which states students not meeting the cut score on the ACAP Reading subtest are subject to grade level retention.

### **For 1<sup>st</sup> - 5<sup>th</sup> Grades**

1. In order to be promoted to the next grade, students in grades 1-5 must demonstrate attainment of grade-level standards in the following core subjects: English Language Arts, Math, Science, and Social Studies.
2. Students will show satisfactory progress in the basic skills of reading, language and mathematics. A collection of evidence of such progress may include universal screener scores, student work samples, and grades on teacher-made tests, unit tests, and grade-level tests appropriate to the subject and grade.

#### *Notes:*

If a student has not attained grade level standards in reading, language, or math at the end of the school year, he/she should attend the summer learning program to remediate these skills and/or standards that were not attained during the year.

A priority should be made to place retained students with effective teachers. Before the first day of school, the previous RTI plan will be reviewed collaboratively by the child's previous teacher and new teacher for immediate implementation with any needed revisions made. The student will be put on the log at the first meeting.

3. Attendance: Students are expected to be in attendance daily. More than the maximum days absent stated in the Code of Conduct for the year may result in retention. Any extenuating circumstances will be determined and documented by the principal.

### **Middle School**

In order to be promoted to the next grade, middle school students must earn a final passing grade of 60 or better in the following core subjects: English language arts, math, science, and social studies. Students must also meet satisfactory standards in elective courses. A summer program will be provided to allow students the opportunity to master the standards that were not mastered during the school year.

Students who demonstrate insufficient mastery of grade-level standards will receive formal academic supports through the Response to Intervention process during the school year. If a student fails only one core subject, they may be promoted to the next grade; however, formal academic supports for the standards not mastered will be provided the following year. All decisions regarding promotion and retention of students will be made by school-level committee and will be communicated to parents/guardians in writing.

### **For Grades 6-8**

1. In order to be promoted to the next grade, middle school students must demonstrate attainment of grade-level standards in the following core subjects: English Language Arts, Math, Science, and Social Studies.
2. Students must also meet satisfactory standards in elective courses.

Note: Students who demonstrate insufficient attainment of grade level standards will receive formal academic supports through the Response to Instruction process during the current school year and at the start of the subsequent school year.

3. Attendance: Students are expected to be in attendance daily. More than the maximum days absent stated in the Code of Conduct for the year may result in retention. Any extenuating circumstances will be determined and documented by the principal.

## High School

Students must earn the state's minimum of 24 credits (Carnegie Units) to graduate from Tuscaloosa City Schools. For reclassification status, promotion, and graduation, the guidelines are as follows:

- To be a 10th grader (sophomore), a student must have earned 6 **graduation credits**.
- To be an 11th grader (junior), a student must have earned 12 **graduation credits**.
- To be a 12th grader (senior), a student must have earned 18 **graduation credits**.
- To graduate with a high school diploma, a student must have earned a minimum of 24 **graduation credits**.

Credits to fulfill graduation requirements must be earned in grades 9 through 12 (with the exception of Algebra I, Geometry, Career Preparedness Part A, and Level I of a foreign language in 7th and 8th grade). **The term "graduation credit" refers to those credits required for the Alabama High School Diploma.** Colleges, universities, and post-secondary training schools have varying entrance requirements. Students will receive individual and group advisement on course selection based on various criteria and assessments. Additionally, students are encouraged to consult local school personnel and post-secondary institutions to determine the best course selections based on their career path. Logical and sequential progress through courses is recommended to provide students with the best opportunities for academic success. Students are encouraged to enroll in courses that will challenge them at the highest level. Through the four-year planning process, students who have assessment scores indicating the potential for Honors and/or AP courses will be placed in those courses and will require a parent/guardian "opt out" request and/or rationale to change the student's placement.

### Procedure for Examinations for High Schools

In alignment with the Alabama State Department of Education's focus on the effective use of both formative and summative assessments, Tuscaloosa City Schools will administer end-of-course exams at the end of each semester. The exams shall be used to evaluate student achievement when utilized in a method that effectively estimates the mastery of goals and objectives required by the Alabama Course of Study, along with the locally developed curriculum guides. Data obtained from semester examinations will be used to inform instructional decisions.

The following procedures will be implemented in the development and administration of exams:

- All examinations and answer keys will be submitted to the principal or their designee a minimum of 10 working days before the examination is to be administered. The examination must contain an alignment to Alabama Course of Study and/or College and Career Readiness Standards upon submission.
- The principal or their designee will review the examination prior to administering the test in terms of the following:
  - Content alignment to the Alabama Course of Study and/or College and Career Readiness Standards
  - Assessment of course content and skills
  - Appropriate length and time allotment
- If the examination does not meet the above criteria, the principal or their designee shall ask the teacher to make the appropriate adjustments and resubmit for approval before the designated examination date. The approved examination with a standards alignment and answer key will be filed in the administrator's office.
- All regular classroom projects and tests should be completed at least two days prior to the first day of exams.
- Exams shall constitute 20% of a grade, with daily assignments, quizzes, and tests completing the remaining 80%.

### **High School Examination Exemption**

To support all students at the high school level, it is our goal to improve academic performance and attendance; students in grades 9 through 12 may qualify for exam exemption per semester under the following criteria:

- Students who earn a grade of A in a course with no unexcused absences or unexcused tardies and no out-of-school suspensions may earn exemption from the qualifying course.
- Students who earn a grade of B in a course and three or fewer excused absences, three or fewer excused tardies, no unexcused absences or unexcused tardies, and no out-of-school suspensions may earn exemption from the qualifying course.
- Students in grade 12 may earn exemption for five courses.
- Students in grade 11 may earn exemption for three courses.
- Students in grade 10 may earn exemption for two courses.
- Students in grade 9 may earn exemption for one course.
- Students taking Advanced Placement (AP) and/or International Baccalaureate (IB) who have met one of the above requirements will be exempt from the final exam in the qualifying course.

### **English Language Learners (ELL)**

The core English language development program, ESL (English as a Second Language), is provided to all limited-English proficient students in the regular education classroom during school hours. An individualized plan is developed by an ESL Committee for each student based on their English proficiency in listening, speaking, reading, and writing. This plan includes a list of classroom accommodations. Each teacher will receive a copy of the student's plan. As the student gains English proficiency, the committee will make changes to the accommodations. Student grades will be based on accommodated work at the student's English language proficiency level. Title III supplemental services are provided based on student need in addition to the core program. Parents have a right to deny these supplemental services by contacting the ESL coordinator or ESL specialist. Additional information regarding the ESL Program can be found in the TCS ESL Plan linked on the TCS website under Teaching and Learning/Federal Programs.

### **Special Education Services**

Special education is specially designed instruction including related and supplementary aids and services as appropriate that address the unique needs of students with disabilities. Related services such as special transportation, occupational therapy, or physical therapy enable a child to benefit from their special education program. Supplementary aids and services are additional accommodations and supports, such as behavior management plans and assistive technology, that enable the child to access the general education curriculum.

Students receiving special education services in the general education classroom will be evaluated in that subject according to the same standards as their peers and will be required to meet promotion standards in that subject unless otherwise specified in the student's Individualized Education Program (IEP).

If a student is receiving all instruction in a self-contained special education classroom or is receiving instruction in a subject in both the general education and self-contained classrooms, the Individualized Education Program (IEP) developed by the IEP team will govern promotion.

### **Gifted Education Services**

Intellectually gifted students and youth are those who perform at or who demonstrate potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These children require services not ordinarily provided by the general program. Children and youth possessing these abilities can be found in all populations, across economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted.

Procedures are in place to ensure that students who exhibit gifted characteristics are referred for gifted services. These include public notice, equity to ensure that efforts are made to identify students among all populations and socioeconomic groups, Second Grade Child Find, and standard referrals made by teachers, counselors, administrators, and parents/guardians. Parents must be informed when students are referred.

Teachers, counselors, administrators, parents or guardians, peers, or any other individuals with knowledge of the student’s abilities may refer a student. Students may also refer themselves. Additionally, all 2nd-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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

Students in grades 3 to 5 receive gifted services in their neighborhood schools. Middle school and high school students are offered enriched levels of learning in honors and/or advanced classes.

To make a referral, contact the counselor at your child’s school or the Office of Special Education Services at the Tuscaloosa City Schools Central Office.

**GRADE POINT AVERAGE (GPA) SCALE**

Rigorous academic courses such as Honors, Advanced Placement, Dual Credit, and IB programs are given additional weight in calculating students’ grade point average (GPA). Dual Credit courses can be found on the Dual Credit Academic Crosswalk in the Tuscaloosa City Schools Academic Guide.

The weighted GPA will be recorded on each student’s report card and official high school transcript and included in the student’s overall GPA calculation. Secondary credit grades shall be awarded according to the following scales:

<b>Regular</b>	<b>Honors</b>	<b>AP, IB, DC</b>
A = 4.0	A = 4.5	A = 5.0
B = 3.0	B = 3.5	B = 4.0
C = 2.0	C = 2.5	C = 3.0
D = 1.0	D = 1.5	D = 2.0
F = 0.0	F = 0.0	F = 0.0

**ACADEMIC APPEALS PROCEDURE**

Parents wishing to appeal either of the following two areas may do so by submitting supporting information in writing, to the school principal:

- A teacher’s decision relative to a final grade for a course/subject
- Placement by the principal in a specific course (e.g., Honors Language Arts)

The notice of appeal and supporting information must be received within five school days after the receipt of the report card or course placement. The following procedures will be followed in responding to all appeals.

- The principal will investigate and notify the parents, within seven school days of receipt of the appeal, of their decision.
- If the appeal is not resolved at the school level, the parent may notify the superintendent within five school days of receiving the principal’s decision. The principal will forward all information considered in the decision to the superintendent.



- The superintendent or their designee will review all supporting evidence and make a final decision. The parents will have the opportunity to submit their position in writing, along with all supporting evidence, to the superintendent or their designee. The superintendent or their designee may request a conference with the parents and/or student. The decision with reference to the appeal will be communicated to the parents and the principal by the superintendent or their designee in writing. The decision of the superintendent or their designee is final and cannot be appealed.

#### **VALEDICTORIAN AND SALUTATORIAN**

There will be one valedictorian and one salutatorian for each high school. To be eligible for consideration as valedictorian or salutatorian, a student must have been enrolled in Tuscaloosa City Schools for one calendar year prior to graduation. To be eligible for valedictorian or salutatorian, a student must be a candidate for the Honors, AP, or IB diplomas. Grade point average calculations will be determined for grades earned in grades 9 through 12, including the second term of the senior year. Calculations will be carried to the fourth decimal place to determine the highest-grade point average (valedictorian) and second highest grade point average (salutatorian). All students with a grade point average of 4.0 and higher who are pursuing IB, AP, or Honors diplomas will be recognized as honor graduates.

#### **SECTION 504**

The Rehabilitation Act of 1973 requires all schools that receive federal funds to offer §504 services to students who qualify as having a handicapping condition that affects several areas, including sight, learning, walking, and emotional stability. The counselors at each school are the contact concerning §504 services and the referral and eligibility process for §504.

### **CODE OF CONDUCT**

It is the policy of the Board for the principal of the school and their faculty to use whatever reasonable and lawful system of discipline will most effectively meet the needs of the children in the school. This system may include such measures as consultation with parents and pupils, suspension from school, detention halls, recommendation for alternative placement, and/or expulsion from school (Board action necessary for expulsion), and other procedures decided upon by the principal and their faculty.

#### **JURISDICTION OF THE SCHOOL BOARD**

Students are subject to the Student Code of Conduct, and possible disciplinary action, while:

- on school property even if the student is not enrolled at the school in which the violation occurs;
- attending a school-sponsored activity or event, on or off school property;
- being transported to and from school, or a school-sponsored activity or event, via transportation provided or arranged by the Tuscaloosa City Board of Education (including school bus stops); or,
- off school property if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of a school or a school-sponsored activity or event.

**If the student withdraws from Tuscaloosa City Schools while disciplinary action is pending, the disciplinary process will be stayed. If the student re-enrolls in the Tuscaloosa City Schools the disciplinary process will resume and the student will be subject to appropriate disciplinary action at that time.** The student's conduct while not enrolled in Tuscaloosa City Schools may be considered in determining the appropriate discipline.

## **DUE PROCESS**

The Board of Education will adhere to the basic tenets of due process when carrying out the procedures contained in this guide. Furthermore, the Board and the education staff employed by the Board will comply with the legal elements of due process, which include procedural due process and substantive due process. With regard to procedural due process, students will be informed of the rules and regulations applicable to them; will receive adequate notice of any charges that they have violated those rules and regulations; and will be given an appropriate opportunity to be heard on any disciplinary matter. With regard to substantive due process, the rules and regulations adopted by the Board are reasonably related to the legitimate purpose and function of the school system.

Board policies, rules, regulations, and other information contained in this guide deal with matters of legitimate interest with the intent of protecting the health, safety, and educational welfare of students and personnel and ensuring the efficient operation of the schools.

## **CLASSIFICATION OF VIOLATIONS**

Violations of the Code of Student Conduct are grouped into three classes: minor, intermediate, and major (outlined as Class I, II, and III, respectively). Following an alleged student disciplinary incident or infraction, and before determining the classification of a violation, the principal or designee will conduct an investigation in compliance with procedural due process requirements and Alabama state law. The principal, or designee, may consider all of the following factors before recommending or initiating disciplinary action against a student:

- The age of the student.
- The disciplinary history of the student.
- The seriousness of the violation or behavior.
- Whether a lesser intervention would appropriately address the behavior of the student.

During the investigation of an alleged disciplinary incident or infraction, at the principal or his/her designee's discretion, the student may be placed in in-school suspension or the virtual learning program.

Once the classification of the violation is determined, the principal or designee will implement the appropriate disciplinary procedure. The initial disciplinary action will be coded with the information the principal or designee has available to them at the time of discipline. However, the principal or designee has the authority to reclassify the disciplinary infraction and/or amend the disciplinary action as warranted if new facts or evidence are discovered. This may include adding or removing offenses, changing the coding of the offense(s), consideration of aggravating or mitigating circumstances (see below), and/or modifying the discipline related to the offense. Should additional investigation produce facts supporting modification of the charges or action, the parent and student will receive notification and be given an opportunity to respond. Each teacher will deal with general classroom disruption through effective classroom management and involvement of parents or school counselors. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or their designee.

## **OFFICE OF STUDENT SERVICES COORDINATOR REVIEW**

At the completion of their investigation regarding an alleged disciplinary incident or infraction, if the principal or designee believe a long-term alternative placement, long-term suspension, or expulsion is warranted that recommendation must be reviewed by the Office of Student Services (OSS) Coordinator. Additionally, the OSS Coordinator will review the following disciplinary offenses: 3.28 (Homicide), 3.29 (Sexual Battery), 3.30-3.35 (Kidnapping, Robbery, Aggravated Battery, Battery on School Board Employee, Assault on School Board Employee, and Violence/Threat of Violence), 3.40-3.44 (Bomb Threats, Possession of a Firearm, Discharging a Firearm, Possession of a fake/toy weapon with intent to deceive, and Possession of a weapon), 3.47

(Arson), 3.48 (Drugs), 3.53 (Sexual Harassment), 3.55 (Explosives), 3.57 (Alcohol), and 3.60 (Extortion by Act).

The OSS Coordinator will have two (2) school day after notification of the discipline to review the recommended disciplinary action and note any inconsistencies in administration or application of discipline. In the event of an inconsistency, the OSS Coordinator shall conference with the principal assigning discipline. The OSS Coordinator shall render a decision on the disciplinary action, with discretion to void the recommended disciplinary action, enter a less severe sanction, or enter a more severe sanction, including a recommendation for expulsion.

Only after review by the OSS Coordinator will the Tuscaloosa City Schools go forward with the hearing procedure set forth herein for a long-term alternative placement, long-term suspension, or expulsion.

In conducting their review, the OSS Coordinator should evaluate the following:

- Is the offense correctly coded per the Student Code of Conduct?
- Is there sufficient evidence to establish that it is more likely than not that the student committed the alleged disciplinary infraction?
- Do the facts alleged warrant the disciplinary consequence?
- Is the disciplinary consequence an available administrative response for the offense committed?
- Is the disciplinary consequence consistent with action taken system wide under similar circumstances?
- If the recommendation is to attend STARS Academy, is there an available placement spot?

This list is non-exhaustive. The OSS Coordinator may consider other factors in conjunction with this analysis.

#### **AGGRAVATING CIRCUMSTANCES**

Any student committing one of the offenses listed herein, whether Class I, II, or III, based on one or more of the following characteristics of the victim of such offense, will be subject to additional, or more severe, disciplinary action. Offenses committed based on one of these characteristics allows the discipline to be escalated up one class (i.e. from a Class I offense to a Class II, from a Class II to a Class III, and from a Class III where expulsion is not normally a consideration to a Class III with an expulsion consideration))

- race;
- color;
- gender;
- religion;
- national origin;
- disability;
- age;
- ethnicity;
- genetic information;
- pregnancy, childbirth, or related medical condition;
- socioeconomic status;
- family background;
- linguistic preference;

- sexual orientation;
- gender non-conformity;
- marital status;
- political beliefs;
- physical appearance; or
- conduct directed toward a Board employee

#### MINOR OFFENSES – CLASS I

<b><u>Code</u></b>	<b><u>Offense: Description</u></b>
<b>1.11</b>	<b>Disorderly conduct:</b> Any act that disrupts or has the potential to disrupt the conduct of a school function or the orderly learning environment.
<b>1.12</b>	<b>Excessive tardiness:</b> Three or more incidents of reporting late to school, class, or an assigned area.
<b>1.13</b>	<b>Nonconformity to dress code:</b> Failure to comply with the dress code set forth in this handbook.
<b>1.14</b>	<b>Inappropriate public display of affection:</b> Including, but not limited to, embracing and kissing.
<b>1.15</b>	<b>Minor disruption on a school bus:</b> Failure to comply with the Rules of Conduct for Transported Students set forth in this handbook.
<b>1.16</b>	<b>Continued refusal to complete class assignments and/or failure to follow instructions:</b> This includes, but is not limited to, failure to carry correspondence home; continuous refusal to bring notebook, pencil, books, or other classroom materials; and failure to obey directions in the hallways, at assemblies, etc.
<b>1.17</b>	<b>Unauthorized use of school or personal property:</b> Including but not limited to the use of computers, personal technology devices, online services, or websites to access distracting, irrelevant, or inappropriate content, or for any other reason other than instructional purposes.
<b>1.18</b>	<b>Littering</b> Knowingly depositing rubbish, refuse, waste, garbage, paper, glass, cans, bottles, trash, debris, or any foreign substance of whatever kind and description on Board property.
<b>1.19</b>	<b>Defacing school property:</b> Spoiling the appearance of Board property by drawing, writing, or otherwise altering the appearance of it.
<b>1.20</b>	<b>Displaying unsportsmanlike conduct at school athletic events:</b> Commission of any act contrary to the generally understood principles of sportsmanship, whether as a participant or spectator.

- 1.21 **Ordering or accepting food from a food delivery service:** Students may not order or accept any orders from a restaurant or food delivery service (DoorDash, UberEats, Crimson2Go, etc.).
- 1.22 **Leaving Doors Opened:** Students may not leave external doors open or ajar, prop doors open, or allow entry to anyone not identifiable as a student or faculty/staff.
- 1.99 **Any other offense that the principal may reasonably deem to fall within this category after investigation and consideration of all relevant circumstances.**

## INTERMEDIATE OFFENSES – CLASS II

### Code Offense: Description

- 2.20 **Trespassing:** To enter or remain on Board property without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on Board property after being directed to leave by an authorized Board employee.
- 2.21 **Fighting:** Participation in a fight involving physical violence where there are only two participants, but no one main offender and no injury. This does not include verbal confrontations, tussles, or major confrontations.
- 2.22 **Excessive disorderly conduct:** Any disruptive act that substantially disrupts or has the potential to substantially disrupt the conduct of a school function, or the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.
- 2.23 **Defiance of authority:** Opposition to or disregard of an order of instruction from a school board employee or others having legal authority (policeman, fireman) openly expressed in words or actions.
- 2.24 **Disruptive demonstrations:** Demonstrations which could cause harm or serious inconvenience, annoyance, or alarm.
- 2.25 **Unjustified activation of a fire alarm system, fire extinguisher, AED, emergency, or security system:** Knowingly triggering an emergency system without reasonable cause.
- 2.26 **Inciting or participating in a disturbance:** Leading, encouraging, or assisting in a major disturbance which results in one or more of the following: destruction/damage to property or injury to others; or, a substantial disruption of the learning environment; or, which poses a threat to the health, safety, and/or welfare of students, staff, or others.

- 2.27 Persistent, willful disobedience:** Recurring, intentional violation of the Code of Conduct that disrupts the orderly conduct of a school function; or, behavior that disrupts the orderly learning environment; or, poses a threat to the health, safety, and/or welfare of students, staff, or others.
- 2.28 Profanity or Vulgarity:** The use of obscene, abusive, vulgar, or irreverent language.
- 2.29 Gambling:** To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage where the stakes are \$100 or less.
- 2.30 Leaving class or campus without official permission:** Leaving class or school without permission or skipping class or school.
- 2.31 Misuse of personal technology devices (PTDs):** Any violation of the Cell Phone/Personal Technology Devices policy, as set forth in this handbook.
- 2.32 Vandalism:** The willful destruction, damage, or defacement of public or private property, without the consent of the owner or person having control over it, and causing damage of \$200 or less. This includes graffiti, carving initials in school furniture, etc. If a student is deemed responsible for vandalism of Tuscaloosa City School property, the child and/or their parents may be responsible for restitution.
- 2.33 Petty theft:** The unlawful taking of another's property valued at \$100 or less.
- 2.34 Possession of stolen property:** The possession of stolen property valued at or less than \$100 with knowledge that it is stolen.
- 2.35 Extortion by threat:** Maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any person, to do any act or refrain from doing any act against their will. **Note:** Completion of the threat by the victim's complying with the demands, or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.36 Unauthorized organizations:** Any campus participation in non-sanctioned fraternities, sororities, secret societies, gangs, or non-affiliated school clubs.
- 2.37 Academic dishonesty:** Cheating, including both giving and receiving information on an academic assignment; plagiarism, i.e., use of another's words, ideas, or data without acknowledgment; or use of artificial intelligence, such as ChatGPT or the like; or fabrication/falsification, distorting, or inventing the origin or content of information used as authority. The student may receive reduced credit or no credit on the particular assignment, along with other appropriate disciplinary action, at the discretion of the classroom teacher.

- 2.38 Forgery:** The student (a) alters any writing of another without their authority; (b) makes, completes, executes, authenticates, issues, or transfers any writing so that it purports to be the act of another who did not authorize that act, or to have been executed at a time or place or in a numbered sequence other than was in fact the case, or to be a copy of an original when or if such original existed; or (c) alters the contents of any writing that the student knows to be forged in a manner specified above.
- 2.39 Continuous disruption on bus:** Continual failure to comply with the Rules of Conduct for Transported Students as set forth in this handbook.
- 2.40 Computer records, destruction:** The destruction of computer records by an individual who has no right to do so nor any reasonable grounds to believe that they have such a right.
- 2.41 Possession and/or use of prescription or non-prescription medication, inhalants, or other over-the-counter drugs:** Failure to comply with the Student Medication Procedures set forth in this handbook.
- 2.42 Unauthorized recording/distribution:** Creating, publishing, or forwarding video or audio recording of a student, Board employee, or authorized guest of the school system, without that individual's permission.
- 2.43 Possession or viewing of pornographic, suggestive, or inappropriate material:** Possession or viewing of any visual depiction or electronic image of sexual conduct, nudity, or material that appeals to a person's prurient interests.
- 2.44 Possession of a fake/toy weapon:** Possession, use, intent to use any instrument or object which resembles a weapon or firearm as described in 3.42 or 3.45.
- 2.45 Use of insults or slurs:** Oral or written affronts of a nature set forth in "Aggravating Circumstances" above.
- 2.46 Unauthorized use or tampering of a computer or computer system:** Unauthorized usage or tampering with the Tuscaloosa City Schools' computer system/network or the computer or PTD of another student, faculty member, or staff. This includes, but is not limited to, distribution of restricted passwords, unauthorized access to restricted computer sites, intentionally tampering with another student's work, intentionally damaging and/or sabotaging computer equipment belonging to the system, and other misuse of computers.
- 2.47 Fleeing or evading a school board employee:** To intentionally flee or evade, by any means, any Board employee who the student knows is directing them to stop or is attempting to get their attention.
- 2.48 Repeated and/or excessive commission of Class I disciplinary infractions.**
- 2.99** Any other offense that the principal or designee may deem reasonable to fall within this category after investigation and consideration of relevant circumstances.

## MAJOR OFFENSES – CLASS III

### Code Offense: Description

- 3.28 Homicide:** Killing of one human being by another, either intentionally or through negligence.
- 3.29 Sexual battery:** Sexual contact forcibly and/or against the person’s will; or, where the victim is incapable of giving consent because of their youth, or because of temporary or permanent mental incapacity. **Note:** “sexual contact” is defined as the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
- 3.30 Kidnapping:** The unlawful seizure, transportation, and/or detention of a person against their will or of a minor without the consent of their parent.
- 3.31 Robbery:** The taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.
- 3.32 Aggravated battery:** Intentionally or recklessly causing great bodily harm, disability, or permanent disfigurement; or, any battery with use of a weapon regardless of the injuries sustained.
- 3.33 Battery of a Board Employee:** A student who either intentionally, or recklessly, causes physical contact with a Board employee OR has physical contact with a Board employee during the commission of a disciplinary infraction.
- 3.34 Assault on Board employee:** Any act causing a Board employee to reasonably fear an attack or imminent physical harm.
- 3.35 Violence/threat of violence:** The infliction of force with the intent to cause injury to another or damage to the property of another; or an expression of an intention to inflict violence on another.
- 3.36 Intimidation:** A threat or other action that is intended to or could reasonably cause fear or apprehension in another, especially for the purpose of coercing or deterring a student from participating in or taking advantage of any school program, benefit, activity, or opportunity for which the student is or would be eligible.
- 3.37 Aggravated fighting:** Participation in a fight where there is no one main offender, and **any one or more of the following:**
- Involves more than two individuals;
  - causes a major disruption;
  - at least one of the participants sustains a serious physical injury. If any one participant sustains a serious physical injury, all participants are guilty of a Class III offense.



- 3.38 Battery:** A student who either intentionally, or recklessly, causes physical contact with another OR has physical contact with another during the commission of a disciplinary infraction.
- Assault:** Any act causing another to reasonably fear an attack or imminent physical harm.
- 3.39 Offensive touching of another person:** Touching without permission, either directly or through the clothing, another person's, genitalia, anus, groin, breast, inner thigh, or buttocks, OR touching any part of another person if done with an intent to harass, annoy, or alarm that person.
- 3.40 Bomb threats:** To unlawfully place any person in fear of bodily harm, or interfere with the educational environment, by threat of explosives by any means of communication, regardless of whether or not a bomb actually exists.
- 3.41 Possession of firearm:** Carrying a firearm is a violation of the Safe Schools Act of 2013: Any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded), including, but not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun, etc.
- 3.42 Discharging of any firearm:** The discharge of any firearm as defined in the preceding section.
- 3.43 Possession of a fake/toy weapon with intent to deceive:** possession, use, or intent to use any instrument or object which resembles a weapon or firearm as described in 3.41 or 3.44 for the purpose of leading others to believe the student is in possession of an actual weapon or firearm.
- 3.44 Possession of weapon:** Possession, use, or intent to use, any instrument or object used in fighting; an instrument of offensive or defensive combat, to inflict harm on another person, or to intimidate any person Including, but not limited to, instruments with sharp cutting edges, chemical weapons or devices (mace/pepper spray), electrical weapons or devices (stun guns), or blunt instruments capable of being used as a weapon etc.
- 3.45 Burglary:** The unlawful entry into a building or other structure with intent to commit an offense therein.
- 3.46 Grand theft:** The unlawful taking of another's property, valued at more than \$100.
- 3.47 Arson:** Intentionally damaging property or putting property at risk of damage by starting or maintaining a fire or causing an explosion.

- 3.48 Drugs:** The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or CBD product (including, but not limited to, Delta-8), or equipment and devices used for preparing or taking drugs, narcotics, or CBD products. This includes being under the influence of or possessing drugs or substances represented as drugs. This also includes prescription or over-the-counter medication if abused by the student or the possession of said drugs at the school without a properly completed School Medication Prescriber/Parent Authorization Form.
- 3.49 Harassment:** Behavior intended to pressure or intimidate, including, but not limited to, written, electronic, verbal, non-verbal, or physical acts that (a) place a person in reasonable fear of harm to their person or damage to their property; (b) have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student; (c) have the effect of substantially disrupting or interfering with the orderly operation of a school; (d) have the effect of creating a hostile environment; or, (e) have the effect of being sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.
- 3.50 Bullying:** Any written, electronic, verbal, non-verbal, or physical behavior or action against another, including but not limited to any threatening, insulting, or dehumanizing gesture that a reasonable person should know will have the effect of:
- placing another in reasonable fear of substantial harm to their emotional or physical well-being or substantial harm to their property; or
  - creating a hostile, threatening, humiliating, or abusive educational environment due to their actions or due to a power differential between the bully and the target; or
  - interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits; or
  - perpetuating bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological, or physical harm to another person.
- 3.51 Cyberbullying:** An act of harassment, intimidation, discrimination, or bullying committed using digital technology, including but not limited to email, blogs, cell phone, social media (Facebook, Twitter, etc.), chat rooms, instant messaging, or the use of data or computer software that is accessed through a computer, computer system, computer network, or PTD.

- 3.52 Cyberstalking:** To engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of email or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose.
- 3.53 Sexual harassment:** Any unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.
- 3.54 Sexual offense:** Mutual engagement in sexual intercourse, sexual contact, or behavior or conduct intended to result in sexual gratification without force or threat of force.
- 3.55 Explosives:** Preparing, possessing, or igniting an explosive on Board property likely to cause bodily injury or property damage. This includes fireworks, firecrackers, and any various devices detonated to release destructive material such as gas or smoke.
- 3.56 Criminal mischief/vandalism:** The willful destruction, damage, or defacement of public or private property, without the consent of the owner or person having control over it, and causing damage in excess of \$200. If a student is deemed responsible for vandalism of Tuscaloosa City School the child and/or their parents responsible for restitution.
- 3.57 Alcohol:** The manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated or under the influence of alcohol while under the Board's jurisdiction.
- 3.58 Indecent exposure:** Exposure of a student's genitals, breasts, or buttocks.
- 3.59 Gambling:** To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage where the stakes exceed \$100.
- 3.60 Extortion by act:** Completion of a threat as described in 2.35.
- 3.61 Other criminal acts:** Commission of any criminal act, not herein listed, as defined by the laws of the City of Tuscaloosa, State of Alabama, or United States of America.
- 3.62 Dissemination of obscene matter:** To expose, exhibit, show, or in any way display, by electronic means or otherwise, any visual depiction of sexual conduct, nudity, or material that appeals to a person's prurient interests. This includes, but is not limited to, a visual depiction of the person disseminating the obscene material.

- 3.63 Video recording and/or sharing recordings of school fights or sexual activity:** Recording, filming, and/or sharing of a school fight and/or any sexual activity via text message, social media, chat room, group text thread, messaging app, or the like.
- 3.64 Possession or use of tobacco and vaping products:** Possession, use, distribution, or sale/transfer of tobacco products, e-cigarettes, vape cartridges, vape pens, lighters, matches, or similar products.
- 3.65 Defiance of authority while in the commission of a disciplinary offense:** Continuing to engage in a disciplinary infraction after a Board employee has directed the student to cease the activity
- 3.66 Repeated and/or excessive commission of Class I or Class II disciplinary infractions.**
- 3.99 Any other offense that the principal may deem reasonable to fall within this category after investigation and consideration of all relevant circumstances.

**ADMINISTRATIVE RESPONSES:**

Administrative responses for disciplinary incidents or infractions include, but are not limited to, the following:

**Pre-K**

Pre-k students are expected to adhere to the Tuscaloosa City Schools Parent/Student Code of Conduct. Failure to adhere may result in administrative responses per class offense. The Deputy Superintendent will make the final decision which could result in dismissal from the pre-k program.

**Elementary Students**

- Student conference/written warning
- Parent contact/conference
- Before-/after-school detention
- Denial of bus privileges
- Out-of-school suspension (short term)
- Assignment to in-school suspension
- Response to instruction referral
- Positive behavior support program interventions
- Counselor referral
- Social worker referral
- Denial of bus privileges
- Alternative placement (short or long term)
- Long-term suspension
- Expulsion

**Middle and High School Students**

- Parent contact/conference
- In-school suspension
- Before-/after-school detention

- Denial of bus privileges
- Work assignments before or after school
- Out-of-school suspension (short term)
- Assignment to the alternative educational program (short or long term)
- Positive behavior support program interventions
- Out of school suspension/in-school intervention combination
- Counselor referral
- Social worker referral
- Disciplinary probation
- Long-term suspension
- Expulsion
- Threat assessment

When a student is assigned to the alternative program (short or long term), suspended out of school (short or long term), or expelled, they will not be allowed to attend Tuscaloosa City School functions, participate in extra-curricular activities, or enter Tuscaloosa City School property for any reason. This includes, but is not limited to, school dances, homecoming activities, prom, and/or graduation exercises.

NOTE: To promote school safety, it is the policy of the Tuscaloosa City Schools to refer for criminal prosecution all violations of the law which occur on school property, including, but not limited to; Illegal Possession of Weapons, Physical Assaults, Harassment, Illegal Possession of Intoxicating Substances, Trespass, Disorderly Conduct, and other violations as appropriate.

#### **Pre-K**

Pre-k students are expected to adhere to the Tuscaloosa City Schools Parent/Student Code of Conduct. Failure to adhere may result in administrative responses per class offense. The Deputy Superintendent will make the final decision which could result in dismissal from the pre-k program.

### **DEFINITIONS OF ADMINISTRATIVE RESPONSES TO DISCIPLINARY INFRACTIONS**

#### **Before School Detention/After-School Detention Hall**

The principal or designee has the authority to assign students to a designated room (detention hall) on campus at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. The parent or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parents or guardian prior to the assignment of a student to detention hall. If the parents or guardian can be notified on the day of the misbehavior, the student will be assigned on that day; if not, the student will be assigned for the following day.

#### **Disciplinary Probation**

Disciplinary probation is a period of time specified by the principal or designee during which a student must correct their behavior while abiding by all regulations that govern student behavior. The principal or designee has the authority to place a student on disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment. The principal and appropriate central office staff will establish probation standards that will describe the conditions under which

the student will correct their behavior within a reasonable and specific period of time. School counseling, parent involvement, and other forms of assistance will be a part of the probation standards agreements.

### **Virtual School**

A learning environment where instruction and course content are provided through course management applications, multimedia resources, the internet, video conferencing, etc.

### **In-School Suspension**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the regular school setting. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period of time.

### **Corporal Punishment**

Corporal punishment will not be used as a corrective technique or administered for any reason by any school personnel. Corporal punishment is defined as paddling or spanking with the hand or other objects. This provision does not prevent school personnel from using physical, in accordance with Board Policy 6.17 nor does it prevent school personnel from using physical force as reasonably necessary to protect themselves or others from harm.

### **Regular School Environment**

Any learning environment provided by the Tuscaloosa City Schools, including in-school suspension and virtual school.

### **Suspension**

The Board defines suspension as “the temporary removal of a student from a school for violation of school policies, rules, or regulations, or otherwise causing interference with or disruption of the orderly operations of the school.” The principal or designee will have the authority to suspend a student from school. During the suspension period, suspended students cannot attend school functions, participate in extracurricular/athletic activities, or enter school property for any reason.

### **Long Term Suspension**

The exclusion of a student from his or her regular school environment for more than ten, and less than ninety, school days, per incident, for disciplinary purposes.

### **Suspension/In-School Suspension Combination**

The principal or designee has the authority to assign students to a combination of in-school and out-of-school suspension not to exceed three (3) days of out of school suspension and ten (10) days of in school suspension.

### **STARS ACADEMY**

STARS Academy is the alternative program for TCS and is a transient program for students who have committed certain behavioral offenses.

### **Long Term Alternative Placement**

The placement of a student in the TCS alternative program for more than fifteen school days, per incident, for disciplinary purposes.

### **Expulsion**

The exclusion of a student from his or her regular school environment for more than ninety, and , less than one-hundred-eighty, school days, per incident.

## **PROCEDURE FOR PARTICULAR DISCIPLINARY DISPOSITIONS**

### **STARS Academy**

Students may be referred to the alternative program by the local school principal or their designee for a period of less than fifteen school days the principal of STARS Academy may extend or decrease the amount of assigned time based on attendance, behavior, and grades while assigned to STARS Academy, and progress made toward correcting the behavior to earn the required points to exit STARS Academy.

**An assignment to the alternative program within the previous four years is a factor to be considered by the Principal, or his/her designee in determining the appropriate disciplinary action for the student.**

**A student currently attending STARS Academy who commits a Class II or Class III disciplinary infraction, will be recommended for a long term-alternative placement, long-term suspension, or expulsion, as determined by the principal or their designee.**

### **Procedure for long-term alternative placement, long-term suspension, or expulsion**

- The student shall be afforded an opportunity for a disciplinary hearing before the Board or its designee to determine whether the alleged violation occurred.
- The student and or his/her parent/guardian will receive reasonable written notice of the disciplinary hearing, delivered personally or by mail. If the parent/guardian does not respond to the written notice within five school days, the hearing shall be waived. The parent's/guardian's response must be hand delivered to the principal or their designee. A failure to respond will be considered as the parent's/guardian's assent to the alleged violation or violations and to the recommended discipline.
- The notice to the parent/guardian will include:
  1. A statement of the time, place, and nature of the hearing;
  2. A short and plain statement detailing the alleged conduct, the provision(s) of the Code of Conduct or state law allegedly violated, and any recommended discipline;
  3. A statement outlining the rights of the student at the hearing; and,
  4. An optional waiver of the disciplinary hearing indication the parent's/guardian's assent to the alleged violation or violations and to the recommended discipline.
- If the parent/guardian responds to the notice the disciplinary hearing shall occur within ten school days after the initial suspension from school, unless good cause is otherwise shown or upon agreement of the parties.
- The student may be represented at the hearing by legal counsel or another advocate of the student's choice at the student's expense.
- At least five calendar days before the hearing, the student, parent, or guardian, and legal counsel or advocate of the student may review any audio or video recording of the incident, and, consistent with federal and state student records laws and regulations, any records, documents, or other information that may be presented as evidence at the hearing, including written statements made by witnesses related to the alleged incident leading to the suspension or expulsion.
- Representatives from the school seeking the proposed disciplinary action shall offer evidence at the hearing that the student violated the code of student conduct or state law.
- The student, parent or guardian, or legal counsel or advocate may present a defense, question adverse witnesses who are present at the hearing and offering testimony, excluding students under 14 years of age, and offer evidence, including oral testimony from supporting witnesses, written statements, and other documentary evidence and audio or video recordings at the hearing. The anonymity of witnesses shall be protected, and witnesses may not be compelled to attend or testify in any disciplinary hearing.
- Each party to the hearing, upon request, shall receive an electronic or written record of the hearing from the local board of education.
- The student and parent or guardian of the student shall receive a written decision from the local board of education, or its designee, within five school days after the hearing. The written decision shall include, but not be limited to, all of the following information:

1. The basis for the decision, including a reference to the provision of the code of student conduct or state law that the student is accused of violating.
2. A statement detailing the information that shall be included in the official record of the student.
3. A statement detailing the right of the student to appeal the decision pursuant to the code of student conduct of the local board of education and Section 12-15-115, and notice of the procedures necessary to file an appeal.

### **Long-Term Suspension or Expulsion**

If the decision, following the disciplinary hearing, is to recommend long-term suspension or expulsion, a hearing before the School Board will be scheduled. Pending the Board hearing, the student will be placed in virtual school or in school suspension, in the Superintendent's discretion. Following the hearing in front of the Board, the Board will decide whether to approve the affirm the long-term suspension or expulsion or take some other disciplinary action. In accordance with the Alabama state law requiring compulsory attendance, the Board makes the final disposition of an expulsion or long-term suspension.

Written notice will be given to the student and advising them of the recommendation and the date, time, and place of the hearing. They will be advised of their right to attend the hearing, to be represented by an attorney or other representative, to present evidence and call witnesses, and, when warranted, to cross-examine witnesses. At the hearing, evidence will first be presented in support of the superintendent's recommendation that the student be expelled. The student will then be allowed to present evidence as to why they should not be expelled, following which the superintendent may present rebuttal evidence. Once the presentation of evidence has been completed, the Board will deliberate in private and decide what action it will take. In making its decision, the Board will consider only the evidence presented during the hearing. The student and their parents will be notified of the Board's decision the following day, both by phone and in writing. If the decision of the Board is to suspend the student long-term or expel the student, the decision will specify the duration of the expulsion.

The long-term suspension or expulsion of a student will prohibit the student from attending any school in Tuscaloosa City Schools during the period of long-term suspension or expulsion.

- A student may lose academic credit if:
  - They are expelled or suspended long-term prior to taking nine-week or semester examinations.
  - They are removed from the school attendance roll through the long-term suspension or expulsion process.
- A student cannot request makeup work if they are expelled or suspended long-term from school. Any student while expelled or suspended long-term from school from school cannot visit or otherwise be in attendance on any school campus in the TCS system.

### **DISCIPLINARY APPEALS PROCEDURE**

The following conditions are applicable to the appeal of any disciplinary action:

- At each level of appeal, the parent must provide written notice stating the reason(s) for the appeal and a proposed resolution.
- Discipline for the offense will not be stayed or delayed while the appeal is pending.
- No issue or evidence may be presented on appeal that was not presented at the time of the initial disciplinary decision unless it could not have been discovered through reasonable inquiry at that time.



- At each level of appeal, the judgment of the person/body hearing the appeal can be substituted for the underlying decision. For example, the appellate decision may void the initial disciplinary action, affirm it without change, enter a less severe sanction, **or enter a more severe sanction, including expulsion.**

### **In-School Discipline Appeal**

Any administrative response, as set forth in this handbook, other than out-of-school suspension or alternative placement, may be appealed by providing written notice to the building principal or their designee within three school days of the disciplinary action. The principal or their designee will then schedule a conference with the student/parent to discuss the disciplinary action. If the parent or legal-aged student is not satisfied with the principal's decision following the conference, that decision may be appealed by providing written notice within three (3) school days to the OSS coordinator. The OSS coordinator will review the discipline and conference with the principal, their designee, and/or the student/parent if they deem necessary. The decision of the OSS coordinator will be final and cannot be appealed further administratively.

### **Out-of-School Suspension Appeal**

Any out-of-school suspension may be appealed by providing written notice to the building principal or their designee within three (3) school days of the disciplinary action. The principal or their designee will then schedule a conference with the student/parent to discuss the disciplinary action. If the parent or legal-aged student is not satisfied with the principal's decision following the conference, that decision may be appealed by providing written notice within three (3) school days to the OSS coordinator. The OSS coordinator will review the discipline and conference with the principal, their designee, and/or the student/parent if they deem necessary. The OSS coordinator will issue a written decision regarding the appeal. The decision of the OSS coordinator will be final and cannot be appealed further administratively.

**Representation at Appeal Hearing:** Only the parent(s) listed on the birth certificate, legally adoptive parent(s), or the court-appointed legal guardian(s) of the student will be allowed to represent the student at a disciplinary appeal hearing, along with the student.

Once an appeal hearing date is set, failure by the parent or guardian to attend the hearing will result in unexcused absences for the student from that point until the appeal is resolved.

### **STUDENTS WITH AN IEP**

The IEP team determines any change to the least restrictive environment (LRE) of a student receiving special education services and can determine a change of placement up to 45 days in an alternative program. The IEP team will consider the current IEP, current behavior intervention plan, and the manifestation of the disability prior to placement of the student in an alternative setting. Only the IEP team can assign a student with an IEP to the alternative program.

If the IEP team determines alternative placement, upon completion of assigned days, the IEP team will reconvene prior to the return of the student to the home school to review/revise the current IEP and BIP to best support the student in the traditional school setting.

If a student with an IEP is suspended long-term, or expelled, by the Board, the IEP team will convene to determine delivery of educational services during the period of long-term suspension or expulsion.

Appeal of a disciplinary action involving a student with an IEP will be in accordance with the procedures set forth in the Individuals With Disabilities Education Act ("IDEA").

Nothing in the Tuscaloosa City Schools Code of Conduct shall be construed to infringe on any right provided to a student pursuant to the federal Individuals with Disabilities Education Act, Family Educational Rights and Privacy Act, §504 of the Rehabilitation Act of 1973, or the Americans With Disabilities Act of 1990.

## **STUDENTS CHARGED AS AN ADULT OR COMMIT SERIOUS CRIME(S)**

If a student is charged as an adult or is alleged to have committed a serious crime, regardless of age, their parent/guardian should contact the Executive Director of Learning Supports or designee. The student will be placed in virtual learning until the criminal charge is resolved

## **READMISSION**

When a student returns to school after suspension, alternative placement, or expulsion, the readmission must be preceded by a conference with the principal or their designee. The conference must include the parents or guardian unless otherwise approved by the principal. The superintendent or their designee may choose to attend the readmission conference.

Probation officers from Juvenile and Family Court and/or social workers from the Department of Human Resources must accompany an adjudicated or aftercare student to the coordinator of attendance's office when such student seeks enrollment or reenrollment in any school in the TCS system. This process will assist school officials in pupil accounting as well as build support for the student. Appropriate representatives from the agencies will accompany the student to the school for enrollment.

## **Transfers from Outside Tuscaloosa City Schools**

Students transferring into Tuscaloosa City Schools with unresolved disciplinary issues, e.g., pending hearings, expulsion, or alternative placement, may not enroll until the discipline status is resolved. A meeting with the OSS Coordinator and/or coordinator of attendance or designee must be held to determine enrollment and placement of the student. This also applies to students who withdraw from Tuscaloosa City Schools with a pending disciplinary action.

## **Students Returning from Department Youth Services (DYS) and Other Residential Placements**

Each student returning from a DYS placement or other residential placement be assigned to the alternative program for ten school days. Students who are placed for a transition reentry in an alternative setting will be placed on a point progression system to transition back successfully to their home schools.

Students who receive special education services will need to be referred to their Individual Education Program (IEP) team to address a change in least restrictive environment before the student can be considered for alternative programs.

## **Search and Seizure**

All persons on Board property are subject to search by Board personnel, which includes school resource officers, when Board personnel have a reasonable suspicion that school rules, Board policy, or applicable law is being or has been violated. This includes the right to search not only the person but also lockers, vehicles, backpacks, purses, or any other container or area of the school, and to seize any property or evidence that violates said rules, policy, or law. "Persons" includes students, staff, parents, guardians, visitors, vendors, or anyone else on Board property.

These same rights extend to law enforcement and Department of Human Resources personnel, who may enter school grounds unannounced to question or search any person on Board property within the limits of the law applicable to these agencies.

Random searches by Board personnel or law enforcement personnel may also be conducted in accordance with applicable law.

## **HELPING EDUCATION/LINKING PARENTS (HELP)**

Tuscaloosa City Schools, in collaboration with the City of Tuscaloosa and the Tuscaloosa County District Attorney's office, has established an early warning discipline program for Tuscaloosa City Schools. The goal of the Helping Education/Linking Parents early warning discipline program is a proactive, preventive approach to reduce out-of-school suspensions.

Administrators will send a letter after the first out-of-school suspension outlining behavior expectations for students. If students are suspended for a second time, they along with their parents will be invited to attend a Helping Education/Linking Parents (HELP) session at the Central Office. Each parent/student will meet with a Central Office administrator, and an intervention plan will be

developed for the student to return to school. If students continue to be suspended, they will receive a third letter, and if a fourth suspension occurs, they will receive a letter from the Tuscaloosa County District Attorney's office providing the Code of Alabama of 1975, which states that parents are responsible for their children's attendance at school as well as their behavior.

### **SUICIDE**

The suicide protocol of the Tuscaloosa City Schools will be followed when a verbal or written threat of suicide is witnessed or reported, or an attempt is made known. The protocol is outlined on the TCS website under > Learning Supports> Social Work Services> Suicide Prevention> TCS Protocol chart.

## **TUSCALOOSA CITY SCHOOLS DRUG AND ALCOHOL SCREENING PROGRAM**

Tuscaloosa City Schools recognizes that students who participate in extracurricular activities are assets to the sports and academic components of our educational institutions. Further, students who possess campus parking passes are responsible for the safety of themselves and others while operating a motor vehicle. Collectively, these two groups of students will be referred to as "Activity Students." To assist its Activity Students in maximizing their skills and talents and afford them every opportunity to remain drug free in order to help protect themselves, as well as other students with whom they come in contact, Tuscaloosa City Schools has implemented the following Drug and Alcohol Screening Program. This program is enacted as a preventive measure and as a deterrent to Activity Students who may be thinking of trying alcohol or drugs. Except where specifically prohibited by law, the guidelines contained within this document may be changed by the school system at any time. Students covered by this policy and procedures will be informed of changes. This policy in no way circumvents nor may be used in place of Board policy and school rules pertaining to use, possession, and distribution of alcohol or drugs at school or school-sponsored events.

### **POLICY OBJECTIVES**

- To create and maintain a safe, drug-free environment for all Activity Students.
- To encourage any Activity Student with a dependence on, or addiction to, alcohol or other drugs to seek help in overcoming the problem.
- To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
- To minimize the likelihood that school property will be used for illicit drug activities.
- To discourage drug and alcohol use by Activity Students, both on and off the school campus and/or while driving on any of our campuses.

Substance abuse can be a serious threat to the school system, as well as to its students, visitors, and employees. Though the percentage of substance-abusing Activity Students may be relatively small, practical experience and research indicate that appropriate precautions are necessary. It is the belief of Tuscaloosa City Schools that the benefits derived from the policy objectives outweigh the potential inconvenience to Activity Students. The school system earnestly solicits the understanding and cooperation of all students and parents, especially those participating in extracurricular activities, in implementing this policy.

Tuscaloosa City Schools requires that all students report to school, extracurricular activities, and competitive events without any alcohol or illegal or mind-altering substances in their systems. No Activity Student shall use alcohol or other mood-altering substances while participating in any extracurricular activities or competitive events or while under the care and supervision of the school system. Further, outside conduct of a substance abuse-related nature that affects an Activity Student's athletic, academic, or other extracurricular performance is prohibited.

Activity Students must inform their faculty sponsor, coach, assistant coach, or the designated school representative when they are legitimately taking medication that may affect their ability to practice,

compete, or participate in other extracurricular activity, in order to avoid creating safety problems and violating this policy.

### **ENFORCEMENT**

In order to enforce these rules, Tuscaloosa City Schools reserves the right to require all Activity Students to submit, at any time prior to, during, or following an extracurricular activity or while under the supervision or care of the school system, to drug and/or alcohol tests to determine the presence of prohibited substances.

Pursuant to school system policy and regulations, a student applying to participate in an extracurricular activity, or Activity Student (defined as any student, male or female, who is a member of any school-sponsored extracurricular activity program or a student who is provided the privilege of operating a private motor vehicle on school property for the purpose of parking) may be tested prior to beginning the activity of their choice. All current Activity Students may be required to undergo testing at scheduled physical examinations, and/or where the school has reasonable suspicion to believe an Activity Student has violated its Alcohol and Drug Policy, and/or on a random basis without advance notice. Parents of non-Activity Students may opt their children into the program. For this policy, these students will be titled as Volunteer Students.

This policy will be applied to Activity Students and Volunteer Students at the high school (grades 9 through 12) levels.

Violation of these rules, including testing positive, will subject the Activity Student to discipline, including suspension from student athletic or other extracurricular activities and/or forfeiture of parking privileges. Refusal to cooperate with the School in any test investigation will result in discipline, including immediate suspension from participating in extracurricular activities.

### **ACTIONS FOR FAILED DRUG/ALCOHOL SCREENS**

#### **First Positive**

The first time an Activity Student tests positive on an alcohol/drug test, the student's parents will be notified, and the student must complete 25 hours of community service, approved by the principal, within 60 days of the failed test. The Activity Student must also retake and test negative on another alcohol or drug test within 30 days. The Activity Student will be responsible for the costs of any retest, which must be conducted through the school's drug testing provider. If there is no retest conducted within 30 days, the Activity Student will be disciplined as if they had tested positive on a second occasion.

#### **Second Positive**

A second positive test result for an Activity Student will result in an automatic 14-day suspension from participation in extracurricular activities and a forfeiture of parking privileges for that same period. In order for privileges to be reinstated, the Activity Student must first retake and test negative on another alcohol or drug test. The Activity Student will be responsible for the cost of this retest, and it must be conducted through the school's drug testing provider. If there is no retest conducted within 30 days, the Activity Student will be disciplined as if they had tested positive on a third occasion. The student will be referred to Bradford Health Services for drug/alcohol evaluation and treatment. The student will also be required to complete 40 hours of community service, as approved by the principal, within 90 days of the failed test.

#### **Third Positive**

A third and any subsequent positive test results for an Activity Student will result in a 100-day ban from all extracurricular activities and forfeiture of parking privileges. In order for privileges to be reinstated, the Activity Student must first retake and test negative on another alcohol or drug test. The Activity Student will be responsible for the cost of this retest, which must be conducted through the school's drug testing provider. During the suspension, the Activity Student will be required to complete 60 hours of community service and will again be referred to Bradford Health Services for drug/alcohol evaluation and treatment.

After the first positive test, an Activity Student will be retested on each occasion that random drug screening is conducted at their then-assigned school until exiting the Tuscaloosa City Schools system. The Activity Student will be responsible for the costs of any retest and must have the retest conducted through the school's drug testing provider.

No Activity Student 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 absent compulsion by valid state or federal laws. This policy is developed to be of a non-punitive nature, and the school will work with the student and/or their parents or guardians when there is any violation of this policy and procedures.

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

- As directed by the specific, written consent of the student authorizing release of the information to an identified person.
- To a covered Activity Student decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual.

Any questions should be directed to the persons assigned as the school's designated school representative (DSR).

### **APPENDIX OF FORMS**

Dear Parent(s)/Guardian(s):

Our 2024-2025 Code of Conduct Information is now available online, via email and located in Schoology for your convenience.

The following forms are being sent home as an acknowledgement of your review of the *TCS Code of Conduct*. **These forms must be signed and returned to the school, for placement in your child's file.**

We are here to protect and serve our students, teachers, staff and administration. Thank you for your review of the following documents and we look forward to a great year!

#### **FORM 1**

#### **ACKNOWLEDGMENT**

I, \_\_\_\_\_, enrolled in \_\_\_\_\_  
(Name of Student) (Name of School)

School, and my parent/guardian, hereby acknowledge by our signature that we have received and read, or had read to us, the *Student/Parent Resource Guide and Code of Student Conduct*. If the student lives with both parents, both parents are also to sign the statement. If the student lives with only one parent or guardian, only one is to sign with the student.

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

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

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

Note: The student is to sign the above statement. If the student lives with both parents, both parents are also to sign the statement. If the student lives with only one parent or guardian, only one is to sign with the student.

## FORM 2

### STUDENT'S AGREEMENT

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the foregoing Responsible Use and Technology in the Educational Program policies. Should I commit any violation or in any way misuse my access to Tuscaloosa City Schools' computer network and the Internet, I understand and agree that my access privilege may be revoked, and disciplinary action may be taken against me.

User place an "X" in the correct blank:

I am 18 or older \_\_\_\_\_

I am under 18 \_\_\_\_\_

If I am signing this agreement when I am under 18, I understand that when I turn 18, this agreement will continue to be in full force and effect and agree to abide by these policies.

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

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

## FORM 3

### PARENT(S) OR GUARDIAN(S) AGREEMENT

***To be read and signed by parent(s) or guardian(s) of students who are under 18:***

As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of Tuscaloosa City Schools' Responsible Use and Technology in the Educational Program policies for the student's access to the school system's computer network and the Internet. I understand that access is being provided to students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child or ward's responsibility for abiding by the policies. I am therefore signing this agreement and agree to indemnify and hold harmless the school, the school system, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of their access to such networks or their violation of the foregoing policies. Further, I accept full responsibility for supervision of my child or ward's use of their access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access Tuscaloosa City Schools' computer network and the Internet.

Parent/Guardian Name (PRINT CLEARLY) \_\_\_\_\_

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

## FORM 4

### Automated Communication Consent Form

I consent to receive automatically dialed calls/messages from Tuscaloosa City Schools for information that is deemed important at the phone numbers I have provided, including my wireless/cell phone number(s):

Phone Number:	Phone Type:		Cell/Mobile Text Messages:	
	( ) Landline	( ) Cell/Mobile	( ) OK	( ) Not OK
	( ) Landline	( ) Cell/Mobile	( ) OK	( ) Not OK

I understand that these calls/messages are treated by my telephone service provider/carrier the same as other general calls/messages I receive for billing purposes according to the phone service plan I maintain with my service provider.

I understand that I may revoke my consent at any time.

In the event of an emergency, calls **may** be initiated for emergency purposes or exempted by rule or order by the Federal Communications Commission under paragraph (2)(B).

## FORM 5

### Policy Consent/Release Form

**TO BE SIGNED AND RETURNED ONLY BY ACTIVITY STUDENTS, AS DEFINED HEREIN, IN GRADES 9 THROUGH 12 AND THEIR PARENT OR GUARDIAN.**

I have read the above statement of policy and agree to abide by Tuscaloosa City Schools' drug and alcohol rules. I agree to submit to drug and/or alcohol tests at any time as a condition of my initial or continued participation in extracurricular activities, on-campus parking, and/or the volunteer program. I authorize any laboratory or medical provider to release test results to Tuscaloosa City Schools and its Medical Review Officer. I authorize the Medical Review Officer to release final test results to the school system.

I also expressly authorize Tuscaloosa City Schools or its MRO to release any test-related information, including positive results:

- As directed by my specific, written consent authorizing release of the information to an identified person.
- To my decision maker in a lawsuit, grievance, or other proceeding initiated by me or on my behalf.

I understand that this agreement in no way limits my right to terminate or be terminated from participation in extracurricular activities.

Activity Student \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Witness \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## FORM 6

### REQUEST FOR PERMISSION TO DRIVE MOTOR VEHICLE, RELEASE, WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT

The Undersigned \_\_\_\_\_ (hereinafter Student) and \_\_\_\_\_ (hereinafter Parent/Guardian) request the Tuscaloosa City Board of Education, superintendent, principal, and other agents, servants, or employees of the Board (hereinafter collectively referred to as School System) to grant permission so that Student may be allowed to drive a motor vehicle to any feeder high school as well as the Tuscaloosa Career and Technology Academy for the purpose of courses not offered in their current high school, and/or student organization opportunities.

Some students in Tuscaloosa City Schools will be participating in off-campus class-related field trips and activities during the class and school day as part of the curriculum (see Tuscaloosa City Schools Course of Study). Students are encouraged to provide their own transportation to these activities to participate. Please review and adhere to the Driving/Transportation Policy of the Tuscaloosa Career and Technology Academy and this policy.

The undersigned expressly authorize such travel and represent to the School System that Student has in effect a valid driver's license issued by the State of Alabama allowing Student to drive, which is not suspended or revoked. Also, there is in full force and effect a policy of liability insurance covering such motor vehicle in such amount as required by the State of Alabama. Such insurance (or comparable policy) will be kept in effect so long as Student remains enrolled in Tuscaloosa City Schools. Attached is a photocopy of Student's driver's license and an insurance card or other proof of liability coverage.

In the event of suspension, cancellation, or revocation of either the driver's license or insurance policy, the undersigned shall immediately notify School System. In such event, any permission granted by School System to Student shall immediately terminate.

**The undersigned acknowledge and agree that if School System grants this request, Student will be the only occupant in Student's vehicle during such travel.**

The undersigned voluntarily release and waive any and all claims against School System, both present and future, arising out of or in any way connected with Student's use of a vehicle pursuant to this authorization, including, but not limited to, claims for breach of contract, express or implied, or for acts or failure to act, or for negligence, including any and all claims for property damage, personal injury, or wrongful death. The undersigned do hereby release, waive, and discharge School System and covenant that they will not institute any suit, claim, or action against School System for any loss, damage, or injury, to person or property, arising out of School System's grant of permission to Student to drive a vehicle, whether such is caused by Student, School System, or a third party. The undersigned also agree to indemnify and save harm against School System of any and all claims of damages, loss or injury, costs, or expenses, including reasonable attorney's fees, that arise out of, or are made as a result of, Student's use of a vehicle pursuant to this request.

The undersigned have read and voluntarily executed this document, including the release, waiver of liability, and indemnity agreement. No oral representations, statements, or inducements apart from this written document have been made. We agree that this request is voluntary, and the undersigned assume all risks of loss, damage, or injury that might be sustained as a result of Student's operation of a vehicle pursuant to permission granted by School System. The undersigned agree that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by laws of the State of Alabama and that if any portion is held invalid, the remaining provisions shall continue in full force and effect.

If a Student day concludes at any TCS high school or Tuscaloosa Career and Technology Academy, Student is permitted to drive to their next destination, including home or work. Dated this the \_\_\_\_ day of \_\_\_\_, 202\_\_



Student: \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ of \_\_\_\_\_ Student: \_\_\_\_\_

**\*ATTACH PHOTOGRAPH OF DRIVER'S LICENSE AND PROOF OF INSURANCE\***

Accepted by School System \_\_\_\_\_

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**FORM 7**

**NON-DRIVER STUDENT TRANSPORTATION FORM**

Any student who is not a licensed driver or who will not be driving themselves to required class field trips this semester must have a parent or guardian complete, sign, and return this form along with the rest of the transportation policy.

Please "X" which of the following applies to your student:

\_\_\_\_\_ My student, \_\_\_\_\_, will not be driving to class/field trips during this semester. Therefore, a parent, guardian, or parent designee will provide transportation for this student to the Health Science field trips and out-of-class activities. Students are NEVER allowed to carpool during the school day. The name of the individual providing the student's transportation and accepting responsibility for the student to be at field trips and out-of-class activities will be:

**Please note: Designee cannot be a high school student!**

\_\_\_\_\_ My student, \_\_\_\_\_, will need transportation for off-campus activities.

**Please note:** Needed transportation will be requested for each activity. In the event a **bus is not present to provide this transportation**, your student should report to an administrator at the home school or Tuscaloosa Career and Technology Academy as soon as possible. An alternative learning activity will be provided if needed.

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

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

## **FORM 8**

### **Leave to Learn Permission Form and Liability Release**

Secondary students participating in any of the Tuscaloosa City Board of Education “Leave to Learn” programs (e.g., Community and Workforce Development, internships and apprenticeships, dual enrollment for dual credit, early college, or TCTA) will be permitted to travel from school grounds via private vehicle, operated by Student with parental/guardian permission.

In order to be eligible for private transportation, Student must:

- Have a valid driver’s license.
- Provide proof of meeting Alabama’s minimum insurance requirements.
- Agree that Student will be the only occupant of the vehicle when traveling to/from a “Leave to Learn” site.
- Immediately notify Student’s zoned school principal of any change in their licensure or insurance standing.
- Follow all applicable Alabama laws concerning the operation of a motor vehicle and “Rules of the Road.”

Private vehicle transport is strictly voluntary. By signing this Permission Form and Release, the Parent/Guardian hereby give permission for Student\_\_\_\_\_ to travel to/from Leave to Learn locations in a private vehicle operated by Student. Parent/Guardian and Student acknowledge there are inherent risks in operating or traveling by motor vehicle.

Parent/Guardian/Student also hereby grant permission to the Tuscaloosa City Board of Education, and its authorized representative, to initiate treatment and rehabilitation of injuries and authorize any needed major medical or minor surgical treatment, X-ray, examination, and immunization for the Student by appropriate medical personnel. In the event of serious illness, the need for major surgery, or significant accidental injury, every attempt will be made by the attending physician to contact Parent/Guardian in the most expeditious manner possible. If said physician is unable to communicate with Parent/Guardian, the treatment necessary for Student may be given at the physician’s sole discretion. Parent/Guardian agrees to be responsible for all costs associated with said medical treatment.

By signing below, Parent/Guardian/Student hereby release the Tuscaloosa City Board of Education, local/individual school personnel, teachers, staff, and the individual members of each school, including, but not limited to, teachers, aides, administrators, and all others from any and all damages or liability of any kind for injuries suffered by Student while traveling to/from Leave to Learn locations and do hereby agree to hold harmless and indemnify any and all of the above from any and all damages suffered as a result of injuries sustained by Student during such travel.

Student Name (PRINTED) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Parent Name (PRINTED) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Student      Signature      \_\_\_\_\_      Parent      Signature  
 \_\_\_\_\_

**FORM 9**

**Device Responsibility Agreement to be signed by all parents/guardians**

By signing below, I agree to the following:

- I have received a copy of the Code of Conduct Addendum that includes these guidelines that apply if a TCS device is issued to my child:
  - Each device is property of Tuscaloosa City Schools, and is individually labeled and inventoried (by asset number and device serial number) to the individual student to whom it has been loaned. **Each student who has checked out a device and their parents/guardians are responsible for proper care and use of the device.**
  - TCS provides insurance coverage for each student device according to these steps.
    - **First damage incident:** No cost to the student/family for device repair/replacement.
    - **Second damage incident:** Student/family will be assessed a fee of \$25 for device repair/replacement.
    - **Third or more incidents:** Student/family will be assessed a fee of the FULL COST of the repair/replacement.
  - If a TCS device, charging cable, and/or protective cover issued to a student is lost or stolen, the student’s parent/guardian must file a report with the police department and provide a copy of the police report to the school.
- I will abide by these guidelines and will pay any associated costs.
- I will supervise my child’s use of the TCS device, charging cable, and protective cover (where applicable) issued to them.

Student Name (PRINTED) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name (PRINTED) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent Signature \_\_\_\_\_



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