2025 - 2026 SY Quick Reference Page

Student Name: _____

School: _____ School Phone Number: _____

Bus #: _____ Principal's Name: _____

Pick up Bus Stop Time: _____ Pick up Bus Stop Location: _____

Drop off Bus Stop Time: _____ Drop Off Bus Stop Location: _____

Teacher Names(s): _____

Teacher Name(s): _____

Teacher Name(s): _____

Teacher Name(s): _____

Teacher Name(s): _____

My Child Attends: □ Tarrant Elementary □ Tarrant Intermediate □ Tarrant High □ TAP

Tarrant Elementary (Pre-K – 2nd Grades)
1269 Portland Street
Tarrant, Alabama 35217
205-841-7541
School Hours: 7:50 a.m. until 2:50 p.m.

Tarrant Intermediate School (3rd – 6th Grades)
#1 Wildcat Drive
Tarrant, Alabama 35217
205-849-0168
School Hours: 7:50 a.m. until 2:50 p.m.

Tarrant High School (7th – 12th Grades)
91 Black Creek Road
Tarrant, Alabama 35217
205-849-0172
School Hours: 8:20 a.m. until 3:35 p.m.

Tarrant Alternate School (TAP)
(Located behind Tarrant Board of Education)
1318 Alabama Street
Tarrant, AL 35217
205-864-4430
School Hours: 8:20 a.m. until 3:30 p.m.

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Tarrant City Schools
Student Dress Code

A student dress code is necessary to maintain a safe school atmosphere that supports and encourages learning. In order to maintain an environment that is conducive to learning, the dress and/or grooming style of any student must not interfere with the educational process in any way.

Students should adhere to the following guidelines:

1. Jeans and other outerwear must be neat/clean, with no holes and/or tears above the knee, or inappropriate patches. No skin can be shown above the knee. Low riding and low-cut pants are prohibited.

2. Shirts worn untucked must be neat and not look unkempt. Students must be fully clothed at all times with no bare midriffs or bare sides. Clothing that may be considered provocative, see-through clothing, or skintight clothing is prohibited. Shirts should remain in compliance during normal school activities and cannot be tied up in the back.

3. Skirts, dresses, skorts, and shorts must be the appropriate length of no more than 5 inches above the knee.

4. Gym-type clothing, such as soccer shorts or gym shorts, can be worn only at the elementary level (K-6). Skintight workout or activity clothing is prohibited. Leggings may be worn if bottom is covered by a shirt or dress. No undergarments should be seen at any time.

5. Hoods, caps, hats, bandannas, other types of headwear, sunglasses, or ear buds are not to be worn at any time in the school building. Students wearing such items in the building during school hours will have them confiscated. Students in grades 7-12 may not wear any hooded garments on campus.

6. Clothing and/or personal items bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, sexual activity, violence, vaping, or any other wording, drawing, or picture that in any way is questionable or reasonably can be interpreted as inappropriate, suggestive, or offensive are prohibited. This includes other items not approved by administrators.

7. Appropriate shoes must be worn at all times. Tennis shoes only for K-6 students. 7-12 students may wear the following: Sandals and dress shoes are allowed but must be secured. Flip flops, crocs, slides and house shoes are prohibited.

8. Hair must be clean and well-groomed, should not impair vision, or be of a length that would be dangerous around equipment (science, art, P.E., etc.) without being secured.

9. With the approval of the principal, the wearing of activity-specific apparel shall be limited to the day of the event.

10. Backpacks must be clear or mesh. No purses or wallets for K-2 grade students. Small clutch bags or wallets are permitted for 3-12 grade students as long as they don't exceed **4.5 inches by 6.5 inches**. Only essential items related to school need to be brought onto the school campus. This includes other items that could be used as a weapon or not approved by administrators.

Unless an exemption is authorized by a school administrator, the above rules concerning dress and grooming are mandatory for all students attending Tarrant City Schools. Students who fail to follow these rules will be subject to disciplinary action and/or loss of privileges.

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

Non-conformity to the dress code is a Class I offense and will be treated as such. In addition, students will be asked to come into compliance with the dress code immediately. Parents will be contacted and may be asked to furnish appropriate clothing.

TARRANT CITY SCHOOLS CODE OF STUDENT CONDUCT

INTRODUCTION

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distractions, friction and disturbances which interfere with the effective functioning of the student, class, and school. The Board hopes to nurture a friendly – yet businesslike – atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Ultimately, the goal of the Board of Education in student discipline is to modify undesirable behavior while maintaining a school environment which provides maximum learning opportunities for all students.

As students progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their own actions: however, the procedures identified in this document shall apply to all students in grades K – 12.

JURISDICTION OF THE SCHOOL BOARD

See Board Policy (2.01 *School Board Operations*)

Tarrant City Board of Education students and their property are subject to all the rules and regulations of the Tarrant City Board of Education during the school day, during school-sponsored activities, while on or in School Board property and facilities, while being transported on school buses and at times and places, including but not limited to, school-sponsored events, field trips, athletic functions, and other school-related activities. All regulations and prohibitions also apply to automobiles and other property brought onto Board property. In addition to the foregoing, application of this Code of Student Conduct may be extended to the immediate vicinity of the school and during after-school hours when and where student's conduct could have a detrimental effect on the health, safety and welfare of other students and the school or where the conduct could otherwise disrupt the educational process.

The Code of Student Conduct may be applied to students involved in off campus conduct or activity which threatens to interfere with the provision of instructional or educational services, to disrupt the school environment or which otherwise adversely implicates the school's legitimate educational or administrative interests.

The Tarrant City Board of Education may take all necessary action to ensure that its facilities are safe and secure and that this Code of Student Conduct is enforced. Such action may include the inspection and search of Board facilities and property brought onto Board facilities. Students and others may be asked to walk through a metal detection device or to allow a search of personal property in conjunction with attendance at any Board-related event or when entering Board property. Any person who refuses will be denied admission to the Board facility and will be required to leave the premises immediately. It shall be the policy of the Tarrant City Board of Education to permit law enforcement agencies to make periodic visits to Tarrant City Schools for the purpose of detecting the presence of illegal drugs. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to visitation. The Board will also utilize a narcotic detection dog to deter individuals from bringing illegal narcotics on school property. The dog will be utilized to conduct routine random searches on school property, including, but not limited to, school lockers, school classrooms and school parking areas. Anything on or in Board property is subject to inspection by a Board employee or their representative to enforce this Code of Student Conduct and to effectuate its purposes, subject only to any restrictions which may be imposed by federal, state, or local law.

MISSION VISION CORE VALUES
STRATEGIC PLAN 2022-2027

Tarrant City Schools
Strategic Plan 2022-2027

Mission

Empowering Learners Today to Be Leaders Tomorrow

Vision

Learning + Service = Success

Core Values

Quality Instruction **Student-Focused** **Commitment/Ownership** **Safe Environment**

Pillars & Goals

Student Success	**Personnel**	**Service**	**Quality**	**Finance**
Tarrant City Schools students excel thrive inside and outside the academic setting and achieve at their personal best.	*Employees seek to work in Tarrant City Schools where they are cared for, valued, recognized, and find their purpose in meaningful work*	*A culture of shared service and accountability is embedded with internal and external customers*	*Processes in the schools and district operate with maximum efficiency and effectiveness*	*Highest student achievement drives all fiscal decisions*
Students exit Tarrant City Schools well prepared for post-secondary success in career/college and citizenry **Students are engaged in a wide variety of learning opportunities resulting in academic success and individual development**	**Leaders and employees are engaged as owners in the core business of the district: Rigorous and engaging teaching and learning** **High performing employees are recruited, retained and all employees are provided with opportunities to grow**	**Parents, students and the community demonstrate pride in Tarrant through involvement as partners in student achievement and activities** **Leaders, Board members and district services provide excellent support to ~~all~~ meet and exceed stakeholders' expectations**	**Internal processes are transparent and constantly improved with input from stakeholders** **Communication, including "good news" is clearly and consistently shared with all**	**District resources are prudently and equitably utilized in a transparent process resulting in fiscal stability** **All stakeholders clearly under-stand how funds are spent for student success**

CORE VALUES AND PILLARS FOR SUCCESS

See Board Policy (1.0 *Governing Principles*)

The core values of the Tarrant City School System are:

- **Quality Instruction,**
- **Student-Focused,**
- **Commitment/Ownership,**
- **Safe Environment**

The five pillars, which contribute to the achievement of our goals and values, listed without priority in arrangement, define desirable outcomes to be incorporated into short-and-long-range plans for the school system.

- **Student Success:** Tarrant City's students thrive inside and outside the classroom and achieve at their personal best.
- **People:** Employees seek to work in Tarrant City Schools where they are cared for, valued, and find purpose and worthwhile work.
- **Service:** A culture of shared service and accountability is embedded with internal and external customers.
- **Quality:** Processes in the schools and district operate with maximum efficiency and effectiveness.
- **Finance:** Highest student achievement drives all fiscal decisions.

STATEMENT OF CLARIFICATION

Tarrant Board of Education Board Policy will supersede any school rule, regulation, or interpretation of such, when or if a conflict should arise. If a school should omit specific coverage of an item, Board Policy, either expressed or implied will prevail. The student further understands and agrees to abide by the contents of this handbook until they receive a current school year handbook.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are entitled to attend school and to participate in school programs and activities in an environment which is conducive to learning and free of distraction and disruption occasioned by the violation of school rules or of generally accepted standards of behavior.

Students are entitled to exercise rights secured to them under the First Amendment to the United States Constitution, including the right to freedom of speech, religious expression, and assembly, subject to the imposition of reasonable restrictions on the time, manner, and place of such activities.

Students are expected and required to know and follow the rules of conduct as set forth in this Code of Student Conduct. To show respect for the person, property and rights of fellow students, faculty and staff, and other persons with whom they come in contact as students, and to attend school in accordance with state law and Board policy.

PARENTAL RESPONSIBILITY
Code of Alabama 15.28.12 (a)

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 him or her 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 he or she attends 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. (Code of Alabama, 16-28-12 (a)

STUDENT RESIDENCE

See Board Policy (6.01.2 *Admission to Schools*)

1. **Students**
   The Attendance District of Tarrant City Schools shall be the city limits of Tarrant. Students who reside physically and fulltime with legal custodial parent(s) or court appointed legal guardians(s), within the city limits of Tarrant are entitled to be admitted to the Tarrant City Schools, subject to law, board policy, and judicial constraints.
2. **Residence**
   As used herein, residence means the physical place and address where legal custodial parent(s) or legal guardian(s) live. In order for a student to attend Tarrant City Schools, the student must reside physically and fulltime with legal custodial parent(s) or legal custodial guardian(s) whose residence is in the Attendance District of Tarrant City Schools.
3. **Verification**
   Proof of residence is subject to verification at any time. Violation of residency requirements may be considered the result of false official statements, shall incur tuition charges, and shall result in the removal of the student from school.
4. **English Language Learners/Migrant/Homeless**
   It is the policy of the Tarrant City Schools to admit students regardless of English-speaking status, migrant status, and/or homeless status.

NON-RESIDENT STUDENTS GUIDELINES

See Board Policy (6.01.2 b *Non-Resident Students*)

The Tarrant Board of Education may enroll nonresident students upon payment of an established tuition fixed by the Board, conditioned on a space available basis and status in good standing with the student's prior school.

Transportation is not provided for non-resident students; moreover, non-resident students can be denied admission or dismissed if they do not meet the following criteria:

1. Regular attendance – students may not exceed the number of days absent according to the attendance policy.
2. Academic Status – THS grades (must not receive "D" or "F" for the semester in any class). TES/TIS grades must be satisfactory or above. Test scores on state assessments must be at or above grade level.
3. Discipline – student must not have accumulated four Class II or any Class III violations.
4. The final decision will be made by the principal after consultation with the superintendent.

CHANGE OF RESIDENCE OR CONTACT INFORMATION

Parents are required to provide the school board with accurate residency and contact information so that the Board may meet its obligations under state and federal law. Accordingly, when a student's address (within the Tarrant City limits) or phone numbers change during the school year, parents should notify the local school immediately and must complete a student demographic form.

FIRST GRADE ENROLLMENT DATE

On May 10, 2016, Governor Robert Bentley signed into law Alabama Act #2016-297. Beginning with the 2016-17 school year, the Act requires local education agencies to allow a child who is six years of age on or before December 31 to enroll in first grade. This extends the timeframe from the current date of on or before September 1 **for first grade only**. It does **NOT** extend the timeframe for enrollment in kindergarten.

SCHOOL ATTENDANCE

See Board Policy (6.01. 3 *Attendance Zone and Class Assignment*)

School Attendance

Regular and punctual attendance is essential to a student's academic success, in addition to being required by state law. Regular and punctual attendance is the responsibility of both the parent and student. Regular and punctual attendance at school includes arriving at school on time and remaining for the entire school day unless an excuse is provided to school officials Tarrant City Schools, like all public schools in the state of Alabama, are evaluated, in part, on student attendance. Specifically, each school is measured by the number of students who are chronically absent. Under the current state definition, a student is chronically absent when missing school eighteen (18) or more days during a school year for any reason. Therefore, a student should be present at school every day except when absence is absolutely necessary.

Make up Work

A student may only make up work that is missed due to an excused absence. Makeup work must be completed as soon as possible after the student returns to school but not later than three (3) days after returning unless specific arrangements have been made by the teacher. When a student is out for an extended length of time, the student should collect, complete, and turn in work weekly unless the nature of the absence prevents the student from doing schoolwork during that time. It shall be the responsibility of the student or student's parent(s) or custodians(s) to arrange with each teacher to make up work. A teacher may require the student to make up work after school hours, in which case advance notice will be given to allow the student to arrange necessary transportation.

Attendance and Driver's License: See Board Policy (Students 6.21 *Drivers' License*)

For any student between ages of fifteen (15) and nineteen (19), the local school must complete an enrollment form for the student to obtain a driver's license. The school will not complete the enrollment for any student who has ten (10) or more consecutive unexcused absences of fifteen (15) or more unexcused absences during the semester. Additionally, the school will notify the Department of Public Safety as required by state law (Code of Alabama, 1975 §16-28-40 though §16-28-45) in the event that a student, who has been issued a driver's license, is absent to the same extent resulting in the suspension of the student's driver's license.

ABSENCES AND EXCUSES GUIDELINES

See Board Policy (6.01.4 *Absences and Excuses &* 6.01.5 *Truancy*)

The right to attend school includes the responsibility of the student and, in the case of elementary students, the parents to attend school on a regular basis and to arrive on time. Absences hinder the student's ability to be successful. Tardies mean that the student arrives in the middle of an ongoing lesson and creates a disturbance for other students.

Any action preventing the student from attending school also prohibits the student from participating in/or attending **ANY** school-related function or activity during or after school hours.

All Tarrant City policies are aligned with Alabama State Law. The right to attend school and arrive on time is the responsibility of both the student and the parent in the case of children under the age of 17 years of age. Nothing hinders student success more than absences, tardies, and checkouts. Each case will be evaluated on an individual basis with illness being the primary mitigating circumstance which requires physician's verification. If you need further explanation of policies, please contact your school's registrar or principal.

Excused Absences. Absences are excused for the following reasons:

1. Personal Illness.
2. Illness that endangers the student's health or the health of others.
3. Students that are deemed ill by the school nurse on a given day.
4. Students that are receiving healthcare, are hospitalized, etc.
5. Emergency conditions as determined by the LEA.
6. Quarantine.
7. Death in the immediate family.
8. Exempt from exams.
9. Inclement weather that would be dangerous to the life of the student, as determined by the school system.
10. Legal requirements for students.
11. Military deployment date of student's parent.
12. Religious holidays.
13. Absences approved by the principal.

When a student returns, the student and parent must provide in writing within three (3) days of return to school an excuse which includes the following:

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

***Parent Notes/Excuses: Parent notes will only excuse a maximum of six (6) days during a school year (August – May).**

Unexcused Absences: Any absence that does not fall under the category of Excused Absence is recorded as an Unexcused Absence. Any student with 5 (five) unexcused absences during the school year may be referred to Early Warning Court in the court division of the student's school zone.

Absences are unexcused for the following:
Students and parents fail to provide the above EXCUSED ABSENCE written statement with required information to the school officials within 3 days (including the return date) of the student's return to school.

Excessive Absences:
If unexcused absences exceed five (5) days or more during the school year (not semester), the student may be referred to the District's Attendance Supervisor. Tarrant City Attendance Supervisor and the principal will proceed with the following:

1. Investigate the reasons for the excessive absences
2. Meet with parent(s) and student to resolve the attendance problem
3. Refer the parent(s) and student to the Early Warning Court of Jefferson County and follow policies and laws concerning truancy

Once truancy has been filed, all further actions reside with the Juvenile Court Judge.
***Parent notes/excuses will no longer be accepted after the child has been referred to Early Warning Program.**

Tardies:
Being tardy to school greatly affects student academic success and routine. Once excessive unexcused tardies have accumulated during the school year, referral will be made to the District Office, and the same Early Warning Court procedures may apply. Tardies are considered excused for the same reason(s) as excused student absences. **Excessive absences and tardies will result in a home visit from the district's Attendance Supervisor.**

What to Expect for Excessive Absences and Tardies:

- A warning letter will be sent from the student's school.
- A home visit will be made by the Attendance Supervisor.
- Continued excessive absences and/or tardies will result in parent/legal custodian, along with the student, attending Early Warning Court, if excessive absences and/or tardies continue, a petition for Educational Neglect and/or Truancy will be issued to the courts.

Educational Neglect:

- Warrant issued for parent/legal custodian's arrest
- Parent/Legal custodian will be issued and taken to jail. There will be a $2,500 bond.
- Parent/legal custodian will appear for a court hearing.
- If found guilty, you will be given a 90-day jail sentence-suspended.
- Court ordered to make sure you or child is in school every day – on time.
- If your child has unexcused absences, you could be ordered to spend 30 days in jail.
- If there continues to be unexcused absences, you could be ordered to spend the remainder of your jail sentences.
- You could lose custody of your children.
- DHR will be involved in your case.

Illnesses and Injuries

Many parents are concerned about when to keep children who have been ill home from school. Some illnesses and injuries require a child to be sent home from school to prevent the spread of infection to other children and staff. This allows the child time to rest, recover, and be treated for illness or injury. This policy outlines illnesses and situations that require a student's absence and those that do not. If you are contacted by school staff stating that your child must go home, it will result in an excused check out or absence.

Parent's Responsibilities

The parents of the child must assume responsibility for having the medication form properly completed and returned to school. The parents of the child must assume responsibility for informing the school of a change in the child's health or change in medication.

The parents must be able to be contacted in case of any illness, injury, or other emergency. The parents must have a working and current phone number as well as emergency contacts. If a student is sent home, the parent should seek medical attention as advised and then bring back documentation from the doctor when the student returns to school. If you are advised to come pick up your child from school, be prompt as it could result in compromising care to other children. Your delayed response may also result in calling paramedics for further treatment and transportation of your child to Children's Hospital.

Keep your child at home if:

- Temperature is greater than 100 degrees (orally) or higher. Students can return to school once their temperature is below 100 degrees without medication for 24 hours or a note from the doctor.
- Vomiting 2 or more times in a 24-hour time period unless child has a note from doctor explaining the child's condition for frequent vomiting.
- Diarrhea episodes which are 2 or more watery stools in a 12-hour time period. Student may return once the source of diarrhea is identified or resolved. If diarrhea is due to Salmonella, Shigelloses, or E. Coli infections, the student must have a note from their doctor stating they are safe to return to school.
- Blood in stools that cannot be explained by dietary changes, medications, or constipation
- Abdominal pain that continues for more than 2 hours or intermittent pain associated with fever, vomiting, or diarrhea.
- Mouth sores with drooling
- Rashes of unknown cause
- Excessive coughing of unknown cause

Conditions that require attention after school

The conditions that do not require the student to go immediately home, but require a phone call to parents to seek medical attention after school include:

- Wound infections
- Pediculosis (head lice): Student will go home at the end of the day and may return once head has been treated and proof of treatment is brought to school (empty box or receipt). Remember an additional treatment is needed 7 days later to kill eggs that have hatched.
- Seasonal allergies
- Injuries that may need attention once home, such as a sprained ankle.
- Ringworm: Ringworm is a fungal infection that is not usually contagious. Proof of treatment is requested when the student returns to school.

Conditions that require child to be absent for at least 24 hours

The conditions that the student must be absent from school for at least 24 hours after treatment has begun and require proof of doctor visit include:

- Pink eye (contagious conjunctivitis): One or both eyes will be pink (bloodshot), runny, and have some greenish mucous at either or both corners of the eyes. Eyes may become matted shut while sleeping.
- Streptococcal Pharyngitis (strep throat)
- Scabies
- Pinworms
- Impetigo (bacterial skin infection)
- Vomiting and/or diarrhea
- Fevers greater than 100 degrees

Conditions that require child to be absent for at least 5-10 days

The conditions that require a student to be absent from school for at least 5-10 days and require a medical release to return to school include:

- Influenza (Flu): Student must remain at home for at least 5 days, and fever is below 100 degrees without medication for 24 hours or a medical release stating that the student may return.
- Measles: Student must remain at home until 5th day after rash disappears or Jefferson County Health Department states the child is noninfectious.
- Mumps: Student must remain at home until 9 days after onset of parotid gland swelling.
- Varicella zoster (chicken pox): Student must remain at home until all lesions have dried and formed scabs, usually within 6 days of onset of rash.
- Pertussis (whooping cough): Student must remain at home until 5 days of antibiotic has been completed or Jefferson County Health Department states child is noninfectious.
- Surgical procedures: Any student that undergoes a surgical procedure should remain at home for the recommended amount of time by his/her doctor. This is for their safety from other students and infection prevention.
- Corona Virus (COVID-19) Student must remain at home for at least 5 days, and fever is below 100 degrees without medication for 24 hours or a medical release stating that the student may return.

Conditions that do not require absence

- Common colds, runny noses, and coughs
- Watery eye discharge without fever, eye pain, or eyelid redness
- Fifth disease in a child without immune problems
- Rash without fever or behavioral changes, such as eczema
- Seasonal allergies
- Bumps from bug bites or grass allergies

Jefferson County District Attorney's Office
Helping Families Initiative (HFI)

The Jefferson County District Attorney's Office and Tarrant City Schools are partners in the Helping Families Initiative (HFI). HFI reduces the number of students entering the juvenile justice system by helping families address dangerous student behaviors.

Unexcused absences and misconduct at school may lead to juvenile delinquency or worse. Under the Alabama School Compulsory Attendance Law, parents/guardians are responsible for their child's enrollment, attendance, and proper conduct at school.

HFI will coordinate a wide range of agencies and community organizations to assist parents/guardians so that students can return to school without further interruptions.

Addressing Unexcused Absences:
- On the second unexcused absence, parents/guardians will receive a DA attendance alert letter.
- If unexcused absences continue, students and parents/guardians must participate in the HFI family assessment and intervention plan. A Case Officer will be assigned.
- If interventions fail, a petition will be filed in Juvenile Court against the parent/guardian or age-appropriate student.

Addressing Student Misconduct:
- On the first-Class II behavior violation, the student's parents/guardians will receive a DA warning letter.
- If behavior violations continue, the student and his or her parents/guardians must participate in the HFI family assessment and intervention plan. A Case Officer will be assigned.

The Jefferson County District Attorney's Office and Tarrant City Schools want your child to be successful. The Helping Families Initiative is a resource to address school attendance and behavior issues and help children overcome barriers to success in school and in life.

PERSONAL ELECTRONIC DEVICES GUIDELINES

See Board Policy (6.20 *Electronic Communication Devices/Focus Act*)

In accordance with Alabama's Focus Act, students may not use personal electronic devices at school, during regular school hours, however the principal or designees may approve of the use of such devices for instructional purposes (included in a student's Individualized Education Plan, 504 Plan or a Individualized Health Plan) or during an emergency threatening the life or safety of the student, after regular school hours, or educational purposes under the supervision of school personnel. Wireless devices shall include but are not limited to cell phones, laptops, pager, a gaming device, AirPods, any other portable electronic device that has the capability of exchanging voice, messaging or other data communication with another electronic device. The device must be turned off and stored **ONLY** in secure locations approved by the principal or designee. **City Schools shall not assume any responsibility for theft, loss, or damage to a device, unauthorized calls made on a cell phone or for fees or payments on these devices brought onto campus by a student.** Students shall be personally and solely responsible for the security of their device. Principals or designees will also have the authority to restrict or deny the use of personal electronic devices by any students due to misuse, abuse, or failure to abide by school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon **reasonable suspicion** that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation. Electronic devices shall be subject to a search in accordance with applicable state and federal law.

1st Offense: Parent(s) must come to school for conference with administration before device can be returned.

2nd Offense: Electronic device will be kept in principal's possession for 5 days. Parent(s) must come to school for conference with administration before the device can be returned.

3rd Offense: Electronic devices will be kept in principal's possession for the remainder of the semester. Parent(s) must come to school for conference with administration before the device can be returned.

More Severe Offenses: Offenses including the violation of the acceptable use policy/procedures, involving the use of electronic devices, will result in additional disciplinary actions.

Note: Check with your child's school for cell phone "pick up" times. Procedure may vary from school to school.

TARRANT HIGH SCHOOL
YONDR POUCH PROCEDURES

To promote the best possible learning and social environment at Tarrant High School, students will not use their phones during the school day. Every student will be assigned a personal Yondr Pouch with a name tag. Just like with your school issued computer, you are expected to bring your Yondr bag every day and return it in good shape at the end of the year.

Process for Bag Use Start of School Day

1) Prior to entering the building, power your phone and/or electronic accessories off (earbuds, smart watches, etc.)
2) Unlock your empty Yondr Pouch using an unlocking base.
3) Place your phone and/ or electronic accessories (earbuds, smart watches, etc) inside the pouch, securely close it, and store it in your backpack.
4) This process may take a few minutes. You are responsible for getting to class on time with a secure pouch daily.

During the School Day

1) Keep your phone inside your Yondr Pouch for the duration of the school day.
2) You may not access your phone during the school day anywhere on campus during regular school hours.

End of School Day

1) When the school day ends, unlock your pouch using an unlocking base.
2) Remove your phone from your pouch.
3) Securely close your empty pouch so the pin doesn't get bent and place it in your backpack for the next day.
4) Students are free to use their phones on campus after regular school hours.

ALABAMA STATE DEPARTMENT OF EDUCATION POLICY
Use of Digital Device During the Administration of a Secure Test

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

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

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

SCHOOL SAFETY

See Board Policy (4.02 *Safe Schools Policy*)

The purpose of this section is to inform you of safety measures already in place to keep our students, staff, and schools safe and secure.

Drills:
All students and staff participate in regularly scheduled drills: fire, severe weather, and security (secure area of responsibility, secure perimeter, and lockdown). By practicing these drills, our students and staff know what to do in the event of a real crisis or emergency. We installed special "locks" in our classrooms to help protect students and staff in a real emergency and practice using these "locks" during drills. **NOTE:** If a school is on lockdown, visitors will ***not*** be permitted to enter the school sites.

Visitors:
To keep students and faculty safe, it is important that we know who is in our buildings at all times. The RAPTOR system is an electronic Visitor Management System and checks visitors against a national sex offender database. This process allows us to screen visitors, contractors, and volunteers in our schools and provides us with a safer environment for students and staff. This is why all visitors must show identification when visiting the schools. (A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.)

Visitor Conduct:
Visitors must maintain appropriate behavior when visiting Tarrant Schools or offices (during the school day or extracurricular activities). Visitors who do not comply with this safety request will be asked to leave the premises and/or escorted off the property by police. Visitors who *continue* to display inappropriate behavior will be banned from Tarrant City School property.

Reunification:
In the event of an emergency that necessitates that students are relocated to an alternate site for dismissal, we have procedures in place to inform parents of the location, pick up times, and items required for identification and pickup. Please make sure that your contact information is current and on file. Students will only be released to adults listed on the student's emergency contact list. During an emergency, parents should NOT attempt to access the school campus or circumvent the work of emergency personnel/first responders/school personnel. Your cooperation is greatly appreciated.

Parent Responsibilities:
There are several ways you can help us keep our schools safe and secure. Encourage your student to talk to school administrators when they see or hear things that are a threat to safety. You can also help us by ensuring that your child carries a clear plastic backpack, that girl's purses are no larger than "clutch size" and that you monitor the items your child brings to school. Remind your child that his/her phone must be on silent mode or off *and* in a secure location all day/every day (refer to electronic personal device policy). **No weapons of any kind are allowed on school property or inside our buildings.** Law enforcement is the ***only*** entity with permission to carry a weapon on our campuses.

MONITORING SEX OFFENDERS

See Board Policy (4.01.3 Adult Sex Offenders & 6.26 Supervision of Low-Risk Juvenile Sex Offenders)

Adult Sex Offenders – Adult sex offenders who have been convicted of a sex offense involving a minor must:

1. Notify the principal of the school in advance of entering school property or attending a K-12 school activity and identify a legitimate purpose for entering school property or attending the activity.
2. Immediately report directly to the principal of the school or his designee upon entering the property or arriving at the K-12 school activity; and
3. Cooperate with and submit to any efforts undertaken by the principal of the school to discreetly monitor their presence on school property or at the K-12 school activity.

For the purposes of this policy, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience including, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

SAFE AND DRUG FREE SCHOOLS

See Bord Policy (4.02 *Safe Schools Policy*)

The Tarrant City Board of Education is committed to providing a learning environment free from alcohol, drugs, controlled substances, and weapons. The Code of Student Conduct includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The Board is sympathetic to assisting parents with the dispensing of both prescription and non-prescription/over-the-counter medications. Specific instructions concerning the dispensing of medications are available at the local schools. Failure to follow the local school directives can result in the student being disciplined under the Class III section of the Code of Student Conduct. The possession, use, sale, attempted sale, attempted possession or any other involvement with tobacco, drugs, alcohol, controlled substances, or dangerous instruments is not permitted and will subject the violating individual to immediate disciplinary action up to and including expulsion for students, termination for employees, and other lawful sanctions for the public. Violation of Board and State policies, rules and regulations involving tobacco, drugs, alcohol, controlled substances, weapons, dangerous instruments or physical harm to individuals may subject the student, parent or other individual to criminal charges and a restriction from entering the public schools of the State of Alabama.

In accordance with state law, the Board also strictly prohibits its employees, parents, visitors, agents or any other person other than appropriate law enforcement personnel, from possessing guns or firearms of any sort, deadly weapons or other dangerous instruments on Board owned or controlled premises or at any Board or school-related activity. Such prohibition applies not only to firearms, guns, deadly weapons or dangerous instruments carried by a person, but extends also to said prohibited items in automobiles, in personal items such as purses or backpacks, or otherwise in actual or constructive possession by any person. Any violation regarding firearms will result in involvement by appropriate law enforcement authorities and may also result in expulsion from the school system. For questions, please contact the Safe and Drug – free school district coordinator at 205-849-3700.

Smoking/Use of Tobacco

Students shall not be permitted to possess, smoke, or use tobacco in any form on the school grounds or in school buildings during the school day, or when riding school buses to and from school or on a school-sponsored trip. Parental permission to smoke or otherwise use tobacco does not exempt a student from this policy.

Tobacco/Electronic Cigarettes

The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. For the purposes of this policy, "tobacco product" is defined to include cigarettes, electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation, cigars, blunts, bidis, pipes, chewing tobacco, snuff and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, vaping, chewing, dipping, or any other use of tobacco products.

A. Penalties for Violations

1. Students – Students who violate the tobacco prohibition will be disciplined in accordance with the Board's Code of Student Conduct.
2. Other Persons – Other persons who violate the tobacco prohibition may be denied re-entry to school property.

B. Parental Notification

Parents and guardians may be notified of actual or suspected violations of the tobacco prohibition whether or not the student is charged with a violation of Board policy, which includes the Code of Student Conduct.

C. Additional Restrictions

In addition to the provisions above, students and employees are also subject to the Board's separate "Vape Awareness, Education, and Prevention" policy, which is required by state law, contains additional procedures, and prohibits the use of tobacco products, electronic nicotine delivery systems, e- liquids, and alternative nicotine products by students and employees.

Vape Awareness, Education, And Prevention

The purpose of this policy is to establish a vape awareness, education, and prevention program to prohibit the possession and use of prohibited tobacco, tobacco products, electronic nicotine delivery systems, e-liquids, and alternative nicotine products by students in public K-12 schools.

A. Prohibition

The possession or use of tobacco, tobacco products, electronic nicotine delivery systems, e- liquids, and alternative nicotine products is prohibited by any student at a public K-12 school, on a school bus, or at any school-sponsored function.

B. Violation

Any student who violates the prohibition contained within this policy shall be subject to graduated consequences which may include:

1. Notification of the student's parent or legal guardian shall be made regarding the violation.
2. Required participation in the Alabama State Board of Education approved vaping awareness, education, and prevention class.
3. In-school suspension, out-of-school suspension, or placement in an alternative school.
4. Referral of the matter to the juvenile court for disposition.
5. Or any combination of the foregoing.

C. Complaint Procedure

When a complaint is lodged against a student for violating the prohibition, the complaint must be memorialized using the approved complaint form. An anonymous report may not be used as the sole basis for imposition of formal disciplinary action. Once a complaint is made against a student for a violation, the complaint form is then to be forwarded to the principal, assistant principal, or school resource officer for investigation. The complaint form must include all the following information:

1. Name of student who has violated the policy.
2. Date, time, and location of violation.
3. Description of conduct that violates the policy.
4. Name(s) of witness(es) to violation of the policy.
5. Any other pertinent information.

D. **Investigation Procedure**

Once a principal, assistant principal, or school resource officer receives a complaint of a serious violation, they must then promptly investigate the violation. The principal, assistant principal, or school resource officer must be the individual responsible for the investigation.

E. Response Procedure

If the student has violated the prohibition, the student shall immediately, and without delay, be subject to the graduated consequences. Any and all consequences shall conform with applicable disability, anti-discrimination, education laws, and school discipline policies. Additionally, a copy of the complaint form and the disposition shall be placed in the student's permanent record.

Alcohol/Drug Use

It shall be the policy of the Board that the school principal or authorized official of the school shall suspend any student found in possession of, or in the act of using:

- Alcohol, marijuana; or
- Drugs (stimulants, depressants, hallucinogens, or opiates) for which the student has no prescription from a duly recognized physician.

Also, the school principal or authorized official of the school shall suspend any student who is caught selling alcohol and/or harmful drugs to others and shall notify the appropriate law enforcement authority which may include Tarrant City Policy, county sheriff, and/or the local district attorney.

The above policies apply when the act(s) takes place at school, on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. Recommendation of expulsion may be made if the situation seems to be sufficiently serious.

The principal shall immediately notify the parents or guardians of the student by telephone. If the parents or guardians cannot be reached by phone, a home visit will be attempted, or the principal shall then notify them of the action within 24 hours by sending a letter by certified mail. Care shall be given to afford due process to all students.

Dangerous Weapons

It shall be the policy of the Board that the school principal or authorized official of the school shall suspend any student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, gun, chain, or any other object deemed dangerous by the school official. Such weapons are not to be carried by students on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. When the student is found to be in possession of a weapon, the Superintendent shall be immediately notified, and the following procedures shall be followed:

1. The principal or authorized official shall conduct a brief but adequate hearing, and if the student is found to have a weapon in his possession, the student shall be suspended.

2. When there are violations of the prohibition on firearms being brought to school or the possession of firearms by a student, the school principal, or his/her designee, shall notify the appropriate law enforcement authority which may include Tarrant City Police, county sheriff, and/or the local district attorney.

3. The school principal shall notify the parents of students who violate the firearm policy.

4. If a student is determined to have brought to school or have in their possession a firearm in the school building or school grounds, on school buses or at other school sponsored functions she/he shall be brought to the Board where they will determined on a case-by-case basis for the expulsion requirements set forth by the Alabama Code (see pages 68-70, It's the Law).

DRUG TESTING INFORMATION

See Board Policy (6.23 *Student Competitive Extracurricular Activity Substance Abuse Policy)*

Driving a car on school property, parking on campus and participating as an activity student is a privilege, not a right. Tarrant Board of Education (the Board) recognizes Activity Students (students at any middle school or high school who participate in a school sponsored extra-curricular organization which participates in interscholastic competition) as present and future assets to our sports, academic and leadership educational programs. Activity students, as role models for other students, are a key to our goal of providing the best possible education for all students.

In order to enforce these rules, the Board reserves the right to require all students who participate as an activity student to submit, at any time prior to, during or following school or otherwise under the supervision or care of this school system, to be drug tested to determine the presence of any prohibited substances.

Violations of these rules or refusal to cooperate, including testing positive and/or refusal to undergo testing or testing that shows masking results have occurred may result in immediate suspension in student participation in extracurricular activities.

Any student testing positive, refusing to test, refusing to cooperate with testing or violating this policy will be penalized according to the guidelines provided in this policy and/or the district code of conduct. Information, including testing positive shall be held in the strictest confidence and will not be released to criminal or juvenile authorities, absent compulsion by law or consent of the student and/or parents.

DISCIPLINE
See Board Policy 4.07.4 *(Student Disciplinary Matters)*

The Board of Education shall instruct the Superintendent to establish in cooperation with principals and teachers at all schools in the Tarrant School System, codes of student conduct which state clearly and precisely in written form specified rules and regulations applicable to each school. Such rules or regulations shall:

- Be based on policies of this Board of Education
- Be based on the improvement of education within the schools
- Be as precise as possible and sufficiently adapted to the needs of youth served by the school
- Be otherwise considered reasonable and proper
- Provide clear evidence of their basis, which is maintenance of a proper atmosphere for learning within the school

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts a proper atmosphere for learning within classrooms or other parts of schools. Notice of the rules and regulations existing in each school shall be disseminated to students and parents in a wide variety of ways (student assemblies, PTO meetings, public address announcements, and the student code of conduct).

Application of disciplinary regulations shall always reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any situation, shall be afforded to all students prior to imposition of discipline. The degree of due process afforded shall be commensurate both with the gravity of the offense and the severity of the contemplated penalty. The principal or his/her designee shall ensure that students are accorded with the following minimal due process:

Informal Process

- The student/parent/guardian shall be given oral or written notice of the charge(s) against him or her.
- The evidence supporting the charge(s) shall be explained to the student.
- The student shall be given an opportunity to present his own version of the facts concerning the charge(s).
- The student's rights are explained.

The disciplining authority (principal or his/her designee) may impose appropriate discipline measures immediately following the informal due process stated above.

Formal Process
When a student is facing possible long-term suspension or expulsion, the following due process procedures shall be afforded by the student:

- The right to counsel
- The right to cross-examine witnesses
- The right to a written record of the hearing
- The right to a written record of the Board's decision

Once a special education student's suspension exceeds ten days or before expulsion, the student's 504 Team shall be convened to determine if the student's behavior warranting discipline is related to the disability. In the event it is determined that the student's behavior is not related to the disability, the committee will comply with state and federal laws, rules and regulations governing disciplinary practices and procedures for special education students.

Reasonable detention under teacher supervision before the school day begins or at the close of the school day shall be authorized for all schools. In case a child is to be detained after normal school hours, the parents shall be notified in advance. A child who is transported in a school bus shall not be caused to miss the bus by reason of such detention, except with prior notice to and/or permission of the parents. Students unable to remain after school because of such reasons shall receive alternative discipline.

The Code of Conduct (Classification of Violations and Disciplinary Actions) may be incorporated in a student handbook and will be made available to all teachers, school personnel, students, parents and guardians at the beginning of the school year or when a new student enrolls. The Code of Conduct will be deemed an extension of Board policy and will have the force and effect thereof.

APPEALS
Students charged and disciplined under Class I or Class II procedures will not have the right to appeal any decision beyond the local school level. However, students charged and disciplines under the Class III procedures may request an appeal of the decision by contacting the Office of the Superintendent. Appeal options may be discussed with the Office of the Superintendent at that time. However, the suspension from school will remain in effect until the matter is resolved.

AL Code 16.28.12(b)

CODE OF CONDUCT
CLASSIFICATION OF VIOLATIONS AND DISCIPLINARY ACTIONS

Proper behavior is that which enhances the learning environment. Classroom teachers are responsible for maintaining classroom discipline and will deal with general classroom disruptions. Only when the action taken by the teacher is ineffective or the disruption is sufficiently severe should the student be referred to by the principal or his/her designee. Students who consistently disrupt class and/or exhibit poor work habits should be notified by the teacher or other school officials and/or referred to the case manager.

When a student is brought to the office of the supervising employee, the principal/designee shall hear the student's explanation and consult further with other school personnel, if necessary, before determining the classification of violation or disciplinary measure.

Violations of the Code of Conduct are grouped into three classes: Class I, Class II and Class III. Each classification is followed by a disciplinary action, which is to be implemented by principals or his/her designee. Class III violations may be referred for a Disciplinary Hearing, where a review of the violation will determine if a Formal Due Process Hearing is warranted.

Parents will be afforded the opportunity to attend two scheduled disciplinary hearings. Hearings are regularly scheduled for Tuesday and Thursday. **If a parent is unable to attend the first, a second hearing will be scheduled. The second hearing will take place with or without the parent(s). A decision concerning the violation will be reached. Parents will be notified of the hearing results using the residency provided in the Student Information System.** All absences after the first scheduled disciplinary hearing will be considered ***unexcused*** and treated as such, until the student follows through with the decision reached during their second scheduled disciplinary hearing.

Academic grades will not be based on maintaining order in the classroom, nor will student behavior be included in calculating academic grades. An academic grade will reflect the teacher's most objective assessment of the student's academic achievement.

CLASS I
MINOR OFFENSES

1.01 **EXCESSIVE DISTRACTION OF OTHER STUDENTS** – Any conduct and/or behavior that is disruptive to the orderly educational process in the classroom, or any similar grouping for instruction, which cannot be corrected by appropriate classroom management.

1.02 **FAILURE TO FOLLOW DIRECTION FROM SCHOOL PERSONNEL**

1.03 **HORSEPLAY / PUSHING / RUNNING**

1.04 **INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION** (i.e., kissing, hugging, holding hands, arms around each other)

1.05 **INAPPROPRIATE OR UNAUTHORIZED USE OF ANY TECHNOLOGY RESOURCES* OR IMPROPERLY RESTRICTING OR INHIBITING OTHER USERS FROM USING THESE RESOURCES**
*Technology resources may include but are not limited to computer workstations (stand-alone and networked), televisions, CD players, DVD players, MP3 devices, VCRs, videos and digital cameras, or any devices that support the resources (network parts such as routers, hubs, transceivers, cabling, software, etc).

1.06 **LITTERING**

1.07 **MINOR DISRUPTION ON A SCHOOL BUS AND/OR BUS THAT TRANSPORTS STUDENTS TO AND FROM SCHOOL ACTIVITIES**
(see: Transportation Safety)

1.08 **NONCONFORMITY TO DRESS CODE**

1.09 **POSSESSION OF OR USE OF PERSONAL ELECTRONIC DEVICE** (1ST OFFENSE)

1.10 **REPEATED VIOLATIONS OF CLASSROOM RULES**

1.11 **UNAUTHORIZED ORGANIZATIONS**

1.12 **USE OF PROFANE OR OBSCENE LANGUAGE/GESTURE NOT DIRECTED AT SCHOOL PERSONNEL**

1.13 **ANY OTHER VIOLATION THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS**

Class I Disciplinary Actions:

- Teacher / Counselor / Administrator intervention
- Withdrawal of school-related privilege(s)
- Parent notification/conference
- Work / Clean-up program
- Contract between child and school (ex: behavior plan)
- Temporary removal from class
- Detention (before, during, or after school)
- Time out
- Alternate Behavior Education (character ed. curriculum)
- Other disciplinary action(s) as approved by the administration

CLASS I OFFENSES MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL. PROHIBITED OBJECTS SHALL BE CONFISCATED.

CLASS II

2.01 **ANY VIOLATION OF THE INTERNET ACCEPTABLE USE PROCEDURE AND ACCEPTABLE USE AGREEMENT-** Includes purposely marking, defacing, modifying settings, theft, or destruction of Tarrant City Schools assets, whether or not assigned to the user. This includes, but is not limited to chromebooks, laptops, desktops, printers, networking equipment, wireless access points, security cameras, interactive panels, projectors, etc. (This agreement will be provided for each student and parent to sign at the beginning of the school year.) See also: 1.05, 2.07, 2.28, 3.01 and 3.28.

2.02 **CHEATING / PLAGIARISM** - Cheating or plagiarism may result in a grade of zero. Students will be expected to reproduce the paper/test/project in question in order to demonstrate proficiency of standard.

2.03 **VANDALISM** – Intentional and deliberate action resulting in injury or damages of less than $200.00 to public property or the real estate or personal property of another. This includes graffiti. Law enforcement officials may be notified. This may result in an automatic out of school suspension for up to three (3) days and **restitution will be required**.

2.04 **DEFIANCE / NON-COMPLIANCE** – The refusal to follow a directive made by School Board employee/school personnel. **(SIR 09)**

2.05 **DISOBEDIENCE, WILLFUL, PERSISTENT –** Reoccurring, intentional violation of the student code of conduct as determined by the school administrator which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. **(SIR 10)**

2.06 **DISRESPECT TO A SCHOOL BOARD EMPLOYEE/ SCHOOL PERSONNEL** – Any verbal or nonverbal conduct and/or behavior directed toward a school Board employee/ school personnel member that is rude or discourteous.

2.07 **ENGAGING IN INTERACTIVE GAMES, SIMULATIONS, INTERNET RELAY CHAT (CHAT ROOMS), SOCIAL MEDIA OR E-MAIL PROGRAMS UNLESS UNDER THE DIRECT SUPERVISION OF A TEACHER, AIDE, STAFF MEMBER, OR ADMINISTRATOR.**

2.08 **FALSE INFORMATION** – Making false accusations or intentionally providing false information to a School Board employee including, but not limited to, giving false student information or concealment of information directly relating to school business. This includes, but is not limited to, forgery of school notes, re-admittance slips, tardy slips, excuse slips (parent/guardian or physician), report cards/progress reports, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school, including all written or electronic communication provided by the Board or a school. This also includes false accusations of sexual harassment.

2.09 **FIGHTING / BATTERY** – Mutual participation in a fight involving physical violence where there are at least two participants, but no one main offender and no major injury. Fighting does not include verbal confrontations, tussles, or other minor confrontations. **This may result in an automatic out-of-school suspension of up to three (3) school days.**
(SIR 17).

2.10 **HARASSMENT OR INTIMIDATION OF OTHER STUDENTS-** any minor uninvited annoyance or teasing of another student. This includes publicly embarrassing or shaming a student. For example, “pantsing”.

2.11 **HITTING / SHOVING/ UNWANTED TOUCHING OF ANOTHER STUDENT** – Actual and intentional hitting, shoving, choking, striking or any other touching another student against the will of the other student.

2.12 **ILLEGAL ORGANIZATION** – Participation in any illegal organization, secret societies, or any group characterized by territorial concerns, symbols, special dress and/or colors, or where group members and others recognize or perceive themselves as a gang; the wearing of clothing, possession of writings or drawings or the use of gestures which indicate gang affiliation or participation in any illegal organization.

2.13 **INAPPROPRIATE/OFFENSIVE TOUCHING WITH SEXUAL CONNOTATIONS-** offensive touching of another student with sexual connotations, such as patting, pinching, or brushing against another's body.

2.14 **UNATHORIZED ABSENCE (SIR 36)**

2.14.1 Skipping Class
2.14.2 Leaving School Grounds

2.15 **POSSESSION AND/OR USE OF TOBACCO PRODUCTS, INCLUDING LIGHTERS AND MATCHES**

2.15.1 Tobacco Possession **(SIR 32)**
2.15.2 Tobacco Sale **(SIR 33)**
2.15.3 Tobacco Use **(SIR 34)**

2.16 **POSSESSION OF FIREARM FACSIMILES** – Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm.

2.17 **POSSESSION OF FIREWORKS, FIRECRACKERS, OR SIMILAR DEVICES-**preparing, possessing, distributing or igniting explosives

2.18 **POSSESSION OF A POCKETKNIFE (SMALL OR KEY CHAIN VARIETY), OR SIMILAR INSTRUMENTS THAT WOULD NOT NORMALLY BE CONSIDERED A WEAPON.**
(Grades K-5; Also see Offense 3.19)

2.19 **INTERMEDIATE DISRUPTION ON A SCHOOL BUS (see: Transportation Safety)**

2.20 **POSSESSION OF STOLEN PROPERTY WITH THE KNOWLEDGE THAT IT IS STOLEN**

2.21 **THEFT** – The intentional unlawful taking and/or carrying away of property valued at less than $100.00 belonging to or in the lawful possession or custody of another. **Restitution will be required.**

2.22 **THREATS TO EXTORT, EXTORTION** – Threats, bullying, intimidation and/or extortion of a student. Any communication maliciously threatening an injury to the person, property or reputation of another with the intent to extort money or any monetary advantage whatsoever; or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.

2.23 **FALSE ACCUSATION OF SEXUAL HARASSMENT**– A deliberate allegation of a sexual misconduct against a student or school board employee/personnel that is untrue, often made intentionally to deceive or harm someone's reputation.

2.24 **UNAUTHORIZED POSSESSION OR USE OF WIRELESS ELECTRONIC DEVICES (i.e., cell phones, iPods, etc.) DURING SCHOOL HOURS.** This category includes the use or possession of any electronic communication device that is a violation of local board policy. (2nd, 3rd or repeated offenses) (**SIR 16)**

2.25 **PHYSICAL CONTACT WITH A SCHOOL BOARD EMPLOYEE/PERSONNEL-** Any instance where a student makes physical contact with a school board employee/school personnel, whether the contact is intentional or unintentional, and the nature of that contact could reasonably result in a minor injury. This includes actions such as pushing, shoving, hitting, or any other form of physical aggression. It is not meant to include accidental or incidental contact that occurs during normal school activities without aggression.

2.26 **PROFANITY/VULGARITY-** The use of obscene, abusive, vulgar, or irreverent language on the grounds or at a school related activity. This act substantially disrupts the orderly conduct of a school function; disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. This can be towards another person or school board employee/personnel. **(SIR 26)**

2.27 **VERBAL ABUSE** – speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, disability, religion, sexual orientation or national and ethnic origin. Bullying may also be reported under this category. **(SIR 99)**

2.28 WRITTEN OR VERBAL PROPOSITIONS TO ENGAGE IN SEXUAL ACTS

2.29 ANY OTHER VIOLATION THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS (i.e., repeatedly evading metal detector and/or assisting in evasion of metal detector, students continuing to enter/ride a school bus other than the one they are assigned, students continuing to ride the bus after bus riding privileges have been revoked, etc.)

2.30 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. **(SIR 19)**

2.31 DISORDERLY CONDUCT - Any act which substantially disrupts the orderly conduct of a school function, or which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. **This category does not include fights.** This category includes an individual who:

a. Makes unreasonable noise.
b. In a public place use abusive or obscene language or makes an obscene gesture.
c. Without lawful authority, disturbs any lawful assembly or meeting of persons.
d. Obstructs vehicular or pedestrian traffic or a transportation facility.

Congregates with other persons in a public place and refuses to comply with a lawful order. **(SIR 11)**

2.32 VAPE/ VAPER-Unauthorized possession, transfer, use or sale of a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substance.

2.32.1 Vape/Vaper, Possession **(SIR 60)**
2.32.2 Vape/Vaper, Sale **(SIR 62)**
2.32.3 Vape/Vaper, Usage **(SIR 61)**

2.33 E-CIGARETTES- Unauthorized possession, transfer, use or sale of a device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring or other substance.

2.33.1 E-Cigarettes, Possession **(SIR 63)**
2.33.2 E-Cigarettes, Sale **(SIR 65)**
2.33.3 E-Cigarettes, Usage **(SIR 64**)

2.34 MULTIPLE CLASS 1 OFFENSES

NOTE: Some of the conduct prohibited under Class II of this Code may, under extenuating or aggravating circumstances, be considered under one or more of the Class III offenses in this Code. Whether conduct is more appropriately classified as a Class II or Class III offense shall depend on specific circumstances and is at the discretion of the school board administration.

Class II Disciplinary Actions

- Temporary removal from class
- Parent Notification / Conference
- Detention (before, during, or after school)
- Work / Cleanup program
- Contract between child and school (ex: behavior plan)
- In-School suspension
- Out-of-school suspension
- Assignment to Alternative School for multiple class II offenses
- Referral to an outside agency
- Restitution of property and damages where appropriate
- Withdrawal of school-related privilege(s) [i.e., hold wireless device for specific period of time]
- Removal from the bus
- Alternate Behavior Education (character ed. curriculum)
- Any action(s) included in Class I and other action(s) as approved by the administration

CLASS III
MAJOR OFFENSES

3.01 **ACCESSING OR CHANGING INFORMATION IN THE SYSTEM'S TECHNOLOGY RESOURCES –** Accessing or changing information in the system's technology resources for the purpose of endangering or harassing another individual.

3.02 **ASSAULT** – Intentionally causing great bodily harm, disability or permanent disfigurement; recklessly using a deadly weapon or dangerous instrument to cause this harm. **(SIR 05)**

3.03 **THREAT/INTIMIDATION (Against student)-**To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Threats include in the form of a "hit list", writing, statement, or communication evidencing a plan or intent to do violence to another. Threats can be made to a student or school board employee/school personnel. **(SIR 31)**

3.04 **ALCOHOL** – Unauthorized possession, transfer, use or sale of alcoholic beverages; intent to use, buy or sell alcoholic beverages; being under the influence of alcoholic beverages.

- 3.04.1 Alcohol possession **(SIR 01)**
- 3.04.2 Alcohol sale **(SIR 02)**
- 3.04.3 Alcohol use **(SIR 03)**

3.05 **ANY ACT ON A SCHOOL BUS THAT HAS THE POTENTIAL TO CAUSE GREAT BODILY HARM TO THE PASSENGERS OR DRIVER** Police may be called.

3.06 **DISRUPTIVE –** Demonstrations consist of five or more participants who, in a course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance, or alarm, and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer, or other public servant lawfully engaged in executing or enforcing the law. The demonstration substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. **(SIR 12)**

3.07 **ARSON** – Intentionally damaging a building or structure or putting a building or structure at risk of damage by starting or maintaining a fire or causing an explosion. (Ex: firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire.) Without fire, firecrackers and fireworks are included in the *Prohibited Objects* category. This category does not include the simple act of lighting a match. **(SIR 04)**

3.08 **BATTERY UPON A SCHOOL BOARD EMPLOYEE/SCHOOL PERSONNEL** – The unlawful and intentional touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to school employee/school personnel

3.09 **BOMB THREATS** – To unlawfully place any person in fear of bodily harm by threat of explosives by any means of communication regardless as to whether or not a bomb actually exists. This includes terroristic threats. **(SIR 06)**

3.10 **CRIMINAL MISCHIELF** – The individual inflicts damage to property and has no right to do so or any reasonable grounds to believe that he/she has such a right. This includes graffiti. (Examples: Carving initials in school furniture, destroying computer records.) **Law enforcement will be notified, and restitution will be required. (SIR 08)**

3.11 **OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIALS) -** The distribution, display, solicitation, possession, or production a sexually or pornographic explicit image of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person nor whether the age of the individual can be determined. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence. This also includes ***sexting***, which is sending, forwarding, displaying, retaining, storing, or posting sexually explicit, lewd, indecent, or pornographic photographs, images, or messages by or on a cell phone, computer, or other electronic means. **(SIR 58)**

3.12 **DRUGS -** Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia (including, but not limited to, water pipes, roach clips, pot pipes, bongs, rolling papers, THC vapes, THC gummies); intent to use, buy or sell drugs; being under the influence of drugs. "Drugs" also includes all illegal controlled substances, prescription drugs, over-the-counter medications, and any other substance with a potential for abuse, which might create a hazard to the user's health or safety or the health or safety of another.

3.12.1 Drug possession **(SIR 13)**
3.12.2 Drug sale (**SIR 14)**
3.12.3 Drug use **(SIR 15)**

3.13 **FIREARMS** – Any weapon (including a starter gun, fragments and bullets) which 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 weapons, any firearm muffler, or firearm silencer; any destructive device; or any machine gun. This includes firearms of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun. **Law enforcement will be notified.**

3.13.1 Handgun, Possession **(SIR 37)**
3.13.2 Handgun, Sale **(SIR 38)**
3.13.3 Handgun, Use **(SIR 39)**
3.13.4 Rifle/Shotgun, Possession **(SIR 40)**
3.13.5 Rifle/Shotgun, Sale **(SIR 41)**
3.13.6 Rifle/Shotgun, Use **(SIR 42)**
3.13.7 Firearm Component, Possession **(SIR 43)**
3.13.8 Firearm Component, Sale **(SIR 44)**
3.13.9 Firearm Component, Use **(SIR 45)**

3.14 **HARASSMENT-** A *continuous pattern* of intentional behavior that takes place on school property, on a school bus, or at a school sponsored function. This includes, but is not limited to, written, electronic, verbal, or physical acts. To constitute harassment, a pattern of behavior may do any of the following:

a) Place a student in reasonable fear of harm to his/her person or damage to his/her property.
b) Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
c) Have the effect of substantially disrupting or interfering with the orderly operation of the school.
d) Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
e) Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student. **(SIR 20)**

3.15 **HAZING -**

a) Any willful action taken, or situation created, whether on or off any school or educational premises, which recklessly or intentionally, in connection with initiation into or affiliation with any organization or group, endangers the mental or physical health of any student.
b) Infractions in this category may include, but are not limited to striking, beating, bruising, or maiming, threatening/attempting to strike, beat, bruise, or maim or to do any other physical violence to a student in connection with initiation into any organization/group.
c) The term hazing as defined herein does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with an initiation into or affiliation with any organization. The term hazing does not include corporal punishment administered by school officials or employees.

3.16 **TRESPASSING** – To enter or remain on a public-school campus or school board facility 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 campus or school board facility after being directed to leave by principal, designee, or other school board administrator. A person commits the offense of trespassing if he/she knowingly enters or remains unlawfully in a building or school board property that is fenced or enclosed in a manner designed to exclude intruders.

3.16.1 Trespassing **(SIR 35)**
3.16.2 Burglary **(SIR 07)**
(Unlawful Entry with intent to commit a crime)

3.17 **IMITATION CONTROLLED SUBSTANCES** – Unauthorized possession, transfer, use or sale of a substance other than a drug, which, by dosage unit, appearance (including color, size, shape, and markings) and/or by representations made, would lead a reasonable person to believe that the substance is a controlled substance. **(SIR 58)**

3.18 **INCITING A DISTURBANCE** – Leading, encouraging or assisting in disruptions that result in one or more of the following: Destruction/damage to property and/or injury to others; a disruption of the normal routine operations and orderly conduct of the school/school function; a substantial disruption of the orderly learning environment which poses a threat to the health, safety , and/or welfare of students, staff, or others. **(SIR 22)**

3.19 **KNIFE** – Including but not limited to: pocketknives, switchblades, hunting knives, razor blades, or box cutters. Possession of any knife (or other object) used in a threatening manner.

3.19.1 Knife, Possession **(SIR 52)**
3.19.2 Knife, Sale **(SIR 53)**
3.19.3 Knife, Use **(SIR 54)**

3.20 **PREMEDITATED/PLANNED ACT OF VIOLENCE**–A planned fight or physical attack (with intent to cause physical harm), which causes serios disruption to the learning environment. This conduct creates a substantial risk of serios physical injury to another person. **Administrators need to consider age and developmentally appropriate behavior before using this category.**

3.21 **PROHIBITED OBJECTS** – Possession or use of an object (other than a firearm) including metallic knuckles, tear gas gun, explosives, chemical weapon or device, martial arts weapon, or any other similar object. Lighting Fireworks, Firecrackers or Similar Devices are included as prohibited objects. Possession or use of any other object as defined by state law to be deadly weapons or dangerous instruments. Law enforcement will be notified.

3.21.1 Explosive/Poison Gas, Possession (**SIR 46)**
3.21.2 Explosive/Poison Gas, Sale **(SIR 47)**
3.21.3 Explosive/Poison Gas, Use **(SIR 48)**
3.21.4 Other Weapon, Possession **(SIR 49)**
3.21.5 Other Weapon/Poison Gas, Sale **(SIR 50)**
3.21.6 Other Weapon/Poison Gas, Use **(SIR 51)**
3.21.7 Other/Unknown Weapon, Possession **(SIR 55)**
3.21.8 Other/Unknown Weapon, Sale **(SIR 56)**
3.21.9 Other/Unknown Weapon, Use **(SIR 57)**

3.22 **REFUSAL BY STUDENTS TO HONOR THE LAWFUL REQUESTS MADE BY THE ADMINISTRATION** – (See also 2.04. Whether conduct is more appropriately classified as a Class II or Class III offense shall depend on specific circumstances and is at the discretion of the school board administration.)

3.23 **ROBBERY** - The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or putting in fear of same. **Restitution will be required. (SIR 27)**

3.24 **SEXUAL BATTERY** (Forcible sex offenses, including attempted acts) – Acts of a sexual nature including, but not limited to, intercourse, attempted rape, sodomy, and/or rape against the person's will where the victim is incapable of giving consent because of his/her youth, or because of temporary or permanent mental incapacity. **(SIR 28)**

3.25 **SEXUAL HARASSMENT –** Unwanted, verbal, or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, and interferes with school performance. This includes offensive touching or sexual harassment of a school board employee/personnel. **(SIR 29)**

3.26 **SEXUAL OFFENSES (LEWD BEHAVIOR/INDECENT EXPOSURE) —**This includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. Includes indecent exposure (exposure of private body parts to the sight of another person in a lewd or indecent manner in a public place) and obscenity. **(SIR 30)**

3.27 **STEALING, LARCENY, GRAND THEFT** – The intentional unlawful taking and/or carrying away of property valued at $100.00 or more belonging to or in the lawful possession or custody of another. **Restitution will be required.**

3.27.1 Theft/Larceny **(SIR 24)**
3.27.2 Theft/Motor Vehicle **(SIR 25)**

3.28 THREAT/INTIMDATION TO A SCHOOL BOARD EMPLOYEE/ SCHOOL PERSONNEL – To unlawfully place school board employee/personnel in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Threats include in the form of a "hit list", writing, statement, or communication evidencing a plan or intent to do violence to another.

3.29 TECHNOLOGY, INAPPROPRIATE USE-

a) Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
b) Computer tampering which causes a major disruption in the educational or administrative process. Student must pay restitution for the cost of repairs.
c) Distribution of restricted computer passwords.
d) Introduction of unauthorized software into computer system.
e) Violation of Internet Acceptable Use Agreement found in the Code of Conduct and Board Policy.
f) Other computer violations as defined by the school administration. **(SIR 59)**

3.30 FIRE ALARM ABUSE/TAMPERING: Rendering a false fire alarm occurs when a person knowingly causes a false fire report to be transmitted to or within an official or volunteer fire department or to any other governmental agency. This action also substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. **(SIR 18)**

3.31 REPEAT OF CLASS I AND II VIOLATIONS WILL BECOME A CLASS III OFFENSE

3.32 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS

3.33 MULTIPLE CLASS II OFFENSES

Class III Disciplinary Actions

- Parent notification / conference
- Out-of-school suspension
- Withdrawal of tuition student
- Referral to outside agency, including criminal justice system
- Restitution of property and damages where appropriate
- Disciplinary Hearing
- Removal from the bus
- Any action(s) included in Class I and II and other action(s) as approved by the Tarrant Board of Education.
- Board Hearing / Possible Expulsion

SUSPENSION (Extracurricular Activities)

Suspension from school means that a student cannot attend any extracurricular activity on school campus or off school campus.

DETENTION

The Board of Education authorizes students to be reasonably detained for disciplinary purposes at the discretion of the school principal and professional staff of individual schools. If a student is to be detained after regular school hours, the student shall be given notice of such detention in time to notify parent or legal guardian to arrange for necessary transportation. Students shall not be detained for more than one hour daily for disciplinary reasons. Each school principal shall require all students detained for disciplinary purposes to be under the supervision of a member of the professional staff. A child who is transported in a school bus shall not be caused to miss the bus by reason of such detention, except with advance notice. If students cannot remain before/after school for justifiable reasons, they shall be given appropriate alternative punishments at the discretion of the principal or his/her designee.

CORPORAL PUNISHMENT

See Board Policy (6.16 *Corporal Punishment*)

The Board allows reasonable corporal punishment of students under the following terms and conditions. Corporal punishment will be administered only as a disciplinary measure, with due regard for the age and physical condition of the student, and without excessive force. Parents or guardians shall be notified prior to their child receiving corporal punishment. The school principal or his representative in the presence of another adult school board employee will administer corporal punishment. Corporal punishment should not be administered in the presence of another student. Administrators will document in the student information system.

[Reference: Alabama Code **§ 16-28A-2 (1975)]**

BOARD DISCIPLINARY HEARING

See Board Policy (6.19 *Student Expulsion*)

A student may be referred to the Board for a disciplinary hearing if an offense is serious enough to warrant such action.

Upon recommendation by the Hearing Officer for a Board Disciplinary Hearing, the Superintendent shall notify, in writing, the student and parent or legal guardian of the action taken and the cause of such action. A copy of this notification shall be sent to the school principal.

The Board of Education hearing shall comply with the applicable due process criteria.

The Superintendent shall notify, in writing, the parent or guardian of the action taken by the Board. The Superintendent may extend the suspension of the student pending the decision of the Board. The authority to expel a student is retained solely by the Board of Education.

Any action preventing the student from attending school also prohibits the student from participating in or attending ANY school-related function or activity during or after school hours.

EXPULSION

See Board Policy (6.19 *Student Expulsion)*

A student may be expelled from school if an offense is serious enough to warrant such an action. The authority to expel a student is retained solely by the Board of Education.

Upon recommendation by the Hearing Officer for expulsion, the Superintendent shall notify, in writing, the student and parent or legal guardian of the action taken and the cause of such action. A copy of this notification shall be sent to the school principal.

The Superintendent may extend the suspension of the student pending the decision of the Board to expel said student.

The Board of Education hearing, relative to expulsion, as well as all preliminary steps concerning said hearing, shall comply with the applicable procedural due process criteria.

The Superintendent shall notify, in writing, the parent or guardian of the action taken by the Board.

During the expulsion period, a student shall be prohibited from participating in or attending any school-related functions or activities during or after school hours.

Expulsion of Exceptional Students:

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

RELATIONSHIPS WITH LAW ENFORCEMENT AUTHORITIES

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the health, safety and general welfare of all citizens. At the same time, school authorities have the responsibility to minimize non-school related intrusions and distractions which are disruptive to the learning environment. To carry out this responsibility, school officials should observe the following:

- A student in school may not be interrogated by law enforcement or any other governmental agents without the knowledge of the school official unless compelling and/or emergency circumstances exist.
- An interrogation must be done in private and in accordance with the juvenile Miranda warning. The child may at his or her request have the parent present.
- A student may not be released into custody of persons other than the parent or legal guardian, unless transported to the police station for questioning.
- Every reasonable attempt will be made to notify the parent when the student is removed by a law enforcement official.
- In the event that a student arrest becomes necessary during the school day and on school property, the principal shall submit a summary report of the arrest to the Superintendent.

It is the policy of the Board to arrange for law enforcement agencies to make periodic visits to the local public schools to detect the presence of illegal drugs, unannounced to anyone except the local Superintendent and building Principal.

SEARCHES

See Board Policy (6.15 *Searches*)

Search of Property - The Board fully reflects judicially pronounced legal standards regarding searches of students in the school environment. Accordingly, students may be searched on an individual basis if reasonable cause exists to suspect violation of the student Code of Conduct or state and federal laws. The Board reserves the right to search Board property such as student desks, lockers, and any other school property, even if used by students.

The Board is charged with maintenance of such property and thus authorizes inspection for any maintenance-related reasons.

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

Personal Property – Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and other digital devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community. This policy covers personal property that is on school grounds or property, as well as personal property at off-campus school-related functions.

Personal Searches – Students may be searched on school grounds or property and at off-campus school-related functions whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Reasonable suspicion of violation of law or policy may be based upon information from such reliable sources as faculty members, students, law enforcement officers, visual evidence or other reliable sources.

1. Personal searches will be conducted with due regard for the age and gender of the student.
2. Any such action shall not be taken unless there is a reasonable suspicion of violation of the law or Code of Student conduct or other policies.
3. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).

Absent compelling circumstances, any search of a student's person shall be done privately by a school official of the same sex as the student to be searched. At least one witness who is a school official shall be present throughout the search. A record of the search shall be made.

Law Enforcement agencies are allowed to make periodic visits to Tarrant Schools to detect the presence of illegal drugs, unannounced to anyone except the local superintendent and building principal or designee [Reference Alabama Admin. Code 290-3-1-.02(1)(b)(1)] Students found in violation of the law will be subject to legal consequences, as well as violations of the Code of Conduct.

Recovered Items – Contraband obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

STUDENT DEMONSTRATIONS AND STRIKES

To ensure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the Board directs that the procedures below be followed in case of any type of disruptive demonstration on school property or within school buildings.

This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas. However, since the Board is required by law to provide proper school facilities and to maintain an appropriate program of instruction and is further required to bar any disruption of the schools or interference with their normal operation, the following steps shall be taken in the event of any disruption of the normal operations of the schools.

1. The disruption shall be immediately brought to the attention of the superintendent or his/her representative by the administrative head of the school. The superintendent shall have the authority at their discretion to alert the police authorities.
2. Students participating in a disruptive demonstration shall be directed by the building principal or his/her representative to go to their regular classroom assignment. At the same time, the principal or his/her representative will arrange for a meeting between the administration and the individuals, leaders of a group, or the group, if feasible, to discuss in a rational, orderly manner the problem which has caused the disorder.
3. Non-student demonstrators and other unauthorized persons will be directed by the building principal and his/her representative to remove themselves from the school property forthwith.
4. In the event steps 2 and/or 3 fail to stop the demonstration, the superintendent or his/her representative will ask the police to remove the demonstrators and any individuals failing to comply under step 3.
5. When necessary for their safety, students and staff may be directed to leave the building and property.
6. At no time, while any demonstration is in process, is the superintendent or any school or Board personnel to enter negotiations on the issues with the protesters, either orally or in written form.
7. As soon as normal education and business processes can be resumed, the superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the Board in an orderly manner.
8. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.

SECLUSION OR RESTRAINT OF STUDENTS

See Board Policy (6.17 *Physical Restraint*)

The Tarrant Board of Education requires that all schools and programs within the school district comply with State Board of Education Rule 290-3-1-.02(1)(f) regarding the use of “seclusion” or “restraint,” as those terms are defined within the rule.

Physical Restraint

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student is in immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is prohibited as a form of discipline or punishment.

The Tarrant Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will be required to exercise their professional judgment and discretion. Therefore, this policy is not intended to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs with the school district that use physical restraint as defined with the State Board of Education rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include, at a minimum, the following:

1. Staff and faculty training on the use of physical restraint and the district's policy and procedures related thereto.

2. Documentation in written or electronic form of staff and faculty training on the use of physical restraint, including a list of participants in each training, which list must be made available to the Alabama Department of Education or any member of the public upon request.

3. Parental notification of the use of physical restraint will not exceed one school date from the date of incident.

4. Documentation of the use of physical restraint and a debriefing session held by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.

5. Periodic review of the use of restraint and the documentation described in paragraph 4 above.

6. Annual reporting to the Board of the use of restraint and the accompanying documentation, as well as any prohibited use of seclusion and chemical, mechanical, or physical restraint.

7. Annual submission to the Alabama Department of Education of the documentation submitted to the Board in accordance with paragraph 6; and

8. Inclusion of the procedures in the school district's Code of Conduct and/or the school's student handbook.

Seclusion

The Tarrant Board of Education also prohibits the use of seclusion, as that term is defined in State Board of Education Rule 290-3-1-.02(1)(f).

Tarrant City School System
Bullying, Harassment, or Intimidating Reporting

This form is to be confidentially maintained in accordance with the Family Education Rights and Privacy Act 20 U.S.C. § 1232g

Bullying is defined as a continuous pattern of intentional behavior where there is an imbalance of power. This includes intentional behavior on and off of school property, on a school bus, or at a school sponsored event, including but not limited to cyberbullying, written or electronic, verbal or physical acts or gestures by an individual or group that is reasonably perceived to be threatening by the student-victim.

If you wish to report an alleged case of bullying, you can find the bullying reporting form on our website or at one of our school locations.

For questions, please contact the Student Servies Coordinator at 205-849-3700. Please visit our website, under Student Services, to complete a bullying form.

PROCEDURES ON PROHIBITED SEXUAL HARASSMENT
See Board Policy (6.10 *Student Sexual Harassment*)

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

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

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

The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances.

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

Information about complaint reporting and resolution procedures is available from the Superintendent or the Title IX Coordinator at 205-849-3700.

SEXUAL HARASSMENT COMPLAINT REPORTING AND RESOLUTION PROCEDURES

See Board Policy (6.10.1 *Student Sexual Harassment Complaint Procedures Authorized*)

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

A. **Student Complaint Resolution Procedure**

1. *Reporting Harassment:* Any student who believes that he or she has been or is being subjected to any form of sexual harassment or has knowledge of sexual harassment involving other students should promptly report the matter to a teacher, counselor, assistant principal or principal, or other school official, who, in turn, should promptly apprise the Title IX Coordinator of the reported incident. A student may choose to make his or her report of sexual harassment to a person of the same sex as the student. Complaints may be brought on a student's behalf by a parent, guardian, teacher, or other school official. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.

2. *Local Investigation & Resolution:* Some cases are most appropriately resolved by investigation and disposition at the school site in accordance with applicable disciplinary guidelines. In such cases, the principal may investigate and attempt to resolve the matter without resorting to formal procedures. If the complaint is not resolved to the satisfaction of the student or other complaining party, the student or his representative should contact the Title IX Coordinator immediately.

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

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

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

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

B. **Confidentiality:**

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

C. **Retaliation Prohibited:**

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

D. **Providing False Information:**

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

E. **Penalties for Violation**

Students: Any student who sexually harasses another student or person in violation of the Board's sexual harassment policy, or who refuses to cooperate with a Board investigation into allegations of sexual harassment, will be subject to discipline in accordance with the Code of Student Conduct.

Title IX Coordinator may be reached at the following address:

Tarrant City Board of Education
1318 Alabama Street
Tarrant, AL 35217
205-849-3700

The foregoing procedures are intended to provide an effective means of enforcing the Tarrant City Board of Education's strict prohibition against sexual harassment and to facilitate the reporting, processing, and resolution of sexual harassment complaints. Accordingly, they may be flexibly applied as appropriate and necessary to serve their intended purposes and are not intended to limit the right or authority of the Tarrant City Board of Education to address or respond to complaints of sexual harassment or related misconduct.

STUDENT/PARENT COMPLAINTS AND GRIEVANCES

See Board Policy (4.07 *Complaints and Grievances*)

The primary purpose of this Policy is to provide for prompt and equitable resolution of students'/parents' complaints and grievances. This policy and its accompanying regulations shall be disseminated to parents on a yearly basis.

The resolution of a complaint through free and informal communication a Formal Grievance may be filed by the student/parent. The following steps shall be followed when filing a Formal Grievance.

LEVEL ONE: The student/parent filing the grievance shall complete the Tarrant City Schools Grievance Report (attached). The report shall be submitted to the principal. The principal shall conduct an investigation in a timely manner. The principal's decision shall be reduced to writing and presented to the student/parent. In no event should an appeal to Level Two be allowed without the involvement of the principal. The principal shall document his/her involvement with the problem.

LEVEL TWO: In the event the problem is not resolved at Level One, the student/parent may file an appeal in writing with the Superintendent by completing the Tarrant City Schools Grievance Report (attached). Such an appeal shall be presented within ten (10) days of the Level One decision. The Superintendent shall request a conference with the aggrieved or render a written decision within ten (10) days of the receipt of the grievance.

LEVEL THREE: In the event the problem is not resolved at Level Two, the student/parent may request the Superintendent to schedule a hearing before the Board. The Board shall issue a decision within forty-five (45) days after the hearing.

The faculty and administration shall make an honest effort to resolve student/parent grievances as quickly as possible at the most immediate level of supervision.

The Superintendent will develop procedures to allow students/parents to attempt to resolve grievances. Grievable matters under this policy are limited to student/parent complaints that are based on alleged violations of Board Policy or alleged violations of laws directly affecting the rights of the complaining party. Such procedures will embody the following objectives:

- Require all parties to first attempt informal resolution of differences before filing a formal written grievance.
- Exclude issues covered by the tenure, fair dismissal or contract principal laws or any other matters for which more specific procedures are available that are more precisely tailored to the grievant complaint.
- Require timely filing of complaints.
- Encourage prompt resolution at the lowest level possible.
- Permit the Superintendent and/or his/her designee to investigate all claims as appropriate; and
- Allow review by the Board.

TARRANT CITY SCHOOLS
GRIEVANCE REPORT

Name: _____ Date:_____

School:_____

Nature of Grievance: (Include policy violated, if know)_____

_____

_____

_____

Actions Sought: _____

_____

_____

_____

Pertinent Information: _____

_____

_____

_____

Additional Explanation: (If needed) _____

_____

_____

_____

Disposition by Principal or Immediate Supervisor: _____

_____

_____

_____ _____
Signature Date

Disposition by Grievant: _____

_____

_____

_____ _____
Signature Date

TARRANT CITY SCHOOLS
GRIEVANCE REPORT

Level Two

Date Received by Superintendent: _____

Disposition by Superintendent: _____

_____

_____

_____

_____
Signature Date

Disposition by Grievant:_____

_____

_____

_____

_____ _____
Signature Date

Level Three

Date Received by Board: _____

Disposition and Decision of Board:_____

_____

_____

_____

_____

_____

_____
Signature of Board President Date

Tarrant City Schools (TCS) provides network access and devices to students and staff in order to access required school resources and appropriate educational materials.

Tarrant is committed to ensuring that its website is accessible to people with disabilities. All the pages on our website will meet W3C WAI'S Web Content Accessibility Guidelines 2.0, Level AA conformance. Any issues should be reported to accessibility @tarrant.k12.al.us.

In order to continue to provide reliable access to the Tarrant computer network, TCS webpage, and the internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all others to enjoy such access. While the teachers and staff will make reasonable efforts to supervise student use of networks and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

The Internet Acceptable Use Procedure and Acceptable Use Agreement of Tarrant City Schools follow in detail. After reviewing, signing, and returning this procedure, each student will be given the opportunity to enjoy network and Internet access at school and agrees to follow the policy. If a student is under 18 years of age, he/she must have his/her parent(s)/guardian(s) read and sign the procedure. Tarrant City Schools cannot provide access to any student who, if 18 or older, fails to sign and submit the procedure to the school as directed or, if less than 18, does not return the procedure as directed with the signatures of the student and parent(s) or guardian(s).

Listed below are the provisions regarding technology resources, computer network, and Internet use. If you have any questions about these provisions, please contact the school principal or the District Technology Coordinator. If any user violates this procedure, the student's access will be denied or withdrawn, and the student may be subject to additional disciplinary action or possible legal action.

I. WEBSITE ACCESSIBILITY

With regard to the Tarrant City Schools website and any official Tarrant City web presence which is developed by, maintained by, or offered through third party vendors and open sources, Tarrant City Schools is committed to compliance with the provisions of the American's with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any Tarrant City programs, services, and activities delivered online.

II. PERSONAL RESPONSIBILITY

By signing this policy, the student agrees not only to follow the rules in this policy but is agreeing to report any misuse of the network to a teacher or administrator. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his/her property.

III. TERM OF PERMITTED USE

A student who submits a properly signed policy to the school and follows the policy to which he/she has agreed will have computer network and Internet access during the course of the current school year. Students will be asked to sign a new policy each year during which they are students in the Tarrant City School System.

IV. ACCEPTABLE USES

A. **Educational Purposes Only**. Tarrant City Schools provides access to its computer networks and the Internet for educational purposes only. If there is any doubt about whether an activity is educational, a teacher, school technology coordinator, or a school administrator should be contacted to assist in the decision if the use is appropriate.

B. **Unacceptable Uses of Network**. Among the uses that are considered unacceptable, and which constitutes a violation of this policy include, but are not limited to ~~are~~ the following:

1. Uses that violate the law or encourage others to violate the law. Don't send offensive or harassing messages (i.e. cyberbullying), offer for sale or use any substance the possession or use of which is prohibited by the Student Code of Conduct, view, transmit or download pornographic materials (i.e. sexting) that encourage others to violate the law, intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies), use another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the Internet, upload a worm, virus, or other form of programming or vandalism, participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others, and do not impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet using their TCS accounts and/or device.
5. Uses that compromise private information about you or others, including credit card numbers and social security numbers.
6. Uses that are intended to circumvent or disable any and all existing content filters or other blocking mechanisms.
7. Intentional damage, destruction, marking, modification, or theft of Tarrant City Schools devices may result in loss of internet privileges, disciplinary action, and/or legal action. This includes, but is not limited to, peeling or removing Tarrant asset tracking barcodes, serial number stickers, writing on or engraving devices, applying non-authorized stickers, or modification of any device settings.

C. **Netiquette**. All users must abide by rules of network etiquette, which include the following:

1. Be polite and use appropriate language – no swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language, which may be offensive to other users. Do not use access to make or distribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments by e-mail. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

V. INTERNET SAFETY

A. **General Warning**: **Individual Responsibility of Parents and Users**. All users and their parent(s)/guardian(s) are advised that access to the Internet may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Internet filtering software, actively monitors, filters, and blocks objectionable materials. However, if a student accidentally visits an offensive or harmful site, he/she should report it immediately to the teacher so the site can be added to the list of blocked materials. Failure to report such unintentional access may result in loss of internet privileges and/or disciplinary action.

B. **Personal Safety**. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Never agree to meet a person you have only communicated with on the Internet. Avoid communicating with anyone that you do not know online.

C. **"Hacking" and Other Illegal Activities**. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited. Such activities may result in loss of internet privileges, disciplinary action, and/or legal action.

D. **Confidentiality of Student Information**. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent/ guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

E. **Active Restriction Measures**. The Tarrant City School System utilizes filtering software, services of the content filtering company, network firewalls, and ~~or~~ other technologies to monitor student's web traffic and prevent students from accessing visual depictions that are (1) obscene, (2) pornography, or (3) harmful to minors, (4) indicate intention to inflict harm upon themselves or others, and (5) any other activity that Tarrant City Schools deems to be inappropriate. Online activities of students will be monitored, through direct observation and/or other technological means to ensure that students are not accessing material which is inappropriate for minors.

   The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

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

F. **Appropriate Online Behavior.** The Tarrant City School System will educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and chat rooms, and to raise awareness of cyberbullying and the necessary response to it.

VI. PRIVACY

Network and Internet access is provided as educational tools. The Tarrant City School System reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school system, and no user shall have any expectation of privacy regarding such materials.

VII. FAILURE TO FOLLOW PROCEDURE

The use of the computer network and Internet is a privilege, not a right. A user who violates this procedure shall at a minimum have his or her access to the computer network and Internet terminated, which the school system may refuse to reinstate for the remainder of the student's enrollment in the Tarrant City Schools. A user violates this procedure by his/her own action or by failing to report any known violations. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Additional disciplinary action and possible legal action may be taken in such circumstances.

VIII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this procedure. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this procedure. By signing this procedure, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, and all of their administrators, teachers, and staff harmless from any and all losses, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet.

IX. UPDATES

Users, and the user's parents/guardians, will be asked annually to sign a new policy, which reflects developments in the law or technology. The new policy must be signed if the user wishes to continue to receive service.

STUDENT PARTICIPATION

The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e., during the first weeks of school, media center orientation, faculty meetings, etc.)

ACCEPTABLE USE AGREEMENT

See Board Policy (4.10 *Internet Safety and Use of Technology)*

Mission

We believe that all students should have the opportunity to develop technological skills that support learning, personal productivity, ethical and responsible behaviors, decision-making, and daily life. These skills will prepare students to be lifelong learners and make informed decisions about the role of technology in their lives.

Introduction

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Tarrant City Schools to provide all students and employees with opportunities to access a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Tarrant City Schools.

Thus, it is the intention of the Tarrant City Schools that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Tarrant City Schools will use the provided technology resources so as not to waste them, abuse them, nor interfere with or cause harm to other individuals, institutions, or companies.

- The administrators of each school will be responsible for establishing specific practices to enforce this policy.
- This policy will be prominently displayed in all rooms throughout the system that contains one or more computers.
- All Tarrant City Schools technology resources, regardless of purchase date, location, or fund are subject to this policy.
- Any questions about this policy, its interpretation, or specific circumstances shall be directed to the district technology coordinator before proceeding.
- Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

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

ACCESS:

1. The use of all Tarrant City Schools' technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in the cancellation of those privileges pending investigation.
2. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
3. Individuals may not attempt to login to the network using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
4. Individuals must take all reasonable precautions to prevent unauthorized access to accounts, data, and any other unauthorized usage within and outside the Tarrant City Schools.
5. Individuals identified as a security risk may be denied access.
6. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
7. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.
8. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restriction associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
9. The district technology coordinator and/or school administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, and/or suspend specific user accounts. Their decision will be final.

PRIVACY:

1. To maintain network integrity and to ensure that the network is being used responsibly, the District Technology Coordinator and school administrators or their designee reserve the right to review locally stored files, cloud stored files such as, but not limited to, Google Drive and network communications sent, received, or stored on Tarrant City Schools devices and/or owned systems.
2. Users should not expect that files stored on the Tarrant City Schools' network will always be private.
3. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
4. The Tarrant City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
5. Users should be aware that the technology staff routinely monitors and performs maintenance on fileservers, e-mail, workstation, the Internet, and user accounts. During these procedures, it may be necessary to review e-mail and/or files stored on the network, devices, and/or any owned systems.
6. Users are encouraged to avoid storing personal and/or private information on the district and/or schools technology resources.
7. Data and servers are routinely backed up. However, all users are responsible for storage of any critical files and/or data.
8. Student records, media center collections, and accounting information should be backed up to a district owned file server. In order to access file servers, coordinate with the District Technology Coordinator.

COPYRIGHT:

1. Illegal copies of software may not be created or used on school equipment.
2. Any questions about copyright provisions should be directed to the district technology coordinator or school administrators.
3. The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e., during lab orientation, media center orientation, faculty meeting, etc.).
4. Copyright is implied for all information (text, data, and graphics) published on the Internet; Web page authors will be held responsible for the contents of their pages. Do not "Borrow" icons or graphics from other pages without documented permission.
5. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then should occur only under supervision and/or direction of the Technology department.
6. All original copies of software programs, including those purchased with departmental or teacher instructional funds will be stored in a secure place. These disks should be available for technicians to use to repair computers.
7. For security and insurance purposes, the district and local school designee will be the only people with access to original software disks at a given school location with the exception of CD-ROMs. System-wide software originals will be housed in the office of the district technology coordinator.
8. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers is not allowed.
9. If more than one copy of the software is needed, a site license, lab pack, or network version must be purchased. The district and/or local school designee will be responsible for determining how many copies should be purchased.
10. Either the district technology coordinator and/or local school designee in each school is authorized to sign license agreements for a school within the system. System-wide license agreements must be signed by the district technology coordinator and/or superintendent and be kept in the district technology coordinator's office.
11. The district technology staff and/or local school designee is responsible for installation of all software in use on the local area network and/or individual workstations within the Tarrant City Schools.
12. Users should not purchase software without consulting the district technology coordinator.

INTERNET:

1. The intent of the Tarrant City Schools is to provide access to resources available via the internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.
2. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
3. Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
4. Faculty, staff, and students, who will be offered the use of the Internet, will sign an Acceptable Use Agreement at the beginning of each school year or at the time of enrollment or employment. The agreement will state the rules and procedures for appropriate use of this technology resource and the consequences for its misuse. The Internet Acceptable Use Policy will be published each year in the system's Parent/Student Handbook.
5. Students will gain access to the Internet by agreeing to conduct himself or herself in a considerate and responsible manner and by providing written permission from their parents.

ELECTRONIC MAIL:

1. The Tarrant City Schools provide access to electronic mail for employees and students.
2. Access to e-mail is for educational or instructional business.
3. Personal use of Tarrant City Schools e-mail is not permitted.
4. Electronic mail should reflect professional standards at all times.
5. Tarrant City Schools' e-mail accounts may not be used for political or personal gain, attempting, or successfully sending anonymous messages, or for sending mass e-mails.
6. Tarrant City Schools' e-mail accounts may not be used for posting or forwarding other users' personal communication without the author's consent.

INTERNET FILTERING:

1. Internet access for all users is filtered, through one central point, by URL, IP address, and Keyword.
2. URLs and IP addresses may be added to or deleted from the list filtered by the Technology Department.
3. Faculty and staff members may request review of filtered sites.

WEB ACCESSIBILITY:

1. All existing web content produced by Tarrant City Schools, and new, updated and existing web content provided by third-party developers will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents. This regulation applies to all new updates, and existing web pages, as well as all web content produced or updated by Tarrant City Schools or provides by third-party developers.
2. All schools officials are responsible for implementing this policy.
3. The Technology Coordinator and/or her designee will be responsible for reviewing and evaluating new material that is published by school staff or school webmasters and uploaded to the website for accessibility on a periodic basis.
4. Any non-conforming webpages will be corrected in a timely fashion.
5. Students, parents, or members of the public who wish to submit a complaint or grievance regarding a violation of the Americans with Disabilities Act (ADA), Section 504 or Title II related to the accessibility of any district web presence may do so directly to a district/school administrator or a district/school webmaster. They may also submit an online grievance form. When a school official receives such a complaint, they shall immediately inform the website compliance monitor.
6. Once the district receives an inaccessible content complaint, effective communication shall be provided as soon as possible to the reporting party to provide access to the information.
7. All complaints will be kept on file at the district office.

WEB PUBLISHING:

1. The Tarrant City Schools' website cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
2. The technology staff reserves the right to reject all or part of a proposed home page.
3. All posted work must be publishable quality with regard to spelling, usage, and mechanics.
4. All web page authors are responsible for the maintenance of their own pages.
5. All links should be checked regularly to make sure they are current and working.
6. Pages that are not updated in a timely fashion; that contain inaccurate or inappropriate information; or contain links that do not work will be removed and the author will be notified.
7. Picture and other personal identifiable information should only be used on Tarrant City Schools web pages with permission in writing (see Press Release and Internet Use Permission Form) from the parent/guardian of the students involved. No full names should be used – only first name, last initial.
8. Student posting of personal information of any kind is prohibited. Personal information includes home and/or school address, work address, home and/or school phone numbers, full name, social security numbers, etc.
9. Written consent will be required for the posting of any employee photographs.
10. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.
11. Anything posted on social media is public and is not protected speech-postings with disparaging remarks about students, staff, school, or programs can be subject to disciplinary actions.

PARENTAL PERMISSIONS:

1. Parental permission forms are attached to the Parent/Student Handbook. It is the responsibility of the school principal to make sure each parent and student signs this form.
2. It is the responsibility of the staff to post student information on the web to make sure the student's Press Release Permission is signed.
3. It is the responsibility of the staff using the Internet with students to make sure the students' Internet Use Permission is signed.

EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

The following activities are examples of inappropriate activities for any Tarrant City Schools' network, e-mail system, or Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

- Using another user's password or attempting to find out what another user's password is
- Sharing your own password
- Trespassing in another user's files, folders, home directory, or work
- Downloading, installation, or copying software of any kind onto a workstation, or any network drive
- Harassing, insulting, or attacking others via technology resources
- Purposely marking, defacing, modifying settings, theft, or destruction of Tarrant City Schools assets, whether or not assigned to the user. This includes, but is not limited to chromebooks, laptops, desktops, printers, networking equipment, wireless access points, security cameras, interactive panels, projectors, etc.
- Violating copyright laws
- Sending, displaying, or downloading offensive messages or pictures
- Using obscene, profane, discriminatory, threatening, or inflammatory language
- Intentionally wasting limited resources such as disk space and printing capacity and network bandwidth.
- Use of any Tarrant City Schools' technology resources for personal gain, commercial or political purposes
- Posting any false or damaging information about other people, the school system, or other organizations
- Posting of any personal information about another person without his/her written consent
- Plagiarism of materials that are found on the Internet
- Broadcasting network messages and/or participating in sending/perpetuating chain letters
- Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
- Saving information on ANY network drive or directory other than your personal home directory OR a teacher-specified and approved location.

DIGITAL COMPUTING DEVICE

See Board Policy (4.10 *Internet Safety and Use of Technology)*

Tarrant City Schools will provide 24/7 access to digital devices for students. Future distributions will be determined as funds are available.

Receiving the Device- Devices will be distributed at the beginning of each school year or the beginning of grant cycle. Parents must read and sign a Student Digital Device Agreement (refer to the Digital Computing Device Procedures) before a device will be issued to a student.

Returning the Device- Devices will be returned at a date, time, and location as designated by the local school Principal, Media Specialist, and/or district Technology Director. Typically, this return date would occur as the school year is ending. If a student withdraws, is expelled, or is assigned to the Tarrant Alternative Program, the device must be surrendered immediately.

Care of the Device- Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly should be immediately taken to the location designated by the local school for an evaluation of the equipment. Repairs should not be completed by third party companies. Students should follow the procedure in seeking repair from the Tarrant City Schools Technology Department by turning in the device to the area designated by the principal at the local school.

Using the Device at School & Acceptable Use- Devices are intended for use at school each day. In addition to teacher expectations for their use, school messages, announcements, calendars, and schedules may be accessed using the device.

Students are responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.

Devices should be brought to school fully charged.

Students should follow the TCS Internet Acceptable Use policy. Obey general school rules concerning behavior and communication that apply to digital device use. Any inappropriate use or action that violates Board policy, the User Agreement, the Student Code of Conduct, or federal/state law, will result in disciplinary action and may result in the device being taken from the student.

All software/applications installed by Tarrant City Schools must remain on devices in usable condition and easily acceptable at all times.

Protecting and Storing the Device—Under no circumstances should a digital device be left in an unsupervised area inside or outside of the school building. Some examples include, but are not limited to cafeteria, locker room, media center, unlocked classrooms, unlocked cars, etc.

Inventories- To be conducted twice a year by the Technology Department and/or the classroom teacher (or principal designee).

A required repair fee will be assessed for each device that is damaged due to accidental or intentional damage while in the care of a student. This fee covers the repair of the device and will be assessed based on the cost of the repair. Parents will need to purchase a charger from the school if the charger is lost or damaged. The fee is due when the device is damaged, or when the device is returned at the end of the school year. Because devices will be used throughout the school year for instructional purposes, devices are expected to be in working order for daily classes. All repairs should be completed by the Tarrant City Schools Technology Department. Should the device need simple maintenance, or repairs for a manufacturer's defect, the device should be taken to the location in the school designated by the principal.

Procedures- Procedures for additions, disposal, care of devices, device protection plan, etc. will be clearly defined, included, and maintained in the Technology Department Property Management Procedure. The manual will be distributed to necessary personnel, parents, and students participating in this program.

SOCIAL MEDIA AND INTERNET USAGE

See Board Policy (4.10 *Internet Safety and Use of Technology)*

Tarrant City Schools respects the right of its' students to use social media and networking sites, message boards and forums, as well as personal websites and blogs, but it is important that the student's personal use of these sites do not damage the student's reputation, pose risk to their safety or the safety of others, and/or lead to criminal prosecution. Students should refrain from using social media to commit bullying; to post illegal activity or threatening messages; or to cheat or plagiarize. Students should also avoid posting confidential information. Parents and students should note that any such acts may lead to disciplinary action. Parents are strongly encouraged to monitor the student's internet presence closely and should understand that the student is ultimately responsible for any statements disseminated from their individual social media account.

ACADEMIC STANDARDS

See Board Policy (7.03 *Academic Standards)*

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified.

Grades K-6

Standards Based Report Cards are based on the Alabama State Department of Education Standards. Students are evaluated on mastery or non-mastery of individual standards. Non-mastered standards are re-taught until students master the standards at their highest demonstrated ability at the end of the 9 weeks/year.

Grades K-6

E	Excellence (above grade level)
S	Satisfactory (on grade level)
P	Progressing (partial mastery)
N	Needs improvement (non-mastery)

Grades 7-12

Letter Grade	Numerical Grade (100-point scale)	Grade Point Average Points (4-point scale)
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	Below 60	0.00

Quality Points -When calculating a student's grade point average, additional quality points may be awarded for advanced courses in a manner approved by the Board.

Class Rankings -Beginning with the ninth grade all students will be ranked based on the four-point grade point average scale (GPA) simple percent. The GPA calculation will be carried out in four decimal places and rounded off.

Special Education Grading Standards -Students who are receiving special education services may be graded according to an individualized educational plan, and nothing in Board policy or procedure prohibits the extension of appropriate academic modification or accommodations to students who may be eligible for such modifications or accommodations under provisions of state and federal law.

Report Cards -Report Cards reflecting student progress will be provided to the parents or legal guardians of students on a regularly scheduled basis.

Promotion/Retention -Students are promoted from grade to grade on the basis of standards mastery and/or academic credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board. Students who are eligible for promotion from grade to grade may nevertheless be retained by agreement of the parents and appropriate school officials.

Credit Recovery – The Superintendent is authorized to develop procedures for a program through which a student may recover credits in one or more failed courses, in compliance with regulations promulgated by the State Department of Education. The curriculum will align with the State Board of Education course of study and study content standards in which the student seeking credit recovery is deficient.

Graduation Requirements
See Board Policy (7.12 *Graduation and Commencement)*

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

GRADUATING CLASS OF 2026 and 2027 OPTION A

COURSE REQUIREMENTS		
English Language Arts	**Four credits to include:**	**Credits**
	English 9	**1**
	English 10	**1**
	English 11	**1**
	English 12	**1**
	English Language Arts credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits	**4**
Mathematics	**Three credits to include:**	**Credits**
	Geometry or its equivalent/substitute	**1**
	Algebra I or its equivalent/substitute	**1**
	Algebra II, or its equivalent/substitute	**1**
	One credit from:	
	Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses	**1**
	Mathematics Total Credits	**4**
Science	**Two credits to include:**	**Credits**
	Biology	**1**
	A Physical Science (Chemistry, Physics, Physical Science)	**1**
	Two credits from:	
	Alabama Course of Study: Science or science credit-eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses	**2**
	Science Total Credits	**4**
Social Studies	**Four credits to include:**	**Credits**
	World History	**1**
	United States History I	**1**
	United States History II	**1**
	United States Government	**0.5**
	Economics	**0.5**
	Social Studies-credit eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the *Civics Exam.*	
	Social Studies Total Credits	**4**
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	**1**
Career Preparedness		**1**
Health Education		**0.5**
Arts Education Career and Technical Education World Languages		**3**
Electives		**2.5**
	Total Credits	**24**

** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.*

***Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

GRADUATING CLASS OF 2026 and 2027 OPTION B

COURSE REQUIREMENTS		
English Language Arts	**Four credits to include:**	**Credits**
	English 9	**1**
	English 10	**1**
	English 11	**1**
	English 12	**1**
	English Language Arts credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits	**4**
Mathematics	**Two credits to include:**	**Credits**
	Geometry or its equivalent/substitute	**1**
	Algebra I or its equivalent/substitute	**1**
	Mathematics Total Credits	**2**
Science	**Two credits to include:**	**Credits**
	Biology	**1**
	A physical science (Chemistry, Physics, Physical Science)	**1**
	Science Total Credits	**2**
Social Studies	**Four credits to include:**	**Credits**
	World History	**1**
	United States History I	**1**
	United States History II	**1**
	United States Government	**0.5**
	Economics	**0.5**
	Social Studies credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the *Civics Exam.*	
	Social Studies Total Credits	**4**
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	**1**
Career Preparedness		**1**
Health Education		**0.5**
Career and Technical Education	Credits must be earned from an approved CTE Program of Study, resulting in CTE Completer status.	**3**
Electives		**6.5**
	Total Credits	**24**

** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.*

***Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

GRADUATING CLASS OF 2028 AND BEYOND OPTION A

COURSE REQUIREMENTS		
English Language Arts	**Four credits to include:**	**Credits**
	English 9	1
	English 10	1
	English 11	1
	English 12	1
	English Language Arts credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits	**4**
Mathematics	**Three credits to include:**	**Credits**
	Geometry or its equivalent/substitute	1
	Algebra I or its equivalent/substitute	1
	Algebra II or its equivalent/substitute	1
	One credit from:	
	Alabama Course of Study: Mathematics or mathematics credit-eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses	1
	Mathematics Total Credits	**4**
Science	**Two credits to include:**	**Credits**
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	Two credits from:	
	Alabama Course of Study: Science or science credit-eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses	2
	Science Total Credits	**4**
Social Studies	**Four credits to include:**	**Credits**
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
	Social Studies credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the *Civics Exam.*	
	Social Studies Total Credits	**4**
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	1
Career Preparedness	Students are required to complete an accompanying financial literacy examination as part of this course.	1
Health Education		0.5
Arts Education Career and Technical Education World Languages		3
Electives		2.5
	Total Credits	**24**

**Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.*

***Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

GRADUATING CLASS OF 2028 AND BEYOND OPTION B

COURSE REQUIREMENTS		
English Language Arts	**Four credits to include:**	**Credits**
	English 9	**1**
	English 10	**1**
	English 11	**1**
	English 12	**1**
	English Language Arts credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits	**4**
Mathematics	**Two credits to include:**	**Credits**
	Geometry or its equivalent/substitute	**1**
	Algebra I or its equivalent/substitute	**1**
	Mathematics Total Credits	**2**
Science	**Two credits to include:**	**Credits**
	Biology	**1**
	A physical science (Chemistry, Physics, Physical Science)	**1**
	Science Total Credits	**2**
Social Studies	**Four credits to include:**	**Credits**
	World History	**1**
	United States History I	**1**
	United States History II	**1**
	United States Government	**0.5**
	Economics	**0.5**
	Social Studies credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the *Civics Exam.*	
	Social Studies Total Credits	**4**
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	**1**
Career Preparedness	Students are required to complete an accompanying financial literacy examination as part of this course.	**1**
Health Education		**0.5**
Career and Technical Education	Credits must be earned from an approved CTE Program of Study, resulting in CTE Completer status.	**3**
Electives		**6.5**
	Total Credits	**24**

** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.*

***Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

All high school students are required to follow the Alabama State Department of Education's graduation requirements, which provide the opportunity for students to pursue multiple pathways to earn a diploma. Students will have options to pursue areas of interest through expansion of elective credits.

Students who have satisfactorily completed requisite course work, met minimum attendance criteria, and passed required examinations are eligible for graduation.

Tarrant City Schools Honors Pathway
Graduating Class of 2029

Honors Endorsement Seal on Diploma

The Honors Pathway provides students with the opportunity to demonstrate advanced academic achievement throughout their high school career. Students in the Class of 2029 who complete the requirements below will receive an Honors Endorsement Seal on their high school diploma.

Requirements:

1. Honors Coursework
   - Successfully complete a minimum of four (4) Honors-level classes
   - At least one Honors course per year of high school (Grades 9–12).
2. Dual Enrollment Courses
   - Successfully complete a minimum of two (2) Dual Enrollment courses for college credit.
   - Courses must be taken through an approved college or university partner.
3. Total Credits for Graduation
   - Earn a minimum of 26 high school credits in accordance with state and local graduation requirements.

Recognition:

Students who meet these requirements will be awarded the Honors Endorsement Seal on their diploma at graduation. This distinction recognizes students for their commitment to rigorous coursework, college readiness, and academic excellence.

Credit Recovery, Credit Advancement, and Credit Retake
See Board Policy *(7.03 Academic Standards)*

Credit Recovery (See Board Policy Instructional Program 7.03.8 *Credit Recovery*)
Credit Recovery is a specific, standards-based extended learning opportunity for students who have been unsuccessful in mastering content, or standards required to receive course credit or earn promotion. Credit Recovery courses are based on deficiencies rather than a repeat of the entire course or courses failed. They will work on computers using Computer Based Instruction.

1. Student Eligibility Admission and Removal:
   a. Students may be repeating a grade or in danger of failing a course or courses to be eligible for Credit Recovery.
   b. Students must be enrolled at Tarrant High School.
   c. Students must have consent from their parents or guardian to participate in Credit Recovery.
   d. Students may be recommended by teacher(s), counselor, or principal.
   e. Students must complete the Credit Recovery Program standards in its entirety to receive credit.
   f. Students must have earned a minimum score of 40 in the course(s) or standards being recovered.
   g. Students may be removed from a Credit Recovery Program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements.

2. Instruction:
    a. The Credit Recovery Program will utilize Computer Based Instruction for Credit Recovery. This is a web-based computer program.
    b. Program facilitators will participate in Professional Development provided by Computer Based Instruction.
    c. Facilitators will be certified teachers.
    d. A diagnostic assessment may be administered using Computer Based Instruction to each student enrolled in the program to determine individual needs.
    e. Teachers may also recommend standard/standards, and objectives to be recovered based on classroom assessment.
    f. The instructional lesson paths developed as a result of the assessment and teacher recommendation will target only those standards listed as deficient or standard specific goals.

3. Content and Curriculum:
    a. The Computer Based Instruction will provide a personalized prescription of instruction based on assessment performance and/or teacher recommendation. Test items are correlated to Computer Based instructional modules and allow students to receive personal assignments that focus on specific areas of need as identified. The program and its administration are designed to maintain flexibility in managing the prescribed instruction. Instructors can choose to have the Computer Based Instruction automatically prescribe assignments or the facilitator can make manual adjustments before assigning lessons.
    b. Computer Based Instruction provides a variety of standards-based courses for high school with interactive content, pre-and post-module assessments, supplemental web-based and offline activities, and teacher support materials. Computer Based Instruction Courses will provide standards-based, customizable, online instruction that meets the needs of students (based on the Alabama academic content standards) to include intervention and credit recovery.
    c. The Credit Recovery curriculum provided through the Computer Based Instruction for Credit Recovery is aligned with Alabama academic content standards approved by the State Board of Education.

4. Grades:
    a. Under the Credit Recovery Program adopted by the Tarrant City Schools, grades will not be replaced; all attempts to recover failed classes will be reflected on each student's transcript. However, as a part of failure prevention, students may earn a passing grade in a course(s) before grades are reported. Final grade shall be computed following the Credit Recovery Grading criteria:

Credit Recovery Grade	Final Grade
i. 100-90%	70%
ii. 89-80%	67%
iii. 79-70%	65%
iv. 69-60%	60%
v. 59% and below	F (Failure)

    b. The final grade shall be averaged with the original failing grade when computing the student's GPA.
    c. Teachers will be responsible for identifying each student's standard deficiencies. Prevention students will be required to demonstrate mastery of Computer Based Instruction standards as well as teacher assigned assessments. Teacher assessments will be based on the standards and objectives previously covered that the student failed to master.

5. Credits:
    a. Credit Recovery courses in which students are enrolled will be included in calculating the total credits for the school year. A student may earn a maximum of ten credits during a year (the regular academic year plus the following summer), exceptions for 12th graders may be granted. This includes credits earned in the regular school program, the dual enrollment program, and approved night school programs.

Credit Advancement

Credit Advancement is an alternative to the traditional Carnegie Unit approach to course completion. For a student to be eligible for Credit Advancement he/she must:

1. Be recommended by a current or former teacher of the subject/course being considered for Credit Advancement.
2. Have criterion-referenced or norm-referenced test scores that support an above grade-level proficiency of content in the subject/course being considered for Credit Advancement.
3. Complete a Request for Credit Advancement form, consent by the parent or guardian, the high school counselor, and high school principal.

Credit Advancement may occur in the flowing two ways:

1. The student may request to take a LEA approved end-of-course assessment covering all of the standards of the course before formal enrollment in the course. A mastery score of 80 or above must be obtained to receive credit for the course through Credit Advancement, and this score will be included in the student's overall Grade Point Average. The student (or parent/guardian) can reject the student's mastery score of 80 or above and enroll in the course.
2. The student may show proficiency during a course and request permission to work ahead through independent and teacher-supported assignments or through online opportunities. At a point jointly agreed upon by the student and teacher of record, the student will be administered the LEA approve end-of-course assessment, and if he/she obtains a proficiency score of 80 or above, the student may move forward into the next course in the sequence of that content area. This situation would offer an opportunity for the student to pursue online options or other LEA developed options for individualized independent study.

Students will only be allowed to take the LEA approved end-of-course assessment one time per course.

Please be advised that any improvements to the program will supersede the program as presented in its initial state. Athletes need to know that the National Collegiate Athletic Association (NCAA) may not recognize Credit Recovery/Credit Advancement for course credit.

Credit Retake

Credit Retake is a specific, standards-based extended learning opportunity for students who have been unsuccessful in mastering content, or standards required to receive course credit or earn promotion. Credit Retake courses are based on a repeat of the entire course, or courses failed. They will work on computers using Computer Based Instruction.

1. Student Eligibility Admission and Removal:

    a. Students may have failed and/or scored below 70 in a course or courses to be eligible for Credit Retake.
    b. Students must be enrolled at Tarrant High School.
    c. Students must have consent from parent or guardian to participate in Credit Retake.
    d. Students may be recommended by teacher(s), counselor, or principal.
    e. Students must complete all standards in the course or courses in its entirety to receive credit through the Credit Retake Program.
    f. Students may be removed from a Credit Retake Program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements.
    g. Students may be removed from a Credit Recovery Program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements.

2. Instruction:
    a. The Credit Retake Program will utilize Computer Based Instruction for Credit Retake. This is a web-based computer program.
    b. Program facilitators will participate in Professional Development provided by Computer Based Instruction.
    c. Facilitators will be certified teachers.
    d. The student will be retaught all content standards for the course and demonstrate mastery of the standards to receive credit for the course.
    e. Teachers may also recommend standard/standards, and objectives to be recovered based on classroom assessment.
    f. The instructional lesson paths developed as a result of the assessment and teacher recommendation will target only those standards listed as deficient or standard specific goals.

3. Content and Curriculum:

    a. The Computer Based Instruction will provide a personalized prescription of instruction based on assessment performance and/or teacher recommendation. Test items are correlated to Computer Based Instruction modules and allow students to receive personal assignments that focus on specific areas of need as identified. The program and its administration are designed to maintain flexibility in managing the prescribed instruction. Instructors can choose to have the Computer Based Instruction automatically prescribe assignments or the facilitator can make manual adjustments before assigning lessons.
    b. Computer Based Instruction provides a variety of standards-based courses for high school with interactive content, pre-and post-module assessments, supplemental web-based and offline activities, and teacher support materials. Computer Based Instruction Courses will provide standards-based, customizable, online instruction that meets the needs of students (based on the Alabama academic content standards).
    c. The Credit Retake curriculum provided through the Computer Based Instruction for Credit Retake is aligned with Alabama academic content standards approved by the State Board of Education.

4. Grades:
    a. Under the Credit Recovery Program adopted by the Tarrant City Schools, grades will not be replaced; all attempts to recover failed classes will be reflected on each student's transcript.
    b. The original course grade and the credit recovery grade will both appear on the student's transcript and are included when computing the student's GPA.

5. Credits:
    a. Credit Retake courses in which students are enrolled will be included in calculating the total credits for the school year. This includes credits earned in the regular school program, the dual enrollment program, and approved night school programs.
6. Cost:
    a. There is a cost for Credit Retake at Tarrant High School. The money is due before classes start and is ***non-refundable.***

Textbook/Library Book Agreement
See Board Policy (7.02 Textbooks)

I. All Textbooks/Library books are the property of the State of Alabama

II. Textbooks must not be damaged

Some of the damages to books are as follows:
A. One or more pages missing.
B. Water-soaked, causing backs and pages to be swollen or molded
C. Physically marked with any kind of pencil, pen, crayon, marker, etc.
D. Defaced or marred, such as broken or smeared backs or pages, etc.

III. Penalty for loss of damaged textbooks or library books:
A. The student will pay as follows:
1. Full Price, if new when issued.
2. Half Price, if used when issued.

B. No textbooks will be issued to any student while the payment for lost or damaged textbooks are outstanding.

IV. All textbooks must be returned to the teacher by the student when promoted, withdrawn or transferred.

By signing this handbook receipt, I certify that I have read and understand the above rules and agree to comply with them.

Tarrant City Schools
Virtual Education Program Policy
See Board Policy (7.08 *Virtual School Option)*

Brief Description
The Tarrant City Schools Virtual Program offers students numerous benefits in terms of time flexibility and instructional customization. Along with these advantages, students also assume increased responsibility in time management, organization, and self-regulation.

Tarrant City Schools will provide a virtual education option for grades 9-12 that includes courses that are needed to obtain a standard diploma. Such courses will be delivered through the Alabama State Department of Education's ACCESS program and/or a district approved Learning Management System.

Student Eligibility Criteria
- Enrolled in Tarrant City Schools and meet residency requirements
- Own your own computer/laptop
- Sign and adhere to the TCS Virtual Program Contract, Academic Integrity Contract, and Athletic Eligibility Responsibilities form (if applicable).
- Maintain consistent, daily Internet
- Maintain minimum overall GPA of 3.0 or higher in course taken during the current academic year
- Accumulate no more than 5 unexcused, full-day absences during the current year.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and/or tests.
- Remain in good standing as a student of the Tarrant City Schools Virtual Program

Virtual Education Program Attendance Guidelines: See Board Policy (Students 7.08 *Virtual School Option*)

The school system reserves the right to set specific attendance requirements for each virtual course. The Superintendent or his or her designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. Students participating in the virtual school program will be considered as being in attendance if the students are successfully progressing in the virtual class coursework. Successful progress will be measured by pacing and grades. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class or a charge of truancy, if appropriate.

Monitoring Performance and Testing Requirements

Individual student performance will be monitored pursuant to the school system's traditional academic credit requirements and grade scale. Students utilizing the virtual school option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests that are applicable to students enrolled in the traditional day program.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual school students. All tests, exams, and Alabama mandated tests must be taken in the presence of a proctor on the premises of a Tarrant City school. It is the responsibility of students and/or parents to have knowledge of the TCS Testing Calendar and schedule testing appointments with the TCS staff. Scores earned on exams that are not taken at an approved testing site with a proctor are subject to invalidation and review by the Tarrant City Schools Academic Integrity Committee. Students and/or parents must provide their own transportation to the testing site.

A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class. Students participating in the virtual school option are required to be active and submit assignments in order to remain enrolled in the program.

Additional Procedures Authorized

The Superintendent or his/her designee is authorized to develop such procedures as he or she deems necessary to implement the policy including, but not limited to eligibility criteria for courses, methods for informing students and parents of the virtual program's requirements and rules, and a process for making determinations regarding a student's continued eligibility.

Virtual Options – Gifted: Identification, Professional Development, Services:

1. **Identification:** The Tarrant City Schools will adhere to the Gifted referral process and procedures when identifying students who qualify for gifted services who are enrolled in the Virtual program.
2. **Professional Development:** Tarrant City Schools will take advantage of ALSDE training modules, and professional development opportunities when preparing teachers to service gifted students enrolled in the Virtual program.
3. **Services:** Students identified as gifted will access services through Advanced Placement and Advanced classes.

Removal

Students may be transitioned back to a traditional day program if: 1) the student's participation in the virtual program is impeding the student's academic progress; 2) the student fails to meet virtual course attendance requirement; or 3) the student violates school system policies, procedures, rules or regulations, including, but not limited to, the school system's rules governing the use of its technology resources.

Responsibilities of Transported Students

The Tarrant Board of Education, Administrators, Faculty, Staff, and duly authorized Contractor continue to emphasize the safe transportation of students from one location to another during any event related to a school activity. Those students who live beyond two miles extend the privilege of riding the school bus both to and from school. All Tarrant High School students will be transported as well. Students are required to load and unload at their designated bus stop. The bus driver is required to pick students up, or let students off, only at the designated bus stop. The student's legal ***home*** address, as recorded in the office of the school they attend, will be used to determine their designated stop. The Board requires parents of students to accept responsibility for supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

This privilege is contingent upon students abiding by the rules*, established by the Tarrant City Board of Education Transportation Department, listed below:

- The bus has to maintain a regular schedule and cannot wait for pupils.
- The driver has disciplinary responsibilities which pupils must respect. **HE/SHE IS REQUIRED TO REPORT ANY BREACH OF BUS RULES TO THE PRINCIPAL/BUS SUPERVISOR.**
- A regular seating arrangement may be implemented if deemed appropriate by the bus driver/principal.
- No profane or inappropriate language or inappropriate conduct will be permitted.
- Pupils shall be respectful to people whom they meet or pass on the roads/streets.
- No pupil is allowed to leave his/her seat before the bus comes to a complete stop.
- No one may leave the bus without the driver's consent.
- Changing seats during a trip is not allowed.
- The use of tobacco or vape in any form, spitting on the floor or other parts of the bus is prohibited.
- Throwing objects at, on, against, into or out of a bus is strictly always prohibited.
- Parents should not confront a bus driver at the bus stop.
- The rear door will be opened only in case of emergency.
- Students will be picked up/dropped off only at their assigned bus stop.
- The bus is equipped with video equipment resulting in activity related to the bus being videotaped.
- Parents are expected to abide by any discipline action deemed appropriate by school administrators until an investigation into the matter has been completed.
- Only those students assigned to a specific bus will be allowed to enter/ride that bus without prior approval.
- No fighting or striking students/employees.
- Defacing, cutting, scratching school property is prohibited. Restitution will be required.
- Blocking, restricting, or otherwise placing objects in aisle, steps, or emergency exit is prohibited.
- Students must keep heads, hands, arms, and legs inside the bus at all times.
- Students are not to board the bus with weapons in any form**.**
- **NO ONE SHOULD BOARD A SCHOOL BUS AT ANY TIME WITHOUT THE EXPRESSED AUTORIZATION OF THE SCHOOL BUS DRIVER.**

Once a child boards the bus – and only at that time – they become the responsibility of the Tarrant School System and/or their duly authorized contractor. Such responsibility shall end when the child is discharged at the regular bus stop at the close of the school day.

When a child does not conduct himself properly on a bus, such instances shall be brought to the attention of the building principal by the bus driver. The building principal shall inform the parents immediately of the misconduct and request their cooperation in controlling the child's behavior. The principal shall also discipline guilty students as deemed appropriate.

Action taken is to ensure the highest possible safety standards are maintained. Questions regarding incidents on the bus should be referred to school office personnel. Students waiting to ride the bus or riding the bus are expected to conduct themselves in a manner consistent with established standards for classroom behavior as stated in the system's code of student conduct.

School Bus Conduct

The Board requires parents of students to accept responsibility for supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus – and only at that time – they become the responsibility of the Tarrant School System and/or their duly authorized contractor. Such responsibility shall end when the child is discharged at the regular bus stop at the close of the school day.

Since the bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

When a child does not conduct himself properly on a bus, such instances shall be brought to the attention of the building principal by the bus driver. The building principal shall inform the parents immediately of the misconduct and request their cooperation in controlling the child's behavior. The principal shall also discipline guilty students as deemed appropriate.

School Bus Suspension

School bus suspension is the denial of the privilege of being allowed to ride a school bus, based on conduct generally occurring while a student is riding, preparing to ride, waiting to ride, or traveling to ride a public-school bus. An administrator may revoke bus-riding privileges for a Class II or Class III offense and/or revoke bus privileges permanently. In such cases, the parents of the child(ren) involved shall become responsible for seeing that their child(ren) get to and from school.

When infractions occur, the following disciplinary action will be taken:

1st Infraction - Warning - Parental Notification
2nd Infraction - Suspension of riding privileges for 5 days
3rd Infraction - Suspension of riding privileges for 10 days – parent conference
4th Infraction - Suspension of riding privileges for the remainder of the current school year

***If bus infractions are of a severe nature, bus privileges will be suspended until an investigation has been completed. The results of the investigation may result in the suspension of riding privileges. Each incident will be evaluated on its own merits and additional riding privileges may be revoked at administrative discretion, as well as other appropriate disciplinary action. Each bus is equipped with video surveillance equipment which records activity to and from a destination. The Tarrant Alternative Program (TAP) students must provide their own transportation to and from school.**

STUDENT DRIVING AND PARKING

See Board Policy (6.22 *Student Parking Privileges-Substance Abuse Policy)*

All vehicles must be registered with the Tarrant High School office prior to being driven to school.

All eligible students can be issued parking permits at the beginning of each school year, upon receiving their license, or later enrollments.

- Forms are available in the main office.
- Students must provide an updated copy of their driver's license, insurance card, and registration.
- The fee for parking is $10.
- Park only in designated student parking areas. Do not park in faculty/staff or visitor spots.
- Keep vehicles locked and valuables concealed.
- Parking permits are not to be sold or transferred to other students.
- All State Vehicle and Traffic Laws must be obeyed at all times.
- Violations of any laws may result in Law Enforcement action and/or school sanction.

All students who drive to school must have the official driving tag prominently displayed in the rear-view mirror.

PARKING IS A PRIVILEDGE THAT CAN BE REVOKED AT ANY TIME.

Students may lose their driving privileges if they:

- Drive in a dangerous or reckless manner
- Failure to park in designated student-parking areas.
- Failure to register a vehicle and/or display the parking permit.
- Leave school grounds during the day without prior administrative approval.
- Five unexcused tardies to school (per 9 weeks). Automatic driving permit suspension for the semester.
- 7 unexcused absences (Per semester)
- Excessive suspensions
- Excessive Checkouts

Students must have parent or administrative permission to check out before the normal end of school. If leaving early, students must sign out in the main office prior to leaving.

Student vehicles may be inspected whenever a school authority has "reasonable suspicion" to believe that illegal or unauthorized materials are contained inside. (See Board Policy on Searches)

Parental Permission for Student Travel Agreement

See Board Policy *(6.06 Off-Campus Events)*

The school and the Tarrant Board of Education have my full permission and consent to transport and otherwise provide transportation for my child by school bus or public service bus, or other transportation in connection with schoolwork, field trips, and/or extracurricular activities. When school transportation is offered, it will be provided on the public streets, highways, byways, and interstates. In the event that reasonable attempts to contact me at the contact numbers on the Demographic Form have been unsuccessful, I authorize the supervising school staff to seek medical treatment for my child. By signing this handbook, I give my consent for administration of any treatment deemed necessary by a licensed physician/EMT. I also give my consent for the transfer of my child to a hospital as recommended by a medical professional. Please list on the School Health Form any medical conditions, allergies, prescribed medications, or other pertinent information that would aid in the treatment of my child, I will not hold Tarrant City Schools or supervising staff responsible for injury or illness occurring with my child.

INCLEMENT WEATHER PROCEDURES

See Board Policy (4.09 *Emergency Closing of Schools)*

In the event schools are required to open or close at an unscheduled time, information will be shared on the district website (tarrant.k12.al.us), social media and the mass communication system.
You should make every effort to keep your contact information current

TRANSPORTATION DURING INCLEMENT WEATHER

If at any time street/streets are deemed unsafe, the Tarrant City Schools and/or their duly authorized contractor will cease operations on the affected street/streets. It will become the responsibility of the parent/legal guardian to provide transportation for their children during the entire time an unsafe condition exists. In the event a change in the regular bus schedule becomes necessary, every effort will be made to notify the parents of the change. It is suggested that if the threat of a severe weather alert could occur, you are encouraged to contact your child's school about transportation related issues.

Review and become familiar with the Inclement Weather Procedures listed below.
In the event of a delayed start of school, the bus pick-up time will be delayed by 1 to 2 hours. See Example: Normal bus pickup at 7:30 a.m., 2-hour delay, bus pick up at 9:30 a.m. No change in the bus pick up/drop off location.

The Student Services Department has a variety of services available to students and/or their parents. To receive help from these departments, notify your school counselor or the Student Services Department (205-849-3700).

1. ALABAMA VIRTUAL LIBRARY

Alabama Virtual Library (AVL) cards for student use for home access to the AVL are issued by the Tarrant City Schools to all students. After the card is issued, the password is renewed per renewal schedule as long as the student is enrolled in Tarrant City Schools. If the student misuses or damages the virtual library, access may be denied.

The AVL provides a wealth of information resources for all citizens of Alabama. Accessing this library is the same as going to a public library – you just do it virtually. Instead of flipping through a magazine or book at the library, the words have been digitized and are available through your home computer with Internet access. This library provides good information from reliable sources. Students have access to this library on our school computers. This gives them access at home for research for school and personal needs. You may visit this library at http://www.avl.lib.al.us.

2. ENGLISH LANGUAGE LEARNER (ELL) STUDENTS

1. ELL students will be guaranteed equal access to educational programming for which they qualify.
2. Rules and regulations provided by the State of Alabama (for children and youth who are identified as ELL) in the areas of transportation, immunization, residency, birth certificates, school records, and guardianship will be followed.
3. Placement of ELL children in school will be in the best interest of the child.
4. Parents, guardians, cooperating agencies, and/or students will be provided with information about appeal procedures utilized by the school concerning placement or other procedures that affect ELL children.
5. The district will attempt to identify and assess all language minority students including immigrant children and youth who have a primary home/language other than English and who are Limited English Proficient (LEP) who reside in the district.
6. The district will report, upon request, the number of ELL children and youth in the district to the Alabama Department of Education.
7. ELL students will be guaranteed equal access to educational programming for which they qualify.
8. Rules and regulations provided by the State of Alabama (for children and youth who are identified as ELL) in the areas of transportation, immunization, residency, birth certificates, school records, and guardianship will be followed.
9. Placement of ELL children in school will be in the best interest of the child.
10. Parents, guardians, cooperating agencies, and/or students will be provided with information about appeal procedures utilized by the school concerning placement or other procedures that affect ELL children.
11. The district will attempt to identify and assess all language minority students including immigrant children and youth who have a primary home/language other than English and who are Limited English Proficient (LEP) who reside in the district.
12. The district will report, upon request, the number of ELL children and youth in the district to the Alabama Department of Education.

3. HOMELESS STUDENTS (See Board Policy 6.01.2 d *Homeless Students*)

A student who may be homeless or has an uncertain place of residence may present himself for enrollment at a Tarrant School or School system office. School administration personnel will make a determination of the student's residential status based upon the definition in Section 103(a) of the McKinney Act*. If the student is identified as homeless via the definition, school personnel will carefully consider enrollment options provided by the law presented in the next item, enroll the student, and determine free meals and transportation needs.

Enrollment of a student shall not be denied or delayed due to any reason related) to his/her homelessness including but not limited to the following reasons: lack of transcripts/school records, lack of immunization/health records, residency requirements, guardianship/custody requirements, lack of transportation, lack of birth certificate.

Two options for placement will be considered; continued enrollment in the school attended prior to homelessness; or enrollment in any schools that non-homeless students who live in the attendance area where the homeless students are presently living are eligible to attend. The placement decision shall be made according to the best interest of the child. Factors to be considered include family plans, educational services available, special programs, transportation, and length of stay in shelter facility. To the extent feasible, school administrations will comply with any placement request made by a parent or guardian. The system ensures that homeless children and youth are provided with educational services needed to allow them to achieve the same challenging state content and student performance standards as all other students.

A child enrolled pursuant to these provisions shall not be denied services offered to other students in the school system.

Instructions on the enrolment of homeless children will be included in in-service education for all staff members.

*Definition: Section 103(a) of the McKinney act defines the term homeless as including; an individual who lacks a fixed, regular, and adequate nighttime residence; and an individual who has a primary nighttime residence that is: a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelter, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or a private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings; children living in doubled-up accommodations with family or friends due to a loss of housing and no other means of shelter. Section 103(a) excludes from the definition of homeless "an individual imprisoned or otherwise detained pursuant to an Act of 'Congress or a state law."

4. ADMISSION POLICY FOR ENGLISH LEARNER, MIGRATORY, IMMIGRANT AND HOMELESS STUDENTS (See Board Policy 6.01.2 *Admission to Schools*)

All English language learners, migratory, immigrant and homeless students must have equal access to the same free appropriate public education provided to other children and youth. This shall be the policy of the Tarrant City School System. Such children will be provided with the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers: Lack of birth certificate, Lack of school records or transcripts, Lack of immunization or health records, Lack of proof of residency, Lack of transportation, Guardianship or custody requirements.

No Child Left Behind Act of 2001, Title III, Part C, Sec. 3102
Plyer vs., Doe, 457 U.S. 202 (1982)
McKinney-Vento Homeless Assistance Act of 2001 (Subtitle B-Education for Homeless Children and Youth)

5. SCHOOL ENROLLMENT DISPUTE POLICY

It is the responsibility of school officials to develop a functional and orderly procedure to resolve residency issues and to determine school placement for students who qualify under the McKinney-Vento Homeless Act expeditiously and equitably.

The school district will use a Residency Questionnaire to facilitate the identity of homeless children, youth, and preschoolers. The school system will make school placement decisions in the "best interest" of the homeless child or youth.

If a school enrollment decision is contrary to the request of the child or youth's parent/guardian the school will provide the parent/guardian or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and procedure for appealing the placement decision. The complainant must file a School Enrollment Dispute form with the school in which the student is presently enrolled. The principal will notify the school district's Homeless Liaison of the dispute and take steps to resolve the dispute.

The district will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian or unaccompanied youth, pending resolution of the dispute. The district's Homeless Liaison will expeditiously take steps to resolve the dispute. If the dispute cannot be settled by the district's Homeless Liaison, the Homeless Liaison will assist the complainant in seeking technical assistance from an appropriate service agency.

6. CHILD FIND NOTICE FOR DISABLED CHILDREN

School related services for disabled students are provided in accordance with Section 504 of the Vocational Rehabilitation Act, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act (IDEA). CHILD FIND is an attempt to locate and provide appropriate education and related services to all disabled students eligible according to federal regulations and local school procedures. If you are the parent of a disabled child who is possibly in need of educational accommodations and not receiving services please contact Cathy Brown, Director of Special Education/Student Assessment at 205-849-3700.

7. PROGRAM FOR SPECIAL EDUCATION

Special programs for children are provided in accordance with the Individual with Disabilities Education Act, Amendments of 2004, and Alabama Act 106. CHILD FIND is an attempt to locate and provide appropriate educational and related services to all special education children between the ages of birth -21. If you are the parent of an exceptional child who is not receiving services, or if you would like more information, please contact Cathy Brown, Director of Special Education/Student Assessment at 205-849-3700 or Alabama State Department of Education, Special Education Services 1-800-392-8020.

8. GIFTED EDUCATION IN ALABAMA

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade and fourth 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 qualified for gifted services.

To make a referral, contact the counselor at your child's school. For more information, please call Cathy Brown, Director of Special Education/Student Assessment at 849-3700 or the Alabama State Department of Education at 1-800-392-8020.

9. SECTION 504 OF THE REHABILITATION ACT OF 1973

The Tarrant City School System provides reasonable accommodations to students who qualify with a mental or physical impairment that significantly impairs a major life function under Section 504 of the Rehabilitation Act of 1973. These students must meet the criteria for eligibility under Section 504.

10. MENTAL HEALTH SERVICES

(See Board Policy 6.27 *Opt-In for Mental Health Services by Parent or Legal Guardian)*
In accordance with Alabama Act 2022-442 and Alabama Act 2025-455, we are required to provide annual written notification regarding the mental health services available within our schools. These laws also require each school district to employ a mental health services coordinator, adopt a parental opt-in policy for mental health services, and obtain parental consent when applicable.

11. CHILD NUTRITION PROGRAM (See Board Policy 7.13.2 *Nutrition Standards and Guidelines)*

Students will receive breakfast and lunch at no cost to them. The State Department of Education has determined that the Tarrant City Schools are eligible to participate in a program called Community Eligible Provision. Community eligible provides all students (regardless of income) one breakfast and one lunch free of charge each school day.

Students in need of a modified school breakfast or lunch based on a diet prescription should get the *Diet Prescription for Meals at School* form from the school office, have it completed and signed by a physician or recognized medical authority, and return it to the school office.

12. NURSING (See Board Policy 6.13 *Student Health Services)*

Tarrant City Schools follows the Alabama Board of Nursing Administrative Code, Chapter 610-X-6 and provides nursing staff to assist its students. Medication, invasive health procedures, breathing treatments, and parent training are monitored by the school system nurse. Vision, hearing, dental and scoliosis screenings are scheduled throughout the school year. Health plans are initiated, and immunization records updates are maintained. Our nursing staff are available to all schools in the district.

In accordance with Tarrant City Schools Board policy and procedures, the district offers homebound educational services to eligible students. The application process and forms are listed on our website. The primary purpose of homebound educational services is to provide temporary academic support to a student who is confined to the home due to a medically diagnosed physical or mental condition.

13. HOMEBOUND SERVICES

In accordance with Tarrant City Schools Board policy and procedures, the district offers homebound educational services to eligible students. The application process and forms are listed on our website. The primary purpose of homebound educational services is to provide temporary academic support to a student who is confined to the home due to a medically diagnosed physical or mental condition.

14. TARRANT ALTERNATIVE PROGRAM (TAP)

The Tarrant Alternative Program (TAP) is a controlled learning environment where students are placed short term for both individual student disciplinary issues and behavioral needs. In addition, TAP provides transitional setting for students re-entering the regular education setting (from incarceration, hospitalization, or outside agency). Each student is provided with an opportunity to complete daily assignments coordinated with their base school's actual daily classroom assignments.

The goal of the Tarrant Alternative Program is to maintain an educational setting free from distractions that allow all students the opportunity to perform at optimum levels. Students will receive credit for attendance each day, they remain in the Tarrant Alternative Program the entire school day (8:20 a.m. until 3:30 p.m.). Students are informed of specific program rules and guidelines during their Tarrant Alternative Program intake conference. Tarrant Alternative Program students must provide their own transportation.

15. TARRANT TWILIGHT PROGRAM

The mission of the Twilight Program is to provide an opportunity for students to attend school in a more personalized setting along with one-on-one assistance from a core level teacher along with administrator.

ADMINISTERING MEDICATION TO STUDENTS

See Board Policy (6.13 *Student Health Services*)

Oral Medication in Schools

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse or principal's designee trained in administration or medication will administer the medication in compliance with the regulations that follow:

A. Written instructions signed by a physician will be required and must include:
   1. Child's name
   2. Name of medication
   3. Time to be administered
   4. Dosage
   5. Possible side effects
   6. Termination date for administering the medication
   7. Special storage instructions

A medical form for this purpose may be obtained from each school's office.

B. Over the counter medications (example: Tylenol, Advil, aspirin) must be prescribed by the physician or licensed health care provider to be given on an "as needed" basis for chronic illness. Over the counter medication will not be given for acute illnesses. Medical forms signed by the physician are also required for over-the-counter medications.

C. The medication must be brought to school in a container labeled by the pharmacist according to the prescription.

D. Students will not be permitted to carry medication to and from school. All medication that will be administered at school must be brought to the school office by the parent/guardian of the student. When the medication is completed, out-of-date, or at the end of the school year, parents will be advised in writing to pick up any unused medicine. Medications not picked up by parents (by the last day of school) will be destroyed.

Self-Administered Medications

Students that have conditions such as asthma, diabetes, and hypersensitivity to bee stings/insects may require self-administration of medications. The student may self-medicate when the following criteria are met:

A. Written consent by parents on the medical form

B. Written instructions signed by a physician are also included on the medical form

C. Certain medications (i.e., inhalers) may be kept on the student's person if the physician deems it necessary and provides instructions. This must be discussed with and approved by the school's principal and school nurse.

D. The student must be trained in the procedure to manage his/her condition.

School's Responsibility

The school nurse or principal's designee trained in the administration of medication will:

1. Inform appropriate school personnel of the medication.
2. Keep a record of the administration of medication.
3. Keep medication in a locked cabinet.
4. Return unused medication to the parent/guardian only.

The school system retains the discretion to reject requests for administration of medication in the schools.

Illnesses and Injuries

Many parents are concerned about when to keep children who have been ill home from school. Some illnesses and injuries require a child to be sent home from school to prevent the spread of infection to other children and staff. This allows the child time to rest, recover, and be treated for illness or injury. This policy outlines illnesses and situations that require a student's absence and those that do not. If you are contacted by school staff stating that your child must go home, it will result in an excused check out or absence.

RETURN CHECK PROCEDURES

See Board Policy *(3.20 Worthless Checks)*

The Tarrant City Board of Education has entered into an agreement with Checkredi of Alabama, LLC for the collection of all returned checks issued to all Tarrant City School locations. The Board requires that you make sure the following information is on all checks written:

- Full Name
- Street Address
- Phone Number

If your check is returned by your bank, it will be automatically forwarded by the Tarrant City Schools' bank directly to Checkredi after the first presentation. Checkredi will contact you in order to collect the face amount of the worthless check plus the state allowed collection fee. The amount of the collection fee is currently **$30.00** in the state Alabama; however, this fee is subject to change as allowed by law. If you do not properly respond to Checkredi or Checkredi is unable to contact you, Checkredi may re-present your check to the bank electronically along with applicable collection fees.

INCLEMENT WEATHER PROCEDURES

See Board Policy (4.09 *Emergency Closing of Schools)*

In the event schools are required to open or close at an unscheduled time, information will be shared on the district website (tarrant.k12.al.us), social media and the mass communication system.
You should make every effort to keep your contact information current

IT'S THE LAW!
NOTIFICATION OF PARENTAL/STUDENT RIGHTS, CIVIL LIABILITIES AND CRIMINAL PENALTIES

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

School Bus Transportation (Act 2013-347)

A person commits the crime of trespass on a school bus in the first degree if he or she is found guilty of doing any of the following:

Intentionally demolishing, destroying, defacing, vandalizing, burning, or damaging any public-school bus.

Entering a public-school bus while the door is open to load or unload students without a lawful purpose, while at a railroad crossing, or after being forbidden from doing so by the authorized school bus driver in charge of the bus, or upon demand of a principal of a school to which the bus is assigned or other duly authorized school system official.

As an occupant of a public-school bus, refusing to leave the bus on demand of the authorized school bus driver in charge of the bus, or upon demand of a principal of a school to which the bus is assigned or other duly authorized school system official.

Attendance and Conduct (Act 94-782)

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to $100 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94-974)

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

Drug Dealing (Act 94-783)

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

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

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

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

Weapons in Schools (Act 94-817)

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

Vandalism (Act 94-819)

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

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

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

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

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

Family Educational Rights and Privacy Act (FERPA)

FERPA requires schools and local agencies to annually notify parents of their rights under FERPA. The notice must effectively inform parents with disabilities or who have a primary home language other than English. The annual notice pertaining to FERPA rights must explain that parents may inspect and review records and, if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosures of personally identifiable information in the record, except under authorized circumstances.

Asbestos Hazard Emergency Response Act (AHERA)

In compliance with the U.S. Environmental Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the summer of 1989 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the central office since that time.

The EPA requires us to perform re-inspections of the asbestos materials every three years. During the month of August 2010, accredited asbestos inspectors performed these re-inspections. Friable asbestos-containing pipe insulation is located above hot water heater at the vacant school building at 830 Jefferson Boulevard.

All other asbestos (non-friable) in the schools are in good condition and we will continue to manage them in place. The results of the reinspection are on file in the management plan at the individual schools and the Tarrant Board of Education. Anyone is welcome to view these anytime during normal school hours (M-F, 8:00 a.m. – 3:30 p.m.). The Coordinator of Facilities and Maintenance is available at 205-849-3700 to answer any questions you may have about asbestos in our building.

Unsafe School Choice Option (No Child Left Behind Act of 2001)

A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words "transfer option school", "TOS", or "TOS school" shall mean a "persistently dangerous school" as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, &9532(a) and (b). A "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see & 13A-6-1, et.seq., Ala. Code 1975); and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR).

TARRANT CITY BOARD OF EDUCATION
NOTIFICATION OF PARENT AND STUDENT RIGHTS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access.

  Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

  Parents or eligible students may ask the school to amend a record they believe is inaccurate by notifying the school principal in writing. The request must clearly identify the part of the record to be amended and must specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Information regarding the hearing procedures will be provided to the parent or eligible student at the time of this notification.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

  Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law

  Tarrant City Board of Education school administrators will transfer upon request all education records, including disciplinary records, with respect to a suspension or expulsion, to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full or part-time basis.

School Districts, with certain exceptions, must obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, school districts may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary.

The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs and
- Sports activity sheets
-

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Additionally, parents have the right to inspect, upon request, any instrument used in the collection of information as described above. The inspection will be scheduled within 45 days of the day the school receives such a request in writing.

The Tarrant City Board of Education has designated the following information as Directory Information:

1. Student's or parent's name;
2. Address
3. Telephone listing
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Photograph
8. Diplomas, honors and awards receive
9. Date and place of birth
10. Dates of attendance
11. Grade level
12. Most recent educational agency or institution attended

- Parents should know that schools may, upon request, provide military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and must provide student's names, addresses, and telephone listings to military recruiters, when requested, unless a parent has denied permission for this information to be released providing such information. **Parents of Tarrant City School students and eligible students wishing to "deny permission" must notify the school principal in writing no later than fifteen (15) days after receipt of this notice each school year.**

- Parents should know that schools and contractors must obtain prior written parental consent before minor students are required to participate in any Department of Education funded survey, analysis, or evaluation that reveals information concerning:

    - Political affiliations or beliefs of the student or the student's parent;
    - Mental and psychological problems of the student or the student's family;
    - Sexual behavior or attitudes;
    - Illegal, anti-social, self-incriminating, or demeaning behavior;
    - Critical appraisal of other individuals with whom respondents have close family relationships
    - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
    - Religious practices, affiliations, or beliefs of the student or student's parent;
    - Income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

  Additionally, schools and contractors must make instructional materials available for inspection by parents if those materials will be used in connection with a Department of Education funded survey, analysis, or evaluation in which their children participate.

- Parents have the right to inspect upon request, a survey created by a third party (non-Department of Education funded), if the survey contains one or more of the eight items of information noted above, before the survey is administered or distributed by a school to students. This inspection will be scheduled for 45 days from the day the school receives such a request.

- Parents have the right to deny permission for their child to participate in activities involving the collection and disclosure of personal information from students for marketing purposes or for selling that information, or otherwise providing that information to other for that purpose. However, this right does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

    - College or other postsecondary education recruitment, or military recruitment.
    - Book clubs, magazines, and programs providing access to low-cost literacy products.
    - Curriculum and instructional materials used by elementary schools and secondary schools.
    - Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostics, clinical, aptitude or achievement information about students.
    - The sale by students of products or services to raise funds for school-related or education-related activities.
    - Student recognition programs.

- Parents have the right to deny permission for their child's participation in the administration of any third part (non-Department of Education funded) survey containing one or more of the eight items of above-mentioned information. ***Parents wishing to deny permission for their child's participation must notify the school administrator in writing within fifteen (15) days receipt of notice of survey(s) or by the designated due date.***

  The Tarrant City Board of Education will make arrangements to protect student privacy in the event of the administration of a survey to students.

- Parents have the right to inspect, upon written request to the school principal, any instructional material used as part of the educational curriculum for students. This inspection will be scheduled within 45 days of the day the school receives such a written request.

- Parents have the opportunity to deny permission of the administration of physical examinations or screenings that are non-emergency or invasive and are 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) NOT necessary to protect the immediate health and safety of the student, or of other students. (Invasive physical examination is defined as any medical examination that involves the exposure of private body parts, or any act during such an examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.) **Tarrant City Schools do not conduct invasive physical examinations or screenings.**

  Vision, hearing, dental, and scoliosis screenings are scheduled throughout the school year in Tarrant City Schools. Please contact your school regarding these screenings. **Parents wishing to deny permission for their child to participate of health screenings must notify the school principal in writing within fifteen (15) days of receipt of this notice or upon written notification of a scheduled screening.**

- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Tarrant City School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202-4605

STATEMENT OF NON-DISCRIMINATION

The Tarrant City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. If you feel you have been discriminated against, please contact the Title IX Coordinator at 205-849-3700.

TARRANT CITY BOARD OF EDUCATION
1318 ALABAMA STREET
TARRANT, ALABAMA 35217
PHONE: 205-849-3700
FAX: 205-849-3728

Every Student Succeeds Act of 2015
Parent Right to Know

Dear Parent/Guardian,

We are pleased to notify you that in accordance with the Every Student Succeeds Act of 2015, you have the right to request information regarding the professional qualifications of your child's teacher.

Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the top portion of the enclosed form, and return the form to your child's school. Should you have any questions, feel free to contact the Director of Federal Programs at (205) 849-3700 and she will be happy to assist you.

Sincerely,

Director of Federal Programs

Tarrant City Schools
Parents Right-To-Know ● Request Teacher Qualifications

Title I, Part A, Section 1112(c)(6), *Every Student Succeeds Act,*, Public Law 114-95

I am requesting the professional qualifications of _____

who teaches my child, _____ at _____
Child's Name (Please Print) School (Please Print)

My mailing address is _____
Street (Please Print) City Zip

My telephone number is _____.

My name is _____.
Name (Please Print)

_____ _____
Signature Date

This Section to be Completed by School/Central Office

Date Form Received: _____ Received by: _____

Teacher's Name: _____ Subject: _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches? Yes_____ No_____

Is the teacher teaching under emergency or other provisional status?
_____ Yes _____ No

Undergraduate Degree _____ (University/College)
Major Discipline _____
Graduate Degree _____ (University/College)
Major Discipline _____

Does a paraprofessional provide instructional services to the student?
_____ Yes _____ No
If yes, what are the qualifications of the paraprofessional?

High School Graduate _____ (Year)

Undergraduate Degree _____ (University/College)
Major/Discipline _____
College/University Credit _____ (Hours)
Major/Discipline _____

_____ _____
Signature of Person Completing Form Date Returned