476 Main Street
Trussville, AL 35173
www.tcsk12.us

Trussville City Schools Parent and Student Handbook 2026-2027

Disclaimer

This handbook is not intended to nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Trussville City Schools (TCS) reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.
Translation services provided by the TCS Website are made through an automated/computerized process. Computerized translations are only an approximation of the Web site's original content. The translation should not be considered exact and in some cases may include incorrect language. Trussville City Schools does not warrant the accuracy, reliability, or timeliness of any information translated by these services and shall not be liable for any losses caused by such reliance on the accuracy, reliability, or timeliness of such information. While every effort is made to ensure the accuracy of the translation services, portions may be incorrect. Any person or entity who relies solely on information obtained from the translation services does so at his or her own risk.

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 to a student. Additionally, all second 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 state criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the Gifted specialist, your child's teacher(s), counselors, or administrators at your child's school.

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

INTRODUCTION

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

JURISDICTION OF THE BOARD OF EDUCATION

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

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

PARENTAL RESPONSIBILITIES

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

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

- ✔ Parents/legal custodians and guardians are required to read and share with their child the ***Trussville City Schools Parent and Student Handbook***.

PARENTAL EXPECTATIONS

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

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

TRUSSVILLE CITY BOARD OF EDUCATION

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

Dr. Patrick Martin, Superintendent
Mr. Jim Kirkland, Assistant Superintendent Finance and Operations
Dr. Rachel Poovey, Assistant Superintendent Teaching and Learning

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

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ACKNOWLEDGEMENT

EQUAL EDUCATIONAL OPPORTUNITIES

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

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

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

TCS Coordinator of Title VII and Title IX activities:
Dr. Rachel R. Poovey
205-228-3033
rachel.poovey@tcsk12.us

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

TCS ADA Coordinator:
Dr. Rachel R. Poovey
205-228-3033
rachel.poovey@tcsk12.us

References: Equal Education Opportunities TCS Board of Education Policies Policy General Administration Section 4.06 Title IX
Policy Section Personnel : 5.17- Sexual Harassment
Policy Section Personnel: 5:16- Title VII
Policy Section Students: 6.07- Equal Educational Opportunities
Policy Section Students: 6:07- Students with Disabilities
Policy Section Students: 6:10.1(J)- Sexual Harassment
Policy Section Students: 6:08 Title IX

ANNUAL NOTICE REGARDING ATTENDANCE REQUIREMENTS IN ALABAMA

Alabama law (Title 16-28-3, code of Alabama, 1975)
Requires all children between the ages of six (6) and seventeen (17) years of age to attend a public school, private school, church school or to be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to the attaining his or her 16th birthday every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7.

Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or legal guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe. The parent, legal custodian, or legal guardian of a child who is six years of age, may opt out of enrolling their child in school at the age of six years by notifying the local school board of education, in writing, that the child will not be enrolled in school until he or she is seven years of age.
(School Code 1927, §310; Code 1940, T. 52, §307; Acts 1982, No. 82-218, p. 260, §6.)

Alabama law (Title 16-28-12, Code of Alabama, 1975)
As amended states that each parent, guardian or other person having control or charge of any child required to attend school or to be regularly instructed by a private tutor, or who fails to send such child to school or have him or her instructed by a private tutor during the time such child is required to attend a public school, private school, denominational or parochial school, or be instructed by a private tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy of school behavior adopted by the Board of Education and documented by the appropriate school officials which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the Board of Education.

The superintendent of education or his or her designee shall report such suspected violations to the district attorney within ten (10) school days. The district attorney shall vigorously enforce this section (Code of Alabama 16-28-12, 1975) to ensure proper conduct and required attendance by any child enrolled in public school. In 2000, an amendment was signed by the governor stating that any child enrolled in a public school would be subject to the attendance laws regardless of age.
All laws regarding school attendance shall be strictly enforced by the Trussville City Board of Education for all enrolled students in grades kindergarten through twelfth grade. All students enrolled in kindergarten through twelfth grade must attend school or must be instructed privately unless the superintendent of the Trussville City Board of Education grants the student a certificate of exemption as follows:

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

TRUSSVILLE CITY SCHOOLS (TCS) LEADERSHIP DIRECTORY

DISTRICT ADMINISTRATION		Office phone
Board of Education Office	476 Main Street	228-3000
Superintendent	Dr. Patrick Martin	228-3018
Chief Financial Officer	Mr. Jim Kirkland	228-3000
Assistant Superintendent	Dr. Rachel Poovey	228-3782
Athletics Director	Mr. Lance Walker	228-3045
Facilities Director	Mr. Brian Pharris	228-3062
Transportation Director	Mr. Ron Schappacher	228-3002
Child Nutrition Program Coordinator	Ms. Terrie Coggins	228-3034
Special Education Services Director	Ms. Erin Piper	228-3095
Student Services Supervisor	Ms. Dawn Kilgore	228-3026
Elementary Supervisor Teaching and Learning	Ms. Kelly McGough	228-3057
Technology Supervisor	Ms. April Chamberlain	228-3020

SCHOOL	PRINCIPAL	ADDRESS	Office phone
Hewitt Trussville High School	Mr. Aaron King	6450 Husky Parkway Trussville, AL 35173	228-4000
Hewitt Trussville Middle School	Mr. Jared Meads	5275 Trussville Clay Road Trussville,AL 35173	228-3700
Paine Elementary School	Ms. Jaime Giangrosso	7600 Gadsden Highway Trussville, AL 35173	228-3200
Cahaba Elementary School	Ms. Jennifer Bruno	301 Parkway Drive Trussville, AL 35173	228-3400
Magnolia Elementary School	Dr. Tiffany Hamilton	5400 Hidden Way Lane Trussville, AL 35173	228-3500

HIGH SCHOOL BELL SCHEDULE

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

MIDDLE SCHOOL BELL SCHEDULE

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

Elementary Schools

M, T, W, F	7:55	3:00
Thursday	7:55	2:00

ENROLLMENT

COMPULSORY ATTENDANCE

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

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

In Alabama, children under the age of 6 are not subject to the state's truancy laws, which generally apply to compulsory school-aged students (ages 6-17). However, students aged 5 and under who are enrolled in a public school must still adhere to other attendance laws and system policies

ENTRANCE AGE FOR KINDERGARTEN AND FIRST GRADE

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

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

ONLINE REGISTRATION PROCESS

TCS utilizes an online registration process for all students wishing to enroll or to continue enrollment with TCS. See the TCS website TCS Online Registration.
The Enrolling Adult must meet all residency and custodial requirements outlined in TCS Residency policy. Students will be enrolled by the schools after a successful review and approval of all registration documents and information submitted for the student. All registration for the new school year is collected and reviewed over the summer months prior to the new school year start date.

WHO MAY REGISTER A STUDENT FOR ENROLLMENT?

To register a student the Enrolling Adult:
1. must currently be domiciled full time in the City of Trussville and
2. must be the custodial parent with whom the child is domiciled with full time or;
3. must be the person/parent with adjudicated/court ordered sole legal and physical custody or; 4. must be the person/parent with adjudicated/court ordered joint legal custody and primary physical custody of the child with a custodial exchange schedule that meets TCS requirements or 5. must be the person with adjudicated/court ordered permanent guardianship as established by Alabama statute, case law or a judge's Order with whom the child resides full time.

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

ENROLLMENT DOCUMENTATION

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

- Submitting current proofs of residence in the name of the enrolling adult who is domiciled within the City of Trussville school zone area.
- Submitting prompt receipt of records from previous school, if applicable;
- Submitting a birth certificate or valid document that will verify age and parents for students entering Kindergarten, new first grade students and new students to the system.
- Submitting an original and up to date Certificate of Immunization, Certificate of Medical Exemption or Certificate of Religious Exemption. (can be obtained from the Jefferson County Health Department or your physician)

Code of Ala §16-30-3 & 4

- Completing and returning all student information as requested. Additional forms are required through the online registration.

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

NON-ACCREDITED EDUCATIONAL SETTINGS

Students requesting enrollment to TCS from any school or school setting not accredited by an accrediting agency recognized by the Alabama State Board of Education, such as "homeschool", church umbrella or online schools, etc. will be enrolled and placed according to procedures outlined in:

ALSDE Administrative Code of Alabama 290-3-1-.02(7)(k).

STUDENTS WITH DISCIPLINE ISSUES FROM TRANSFERRING SCHOOL

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

STUDENTS WITH TCS CODE OF CONDUCT VIOLATIONS

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

employees of the Trussville City Schools, which may include, but is not limited to, psychiatric or psychological evaluation and counseling.

EXCLUSIVE ENROLLMENT

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

TRANSFER STUDENT TRANSCRIPTS

An official transcript and other student records will be requested from a student's former school during the enrollment process. Student records will be expected to have an official seal from the sending academic institution and should be complete and inclusive of all schooling. For students in Grades 9-12, the transcripts will be evaluated in a timely manner by the enrolling school and Carnegie Units will be applied and calculated to assure proper placement.

FOREIGN SCHOOL TRANSCRIPTS

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

NON-TRADITIONAL STUDENTS

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

Non-Traditional Homeschool students will enroll in two (2) electives:(1)Their sport (2) An additional elective at Hewitt-Trussville High School. Non-Traditional students are not eligible to participate in any academic accolades from Hewitt-Trussville High School. This includes, and is not limited to: class rank, awards day, honor societies, honor rolls, walking at graduation, etc. Non-Traditional students are not considered graduates of Hewitt-Trussville High School.

The system withdraws non-traditional students at the conclusion of every academic year. Families may re-enroll for subsequent years through the system's enrollment/registration process.

ENROLLMENT AND DRIVER'S LICENSES

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

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

ENROLLMENT EXPECTATIONS

It is the expectation of Trussville City Schools that all students complete an academic year (180 days) or at a minimum complete the remainder of the current academic year at each age appropriate grade (K-12). Due to varied academic calendars, a student may complete more than an academic year but no less.
It is the expectation that all students enrolled in Grades K-6 are appropriately progressing and pursuing academic achievement for grade promotion. Students enrolled in Grades 7^{th} – 12^{th} must be pursuing the achievement of their exclusive high school diploma.

VISAS AND PUBLIC SCHOOL ENROLLMENT

It is the intent of Trussville City Schools to welcome all students for enrollment as dictated by the laws and regulations established by the appropriate laws for immigrant and non-immigrant students assigned Visas attending public schools. The United States Code Section 625 outlines visa status requirements and references specific sources as related to procedural practice.
Any question of enrollment in Trussville City Schools by a student holding a particular VISA should be addressed prior to the student/parent or guardian's request to begin the registration/ enrollment process. All inquiries should be addressed to the TCS Teaching and Learning Department.

FOREIGN EXCHANGE PROGRAM

Exchange Student Requirements & Process

Program Eligibility

The student must participate in a program listed on the CSIET Advisory List (Council on Standards for International Educational Travel).

Application Process

- A **written request** must be submitted to the **school principal (Superintendent's Designee)** upon approval.
- The principal forwards all documents to the **District's Teaching and Learning Department**.
- **Deadline:** May 15 prior to the desired school year.

Required documents:

1. Application from a **CSIET-certified organization**
2. Student demographics (student registration with the system)
3. Academic transcript
4. Host family name, address and residency documents; **The host family must reside within the City of Trussville, and the student must reside in the approved host family residence.**
5. Student's **visa classification**

Student Eligibility

The exchange student must be between 15 and 17 years of age.
The student must not have completed secondary school (or equivalent graduation/completion status) in their home country.

Host Family Requirements

Must live **within the City of Trussville**.

Must ensure the student:

Enrolled before school starts; attends the first day of school

Must ensure the exchange student maintains regular school attendance in accordance with District attendance policies.

Enrollment Conditions

Students attend for educational enrichment only.

No diploma or equivalent will be awarded.

Only:

First-year exchange students

One-year placements; must complete a continuous (without interruption) academic year

Capacity & Acceptance

Up to **4 students per year may be accepted** *(possibly fewer, or none at all)*.

The system may choose not to accept any students in a given year.

Admission is:

- Based on **space availability**
- Determined by the **Superintendent**
- Student acceptance could be **delayed until late spring**.
- Students are placed in **age-appropriate high school classes**.

To promote fairness and diversity among sponsoring organizations, no one agency shall receive all available exchange student placements in a given year.

Behavior Expectations

Students must follow the **Code of Student Conduct**.

Violations may lead to **removal from the program**.

Continuation / Re-Entry

If an exchange student leaves the host family residence and returns to their home country or withdraws from the program, re-entry into the District shall be considered only on a case-by-case basis and is not guaranteed.

Late Applications

Applications submitted **after May 15**:

- May still be considered **if space is available**
- Must meet all requirements
- Require approval from: School Principal

RESIDENCY REQUIREMENTS

UNITED STATES DISTRICT COURT/ DISTRICT OF ALABAMA ORDER REQUIREMENTS

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

It shall be the duty of the City of Trussville Board of Education, the superintendent, and the school principals to ensure that the attendance boundaries and the provisions of this Order are strictly enforced.
If a student attempts to register at a school other than the school within the attendance zone of his or her legal residence or attempts to register in violation of this Order, his or her registration shall not be accepted, and he or she shall not be permitted to attend class or to receive academic credit for attendance at the improper school. The City of Trussville School District shall reassign students attending out-of-district to the correct school or school system and notify each student of his or her correct assignment. ***(Civ.No. CV65-J-396-S) (I; b-c)***
Regardless of the Instructional Plan chosen, it is the expectation of TCS that our students reside full time in the city limits of Trussville with the enrolling adult. Additional enrollment requirements have been developed to facilitate custodial and visitation exchange designations.

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

EMANCIPATION

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

CUSTODIAL RELATIONSHIP DOCUMENTS AND RESIDENCY

The enrolling parent/legal custodian or guardian of a child whose custodial relationship has been adjudicated/court ordered by a judge's order must provide custodial documents that meet TCS custody and exchange schedule residency requirements outlined in the Custody and Guardianship section of this handbook. These adjudicated/court ordered documents are to be submitted at the time of the on-line registration and will

be held in the student's file. Any modifications to any of these documents should be updated with the Teaching and Learning Department or the next school registration period.

RESIDENCY ITEMS

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

All Trussville City Schools students must domicile within the Trussville City limits with their custodial parent, a parent with sole legal physical custody, a parent with joint legal and physical custody and with a custodial exchange schedule that meets TCS requirements or with their court appointed guardian. It is the intent and desire of TCS that all students who live within the corporate limits of Trussville are registered and enrolled in a timely manner.

By requirement of Trussville City Schools, it is the responsibility of the Enrolling Adult (parent/legal custodian or guardian) each and every year to provide and maintain current requested items of residency for their student(s). The burden of providing current residency documentation is the responsibility of the parent/legal custodian or guardian. Failure to provide the required items may prohibit the returning or new student from being enrolled for the requested school term/year.
The residency documentation is uploaded by the enrolling adult at the time of the student's on-line registration. All uploads must be clear and concise. Submitted documents must be in the name of the Enrolling Adult with the primary residence listed for the service address. The residency items (originals and uploaded forms) must be clear, legible, signed if applicable, not altered, dated, show domicile service address and parent/legal guardian's name. Additional documentation may be required at any time that residency or the residency documentation provided is thought to be in question or not adequate.
All submitted residency documents are subject to review and approval by the Teaching and Learning Department and will not be forwarded to the child's enrollment file until that approval is given. Fall enrollment verification is completed over the course of the summer and may not be complete until the new school year begins. Room assignments or schedules may not be assigned until residency or custody documents have been approved.

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

Home Ownership:

 Jefferson County or St. Clair County property tax paid receipt (not the appraisal) for the most current tax year, a ***current month's Alabama Power bill*** AND one other ***current month's utility billing (water/gas***).

 Recent Purchase - Warranty Deed (Signed/dated) with Real Estate Sales Validation Form (signed/dated) , a current Alabama Power letter of residency, AND utility statement of service or current month's utility billing for owner and property (water/gas)

 Utility bills must show the service address and not be the payment stubs that only show the mailing address of the bill. **Bills submitted with a disconnect notice are subject to a home check.**

Rental Property:

 Current lease/rental agreement, Lessee's ***current month's Alabama Power bill*** AND ***current month's utility billing or utility statement of service (water/gas).***

•*Leases must be official, signed, notarized if applicable, unaltered with active begin/end dates.

•*If lease expires during the school year, a renewed active lease/extension must be provided to each child's school at the time of expiration and renewal. All occupants must be included in the lease.

•*Leases on or extended to a month-to-month basis require a Residency Affidavit to be filed to include each child. Month to month rentals are subject to a home check at any time. Month to month rentals may be asked to provide monthly utility bills.

•*Leases with utility bills included or remain in the lessee's name will require additional residency items. Enrolling adults should contact the Teaching and Learning department for a list of these approved items.

 Utility bills must show the service address and not be the payment stubs that only show the mailing address of the bill. **Bills submitted with a disconnect notice are subject to a home check.**

 All leased domiciles will require a home visit from the Teaching and Learning prior to approval.

Mobile Home Ownership or Rental:

 Mobile home rental contract or ownership document AND Lot lease* or Lot Lessee statement of occupancy (on letterhead, dated, occupants listed), a ***current month's Alabama Power bill*** AND another c***urrent month's utility billing or utility statement of service for owner and property (water/gas)***

 Utility bills must show the service address and not be the payment stubs that only show the mailing address of the bill. **Bills submitted with a disconnect notice are subject to a home check.**

 All Mobile Home domiciles will require a home visit from the Teaching and Learning Department prior to approval for enrollment and possible subsequent visits due to the mobility of this type of home structure.

RESIDENCY AFFIDAVIT

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

Some situations that automatically require a Residency Affidavit:
▪ lease is expired and/or renting is on a month to month basis
▪ currently domiciled, whether temporarily or permanently, in another person's City of Trussville residence

Contact the Board of Education Teaching and Learning Department for the Residency Affidavit form or with questions regarding this procedure. The Residency Affidavit is provided by appointment only with the Teaching and Learning department. The enrolling parent/legal custodian or guardian must provide the following domicile items at the affidavit appointment:

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

CHANGE OF ADDRESS OR CONTACT INFORMATION

It is the responsibility of the parent/legal custodian or guardian to notify each respective school administration or the TCS Teaching and Learning Department when there is a change in address for their student, a change in residency status, a change of contact phone numbers and/or e-mail addresses previously provided as their student's contact information. This information is to be presented to the school administration or TCS Teaching and Learning Department no later than ***fourteen (14) days after taking occupancy at the new address*** or the date of this information change. Bus services are only available when new address information has been approved by TCS.

HOME VISIT RESIDENCY CHECK

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

- Students entering or continuing their enrollment to Trussville City Schools on a Residency Affidavit(Second Party);
- Student may not be domiciled with the parent/legal guardian and/or at the given enrollment address;
- Custodial/Guardianship documents have not been properly executed;
- All leased domicile
- Parent, custodial adult, or legal guardian may not be domiciled within the Trussville corporate limits;
- Reported family moves
- Reported student truancy

To report residential school enrollment fraud contact (205) 228-3782.
Teaching and Learning Department/Student Services
476 Main Street
Trussville, AL 35173

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

ATTENDANCE ZONE

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

Attendance Zone Waiver Requests

The student may be permitted to remain in the attendance zone that serves the former residence until the end of the ***current grading period*** at the discretion and approval of the Superintendent and his/her designee in the Teaching and Learning Department. The Attendance Zone Waiver application can be obtained by contacting the Teaching and Learning Department. The enrolling adult (parent/legal custodian or guardian) should submit an Attendance Zone Waiver request to the Teaching and Learning Department within fourteen (14) days of the student's domicile change in order for the waiver to be considered.

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

HOMELESS STUDENT DESIGNATION

All qualifying students, which may include immigrant and migrant students, receiving a homeless designation based on federal criteria and guidelines, will be registered for enrollment without the requirement of proof of residency (McKinney-Vento Homeless Assistance Act). Parents, legal guardians, and older youth with questions about homeless status and services are encouraged to contact the Teaching and Learning Department at the TCS Board of Education for information and assistance.

CUSTODY AND GUARDIANSHIP

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

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

As a matter of protocol, parents who live in separate residences may be asked to provide custodial documentation for the enrolling parent.
A child's enrollment, when enrolled under false custodial circumstances, will be subject to review and possible withdrawal from TCS.

LEGAL DEFINITIONS

ENROLLING ADULT

The adult completes the registration process for a student. This adult must meet all custodial and residential requirements as dictated by TCS Policy. The custodial parent, the parent/person who is the adjudicated/court ordered sole legal and physical custodian, the adjudicated/court ordered joint legal and physical custodian or the adjudicated/court ordered legal guardian of child as established by Alabama statute must have made ~~make~~ a bona fide move that establishes a domicile in the TCS school attendance zone along with the student.

LEGAL CUSTODY:

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

PHYSICAL/ RESIDENTIAL CUSTODY

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

LEGAL GUARDIANSHIP

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

CUSTODY/LEGAL GUARDIANSHIP DOCUMENTATION

CUSTODIAL/GUARDIANSHIP COURT ADJUDICATED/COURT ORDERED PROCESS

A court order, or judgment, signed by a judge and filed with the clerk of proper jurisdiction, granting the required custody is sufficient to establish and confer the necessary custodial relationship for the purpose of school enrollment.
When requested or prior to the first day of school attendance, the student's custody or guardianship order/judgment signed by a judge and filed with the clerk of proper jurisdiction, must be delivered to the Teaching and Learning Department or to the school principal for approval or at any time the student's custodial relationship is amended.

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

JOINT CUSTODY

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

1. The custodian who wishes to enroll a student lives within the corporate limits of Trussville and must be adjudicated/court ordered as the physical/residential/primary custodian of the student;
2. The custodian residing within the corporate limits of Trussville will be the school's official contact and will be expected to assume responsibility for the student's attendance, behavior, and schoolwork. All written communication will be sent to that designated parental guardian/custodian;

3. There is an acceptable adjudicated/court ordered week on/week off visitation exchange schedule between two adjudicated/court ordered custodians which has the student returning each night to the enrolling adult's home every other week;
4. OR There is an adjudicated/court ordered visitation exchange schedule that directs the student to be in the home of the enrolling adult for a minimum of 50% of the days/nights during every two consecutive school weeks throughout the school year. (The school week is considered Sunday night through Friday night.)

JOINT PHYSICAL CUSTODY

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

 Both custodians are living within the Trussville corporate limits

The student will be able to attend TCS provided that:

1. An acceptable adjudicated/court ordered visitation exchange schedule is available.
   a. Visitation exchange schedules accepted by TCS:
      i. adjudicated/court ordered week on/week off visitation exchange schedule between the two adjudicated/court ordered custodians which has the student returning each night to the enrolling adult's home every other week
      ii. OR An adjudicated/court ordered visitation exchange schedule that directs the student to be in the home of the enrolling adult for a minimum of 50% of the days/ nights during every two consecutive school weeks throughout the school year. (The school week is considered Sunday night through Friday night.)
2. At the time of registration and enrollment, the student's custodians will jointly select the address to use for the school attendance zone.. The custodian whose residence address is chosen will be the Enrolling Adult for all registration purposes and activities. Except in the case of a bona fide change of address for the Enrolling Adult, the student will remain in the school attendance zone for the enrolling parent's address for the totality of the current school year. If the custodians are not able to reach an agreement on an address selection, the student will be enrolled in a school attendance zone picked by the Teaching and Learning Department for the complete school year.

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

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

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

FOSTER CARE REGISTRATION AND ENROLLMENT

Foster parents should contact the TCS Teaching and Learning Department at the Trussville City Schools Board of Education to be assisted with registration of students.

CUSTODIAL/GUARDIANSHIP DOCUMENTATION *NOT* ACCEPTED

A DELEGATION OF PARENTAL AUTHORITY

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

CONSERVATORSHIP OF THE ESTATE

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

ATTENDANCE

RECORDING ATTENDANCE

The principal, teacher of each public school and each private tutor shall keep an attendance register showing the enrollment of the school and every absence of each enrolled child from school for a half day or more during each school day of the year. ***Authority: Ala. Code §16-28-8(1975) State Superintendent of Education Interpretation, June 3, 1988, Amended by Alabama Acts 1982, No. 82-218, p. 260, §6***

The attendance roll must be checked daily, and each absence recorded. ***Authority: Ala. Code § 16-28-7 State Superintendent of Education Interpretation, June 3, 1988, Amended by Alabama Act 2014-245, §4, eff. 7/1/2014 Ala. Code §16-28-8(1975 Amended by Alabama Acts 1982, No. 82-218, p. 260, §6***

Students must be in attendance one-half of the instructional day to be counted and reported present. ***Authority: Ala. Code § 16-28-8(1975) State Superintendent of Education Interpretation, August 30, 1983, Amended by Alabama Acts 1982, No. 82-218, p. 260, §6***

MANDATORY ATTENDANCE LEGISLATION

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

TRUANCY DEFINITION

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

determined by the principal to be unexcused based upon the State Department of Education's School Attendance Manual.

SCHOOL ENROLLMENT (5) YEARS OR YOUNGER) ATTENDANCE REQUIREMENTS

In Alabama, children under the age of 6 are not subject to the state's truancy laws, which generally apply to compulsory school-aged students (ages 6-17). However, students aged 5 and under who are enrolled in a public school must still adhere to other attendance laws and system policies.

Voluntary Enrollment:
If a child under the age of 6 is enrolled in a public school, they are expected to comply with attendance policies set by the school system.
Parents who enroll their child in kindergarten (which is not required by Alabama law) must ensure regular attendance, as it becomes a condition of enrollment.
Local School System Policies:
Excused and unexcused absences, tardiness, and early dismissals for students aged 5 and under must follow district guidelines.
Chronic Absenteeism:
While truancy laws do not apply, excessive absences (even for young students) can affect a child's educational progress and could prompt school intervention.
Chronic absenteeism may lead to parent meetings, intervention plans, or referrals to early intervention services.
Parental Responsibility:
Parents must follow school policies for attendance, including proper notification and documentation for absences.

*ARRIVALS / DISMISSALS

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

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

STUDENT DRIVERS AND ATTENDANCE

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

"The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state, or any other state, or documentation that the person: (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained the certificate; (2) is enrolled in a secondary school of this state or any other state; (3) is participating in a job training program approved by the State Superintendent of Education; (4) is gainfully and substantially employed;

(5) is a parent with the care and custody of a minor or unborn child; (6) has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or (7) is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter.'' ***Ala. Code §16-28-40 (1975)***

*TARDINESS

The principal or his/her designee may impose disciplinary measures for excessive tardies. Communication will be made to parents/guardians by the school if the number of tardies becomes excessive.

A **"tardy"** is defined as minutes missed in a student's school day and can be broken down into the following:

Elementary-

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

Secondary-

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

*PARENT EXCUSES FOR A TARDY

Parents notes will only be accepted for full-day absences or when a student has missed 50% or more of the school day. Parent notes will not be accepted for partial-day check-ins or check-outs, such as tardies, that do not meet the 50% of the instructional day requirement. A tardy may be excused only with a doctor's note or with prior approval or authorization from the school principal.

*CHECK-INS/ CHECK-OUTS

CHECK OUTS AND PERSONS UNDER THE AGE OF 18 YEARS OLD

Necessary check-ins or check-outs must be processed by the parent through the school's office. The Board encourages that appointments not of a critical nature be scheduled for times and days when school is not in session. Excessive check-ins and /or check-outs may result in a home visit by the TCS Teaching and Learning Representative and/or a referral to Early Warning at the District Office or Municipal Court.
Check outs/Ins count as minutes missed in the student's school day and could possibly be attributed to an absence for the day. In addition, check ins/ outs are recorded on the attendance profile as subsections of tardy.

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

Individuals under the age of 18 years old can not check students out from school and should not be added as emergency contacts for students.

EXCESSIVE TARDINESS

Once fifteen (15) unexcused tardies to and from school have accumulated by a student during the school year, referral will be made to the District Office or Municipal Court; and the same Early Warning Court procedures may apply if the student has not been previously referred. The school may also impose disciplinary procedures for

excessive tardies.. Excessive absences and tardies may also result in a home visit from a Teaching and Learning Representative.

CLASSROOM TARDIES

Students arriving after the designated start time of a class period without an excused reason; marked tardy by the classroom teacher.. Chronic tardiness can lead to disciplinary actions, loss of instructional time, and impact student achievement. These tardies are addressed through tiered interventions, including warnings, parent communication, detention, or loss of privileges.

EXTRACURRICULAR ACTIVITIES AND STUDENT ATTENDANCE

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

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

STUDENT ABSENCES

ABSENCE DEFINITION

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

ABSENCE MONITORING BY PARENTS

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

NOTIFICATION OF ABSENCES

Trussville City Schools utilizes a mass communication platform to send daily notifications to parents when students are ***marked absent for the day*** by the student's local school. This notification reminds parents that a written explanation is required when the student returns to school from the absence. Parents should immediately notify the school office if they feel this notification was sent in error. CESattendance@tcsk12.us, MESattendance@tcsk12.us, PESattendance@tcsk12.us, HTMSattendance@tcsk12.us, HTHS@attendancek12.us,

*PARENT EMAIL CORRESPONDENCE TO TEACHER REGARDING ABSENCES

Teachers are not responsible for submitting email correspondence to the school office regarding student absences. All written explanations for a child's absence must be provided directly to the school office by the parent or guardian. Families may submit parent excuse correspondence only to the following school attendance emails:

*WRITTEN EXPLANATION REQUIRED

The written notice shall require the attendance of the child at the school within three days from the date of the notice. Authority: Ala. Code §16-28-16(1975) Amended by Alabama Act 2001-344, p. 446, § **Summary:** When a student returns to school after an absence, the parent must provide in writing within three (3) days of the student's return to school an excuse to the principal's designee **(attendance clerk)**.

Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher. ***Authority: Ala. Code §16-28-15(1975) Acts 1982, No. 82-218, p. 260, §7***

Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child. ***Authority: Ala. Code §16-28-15(1975) Acts 1982, No. 82-218, p. 260, §7***

*MEDICAL EXCUSE VERIFICATION

MEDICAL EXCUSE VERIFICATION

Trussville City Schools reserves the right to verify the authenticity of medical excuses submitted to the school attendance clerk/office. This may include contacting the healthcare provider directly or requesting further documentation to substantiate the validity of the information listed on the medical excuse.

1.. **False or Altered Medical Excuse by Student**: Any student caught manipulating a medical excuse will be held accountable by the standards of the Trussville City Schools Code of Conduct; and the absence dates notated on the manipulated excuse will be coded as unexcused by the school attendance clerk/office.

2. **False or Altered Medical Excuse by Parent/Guardian or Other**: Any medical excuse submitted to the school attendance clerk/office that has been validated as altered, fake or includes validated false information shall be admissible in Jefferson County Family Court and reported to the medical provider's practice. All dates listed in the medical excuse will be coded unexcused on the student's attendance record.

3. **Purchased Medical Excuses:** Purchased medical excuses with no medical services provided to the student are not accepted as valid excuses for school ; all missed days by the student will be marked unexcused.

***ORIGINAL EXCUSE MUST BE PROVIDED BY PARENT/GUARDIAN**

The original medical excuse should be provided to the school attendance clerk. Photo copies or emailed copies of medical excuses ***will no***t be accepted.

TELEMEDICINE EXCUSES

(DOCTOR EXCUSE FROM A VIRTUAL/ONLINE VISIT)

Telemedicine Excuse Policy

To maintain consistent attendance and support student health, the school system limits telemedicine excuses for absences as follows:

- A telemedicine excuse may be accepted for a maximum of five (5) school days per academic year. After reaching this limit, families are encouraged to schedule appointments with the student's primary pediatrician or another in-person healthcare provider for documentation of additional absences.
- Absences beyond the five-day telemedicine limit without in-person medical documentation will be recorded as unexcused.
- Telemedicine excuses must be submitted following the same procedures as traditional medical excuses.

This policy ensures that students receive proper medical care while supporting consistent participation in in-person learning.

VALID MEDICAL EXCUSE REQUIREMENTS

The written notice shall require the attendance of the child at the school within three days from the date of the notice. Authority: Ala. Code §16-28-16(1975) Amended by Alabama Act 2001-344, p. 446, §1

The parent/legal custodian or guardian must provide a written explanation (excuse) to the school principal's designee **(attendance clerk)** for each student's absence within three (3) days of the student's return to school. All valid medical excuses should include the following details:

1. The medical service provider's dates of service should be listed.
2. The student must be a verifiable "patient of record" for the dates listed as excused on the medical excuse.
3. The excuse must be the original medical excuse provided to the parent/guardian; not copied, not altered or manipulated. No digital copies are allowed unless sent by the medical provider's practice directly to a school official.
4. The excuse should not be purchased through any source along with no legitimate medical services provided to the student.
5. The excused absences should not indicate the excuse is *directed by the parent such as a phone call from the parent.*
6. The signature of the physician or authorized physician designee should be included.
7. The medical provider's physical address and telephone should also be on the written documentation; and should be a CURRENT employing practice of the physician.
8. Telemedicine medical excuses will be verified for the medical provider and authenticity of services. **Telemedicine medical excuses will be limited to (5) five days only per academic year.**
9. At-Home tests for medical illness such as flu or Covid-19 will not be accepted as a medical excuse for students.

BLANKET MEDICAL EXCUSE

While Trussville City Schools respects the expertise of licensed physicians, Trussville City Schools does not accept blanket medical excuses for previous, future or potential medical services received by the student. This includes potential absences that could occur for a student's medical diagnosis (Additional information will be requested from the parent and physician regarding any medical diagnosis letter). Medical excuses should be obtained at the time medical services are provided to the student.

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

LICENSED PHYSICIAN PARENT/GUARDIAN

While Trussville City Schools respects and acknowledges the medical expertise of parents who are licensed healthcare providers, the system reserves the right to request additional verification in medical excuses in certain situations. Specifically, if a pattern of medical excuses emerges from the licensed physician that is the parent of the student.

1. Third Party Verification: a medical excuse from an independent healthcare provider who is not an immediate family member.
2. Administrative Review: A meeting between the parents/guardian and school administration to discuss the student's attendance to develop a plan to support consistent school attendance.

ANTICIPATED ABSENCE REQUEST

ANTICIPATED ABSENCE REQUEST FORM

Families who wish to request absences in advance should contact the school attendance clerk to obtain an "Anticipated Absences" form.

1. The form is available from the school attendance clerk or school principal.
2. The form should be completed and submitted at least (3) three school days prior to the requested absence(s) whenever possible.
3. ***Yearly vacations do not qualify.*** This aligns with the State of Alabama attendance manual guidelines.
4. The request should fall under one of the form categories.
5. Submitted forms do not guarantee approval; principal decision only.
6. Parents and students are responsible for all missed work, and teachers have the authority to determine deadlines for missed work,
7. Requests for multiple absence dates submitted at the same time may be reviewed individually and may not all be approved.
8. The principal will not approve requested absences if the requested days, combined with the student's current absences, equal or exceed eighteen (18) days for the academic year.
9. If the student is involved in Jefferson County Family Court for truancy, the request will not be approved.
10. Requests for a student to miss school may be denied by the principal if the student has low grades or poor attendance during the current or previous academic year.
11. If the request is approved, any remaining parent notes will be exhausted first on the requested absences. Only when all parent notes have been exhausted will additional days be excused by the principal.
12. Principals will collaborate with other system administrators when the request involves siblings in different schools to assure consistency. It is possible that one sibling may pass all criteria for approval while another may not.
13. Duplicate requests in the same year or subsequent year are not guaranteed for approval.
14. If the request is not approved, the request and reason for the decision are discussed with the requesting parent and notated in the student's attendance record.

ANTICIPATED ABSENCE REQUEST FORM CATEGORIES

1. **Parent Notes for More than Three Consecutive Days**
    a. A parent may request to use more than (3) three parent notes consecutively by submitting the request form.
    b. The principal will review the request along with all disclosed criteria to make the best determination.
2. **Administrative Approved**
    a. A request for pre-approved absences after all parent notes have been exhausted for the current academic year.
    b. The principal will review the request along with all disclosed criteria to make the best determination.
3. **Funerals for Immediate Family**
    A request to excuse additional days, such as travel days, can be submitted to the school principal by completing and submitting the TCS Anticipated Absence Form. Requests must be submitted prior to travel or **within three (3) days** of the student's return to school. Approval of additional days is at the discretion of the principal.

4. **Official College Visit Request**
    A request must be submitted to the school principal using the TCS Anticipated Absence form at least three (3) school days before the college visit by a parent/guardian. All requests must be followed up with official proof from the college the student requested to visit within three (3) school days of the student's return to school. The principal will review the documentation and may approve or deny the absence.
    A requested college visit will be denied if the student has missed 12 or more days of school, is currently in early warning for truancy, has a grade in any class below 60%, or if the request is submitted after the visit has already occurred.

OFFICIAL COLLEGE VISITS

Students may request up to **five (5) official college visit days** during their **junior and senior years combined**. Only **official college visits**—scheduled through a college or university's admissions office or an officially documented athletic recruiting visit—will be considered, and attendance must be verifiable by the college. Any visits **beyond the five (5) approved days must be scheduled outside the regular school day**.

A TCS Anticipated Absence form should be completed and submitted to the school principal at least (3) three days prior to the official college visit date. All requests **must be followed up with official proof from the college the student requested to visit within three (3) school days of the student's return to school**. The **principal will review the documentation and may approve or deny the absence**.

Acceptable attendance documentation includes a **signed college visit verification form, admissions letter, attendance confirmation email, or other official proof from the college.**

A requested college visit will be denied if the student has missed 12 or more days of school, is currently in early warning for truancy, has a grade in any class below 60%, or if the request is submitted after the visit has already occurred.

FUNERAL ABSENCE FOR IMMEDIATE FAMILY

Students are allowed **one (1) funeral day** for the death of an immediate family member. Families may request additional excused days for travel by completing and submitting the **TCS Anticipated Absence Form** to the school principal prior to travel or **within three (3) days** of the student's return to school. Approval of additional days is at the discretion of the principal.

*MILITARY COMPACT

Absence as related to deployment activities – A student whose parent or legal guardian is an active duty member of the uniformed services, as defined by the compact ("Uniformed service(s)" means: the Army, Navy, Air Force, Marine Corps, Coast Guard, as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services), and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the local educational agency superintendent to visit with his or her parent or legal guardian relative to such leave deployment of the parent or guardian.. ***Authority: Ala. Code §16-44B-1(1975) Act 2009-560, p. 1609, §1***

***Families must submit supporting documentation along with the TCS Anticipated Absence Request Form for military-related absences, with requests made at least three days in advance when possible.**

PARENT EXCUSES

Parent Excuse Guidelines for Transfer Students

Students who enroll in the district **after January 1** are generally allowed up to **3 parent excuses** for the remainder of the academic year.

Transfer students who enroll at any point during the current academic year and have already used six (6) or more parent excuses, and/or have a history of chronic absenteeism at their previous school, will be required to provide doctor documentation, court documentation, or other official verification for any additional absences to be considered excused.

Additionally, these students will be placed in Tier II attendance intervention upon enrollment to provide extra support in maintaining consistent attendance and promoting academic success.

The written notice shall require the attendance of the child at the school within three days from the date of the notice. Authority: Ala. Code §16-28-16(1975) Amended by Alabama Act 2001-344, p. 446, §1

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

The Trussville City Schools Parent Note policy allows parents that enroll their child with the system at the beginning of the school year to excuse their child (6) six times yearly to avoid penalty for short-term illnesses or situations that don't require a formal medical excuse. Families that enroll their child with the system after January 1 are given the allowance of (3) three parent notes for the remainder of the year to avoid penalty for short-term illnesses or situations that don't require a formal medical excuse.

The written excuse must include the following:
1. Written statement from the parent stating the reason for the absence
2. The date of absence(s)
3. The parent's signature

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

   A parent may not use more than ***three*** parent excuses on consecutive school days unless an Anticipated Absences (yearly vacations do not apply) form request was completed, submitted at least (3) three days before the absences occurred and approved by the school principal.
   A student must be enrolled prior to January 1 to receive 6 parent excuses in a school year.
   A student who enrolls on or after January 1 receives only 3 parent excuses for the remainder of the school year.

The district will send reminder letters to parents when a student has only **one remaining parent-excused absence** and **no additional parent notes available**.

PARENT EXCUSE FOR A TARDY

Parents notes will only be accepted for full-day absences or when a student has missed 50% or more of the school day. Parent notes *will not* be accepted for partial-day check-ins or check-outs, such as tardies, that do not meet the 50% of the instructional day requirement. A tardy may be excused only with a doctor's note or with prior approval or authorization from the school principal.

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

Parent Excuses During Court-Reviewed Attendance Complaints

Parent or guardian excuses for student absences will be **temporarily paused** for the purposes of court review **only after a truancy or VASCAL complaint has been filed**. This pause is temporary and does not indicate permanent invalidation; final determination will follow the court or administrative decision.

Procedures

1. Initiation of Pause-The pause will begin **when the school system files a truancy or VASCAL complaint with** Jefferson County Family Court. Parents or guardians will be notified that **parent notes will not be accepted for absences while the case is pending with the court**.

2. Duration

The pause will remain in effect **until the truancy or VASCAL case with** Jefferson County Family Court **is closed**.

3. Documentation During the Court Process

During this time, absences may require **official documentation** (such as medical or legal documentation) to be considered for an excused status.

4. After Case Closure

Once the case is closed, the school system will resume the normal acceptance of parent notes as allowed by district attendance policy.

SUSPENSIONS

School days missed as a result of suspension are considered unexcused; however, a suspended student will have the opportunity to make up and receive full credit for all academic work. Students will have 3 days from the last day of the suspension to turn in assignments to their teachers at their base school. If a student is placed in

Alternative School, the student is generally suspended 1-3 days prior to the placement. The student is responsible for completing the work missed during the time of suspension and getting the agreed upon work to the base school within the 3 day period.

EXCESSIVE ABSENCES

UNEXCUSED ABSENCES/TRUANCY

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

Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child***. Authority: Ala. Code §16-28-15(1975) Acts 1982, No. 82-218, p. 260, §7***

The written notice shall require the attendance of the child at the school within three days from the date of the notic***e. Authority: Ala. Code §16-28-16(1975) Amended by Alabama Act 2001-344, p. 446, §1***

Each child who is enrolled in a public school shall be subject to the attendance and truancy provisions of this article except that any parent or parents, guardian or guardians who voluntarily enrolls their child in public school, who feel that it is in the best interest of that child shall have the right to withdraw the child at any time prior to the current minimum compulsory attendance age***. Authority: Ala. Code §16-28-16(b) (1975) Alabama Act 2001-344, p. 446, §1***

Summary: Once a child reaches the compulsory attendance age (6 years old in Alabama), they must attend school unless they qualify for an exemption (e.g., homeschooling, private schooling, or early graduation).

CHRONIC ABSENTEEISM

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

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

What to Expect Regarding Excessive Absences Summary

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

NON-ATTENDANCE

The superintendent shall require the attendance officer to investigate all cases of non- attendance***. Authority: Ala. Code §16-28-16(1975) Amended by Alabama Act 2001-344, p. 446, §1***

If the investigation discloses that the non-attendance was without valid excuse or good reason and intentional, the attendance officer shall bring criminal prosecution against the parent, guardian, or other person having control of the child***. Authority: Ala. Code §16-28-16(1975) Amended by Alabama Act 2001-344, p. 446, §1***

Each child who is enrolled in a public school shall be subject to the attendance and truancy provisions of this article except that any parent or parents, guardian or guardians who voluntarily enrolls their child in public school, who feel that it is in the best interest of that child shall have the right to withdraw the child at any time prior to the current minimum compulsory attendance age***. Authority: Ala. Code §16-28-16(b) (1975) Alabama Act 2001-344, p. 446, §1***

Summary: Once a child reaches the compulsory attendance age (6 years old in Alabama), they must attend school unless they qualify for an exemption (e.g., homeschooling, private schooling, or early graduation).

When the student is an habitual truant, or because of irregular attendance or misconduct has become a menace to the best interest of the school which he is attending or should attend, and the parent, guardian, or other person files a written statement in court stating that he is unable to control such child, the attendance officer must file a complaint in juvenile court against said student. ***Authority: Ala. Code §16-28-14(1975)***

TRUANCY INTERVENTION PROCESS AND COURT

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

No earlier than the fifth unexcused absence (conference) (i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court. (ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists. (iii) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under ***Ala. Code 1975, §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.***

The Trussville City Board of Education, the local school administration and the City of Trussville Municipal Judge participate in a joint effort to provide a TCS Truancy Intervention Program for students with excessive absences. This TCS Truancy Intervention Program is designed to inform and discuss with parents and students the following information:

- Intervention measures and resources
- Board policy regarding student attendance for all grade levels
- School attendance procedures

- The academic and social risks of truancy and education neglect
- Education on the Alabama Compulsory School Attendance Laws
- Appearance with City Judge
- Conference with school administrator
- Improvement of student attendance
- Court referral process

Alabama law (Title 16-28-12, Code of Alabama, 1975)
as amended states that each parent, legal guardian or other person having control or charge of any child required to attend school or to be regularly instructed by a private tutor, or who fails to send such child to school or have him or her instructed by a private tutor during the time such child is required to attend a public school, private school, denominational or parochial school, or be instructed by a private tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy of school behavior adopted by the Board of Education and documented by the appropriate school officials which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the Board of Education.

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

When the student is an habitual truant, or because of irregular attendance or misconduct has become a menace to the best interest of the school which he is attending or should attend, and the parent, guardian, or other person files a written statement in court stating that he is unable to control such child, the attendance officer must file a complaint in juvenile court against said student***. Authority: Ala. Code §16-28-14(1975)***

TRUANCY FILING

Age 12 and older: the student may be prosecuted.
Possible consequences:

- Electronic monitoring
- Adolescent Substance Abuse Program
- Report to Probation Officer weekly
- Community Service Hours
- Counseling
- Suspended Driver's License

EDUCATIONAL NEGLECT

Educational Neglect/Violation of Parents Responsibility Act (VOPRA)/Violation of Alabama Compulsory School Attendance Law (VACSAL).
Under Age 15: the parent may be prosecuted.
School personnel are considered "mandatory reporters." If neglect is suspected or observed, a report MUST be made to proper authorities.
Possible consequences include:

- Warrant issued for parent/legal custodian arrest
- Parent/legal custodian arrested. Approximate $2500 bond.
- The parent/legal custodian appears for a court hearing. If found guilty, could receive a 90- day jail sentence.
- Court-ordered to make sure the child is in school every day and on time.
- The parent could lose custody of the child.

- The Department of Human Resources (DHR) could be involved in the case.
- This filing could result in a criminal record for the parent.

GENERAL INFORMATION

CHECKS RETURNED FOR INSUFFICIENT FUNDS

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

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

CHILD NUTRITION PROGRAM

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

Please refer to the TCS website for 2026-2027 lunch prices.
Meal prices are subject to increases.

CHILD NUTRITION PROGRAM PAYMENT

It is the responsibility of the parent/legal guardians to pay for student meal purchases in advance or on a daily basis.

(Code of Federal Regulations NSLP 7 CFR 210, Revised 01-01-9) Parents may access and deposit funds in each student's meal account online **MYSCHOOLBUCKS**

A – LA – CARTE ITEMS

A-la-carte items are available for purchase by students who purchase a meal or bring their meals from home. Students will not be allowed to charge a-la-carte items

FREE AND REDUCED LUNCH OPTIONS

Students may qualify for free or reduced-price meals (breakfast and lunch) if the income level of the household and the number of members living in the household meet national school lunch and breakfast federal guidelines. Families may complete a Free and Reduced Price School Meals application during registration and/or at any time during the school year. Applications are available at the schools or can be accessed online at: FREE AND REDUCED MEAL APPLICATIONS. The qualification for free or reduced price meals is not retroactive to any fees and/or meal charges already incurred.

SPECIAL DIET REQUESTS

Special diet requests require submitting a **DIET PRESCRIPTION FORM FOR SCHOOL** that has been completed by a healthcare provider. The completed form should be turned in to the school nurse.

CLASSROOM OBSERVATIONS BY AUTHORIZED AGENTS

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

- In the case of a request for a classroom observation by an authorized outside provider, the parent/legal custodian must provide to the Principal at the time of the request a signed FERPA release and written consent that describes the reason for the observation.

- Observers are not permitted to use any electronic equipment, such as cell phones, while observing in the classroom. Audio and/or video recording of the observation is prohibited unless expressly approved in writing by the Principal prior to the observation. Even with prior written approval of the Principal, all recordings are subject to the District's Use of Audio and/or Video Recording Device Procedures.

- During the observation, the Principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.

- Observers should not disrupt the learning environment by engaging any student or the teacher in conversation. A follow-up teacher conference may be scheduled as needed to answer questions or concerns.

- The Principal has the authority to decline any request for classroom observation if it is determined that such an observation would cause undue disruption to the educational process. The Principal has the authority to prohibit the entry of a person to a school or to expel any person from school property if there is reason to believe that the presence of the person would disrupt the orderly and efficient operation of the school. If such an individual refuses to leave school grounds or creates a disturbance, the Principal has the authority to issue a trespass warning and thereafter request assistance from appropriate local law enforcement for the removal of the individual.

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

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

SECURITY CAMERAS, RECORDING DEVICES AND TESTING TECHNOLOGY RULES

CELL PHONES AND DIGITAL DEVICES DURING TESTING

The possession or use of any digital or electronic device during classroom assessments or the administration of a secure/state test is strictly prohibited unless explicitly authorized by school personnel. Prohibited devices include, but are not limited to, cell phones, smartwatches, smart glasses, earbuds, headphones, MP3 players, cameras, tablets, or any device capable of capturing, storing, or transmitting information.
All devices must be turned off and stored as directed by the test administrator prior to testing.
If a student is observed **in possession** of a prohibited device during a secure test, the device will be confiscated. If a student is observed **using** a device, testing will immediately cease, the device will be confiscated and may be subject to search, the student will be dismissed from testing, and the test may be invalidated in accordance with state and district policies.
Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.
Failure to comply with testing procedures may result in disciplinary action.

SURVEILLANCE CAMERA NOTIFICATION

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

AUDIO AND/OR VIDEO RECORDING DEVICES PROCEDURES

Recordings may not be used to capture confidential student information protected by the Family Educational Rights and Privacy Act ("FERPA") and copyrighted materials protected under federal law.
These procedures regulate the use of any device that records audio or video in the school environment, particularly the classroom. All students and visitors must adhere to the following:

1. Students may possess instructional technology devices that record audio and/or video and utilize them as instructional tools in the classroom only with the consent and under the direction of the school administration and teacher, as it pertains to the curricular unit, lesson or assignment.

2. Except in the circumstances of an observation with prior written authorization by the Principal pursuant to the district's Formal Classroom Observation Procedures, all active recordings must be disclosed prior to recording to all parties present during recording. Parents/guardians are permitted to make an audio recording of an Individualized Education Program (IEP) meeting in accordance with this procedure, as long as the intent to record the meeting is disclosed prior to the meeting in order to allow the District the opportunity to record the meeting as well.
3. Hidden recording devices are not permissible.

4. All recording devices must be powered off when not in use.

5. Publication of recording without prior written notice to and consent from the Principal is prohibited.

6. Recording of private conversations without agreement by all parties is strictly prohibited.

7. All recordings must be in compliance with state and/or federal recording and/or wiretapping laws. All copyright and intellectual property laws and restrictions apply.

COMMUNICATIONS

CHANGE OF ADDRESS OR CONTACT INFORMATION

It is the responsibility of the parent/legal custodian or guardian to notify each respective school administration or the TCS Teaching and Learning Department when there is a change in address for their student, a change in residency status, a change of contact phone numbers and/or e-mail addresses previously provided as their student's contact information. This information is to be presented to the school administration or TCS Teaching and Learning Department no later than fourteen (14) days after taking occupancy at the new address or the date of this information change. Bus services are only available when new address information has been approved by TCS.

BUS ROUTE INFORMATION

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

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

BUS CHANGES OR QUERIES

The location of the bus stops shall be determined at the sole discretion of Trussville City Schools.
All requests for a new or changed bus stop location must be made to the Transportation Department. The Transportation Director will make a final decision after conferring with appropriate school personnel.
Students that move from one address to another within the corporate limits of Trussville during the school year must submit a change of address with the Teaching and Learning Department before their student resides on the new bus.

TRANSPORTATION MESSAGES TO SCHOOL OFFICES

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

GENERAL SYSTEM COMMUNICATIONS

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

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

Keep Your School Contact Information Current Through Your School Office

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

EMERGENCY CRISIS AND WEATHER COMMUNICATION

Trussville City Board of Education will notify the media to broadcast or televise details of any actual crisis situation. As information on an actual, verifiable emergency, crisis and/or weather concern becomes available, details will be posted online at: **WWW.TCSK12.US** TCS app, social media outlets, electronic broadcast, and/or televised. During an emergency situation, schools and administrative offices will be actively and responsibly engaged in activities to maximize our students' safety and as such may not be available to answer phone calls being received. Parents are encouraged to look for information from authorized sources for accurate and timely information. TCS assumes no responsibility for false, misleading and inaccurate information disseminated by misinformed and unauthorized social media commentators.

RESPONSE TO A WEATHER WARNING AND WATCH

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

WEATHER WATCH

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

TORNADO WARNING

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

STUDENT INFORMATION SYSTEM (POWERSCHOOL)

This student information software allows parents to have access to a variety of their student's information. Parents with students enrolled in grades K-12 may access the PowerSchool Home/Parent Portal to view the student's demographics, attendance, grades, schedule, and reports. Parent accounts are created via the parent with a parent email and password.

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

Access to the PowerSchool link can be found on our website, **POWERSCHOOL**

EXTRACURRICULAR AND SCHOOL RELATED ACTIVITIES

PARTICIPATION

Extracurricular or School Related Activities

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

Students may participate in field trips only if permission forms are returned by set deadlines prior to the trip.

- Students are transported by school bus, commercial carrier, or by parental responsibility for any school-related activities (sporting events, club trips, field trips, band competition, etc.).

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

ATHLETIC PARTICIPATION

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

*MEDICAL CONDITIONS AND PARTICIPATION

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

ACADEMIC COMPETITION RANDOM DRUG TESTING (APPENDIX III)

Any student participating in extracurricular, school related activities or parks a car on campus during the school day will be subject to random drug screenings according toTrussville City Schools Policy. *If a student tests positive for a prohibited substance in a random drug screen, a Medical Review Officer with the testing company will contact the parent/guardian. At this time the parent/guardian will have an opportunity to provide prescription information to the Medical Review Officer to verify the prescription and override any positive result for a legally prescribed substance.*

*STUDENT HEALTH

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

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

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

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

HEALTH ENROLLMENT AND REGISTRATION RESPONSIBILITIES OF PARENTS AND GUARDIANS

Health Assessment Record:

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

Immunization Documentation:

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

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

✔ A valid and up to date Alabama Certificate of Immunization

✔ A valid Alabama Department of Public Health Certificate of Religious Exemption

✔ A valid Alabama Certificate of Medical Exemption

IMMUNIZATIONS

Required Immunizations for School Attendance:

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

STUDENT ILLNESSES AND CONDITIONS

COMMON HEALTH CONDITIONS

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

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

The following guidelines must be adhered to:
Persistent Fever: Oral or tympanic temperature of 100 degrees or higher -Cannot attend school until fever free for at least twenty-four hours without fever-reducing medication. Students who exhibit first symptoms at home will require a parent or healthcare provider excuse.
Acute Persistent Vomiting or Diarrhea: Students who exhibit first symptoms at home will require a parent or healthcare provider excuse.
Pink Eye: Cannot attend school until twenty-four hours after medical treatment or a note of clearance from a healthcare provider. Healthcare provider excuse required to cover absence.
Chicken Pox: Cannot attend school until all blisters have formed scabs. Healthcare provider excuse required.
Strep Throat: Cannot attend school until twenty-four hours after prescribed medical treatment has been started and has been fever free for 24 hours without fever-reducing medication. Healthcare provider excuse required to cover absence.
Flu or COVID: Cannot attend until fever free 24 hours without fever-reducing medication. A parent should inform the school nurse if their child is diagnosed with the flu or Covid. Healthcare provider excuse required to cover absence.
Impetigo: Cannot attend school until 24 hours after prescribed medical treatment has been started. Healthcare provider excuse required to cover absence.

Ringworm: Cannot attend school until treatment has been started. Healthcare provider excuse required to cover absence.
MRSA: "Staph infection": Cannot attend school until prescribed medical treatment is started, fever is absent, and the area is covered and drainage is not seeping through bandages. Healthcare provider excuse required to cover absence.

GENERAL HEALTH ROOM GUIDELINES

● Health room personnel can treat cuts, scrapes, bug bites and bumps with soap and water, antibiotic ointment, Calamine lotion, band aids and ice bags only.
● Students who get sick during the school day will be sent to the health room.
● Students will be required to check out for:

Acute Vomiting *(Vomiting with no threat of infection may be exempt from school exclusion at the discretion of the school nurse.)*
Acute diarrhea
Oral or Tympanic Fever of 100.4 or above
Suspected contagious infection

● In the event of illness/injury to a student, every effort will be made to contact a parent as quickly as possible to inform the parent of the student's condition.
● It is essential that current phone numbers and contact information be on file so that parents/guardians can be contacted.

FOOD ALLERGIES AND ANAPHYLAXIS

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

Common Foods
The foods that most commonly cause anaphylaxis include:

Peanuts (the main cause of allergies in children), Fish,Tree nuts (such as walnuts, pecans and cashews); Cow's milk ,Eggs, Wheat, Soy, Shellfish

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

Responsibilities of Parents/Guardians
Parents must notify school staff of any diagnosed food allergies. Certain food items or ingredients may be dangerous for an individual to eat, please tell your child not to share any food item with another student or accept and eat any food from another child.
Please ensure your child knows, understands, and follows your plan for his or her daily school meal and snack.
Teach your child to wash his or hands with soap and water before and after eating.
Do not send in any food items to be shared during classroom parties or celebrations without speaking with your child's teacher and principal.
All food items should be pre-packaged with the ingredient label intact.
If your child is diagnosed with a food allergy or anaphylaxis, you must notify the school nurse before the first day of school to develop a written plan of care for your child. If your child requires any food substitutions for accommodations, you must have your child's medical provider complete and sign the Medical Statement for Students Requiring Special Meals and Accommodations (located on the TCS Health Services webpage). Completed forms must be submitted directly to the school nurse.

MEDICATION GUIDELINES

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

Prescription Medication

- An authorized prescriber must complete the School Medication Prescriber/Parent Authorization form and the form must be returned to the school nurse.
- Change in dosage requires a new form to be completed by the prescriber.
- Prescription medicine must be in the original pharmacy container giving the physician's name, dosage and instructions.
- Parents/guardians must bring medication to school. Students may not transport medicine to or from school unless they are authorized on the PPA to self carry (see Miscellaneous section below).

Over-the-counter (OTC) Medications

- Under no circumstances is the school allowed to stock its own supply of OTC medicines.
- OTC medications (such as Advil, Motrin, Tylenol, Pepto Bismol, cough drops or syrups, etc.) require the same Medication Prescriber/Parent Authorization form as prescription medications.
- OTC medications may only be given according to the FDA recommendations listed on the packaging. Any requests to give a medication in a dose or manner outside of the FDA recommendations will require a prescriber signature.
- Substances that are not approved by the FDA, such as nutritional supplements, essential oils, etc. require a prescriber signature.
- Over the counter medications(OTC) must be in the original, unopened, sealed container bearing the entire manufacturer's labeling with a valid expiration date.
- If the OTC medication is to be administered for ten or more school days, a parent signature and a prescriber signature are required on the form. Medications to be administered for less than ten school days require a parent signature only.
- Non-prescription medications should be delivered to the school by the parent/guardian along with the authorization form. The student's name should be written legibly on the container.
- Liquid medicines must have a calibrated medicine cup, spoon or syringe.

Miscellaneous

- Certain medications for emergency and chronic health conditions such as asthma, diabetes, or anaphylaxis may be carried by the student on his/her person with a completed Medication Prescriber/Parent Authorization form that includes parent and healthcare provider signature indicating permission to self carry.
- Students will not be allowed to self carry controlled substances. Controlled substances must be administered by a school nurse/trained medication assistant or by the parent/guardian.
- It is essential that current phone numbers and contact information be on file so that parents/guardians can be contacted.

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CHRONIC MEDICAL CONDITIONS AND SPECIALIZED HEALTH SERVICES

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

MEDICAL EMERGENCIES AND INJURIES

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

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

SCOLIOSIS SCREENING

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

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

FORMS

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

ALSDE School Medication Prescriber/Parent Authorization, Parental Consent Health, can be provided by each school.

STUDENT CODE OF CONDUCT

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

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

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

CLASSROOM TEACHER

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

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

SCHOOL BUS STUDENT BEHAVIOR

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

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

STUDENT DRESS CODE

The Trussville City Board of Education recognizes the effect of student dress upon safety and the learning environment. In order to maintain a safe environment that is conducive to learning, attire considered disruptive or that seriously distracts from the learning environment or that could present a health or safety problem is not allowed. Unless an exemption is authorized by a school administrator, the following rules concerning dress and grooming are mandatory for all students attending Trussville City Schools. Non-conformity to the dress code is a Class I offense and will be treated as such. In addition, students will be asked to come into compliance with the dress code immediately. Parents will be contacted and may be asked to furnish appropriate clothing. Students should adhere to the following guidelines:**THE PRINCIPAL OR HIS/HER DESIGNEE SHALL HAVE FINAL AUTHORITY IN DETERMINING ACCEPTABLE OR UNACCEPTABLE SCHOOL ATTIRE.**

- All clothing must cover undergarments and midriff at all times and should cover the body in an appropriate manner. Midriff is defined as the region of the front of the body between the chest and the waist.
- Clothing which has open sides, back, or reveals midriff area is prohibited. Midriff is defined as the region of the front of the body between the chest and the waist.
- Tank tops must have a 2 finger width on all straps to be worn without coverage.
- Halter and spaghetti straps are not allowed unless worn underneath clothing that complies with dress code.
- All yoga pants, biker shorts, tights, leggings, or jeggings must cover the student's undergarments and may not reveal midriff.
- Shorts, skirts, dresses and skorts should be measured using the student's closed fist when hands are down at their sides.
- There should be no holes or rips revealing skin above the area of the closed fist on pants shorts, dresses, or skirts.
- Baseball caps, hats, sweatshirt hoods, toboggans and sunglasses are not to be worn at any time in the school building.
- Clothing and/or personal items bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, sexual activity, violence, or any other wording, drawing, or picture that in any way is questionable or can be reasonably interpreted as inappropriate are prohibited.
- Clothing or personal items, or visible references which identify a student as associated with a gang, or any subversive, unlawful, or unauthorized organizations are prohibited.
- Rubber or hard soled shoes must be worn.
- Pajamas, pajama pants, pajama onesies, snuggies, house shoes or bedroom slippers, and blankets are not allowed.
- Air pods or headphones may not be worn during the school day unless for academic purposes.
- Principals may establish different rules for dress for special occasions during the school day or extracurricular events.
- Transparent plastic bottles only. No metal bottles or cups. Clear liquids are preferred.

WIRELESS COMMUNICATION DEVICES

A. POSSESSION OF WIRELESS COMMUNICATION DEVICES

Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.

Students are permitted to bring wireless communication devices onto school property and into school buildings. Wireless communication devices include, but are not limited to:

- Cellular telephones
- Tablet computers
- Laptop computers
- Pagers
- Gaming devices
- Smart watches
- Smart glasses (e.g., Ray-Ban Meta AI Glasses or any wearable device capable of audio, video, recording, messaging, or data communication)
- AirPods and other wireless earbuds/headphones
- Any other portable electronic device capable of sending, receiving, recording, or exchanging voice, messaging, video, audio, or other data communication

The Board is not responsible for theft, loss, or damage to any wireless communication device brought onto campus by a student.

B. STORAGE OF DEVICES

Unless one of the exceptions listed below applies, all wireless communication devices must be turned off and stored off the student's person (e.g., in a locker, vehicle, or other approved storage location) during the instructional day.

The instructional day includes:

- When school is open and in session
- Class time, lunch periods, transitions between classes, and all non-instructional periods
- Any additional time designated by the Code of Conduct, school rules, or school staff directives

The Superintendent or designee is authorized to determine appropriate storage locations for such devices at each school.

C. PROHIBITION ON USE AND EXCEPTIONS

Students may not use, operate, or possess wireless communication devices during the instructional day except under the following limited circumstances:

- The use, operation, or possession is specifically documented in a student's Individualized Education Program (IEP), Section 504 Plan, or Individualized Health Plan
- The device is used for educational or instructional purposes under the direct supervision of school personnel
- The device is used during an emergency situation that threatens the life or safety of the student or others

The Superintendent or designee is authorized to develop additional guidelines for implementation of these exceptions.

D. SEARCHES

School officials may read, examine, or inspect the contents of any wireless communication device when there is reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Conduct, or other school rules.

Any search or inspection shall be limited in scope and reasonably related to the suspected violation. Searches will be conducted in a manner that respects student privacy to the extent possible while maintaining school safety and order.

E. DISCIPLINARY ACTION

Any violation of this policy may result in disciplinary action as outlined in the Student Code of Conduct. Consequences may include, but are not limited to, device confiscation, parent/guardian pickup, loss of device privileges, and additional disciplinary measures.

F. ADDITIONAL PROCEDURES AUTHORIZED

The Superintendent or designee is authorized to develop and implement additional rules, procedures, and guidelines necessary to carry out this policy. [Reference: Ala. Act 2025-386]

RESTROOM FACILITES

Restrooms are provided to support the privacy, safety, and health of all students. All users are expected to use these facilities respectfully and appropriately.

- Restroom stalls should be used appropriately and in a manner that respects the privacy and safety of others. Accommodations may be made when required under ADA or other applicable needs.
- Loitering, horseplay, or congregating in restroom areas is prohibited.
- All students are expected to respect the privacy and dignity of others at all times.

Failure to comply with these expectations may result in disciplinary action.

STUDENT SUBSTANCE ABUSE INTERVENTION AND PREVENTION

A Student and/or Parent may be asked to participate in prevention and intervention opportunities identified as appropriate by the superintendent or designee.

The school board may require any student who is in possession of or under the influence of drugs or alcohol in a school setting, on school property, while engaged in any school sponsored or school approved activity or event to: 1) participate in a drug or alcohol prevention/intervention program provided by TCS and/or 2) If recommended by the Interventionist for further treatment, the student may undergo drug and alcohol assessment.

The principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA Reporting Acts of Violence and Substance Abuse.

Any student found in possession of drug paraphernalia, regardless of whether the paraphernalia contains drug residue, will immediately be placed in the random drug testing pool for the remainder of the school year, in addition to receiving disciplinary consequences.

MINOR OFFENSES — CLASS I

EXCESSIVE TARDINESS TO CLASS
Arriving late to a class period; attendance tardy marked by the classroom teacher in a **single semester**.
This tardy offense is not check-in or check-out tardies through the school office.

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

FAILURE/ REFUSAL TO COMPLETE ASSIGNMENTS
Referral by teacher after multiple attempts have been made to redirect the behavior to bring materials to class and/or complete assignments.

EXCESSIVE UNEXCUSED TARDINESS TO OR FROM SCHOOL
Arriving late to school after the tardy bell to school has rung or leaving school later during the school day before dismissal has occurred during a **single semester**. ***This tardy offense is not classroom tardiness marked by the classroom teacher.***

DISRUPTION, DISRESPECT, DISTRACTION
Any conduct and/or behavior that interrupts or interferes with the normal flow of the education setting; shows lack of regard, courtesy, or consideration for others or draws attention away from the scheduled setting.
Examples: talking excessively, interrupting or provoking and interfering with the learning of other students.

HORSEPLAY/SHOVING/RUNNING
Rough play that is not intended to bring serious harm. Typically a minor distraction.

PUBLIC DISPLAYS OF AFFECTION
Kissing, hand holding, intimate touching, cuddling, laying on each other, and prolonged hugging.

MINOR DEFACEMENT OF SCHOOL PROPERTY
Drawing on desks, leaving trash in parking lots, trash on lunch tables etc.

NON-CONFORMITY TO DRESS CODE
Failure to adhere to the established guidelines regarding appropriate attire in the school building or other school sponsored event.

VIOLATION OF BUS PROCEDURES

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

Waiting until the bus comes to a complete stop before attempting to get on or off the bus.
Making sure the bus is stationary before crossing the roadway.
Looking to the right and left upon signal from bus driver to cross roadway
Crossing behind the bus
Removing seat belts before coming to a complete stop on buses for exceptional education students
Bringing prohibited items
Moving from assigned seat
Securing all personal items
Blocking or restricting aisles, steps or emergency exits
Any other distraction of the driver.

Any other violation the principal may reasonably deem, falls in this class offense.

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

GAMES OF CHANCE

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

POSSESSION OF NUISANCE ITEMS

Any item which disrupts the instructional day is not allowed at school. Such items will be confiscated and may be claimed by a parent or guardian. Examples include but are not limited to: toys, trading cards, playing cards, noise makers, whistles, water balloons, etc. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

USE OF PROFANE LANGUAGE

Minor swear words, casual, mildly inappropriate, or impolite but, not vulgar or hateful. *This code is not to be used for language associated with race, disability, sexual orientation, religion, national origin, color, or basis of sex.*

USE OF ELECTRONIC DEVICES

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

STUDENTS (GRADES K-12)

DISCIPLINARY ACTIONS-CLASS I

Administrative Options:

Parent/Guardian Contact
Conference with student and parental/guardian contact.
Withdrawal of a privilege.
Temporary removal from class.
In-school suspension
Detention
Other disciplinary action as deemed appropriate by the principal or designee.
Saturday School (HS only)

BUS DISCIPLINE ACTIONS- CLASS I

FIRST OFFENSE:
Student Conference, warning, parent contact
SECOND OFFENSE:
Student Conference, 1 day suspension, parent contact
THIRD OFFENSE:
Student Conference, 3 day suspension, parent contact
FOURTH OFFENSE:
Student Conference, 5 day suspension, parent contact
FIFTH OFFENSE:
Student Conference, 10 day suspension, parent contact
SIXTH OFFENSE:
Student Conference, Removal for the remainder of the school year, parent contact.

INTERMEDIATE OFFENSES - CLASS II

Class II violations may warrant police contact

ANY OTHER VIOLATION

Any other offense that the principal or designee may reasonably deem to fall in this category. This may include the 5th class I escalating to class II.

ACADEMIC DISHONESTY

The use or attempted use of any deceptive or dishonest method of improving a grade. Providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission (with or without the use of electronic devices). This also includes plagiarism, misuse of sources or any use of emerging technology such as: AI, etc.

INTIMIDATION OR HARASSMENT

Verbal, non-verbal, or written/printed communication maliciously threatening injury to another student, property or reputation of another; intent to extort money or any pecuniary advantage with the intent to compel the student so threatened, or any other student to do any act or refrain from doing any act against his/her will; threatening words or actions, coupled with an apparent ability to carry out the threat, creating a fear in the other student. This also includes any instigation of a fight as defined in the code of conduct.-This includes but is not limited to religion, race, natural origin,disability,basis of sex or sexual orientation.

THREATS TO EXTORTION

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

ESCALATED/EXCESSIVE DISRUPTION; PRANKS

Student behavior that significantly interferes with the normal operation of the school, classroom instruction, or safety of others. This level of disruption goes beyond a minor disturbance and requires intervention from the school administration.

GAMBLING

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

INCITING STUDENT DISORDER

This refers to student actions, speech, or behaviors that intentionally or recklessly encourage or provoke students to disrupt the normal functioning of a school environment,

INDIRECT THREATS

An indirect threat is any intentional threat made by word, action, or digital communication toward another student or TCS Board employee that suggests potential violence. This includes statements, images, posts, messages, or online behavior that imply harm, whether made in person or through cyber means, including social media, texting, messaging apps, email, or other digital platforms. Indirect threats

may also include conduct that creates a well-founded fear in another person that harm is likely to occur, or actions that suggest the capability or intent to cause harm. (May be upgraded to Class III)

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

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

OFFENSIVE TOUCHING
Unsolicited touching of another individual with sexual connotations, such as patting, pinching, or brushing against another's body. ***(May be upgraded to-Class III Offense)***

DEFIANCE OF SCHOOL BOARD EMPLOYEE
Any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee.

POSSESSION OF POCKET KNIFE
Pocket knife, small or key chain variety, or similar instruments that would not normally be considered a weapon. ***(May be upgraded to Class III or IV Offense)***

POSSESSION OF SCHOOL PROPERTY
Valued at less than $100 with the knowledge that it is stolen.

POSSESSION OF ITEMS THAT MAY BE IGNITED
Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you. ***(May be upgraded to Class III)***

STEALING/LARCENY
The intentional, unlawful taking and carrying away of personal property, valued at less than $100.00, or possession of stolen property with the knowledge it is stolen. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

STRIKING/SHOVING A STUDENT
Hitting, pushing, shoving or striking another student against that student's will, and the student victim fails to respond with physical contact.

UNAUTHORIZED USE OF TECHNOLOGY
Unauthorized distribution or sharing of school or school related events through audio, cell phones, and other electronic communication devices with intent to cause disruption.

UNAUTHORIZED ACCESS OF COMPUTER SYSTEM.

Any intentional entry into, use of, or attempt to access a school or district computer system, network, account, or device without proper permission. This includes bypassing security measures, using another person's credentials, or accessing restricted files, programs, or data.

SKIPPING OR ELOPING
Absence(s) from class(es) without the permission of the teacher, administration but remaining on campus.

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

VANDALISM
Intentional and deliberate action resulting in or having the potential to result in damages of less than $200 to public property or the real estate of personal property of another. Restitution for TCS property will be required. *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.* ***(Ala. Code §16-5-380)***

POSSESSION OF UNAUTHORIZED MEDICATION OR SUBSTANCE
Possession of any medication without proper authorization or other substance which might create a hazard to the user's health or safety or the health or safety of another is prohibited. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

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

VIOLATION OF PARKING PRIVILEGE
Parking in the wrong location, not having a parking pass, reckless driving on campus, etc. Cars may be towed as determined by administration.

ELECTRONIC DEVICES DURING TESTING
The possession or use of electronic devices during classroom assessments, exams, or state-mandated testing is strictly prohibited unless explicitly authorized by school personnel. Prohibited devices include, but are not limited to, cell phones, smartwatches, smart glasses, earbuds, headphones, tablets, and any device capable of recording, storing, or transmitting information. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

STUDENTS (GRADES K-12)

DISCIPLINARY ACTIONS CLASS II

Administrative Options:

Parent or guardian contact
Conference with student and parental/guardian contact.
Detention
In-school suspension
Out of school suspension for one to five days.
Out of school suspension from six to ten days with approval of the Student Services Supervisor.
Recommendation for referral to alternative school of no less than 3 days and a maximum of 10 with approval of the Student Services Supervisor.
Saturday School (HS only)

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

MAJOR OFFENSES -CLASS III

Class III violations may warrant police contact.

ANY OTHER VIOLATION

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

BOMB THREAT

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

CRIMINAL MISCHIEF

Willful and malicious injury or damages at or in excess of $200.00 to public property or to real or personal property belonging to another. **NOTE:** Principal (or Designees), in consultation with the Assistant Superintendent for Teaching and Learning, must complete a property damage report and submit it to the Teaching and Learning Department.

*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.****(Ala. Code §16-5-380)***

DIRECT THREATS

The direct, intentional threat by word or act to do violence to another student or TCS board employee, coupled with an apparent ability to do so, or the doing of some act which creates a well-founded fear in the person that such violence is imminent. ***(May be upgraded to Class IV)***

INCITE, PARTICIPATE, PUBLICIZE STUDENT DISORDER

Leading, encouraging, or assisting in a major disruption which results in destruction or damage of private or public property or personal injury to participants or others.

HAZING

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

IGNITING OF ANY ITEM WITH A FUSE

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

IMITATION CONTROLLED SUBSTANCE

Unauthorized possession, transfer, use or sale of a substance other than a drug, which by dosage unit, appearance (including color, size, shape and/or markings), and/or by representations made, would lead a reasonable person to believe that the substance is controlled. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

POSSESSION OF PROHIBITED OBJECTS

Including, but not limited to, any knife, dagger, sword,box cutter, metallic knuckles, laser pointer, tear gas gun, BB gun, stun gun; cell phone gun; paintball gun, pellet gun, chemical weapon or device, including mace or pepper spray, or any other object which could be used in a threatening manner (includes replicas). *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

POSSESSION OF FIREARM

Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

SABOTAGE OF COMPUTER OR SYSTEM

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

SEXUAL ACTS

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

LEWD CONDUCT

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

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. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

TERRORIST THREAT (May be upgraded to ALSDE state code)

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

TRESPASSING

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

UNJUSTIFIED ACTIVATION OF SAFETY DEVICE

Deliberate triggering or use of school safety equipment or system without a legitimate reason.

LEAVING SCHOOL CAMPUS

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

POSSESSION OR USE OF NICOTINE PRODUCTS

Having and/or using tobacco products. This includes lighters, matches, vapes, or paraphernalia. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

POSSESSION OF OBSCENE MATERIALS

Electronic or hard copy evidence of material that is sexually explicit and/or obscene. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

- ***FIGHTING***

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

STRIKING/SHOVING SCHOOL BOARD EMPLOYEE

Physical act of aggression or unwanted physical contact directed toward an employee of the school system.

BULLYING

A continuous pattern of intentional behavior that takes place on or off school property, on a school bus, or at a school-sponsored function. This includes, but is not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic.

STUDENTS (GRADES K-12)

*DISCIPLINARY ACTIONS CLASS III (INCLUDING BUS)

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

Administrative Options:

Parent /Guardian contact
In-school suspension
Detention
Out of school suspension for one to five days.
Out of school suspension for up to ten (10) days with the approval of the Student Services Supervisor and/or recommendation for expulsion with parent contact and conference.
Recommendation for referral to alternative school of no less than 3 days and a maximum of 15 with approval of the Student Services Supervisor.
Referral for a hearing with the Hearing Officer; may be held for recommendations to the alternative school for more than 15 days.
Recommendation for expulsion
Restitution for property damages
Suspension and/or removal from the bus as deemed by the administrator.
Saturday School (HS only)

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

*Any student found in possession of drug paraphernalia, regardless of whether the paraphernalia contains drug residue, will immediately be placed in the random drug testing pool for the remainder of the school year, in addition to receiving disciplinary consequences.

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

CRIMINAL OFFENSES -CLASS IV

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

AGGRAVATED ASSAULT BATTERY
Intentionally causing bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
NOTE: Principal (or Designees), in consultation with the Assistant Superintendent of Teaching and Learning, must thoroughly investigate the allegation, and if there is credible evidence that an assault occurred, he/she must complete an aggravated assault report and submit it to the police. The victim must seek medical attention for this violation.

ALCOHOL
Unauthorized possession, use, transfer, sale, or procurement of alcohol or any substance with alcohol content; attending school or school related activities while being under the influence of any substance with alcohol content. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

DRUGS
Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia; intent to use, buy, or sell drugs/drug paraphernalia; being under the influence of drugs. "Drugs" also includes all illegal controlled substances, synthetic drugs, prescription drugs, and over-the-counter medications that must be released for purchase by a pharmacist or the sale of which is restricted based on the purchaser's age. Possession of any
another substance which might create a hazard to the user's health or safety or the health or safety of another is prohibited. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*
NOTE: If a student needs medication – including an over the counter medication - while at school, even on a temporary basis, the parent should contact the school to obtain the necessary permission form for use of medication at school.

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

POSSESSION OF DEADLY WEAPON BY STUDENT
Disciplinary action for any student who is determined by the Board of Education (a) to have brought a deadly weapon or firearm to school or (b) to have had a deadly weapon or firearm in his/her possession in a school building, on school grounds, on a school bus, or on a school-sponsored function shall be expelled from school for a period of at least one year, as outlined in TCS board policy (6.19). *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

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

RAPE
A verified sexual assault with or without force.

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

SEXTING OR PORNOGRAPHIC MATERIAL
Alabama's child pornography laws make it a felony to produce (create), distribute, or possess obscene images, videos, and other materials that depict a minor younger than 17 engaged in an act of sexual conduct or lewd exhibition. Sexting is the sending of nude, sexual, or otherwise explicit images electronically, whether by text messaging, Internet messaging, social media, chat boards, or email. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

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

ILLEGAL SCHOOL ENTRY OR BURGLARY OF SCHOOL PROPERTY
Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.

WEAPONS
Possession with intent to harm an individual or group Including, but not limited to, any knife, dagger, sword, box cutter, metallic knuckles, laser pointer, tear gas gun, BB gun, stun gun; cell phone gun; paintball gun, orbees gun, pellet gun, chemical weapon or device, including mace or pepper spray; any other weapon, instrument, or object which is used in a threatening manner and is seen by the individual being threatened as capable of causing harm (includes replicas). *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*

STUDENTS (GRADES K-12)

May include a hearing with a Hearing Officer for the Board of Education. These offensives are outlined by the ALSDE discipline code.

*DISCIPLINARY ACTIONS — CLASS IV (INCLUDING BUS)

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

Administrative Options:

Parent Contact and disciplinary action
Suspension and/or removal from the bus as deemed by Transportation or school administrator.
Out of school suspension for up to (10) ten days with the approval of the Student Services Supervisor and/or recommendation for expulsion with parent(s)/guardian(s).
Recommendation for a disciplinary hearing with the Hearing Officer in accordance with state law.
Recommendation for a discipline committee review.
Recommendation for an expulsion.

FELONY CHARGES:
If a student is charged with a felony, the parent/guardian should contact the Student Services Department to determine appropriate school placement during this time. Students charged with a felony will not be allowed back on school property until the appropriate placement is determined.

Any student found in possession of drug paraphernalia, regardless of whether the paraphernalia contains drug residue, will immediately be placed in the random drug testing pool for the remainder of the school year, in addition to receiving disciplinary consequences.

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

SATURDAY SCHOOL

Saturday School is an academic support program designed to help students improve their performance and stay on track for success. Students may be assigned to attend Saturday School for reasons such as incomplete assignments, failing grades, excessive absences, or behavioral concerns.
During Saturday School, students are provided a structured and supervised environment where they can complete missing work, receive additional academic support, and demonstrate responsibility for their learning. A Certified staff member will be available to assist students as needed.
Attendance is mandatory once assigned. Failure to attend may result in additional disciplinary action. Students are expected to arrive on time, bring all necessary materials, and follow all school rules and expectations.

IN-SCHOOL SUSPENSION (GRADES K-12)

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

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

OUT OF SCHOOL SUSPENSION (GRADES K-12)

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

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

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

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

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

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

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

NOTIFICATION OF SUSPENSION

Prior to suspension, the student will be made aware of the charges and supporting evidence and given an opportunity to respond to them. The local school principal shall complete and provide the student with a notice of suspension prior to the departure from campus with copies to the student's parent or guardian within twenty four (24) hours stating the reason(s) for such action. Immediate removal of the student from school premises is justified only when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, the parents or guardians must be notified by phone or personally by the attendance supervisor or other school officials. In extreme emergencies, principals are given the authority to call upon law enforcement officials to remove such students. The principal shall advise the assistant superintendent by phone regarding forced removals and shall follow the oral contact with a written confirmation to the assistant superintendent.

LENGTH OF SUSPENSION

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

1. Any student suspended out of school more than three times during a school year shall be required to appear with parents or guardians before the school principal to explain his/her situation. The school administrators shall schedule the conference within five (5) school days.If the student or parents or guardians fail to appear, an alternative placement or expulsion proceedings may be initiated.

2. If an incident or violation, or series of incidents or violations, are serious enough to warrant suspension, said suspension may not exceed ten (10) complete school days pending Board action on an expulsion recommendation. Provided the Board does not render a decision within the ten (10) school-day period, after expulsion recommendation consideration, the school may readmit the student to school within the ten (10) school-day period based on mutual agreement of the principal and Superintendent. In such a case, the principal and Superintendent will have decided not to recommend expulsion.

TERMS OF SUSPENSION

1. While suspended, a student may not attend school functions or enter school property for any reason during or after the school day.

2. When a student is suspended, his/her teachers shall be notified immediately concerning the date and duration of the suspension.
3. A suspended student must comply with the full length of the suspension unless the principal approves an alternative.
4. Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises.

RE-ENTRY AFTER SUSPENSION

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

ALTERNATIVE PLACEMENT

Alternative placement is designed for students who are not able to be successful in the structure of a regular school setting. A decision to place a student in the alternative setting will be based on an administrative investigation of the reported incident and a review of student records. The school system will require students in alternative education programs to meet state graduation requirements. The system will maintain evidence of student accomplishments and progress in the programs.
A student may be recommended for a short-term (three to fifteen days) or long-term placement depending on the severity of the infraction. Students in alternative placement may not be allowed to attend functions or events at the base school until the length of placement has been met.

EXPULSION

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

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

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

EXPULSION OF STUDENTS WITH EXCEPTIONALITIES

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

TRANSITIONAL PLACEMENT

Students transitioning from youth detention may be assigned to a 10-day placement at an alternative or transition setting as part of their return-to-school process. This placement is designed to support a structured transition back into the school environment while ensuring safety, accountability, and appropriate supervision.
During this 10-day placement, students are expected to follow all rules, school board policies, and staff directives at all times. Failure to comply with expectations may result in disciplinary action, extension of placement, or additional consequences in accordance with district policy.

HEARING PROCESS

A "Long-Term Suspension" is defined as the removal of a student from their regular school environment for more than 10 but fewer than 90 school days per incident, for disciplinary reasons. A "Long-Term Alternative School Placement" is the assignment of a student to an alternative school for more than 15 school days per incident for disciplinary purposes. Expulsion is the exclusion of a student from their regular school environment for 90 to 180 school days per incident for disciplinary reasons.

When the principal or their designee recommends a Long-Term Suspension, Long-Term Alternative School Placement, or Expulsion as a consequence, the student will be granted a hearing with the Hearing Officer. If the principal or their designee believes the student is guilty of an offense, and recommends more than 15 days of Alternative School placement, the student will be suspended pending a hearing with the Hearing Officer.

The purpose of the hearing is to determine both whether the student is guilty of the charged offenses and to decide the appropriate disciplinary action if the charges are substantiated.

All suspensions prior to the hearing will remain in effect, but the hearing must occur within 10 days of the out-of-school suspension.

School officials must contact the Student Services Supervisor and submit the Due Process Referral Form for the alleged offenses, along with any other required documentation, to the-Student Services Department within 48 hours of the decision to suspend the student, unless an extension of an additional 24 hours to complete the investigation is requested and approved by the Student Services Supervisor.

The student and parent/guardian will receive written notice of the hearing consistent with the requirements of state law. The failure of the parent/guardian to respond to the notice letter will result in a waiver of the hearing.

If not waived by the parent/guardian, the disciplinary hearing will occur within 10 school days after the initial implementation of any consequence pending a hearing, unless the parent and school district agree otherwise or good cause is shown by the school district. At least 5 days before the hearing, the student or parent/guardian may review any information that may be presented as evidence at the hearing including written statements made by witnesses related to the alleged incident, where such review is consistent with the Family Educational Rights and Privacy Act (“FERPA”) and other relevant state and federal laws. The parent and school district may agree to a reduced timeline for reviewing evidence or an expedited hearing timeline for the benefit of the student.

The Hearing Officer will provide a copy of the decision to the following:

- Parent or Guardian
- Assistant Superintendent of Teaching and Learning
- School principal or designee
- Alternative Program administrator (if the student is being referred)
- School Principal or designee shall update the student's incident record in PowerSchool

Procedures for an appeal may be requested through the Hearing Officer.

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

APPENDIX I: ILLEGAL SUBSTANCE POLICY

6.22 Student Parking Privileges - Substance Abuse Policy

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

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

6.23 Student Competitive Extracurricular Activity Substance Abuse Policy

In order to promote the safety and welfare of students who participate in competitive extracurricular activities, to insure that such participation is neither impaired nor any risk of injury exacerbated, to provide incentives to students to maintain safe and healthful practices, and to promote a school environment that is free of alcohol and illegal drugs or controlled substances, the Board reserves the right to require any student who participates in extracurricular competitive programs or activities to submit to sobriety tests or screening for illegal drugs or controlled substances prior to, during, or following a competitive event, practice, competition, or at any other time while the student is under the supervision of the school system.

Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws, and procedures that are developed by the Superintendent for approval by the Board.

APPENDIX II: JAMARI TERRELL WILLIAMS BULLYING PREVENTION POLICY

Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited.

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the ***investigating school administrator's authority and decision.***

Section 2: Definitions

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

(a) "Bullying" means a continuous pattern of intentional behavior (or a single incident which is particularly egregious) that takes place on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
(b) When harassing conduct is sufficiently severe, persistent, or pervasive that it creates a hostile environment, it can violate a student's rights. A hostile environment may exist even if there are no tangible effects on the student where the harassment is serious enough to adversely affect the student's ability to participate in or benefit from the educational program.
(c)"Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
(d) "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
(e) "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
(f) "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
(g) "Student" as used in this policy means a person who is enrolled in Trussville City Schools.

Section 3: Description of Behavior Expected of Students

(a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

(b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
Race
Sex
Religion
National origin
Disability

Section 4: Consequences for Violations
A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy. Punishment shall conform with applicable federal and state disability antidiscrimination and educational laws. An anonymous report may not be the basis for imposing formal disciplinary actions against a student, unless said anonymous report is found to be credible.

Section 5: Reporting, Investigation, and Complaint Resolution Procedures
(a) Any student, or parent or guardian of the student, who is the object of or witness to bullying, harassment, intimidation, violence, threat of violence, or threat of suicide may file a complaint outlining the details of the harassment. Complaints alleging violations of this policy may be made on the Board approved complaint form (Appendix VIII) available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally. It is not the sole responsibility of the affected student or the parent or guardian of the affected student, to report incidents of harassment or other violations of this policy, but rather District staff who are made aware of such incidents shall report said matters as well.
(b) The complaint form developed to report violations of this policy includes a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.
(c) Within 15 working days of the complaint being submitted, the principal or designee will conduct an impartial investigation thereby affording full due process to the complainant, this process shall include but is not limited to, meeting separately with each student and/or employee involved in the situation, as well as any witnesses that may have knowledge of the matters alleged. During the process, the complainant shall have the right to present witnesses and any other evidence related to the complaint.
(d) As a part of this investigation, the principal or designee will conference with the victim and parent/guardian to discuss safety and community resources.
(e) Additionally, the principal or designee will conference with the alleged perpetrator (and the parent/guardian of the alleged perpetrator if he/she is a student) to discuss appropriate behaviors and consequences. With the prior consent of the victim, the principal may issue a School-Based Stay-Away Agreement to the alleged perpetrator during the parent/guardian conference.

(f) The investigation shall be completed within 15 working days and after reviewing all of the evidence presented, the principal (or designee) shall make a determination regarding the merits of the alleged bullying, harassment, etc. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

(g) All parties shall be provided with the written decision/findings of the principal within 15 working days after the complaint was filed.
(h) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
(i) In addition, the local school shall take steps to prevent recurrence of any harassment (if such harassment was found to occur) and to correct discriminatory effects on the complainant and others, if appropriate.

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms
This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the TCS website, and shall be available at each school office.

Three questions guide TCS administration used to determine when a behavior constitutes bullying:
1. Was the alleged bullying behavior repeated and deliberate?
2. Did the alleged bullying behaviors inflict harm or suffering?
3. Is there an imbalance of real or perceived power between the alleged victim and alleged author of the behavior?

Click on the link to access the electronic form.

TRUSSVILLE CITY SCHOOLS FORM FOR REPORTING BULLYING

This form is published under Students and Families on the TCS website (www.tcsk12.us).

APPENDIX III: LEGAL STATUTES AND LIABILITIES

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

BULLYING PREVENTION ACT: JAMARI TERRELL WILLIAMS

Defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the policy adopted by the local board.

DROP-OUT/DRIVER'S LICENSE

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

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

DRIVER'S LICENSE/ PISTOL POSSESSION

(Act 94-820) (Code of Ala. § 16-28-40)

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

Section 1:

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

DRUG DEALING

(Act 94-783) (Code of Ala. § 6-5-72)

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

DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATENED PHYSICAL HARM

(Act 94-784) (Code of Ala. § 16-1-24.1)

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

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

or readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

FIREARMS IN SCHOOLS

(ACTS 1995, NO 95-756, 1768 §1-4) (CODE OF ALA. §16-1-24.3)

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

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT

(Code of Ala. § 26-14-3(f))

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

SEXUAL HARASSMENT

(TCS Policies Personnel § 5.17 and Student § 6.10(j))

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

Complaint Procedure:

STUDENT: Any student who feels they have experienced sexual harassment may file a complaint withDr. Rachel Poovey, Assistant Superintendent of Teaching and Learning.

EMPLOYEE: Any employee who feels they have experienced sexual harassment at Trussville City Schools may file a complaint with Dr. Rachel Poovey, Assistant Superintendent of Teaching and Learning.

TAYLOR'S LAW

(Code of Ala. § 32-6-7.4)

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

TEACHER ASSAULT

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

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

THEFT OF LOST PROPERTY

(Code of Ala. §13A-8-6)

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

TRUSSVILLE POLICE DEPARTMENT INVOLVEMENT

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

VANDALISM

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

WEAPONS IN SCHOOLS

(Act 94-817) (Code of Ala. § 13A-11-72)

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

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

NON-ATTENDANCE WITHDRAWAL

Code of Alabama § 16-28-40

Defines withdrawals as "more than ten (10) consecutive days or fifteen (15) days of total unexcused absences during a single semester." A student meeting these criteria (without an acceptable parent, doctor, or legal excuses) is subject to withdrawal from school.

APPENDIX IV: RESPONSIBILITY USE OF TECHNOLOGY FOR STUDENTS

Trussville City Schools is proud to provide students with access to a wide range of technology resources, including devices, network systems, and the Internet, to support learning, creativity, collaboration, and communication. These tools are essential for helping students develop the skills needed to succeed in school and in an increasingly connected world.

With these opportunities comes a shared responsibility. We believe students learn best when they are supported in using technology in ways that are safe, respectful, and purposeful. Students, families, and educators work together to promote positive digital citizenship and ensure that technology is used to enhance learning and reflect the values of our school community.

This Responsible Use Agreement (RUA) applies to all technology resources provided, operated, or maintained by the district, as well as personally owned devices used on school grounds or during school-related activities when permitted as determined by school administration. By using these resources, students agree to follow district expectations, school guidelines, and all applicable local, state, and federal laws. **All users of Trussville City Schools technology resources must acknowledge and adhere to this policy during online enrollment and can also be found on the TCS website.**

The district takes steps to provide a safe and age-appropriate digital environment, including the use of filtering and monitoring systems to help prevent exposure to objectionable materials in accordance with federal requirements. While these safeguards help support student safety, responsible use by each student remains essential. While the district works to maintain reliable technology resources, these systems may not always be error-free or uninterrupted. The district is not responsible for any loss of data, service interruptions, or other issues that may occur while using technology resources.

Students are expected to use technology in ways that respect others and do not harm, harass, or disrupt individuals, learning environments, or systems. Technology should be used to support learning and not to waste resources, interfere with operations, or negatively impact others.

As part of maintaining a safe digital environment, all use of district technology resources—and personal devices used to access district systems—may be subject to this agreement. Students should not expect privacy when using district-provided tools or networks, and all content accessed, created, or stored using these resources must follow district guidelines.

If concerns arise regarding technology use, the district will work with students and families to address the situation in a way that supports learning, accountability, and growth. In some cases, misuse may result in limitations on access or other consequences aligned with the Student Code of Conduct.

By choosing to use district technology resources, students and families acknowledge their shared role in creating a safe, respectful, and effective digital learning environment for all.

Key Expectations for Students

When using technology at Trussville City Schools, students are expected to:

- Use technology to support learning
- Take care of school-issued devices
- Keep passwords and personal information secure
- Communicate respectfully and responsibly
- Use only approved tools and platforms
- Follow teacher guidance for technology use
- Think critically and act responsibly when using online tools, including AI
- Ask for help when unsure

Access

The use of Trussville City Schools technology resources is a privilege, not a right. Access is provided to support student learning and may be adjusted if expectations are not followed, in alignment with school guidelines and the Student Code of Conduct.

With this access, students are expected to:

- **Use technology for learning**: Use school technology primarily for educational purposes. Technology should not be used for personal profit, commercial activities, or political purposes.
- **Use only approved accounts and tools**: Use only the accounts, devices, applications, and digital tools that are provided and authorized by the district for your use. Do not access or attempt to access another user's account or files.
- **Care of school-issued devices**: Take care of school-issued devices and keep them safe from damage or loss. Repair costs may be required if a device is vandalized or intentionally damaged.
- **Protect account information:** Keep passwords and login information private. Do not share passwords with others or use another person's account.
- **Help maintain system security**: Do not attempt to bypass filters, access restrictions, or security systems. Do not introduce viruses, harmful software, or engage in hacking or similar activities.
- **Respect shared resources**: Use technology in a way that does not disrupt, slow down, or interfere with access for others.
- **Avoid disrupting systems**: Do not attempt to modify devices, equipment, network settings, or system configurations.
- **Use personal devices responsibly**: Personal devices used on school networks or for school activities must follow all district expectations. The use of personal devices is determined by the school/district administration. Trussville City Schools is not responsible for the theft, loss, or damage to any wireless communication device brought onto campus by a student.
- **Follow network access guidelines**: Connect to school networks using methods provided or approved by the district or teacher and follow all guidelines for access.
- **Understand that access is conditional**: Access to technology resources may be limited, suspended, or denied if expectations are not followed or if there are concerns about safety or security pending an investigation.

Privacy

Trussville City Schools works to create a safe and secure digital environment for students. When using school technology resources, students should understand the following:

- **Limited expectation of privacy**: Students should not expect privacy when using school-issued devices, accounts, networks, or digital tools. Information created, stored, or accessed using these

resources may be reviewed based on school administration judgment consistent with district policy if concerns arise related to safety, security, or responsible use.

- **Monitoring for safety and security**: The district may monitor technology use and review data when there is reason to believe that policies may not be followed, or that student safety may be at risk.
- **Use of personal devices**: When personal devices are permitted for use by school administration and used for school purposes or connected to school networks, relevant applications and content may be reviewed based on school administration judgment consistent with district policy if there is reasonable suspicion of misuse.
- **Use and protection of student information**: Student information, including personally identifiable information (PII), is collected and used only for its intended educational purpose and is handled in accordance with district guidelines, applicable laws, and guidance from the Trussville City Schools Data Governance Committee.
- **Careful communication**: Because online communication can be public, students should communicate in ways that are appropriate, respectful, and safe.
- **No guarantee of privacy in digital communication**: The district cannot guarantee the privacy or security of information sent or received through the Internet, email, or other digital communication tools.
- **Avoid storing personal or sensitive information**: Students should not store personal, private, or sensitive information on school technology resources.

- **Respect for others when recording**: Students may not record audio or video of others without their permission unless it is part of an approved school activity or occurs in a public setting. See *Audio and/or Video Recording Devices Procedures*, Student Code of Conduct.
  - **Use of security cameras**: Trussville City Schools use video surveillance to help maintain a safe environment for students, staff, and visitors. Recordings are only accessed or shared in accordance with applicable laws and district procedures.

Data Security

Trussville City Schools is committed to protecting student information and maintaining secure technology systems. Students play an important role in helping keep information safe and are expected to:

- **Protect login information:** Keep usernames and passwords private. Do not share account information with others or use another person's account.
- **Use accounts responsibly:** Only access accounts and systems that are assigned to you. Do not attempt to log in as another user. Unauthorized access, use, or sharing of district data may result in disciplinary action and/or legal consequences.
- **Help keep systems secure:** Take reasonable care when using technology to prevent unauthorized access. This includes logging out of devices, keeping passwords secure, and using devices appropriately.
- **Report concerns quickly:** Immediately report any suspected or actual security issues, such as a lost device, a shared password, or something that doesn't seem secure, to a teacher, school staff member, or administrator.
- **Follow laws and school guidelines:** Use technology in ways that follow school rules and applicable laws related to privacy and data protection.
- **Management and protection of data**: The district establishes procedures for how data is stored, used, shared, and protected in accordance with state and federal laws. These procedures include safeguards such as security measures, access controls, and guidelines for data sharing.

- **Understand system limitations:** While the district takes steps to keep systems secure and maintain information, no system is completely risk-free. Information may not always be recoverable in the event of technical issues, outages, or accidental deletion.

Copyright

Trussville City Schools encourages students to create, share, and explore digital content as part of their learning. When using technology resources, students are expected to respect the work and rights of others by:

- **Using content responsibly:** Do not copy, download, or share software, music, videos, images, or other digital content illegally. Only use materials in ways that are allowed.
- **Following copyright guidelines:** Most content found online is protected by copyright. Students should not use images, sounds, videos, or other media from the Internet without permission or without following the terms of use.
- **Understanding responsible use**: Learn about safe, legal, and responsible use of technology each year and apply these practices when using digital resources
- **Giving credit to others:** When using someone else's work, students should give proper credit when appropriate and follow teacher or school guidelines.
- **Using school technology appropriately:** All apps, software, and digital tools must be used in accordance with their licensing agreements and must be approved by the district; only approved software applications and extensions may be installed or accessed on district-owned devices.
- **Creating and sharing responsibly:** Students are responsible for the content they create and share using school technology, including work posted online or shared with others.
- **Asking for help when unsure:** Students should ask a teacher, media specialist, or school staff member if they have questions about using digital content or copyright.

Email and Digital Communication

Trussville City Schools provides students with access to secure digital communication tools, including school email through Google Workspace for Education and approved online platforms such as Schoology, to support learning and collaboration. External email access is restricted for students in grades K–5. When using these tools, students are expected to:

- **Use email for school purposes:** School email accounts should be used for educational communication related to classes, activities, and schoolwork—not for personal business, profit, or political activity.
- **Communicate respectfully:** Do not use email or digital tools to bully, harass, intimidate, or threaten others. All communication should be respectful and appropriate.
- **Be honest and transparent:** Do not send anonymous messages or pretend to be someone else when using school communication tools.
- **Protect others' privacy:** Do not share or forward someone else's personal information, messages, or work without their permission.
- **Follow appropriate use guidelines:** Do not send spam or large group messages unless it is part of a school-approved activity or directed by a teacher.
- **Use communication tools legally and responsibly:** Email and digital communication tools may not be used for illegal activities.
- **Be cautious with information:** Students should avoid sending personal or sensitive information through email. While the district uses filtering and security measures, no system is completely private or secure.

- **Understand monitoring and filtering:** School email accounts may be monitored, and messages are filtered for safety, including protection against inappropriate content, spam, and harmful links.
- **Maintain account access responsibly:** Student email accounts are active while enrolled in the district and may be limited or disabled if misuse occurs.
- **Use approved communication tools:** Students should use only district-approved platforms for school-related communication.

Internet Use

Trussville City Schools provides students with access to the Internet to support learning, research, and exploration aligned to classroom instruction. When using the Internet, students are expected to:

- **Use the Internet for learning:** Access online resources that support schoolwork and are appropriate for classroom learning.
- **Follow all rules and laws:** All school expectations, along with local, state, and federal laws, apply when using the Internet.
- **Follow age-appropriate access guidelines:** Internet access is CIPA compliant and filtered and adjusted based on age and content to support a safe learning environment.
- **Access to appropriate content:** Students should seek out information that is appropriate for their age, grade level, and learning tasks.
- **Understand monitoring and filtering:** Internet activity is monitored, and filtering systems are used to help block inappropriate content and keep students safe.
- **Recognize system limits:** While filtering systems are in place, no system is perfect. Students may occasionally encounter inappropriate content and should report it to a teacher or staff member immediately.
- **Do not bypass security measures:** Students may not attempt to bypass Internet filters or access restricted content using proxies, VPNs, or other methods.
- **Use all networks responsibly:** These expectations apply when using the Internet on school devices, personal devices connected to school networks, or when accessing school resources from other networks, even off campus.

Online Resources

Trussville City Schools uses a variety of approved online instructional resources to support teaching and learning. These tools provide students with access to digital content, assignments, and learning opportunities that enhance the classroom experience.

- **Use of approved resources**: Students may be provided access to online educational tools and platforms that have been reviewed and approved by the district's Data Governance Committee, which includes representatives from school administration, Teaching and Learning, Technology, Student Services, and Exceptional Education.
- **Student account access**: As part of instructional use, students may be registered for these resources using basic student information, which may include directory information as defined by district policy such as name, grade level, or school.
- **Compliance with privacy laws**: The district follows applicable laws, including the Children's Online Privacy Protection Act (COPPA), when providing access to online tools. For students under the age of 13, additional parental permissions may be required for certain resources. The district will notify families when additional permission is required.
- **Secure access through district systems**: Approved online resources are accessed through the district's secure platform, ClassLink, to help protect student information and simplify access.

- **Parent/Guardian choice**: Parents or guardians who wish to deny their child access to these instructional tools must submit a written request to the school principal. Alternative instructional options will be provided when appropriate.

Emerging Technologies

Trussville City Schools is committed to preparing students for a future where emerging technologies, including artificial intelligence (AI), are increasingly part of learning, work, and daily life. These tools can support creativity, problem-solving, and deeper learning when used responsibly.

As these technologies continue to evolve, students are expected to use them in ways that are safe, ethical, and aligned with school expectations. Our approach is guided by the following principles:

- **Critical Thinking:** AI should be used to help develop thinking—not replace it. Students are expected to question, analyze, and build on AI-generated ideas to strengthen their own understanding and skills.
- **Support learning for all students**: Emerging technologies may be used to enhance learning, support individual needs, and improve educational outcomes when approved by the district and teacher.
- **Protect privacy and safety**: Students should not share personal or sensitive information when using AI or other digital tools. All users must follow district policies related to data privacy and security.
- **Build AI and digital literacy**: Students are encouraged to learn how to use emerging technologies thoughtfully, including evaluating the accuracy, reliability, and bias of information generated by these tools as written within the Alabama Digital Literacy and Computer Science Course of Study.
- **Use technology responsibly and ethically**: Students may only use district-approved AI tools in ways that support learning while avoiding misuse. This includes understanding both the benefits and potential risks of these technologies.
- **Maintain academic integrity**: Student work should reflect their own thinking and effort. When AI or other tools are used, students should follow teacher guidelines and give appropriate credit when required. See TCS AI Guidance. Copyright, Academic Dishonesty
- **Follow teacher guidance**: Teachers will provide clear expectations for when and how AI tools may be used for specific assignments or activities. Students are expected to follow these guidelines. Student Use of AI Matrix
- **Keep humans at the center of learning**: Technology should support—not replace—student thinking, creativity, and decision-making.
- **Understand age and tool requirements**: Some AI tools have age restrictions or require parent/guardian permission. Students should only use district-approved AI tools that are appropriate for school use.
- **Participate in ongoing learning**: As technology changes, students will continue learning how to use new tools responsibly. The district will update guidance and provide support as needed.

Trussville City Schools will continue to review and update practices for emerging technologies, working with students, families, and staff to ensure these tools are used in ways that enhance learning while maintaining safety and responsibility.

Student Possession and Use of Wireless Communication Devices

Trussville City Schools recognizes that students may bring personal technology devices to school. To support a focused and productive learning environment, expectations are in place for how and when these devices may be used.

- **Bringing devices to school:** Students may bring personal wireless communication devices to school, including cell phones, tablets, laptops, smart watches, earbuds (such as AirPods), gaming devices, and other portable electronic devices capable of exchanging voice, messaging, or other data communication with another electronic device.
- **Responsibility for personal devices:** Students are responsible for the care and security of their personal devices. The district is not responsible for devices that are lost, stolen, or damaged.
- **Storing devices during the school day:** During the instructional day, devices should be turned off and stored in a designated location, such as a locker, backpack, or other approved area, as determined by the school. The instructional day includes class time, transitions, lunch, and other school activities.
- **Using devices at school:** Personal devices may be used during the school day only under specific conditions:
    - When use is directed or approved by a teacher for learning purposes
    - When included as part of a student's IEP, 504 Plan, or health plan
    - In the event of an emergency that affects the safety of the student or others
- **Following school expectations:** Students are expected to follow all school and district guidelines regarding device use and to follow directions from school staff regarding when devices may be used or stored.
- **Respecting privacy and appropriate use:** Use of personal devices must follow all Responsible Use guidelines, including expectations related to privacy, respectful communication, and appropriate content.
- **Device searches:** School administrators may review the contents of a device when there is reasonable suspicion of a violation of school rules or policies. Any review will be limited in scope and focused on the specific concern, in accordance with district guidelines.
- **Understanding consequences:** Misuse of personal devices may result in disciplinary action in accordance with the Student Code of Conduct. The Superintendent or designee is authorized to develop any additional rules necessary to carry out this policy. [Reference: Ala. Act 2025-386]

APPENDIX V: FERPA

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Notice of Directory Information

Note: Under 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If so, the notice must specify the parties who may receive directory information and/or the purposes for which it may be disclosed.

FERPA Overview

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that [School or School District] obtain written consent prior to the disclosure of personally identifiable information from a student's education records, except in certain circumstances.

However, the school may disclose appropriately designated "directory information" without written consent unless a parent or eligible student has notified the school in writing, according to district procedures. The primary purpose of directory information is to allow the school to include student information in school-related publications.

Examples of School Publications May Include:

- Playbills (e.g., drama productions)
- Yearbooks
- Honor roll or recognition lists
- Graduation programs
- Sports rosters (including height and weight for team members)

Use of Directory Information

Directory information may also be shared with outside organizations without prior written consent. These may include:

- Companies that produce class rings
- Yearbook publishers
- Other similar organizations supporting school-related activities

Military Recruiter Disclosure Requirement

Federal law requires schools receiving ESEA funding to provide military recruiters, upon request, the following student information:

- Name
- Address
- Telephone listing

This applies unless parents have opted out in writing.

Legal References:

- Section 9528 of the ESEA (20 U.S.C. § 7908)
- 10 U.S.C. § 503(c)

Opt-Out Information

If you do NOT want Trussville City Schools to disclose any or all directory information without prior written consent, you must notify the school in writing by SEPT 1.

Designated Directory Information

The school has designated the following as directory information (select applicable items):

Student's name
Dates of attendance
Grade level
Date and place of birth
Major field of study
Participation in officially recognized activities and sports
Weight and height of athletic team members
Degrees, honors, and awards received
Most recent school attended
Student ID number or unique identifier (when used under secure conditions)

Important Identifier Restriction

A student ID number or unique personal identifier may be considered directory information **only if it cannot be used to access education records without additional authentication** (such as a PIN or password). This also applies to identifiers displayed on student ID badges under the same security restrictions.

Notification of Rights Under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are outlined below.

1. Right to Inspect and Review Education Records

Parents or eligible students have the right to inspect and review the student's education records within 45 days after the school receives a request for access. To request access, parents or eligible students should submit a written request to the school principal (or appropriate school official) identifying the records they wish to inspect. The school will arrange access and notify the parent or eligible student of the time and place where records may be reviewed.

2. Right to Request Amendment of Records

Parents or eligible students have the right to request that the school amend education records they believe are:

- Inaccurate
- Misleading
- In violation of privacy rights under FERPA

To request an amendment, submit a written request to the school principal (or appropriate official), clearly identifying the record and explaining why it should be changed.

If the school denies the request, the parent or eligible student will be notified of:

- The decision
- Their right to a hearing
- Hearing procedures

3. Right to Consent to Disclosures

Parents or eligible students have the right to provide written consent before the school discloses personally identifiable information (PII) from education records, except when FERPA allows disclosure without consent.

School Officials Exception

Disclosure without consent is permitted to school officials with legitimate educational interests. This may include:

- Teachers, administrators, supervisors, and support staff
- School board members
- Contractors, consultants, volunteers, or other authorized individuals performing school services

A school official has a legitimate educational interest when access is necessary to fulfill professional duties.

Records Transfer (Optional Disclosure)

Upon request, the school may disclose records to another school or district where a student:

Seeks enrollment

Intends to enroll

Is currently enrolled

5. Authorized Disclosures Without Consent (Summary)

FERPA allows schools to disclose education records without consent under specific conditions, including:

- School officials with legitimate educational interest
- Transfer to another school or institution
- Authorized federal, state, or local education authorities for audits or compliance
- Financial aid purposes
- State juvenile justice reporting (when applicable)
- Organizations conducting approved educational studies
- Accrediting organizations
- Dependent students (IRS purposes)
- Judicial orders or subpoenas
- Health or safety emergencies
- Directory information (if properly designated)
- Child welfare agencies for foster care students
- U.S. Department of Agriculture (school nutrition program oversight)

6. Record of Disclosures & Directory Information

Schools may be required to maintain a record of disclosures made without consent. Parents and eligible students may review this record upon request. Schools may also designate certain information as **directory information**, which may be released unless parents or eligible students opt out, in accordance with FERPA guidelines.

APPENDIX VI: ANTICIPATED ABSENCE REQUEST FORM

ANTICIPATED ABSENCE REQUEST FORM

Student Name: _____ Grade Level: _____
School: _____ Date: _____

Requests should be submitted at least 3 days prior to the planned absence.
The form is available from the school attendance clerk or school principal.

Total number of school days requested: _____

Please list the requested dates:

Is there a sibling enrolled at another TCS school with the same or a similar request?
If yes, please provide the **school name and sibling's name:**

Principals will collaborate with other system administrators when the request involves siblings in different schools to assure consistency. It is possible that one sibling may pass all criteria for approval while another may not.

Type of Request (Select One)

☐ College Day
☐ Military Day
☐ Additional Funeral Days
☐ Religious Day
☐ Consecutive Parent Notes
☐ Additional Days (Parent Notes Exhausted)

Parent/Guardian Initial: _____ Please note:

Requests for multiple absence dates submitted at the same time may be reviewed individually, and approval is not guaranteed for every date.

Parent/Guardian Acknowledgement

I understand that:

1. My request may be denied by the school principal based on the **length of the request and other criteria**.
2. The request will **not be approved if a student has missed 12 days or more of school, is chronically absent (10% or higher absence rate), has a grade below 60% in any class, or is involved in Jefferson County Family Court for truancy.**
3. Requests that **conflict with state or district testing dates** will not be approved.
4. **Yearly vacations do not qualify for additional days excused.**

Parent/Guardian Signature: _____

DAYS Requested	DAYS Missed	Total	Grades	Approved	Denied	Yes, Stipulation	Yes, Reservation
			Satisfactory ☐ Unsatisfactory☐	☐	☐	☐	☐

APPENDIX VII: SEXUAL HARASSMENT POLICY

SUMMARY OF TITLE IX COMPLAINT PROCESS AND PROCEDURE

Title IX Overview

Title IX of the Education Amendments Act of 1972 states that:

> "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

This means students and employees are protected from sex-based discrimination in educational programs and activities. This includes discrimination based on:

- Gender
- Gender identity
- Pregnancy status
- Parental status
- Sexual harassment as defined by law

Definition of Sexual Harassment Under Title IX

Sexual harassment is defined as conduct on the basis of sex that meets one or more of the following:

- A school employee conditioning aid, benefits, or services on participation in unwelcome sexual conduct
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it denies equal access to education
- Sexual assault, dating violence, domestic violence, or stalking as defined under federal law

General Information

Filing a Formal Title IX Complaint initiates a formal investigation process.

- Both the Complainant and Respondent may have an advisor of their choice (parent, guardian, trusted adult, or attorney).
- Questions or complaints may be directed to the Title IX Coordinator:
  - **Email:** rachel.poovey@tcsk12.us
  - **Phone:** 205-228-3033

The school district determines responsibility using a **preponderance of the evidence standard**, meaning it is more likely than not that the alleged conduct occurred.

SUMMARY OF GRIEVANCE PROCEDURE

1. Formal Complaint Response

After a Formal Complaint is received by the Title IX Coordinator, the Respondent may submit a written response within seven (7) calendar days.

The Respondent is not required to participate; however, the investigation will continue unless:

- The Complainant withdraws the complaint in writing, or
- The complaint is dismissed as required

2. Investigation

The Title IX Coordinator assigns a trained staff member to investigate.

a. May include interviews with parties and witnesses (written or in person)

b. Investigator has discretion to conduct a fair, unbiased investigation

c. Investigator determines relevance and credibility of evidence

d. Providing false information is a violation of the Student Code of Conduct and may result in discipline

3.Preliminary Investigative Report

a. Both parties may review all evidence directly related to the complaint

b. Parties have ten (10) calendar days to review and submit additional evidence

c. Participation in responding is optional

4. Final Investigative Report

a. Report is shared with both parties for review and written response within ten (10) calendar days

b. The report does NOT determine responsibility; it summarizes evidence and credibility considerations

c. The report and responses are sent to the Title IX Coordinator and decision-maker

5. Decision-Making Process

A separate decision-maker is assigned.

a. Reviews investigation and determines responsibility

b. Parties may submit written, relevant questions to witnesses or parties

- Responses required within three (3) calendar days
- Questions cannot include irrelevant or confidential topics (such as sexual history)

c. Parties receive responses and may submit limited follow-up questions

- Follow-up responses required within two (2) calendar days

d. Decision is issued after review of all responses

e. If responsible under the preponderance of evidence standard, discipline will be imposed

6. Appeals Process

Appeals must be submitted within five (5) calendar days of the final decision.

Appeals are only allowed on the following grounds:

a. Procedural irregularity that affected the outcome

b. Conflict of interest or bias by a school official involved

c. Newly discovered evidence that could affect the outcome (must be included with appeal)

No other appeal grounds are permitted.

Confidentiality and Reporting Notice

The District cannot guarantee confidentiality because required information must be shared with involved parties. Title IX requires that the Respondent be informed of:

- The identity of the Complainant
- The nature of the allegations
- Dates and times of alleged incidents

Therefore, anonymous complaints are not permitted. However, the District will make reasonable efforts to limit disclosure to only those with a legitimate need to know.

Additional Information

For more information, please see the District's Title IX Policy, which is available online at **www.tcsk12.us**. The Title IX Coordinator may be reached at **rachel.poovey@tcsk12.us** or **205-322-3033**

Policy Update Notice

The U.S. Department of Education is preparing revised Title IX regulations that were scheduled for release in the summer of 2023. Once released, Trussville City Schools will update the Sexual Harassment Policy to ensure compliance with any applicable revisions.

Any policy changes will be communicated to all stakeholders in a timely manner.

APPENDIX VIII: BUS TRANSPORTATION EXPECTATIONS

BUS / TRANSPORTATION SAFETY AND ELECTRONIC DEVICES

Bus transportation is a privilege and requires appropriate behavior to ensure the safety and well-being of all passengers.

Bus drivers are responsible for maintaining a safe and orderly environment on the bus and may direct students to follow safety instructions at any time. This includes requiring students to put away electronic devices when their use is disruptive, unsafe, or interferes with bus safety rules.

Students are expected to comply immediately with all driver instructions. Failure to do so may result in disciplinary action and/or loss of bus riding privileges.

SCHOOL BUS BEHAVIOR EXPECTATIONS AND RULES

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

1. Students must ride to and from school on their assigned bus unless approved by the principal.
2. Students must stay off roadways while waiting for the bus.
3. Students must wait until the bus comes to a complete stop before boarding or exiting.
4. Seat belts must remain fastened until the bus has come to a complete stop at its destination.
5. After exiting the bus, students must never walk behind the bus.
6. Upon a signal from the bus driver, students must look both ways before crossing in front of the bus.
7. Eating, drinking, and chewing gum are not permitted on the bus.
8. Smoking, vaping, and the use of matches or lighters are strictly prohibited.
9. Fireworks, weapons of any kind, replicas, or any item that may endanger others are prohibited on the bus.
10. Students must remain seated in their assigned seat at all times.
11. Feet, arms, and personal belongings must remain out of the aisle.
12. Feet must not be placed on seats.
13. Stairs and emergency exits must remain clear of all objects at all times.
14. Hands, head, and objects must remain inside the bus at all times.
15. Fighting, arguing, yelling, or the use of profanity is not allowed.
16. All personal belongings must be secured while riding the bus.
17. Students must remove all trash before exiting and dispose of it properly.
18. Shoving, tripping, or any form of aggressive physical contact is prohibited.
19. Emergency exits may only be used when appropriate or when directed by school personnel.
20. Throwing or dropping objects inside or outside the bus is strictly prohibited.
21. Defacing or damaging the bus in any way, including writing, scratching, or placing gum on surfaces, is prohibited.
22. Bus doors and safety equipment must not be tampered with unless directed by school personnel.
23. Threats of any kind toward students, staff, or school property are prohibited.
24. Harassment, bullying, intimidation, hazing, or any act of violence is strictly prohibited.
25. Illegal drugs, alcohol, or related paraphernalia are prohibited on the bus.
26. Theft of any property belonging to the bus, school personnel, or other students is prohibited.
27. Sexual misconduct, harassment, or lewd behavior is prohibited.
28. Sexting and the possession, creation, or distribution of pornographic or sexually explicit material is strictly prohibited. *Possession-The state of having, owning, or controlling something. In a school setting or property, it means having or carrying an item on your person or in your belongings, or even if it does not belong to you.*
29. Bus drivers may require students to put away electronic devices if their use is disruptive, unsafe, or interferes with bus safety expectations. Students must comply immediately with driver instructions regarding device use.

ACKNOWLEDGEMENT

Please read and discuss the Trussville City Schools Parent and Student Handbook with each of your children attending Trussville City Schools. The document can be viewed, printed and/or downloaded at **www.tcsk12.us** A signed acknowledgement will be completed during the online registration process for each student. Registration is not complete until this acknowledgement and all other required forms have been signed and provided to your child's school for their registration files. This acknowledgement will become a part of each student's cumulative file for the 2026-2027 academic school year. If applicable, return this form within five school days after receipt, along with all other forms that apply to your student.

I, hereby acknowledge by my signature that I have read and understand the contents of the TRUSSVILLE CITY SCHOOLS PARENT AND STUDENT HANDBOOK.

I further understand that information included in this handbook may be revised during the school year through proper protocol.

I further acknowledge that my student has read or has had the handbook shared with them and that to the best of their abilities and age, they understand the applicable contents of this handbook.

(Signed)_____

signature of student's parent(s)/guardian(s)

(Signed)_____

signature of student's parent(s)/guardian(s)

(Date) _____/_____/___