Tallapoosa County Schools

Parent and Student Handbook

2026 – 2027

679 East Columbus Street

Dadeville, AL 36853

256-825-0746

Published June, 2026

Vision

Building students today for a better future tomorrow.

Mission

The mission of the Tallapoosa County Schools is to produce students achieving at their fullest potential while preparing for success in College, Career and Life.

Introduction

The Tallapoosa County Board of Education believes that instruction should occur in an environment that is conducive to learning. Order and discipline are basic elements of such an environment, and contribute to an atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

As students make progress in our school system, they are expected to assume greater responsibility for their actions as they increase in age and maturity. The procedures described in the Parent and Student Handbook apply to all students in grades K-12. However, differences in age, sexual orientation, gender identity, and maturity of students may require different types of disciplinary actions for conduct violations at the various grade levels.

It is the school board's desire to assist students, parents, and school personnel in developing and maintaining an environment conducive to learning. Therefore, the board presents the enclosed information in an effort to increase communication between home and school and to provide a framework for educational progress in our schools for all students.

Parental Responsibilities

In accordance with Alabama state law, local school systems are required to inform parents/guardians of their education related responsibilities.

Parents and legal 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/guardians are required to read and share with their child the **Tallapoosa County Schools Parent and Student Handbook**. The parent/guardian confirms that they have read the handbook during the online registration process.

TALLAPOOSA COUNTY BOARD OF EDUCATION

District 1 – Mr. Fred Ford

District 2 – Ms. Deana Henderson Mann

District 3 – Mr. Michael Carter, President

District 4 – Ms. Haley McKelvey

District 5 – Ms. Linda Daniel, Vice President

Mr. Casey D. Davis, Superintendent

The Tallapoosa County Board of Education meets on the third Tuesday of each month for the regularly scheduled meeting at 5:00 p.m. The Board work session is held on the second Tuesday of the month at 5:00 p.m.

Meetings are open to the public and are held in the TCBOE Board Room.

Equal Employment Opportunity

(1) The Tallapoosa County Board of Education adheres to the following policy: *"No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, to include harassment, in any program or activity on the basis of disability, sex, sexual orientation, gender identity, race, religious belief, national origin, age, or color."* Inquiries regarding compliance and complaint procedures can be directed to:

Director of Personnel Tallapoosa County schools
679 East Columbus Street
Dadeville, AL 36853
256-825-0746

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 educational program or activity. This includes all career and technical educational opportunities, promotion, and retention. The Board complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 Rehabilitation Act of 1973, and the appropriate Department of Education regulations.

It is the policy of the Tallapoosa County Board of Education to encourage participation in extracurricular activities and clubs by all students. No eligible student is to be denied the opportunity to participate in any activity or club. The sponsor, coach, or director of each extracurricular activity establishes specific requirements for participation in his/her particular program, and is available, upon request to fully inform any student about the program.

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 the Title IX of the Education Amendments of 1972 should be registered with the Tallapoosa County Coordinators of Title IIV and Title IX activities.

COORDINATOR OF TITLE VII AND TITLE XI ACTIVITIES

Director of Personnel Tallapoosa County Schools
679 East Columbus Street
Dadeville, AL 36853
256-825-0746

Any person having inquiries concerning the Tallapoosa County 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:

Director of Special Programs Tallapoosa County Schools
679 East Columbus Street
Dadeville, AL 36853
256-825-0746

PUBLIC NOTIFICATION- ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986

The Tallapoosa County Board of Education continues to remain in compliance with EPA's Asbestos Hazard Emergency Response Act of 1986. We have maintained our training program and updated our management plans as necessary. No response actions were conducted in any of the buildings during the last twelve (12) months. The asbestos management plans are on file at the Central Office and at each school. They are available for review during normal business hours. If you have questions, please contact the Director of Facilities at 256-825-0746**.**

OPEN RECORDS REQUEST

The Tallapoosa County Board of Education is committed to transparency and compliance with the Alabama Open Records Act (*Alabama Code 36-12-40 et.seq.)* Requests for public records must be submitted in writing either by mail or in-person using the Standard Request Form which can be found on the district website.

ENROLLMENT

Compulsory Attendance

Alabama State Law requires that all persons between the age of six (6) and seventeen (17) years of age are required 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 Tallapoosa County Schools, 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 Tallapoosa County schools.

Entrance for Kindergarten and First Grade

A child who is five years of age on or before September 1 or the date on which school begins in the Tallapoosa County School System shall be entitled to admission to kindergarten at the opening of schools for that school year or as soon as practicable thereafter.

An underage child may be admitted to kindergarten on approval of the local board of education, on a space available basis, if the underage child transfers from a public kindergarten in another state.

An underage child who turns 5 after September 1st, but before December 31st, will be eligible to attend kindergarten the following school year.

A child who successfully completes kindergarten by the date on which school begins shall be entitled to admission to the first grade in the Tallapoosa County School System at the opening of schools for that school year or as soon as practicable thereafter.

A child who is six years of age on or before December 31, or the date at which school begins in the Tallapoosa County School System shall be entitled to admission to first grade at the opening of schools for that school year or as soon as practicable thereafter, as long as the child demonstrates first grade entry readiness, as determined by the State Board of Education, on an assessment of essential development and physical skills.

An underage child, regardless of whether he or she has successfully completed kindergarten or otherwise demonstrates first grade readiness, may be admitted to first grade if the underage child transfers from the first grade of a school in another state.

Alabama Code 16-28-4, 16-8-41, 16-11-16, July 1, 2024

Residency Requirement

All Tallapoosa County students must live within the Tallapoosa County's Schools' attendance zones and reside with parent(s), legal custodian(s), or legal guardian(s). Guardianship or custodianship papers must be executed and copies delivered to the school principal before the first day of attendance, unless the Superintendent recognizes extenuating circumstances and permits an extension of time. A student must be at least 19 (nineteen) years old to establish a residence without a parent or guardian. The attendance officer will make a home visit if the principal receives one of the following complaints:

1. Student does not reside every day with a parent or guardian.
2. Guardianship papers have not been properly filed.
3. Parent or guardian does not live within Tallapoosa County Schools' attendance zone.
4. Excessive absences or tardies to school.

If the attendance officer cannot confirm residency and/or guardianship, the principal will notify the parent/guardian that the student is subject to removal from school. The guardian may appeal this decision by notifying, the superintendent in writing. Guardianship papers must be renewed annually and a copy must be presented to the school principal.

Non-Resident Application Process

A student whose parent/legal guardian resides outside the jurisdiction of the Tallapoosa County Board of Education may be eligible to attend a Tallapoosa County School. To be considered for initial enrollment in a TCS, the parent/legal guardian of a non-resident student shall submit an initial written application to the principal of the requested school. The application can be found on the Tallapoosa County Schools district webpage. Factors considered and used in the decision process include the availability of the instructional program, availability of space in the grade level requested, and the student's previous attendance, academic, and behavioral performances. If approved, parents/guardians must provide transportation for the student and pay the annual tuition charged to non-resident families.

Non-resident eligibility will be reviewed annually and may be non-renewed if the student's attendance, academic and/or behavioral performances are unsatisfactory. A new written request for non-resident enrollment must be completed when a student moves from the elementary to the secondary campus and must be approved by the receiving principal based on factors listed in previous the paragraph.

Admission Requirements

Students enrolling in the Tallapoosa County Schools shall be required to submit the following documentation

1. Updated immunization records
2. Withdrawal documents or proper student records from previous school
3. Two proofs of residency
4. Photo identification of the accompanying parent/guardian

A parent/guardian must accompany any new student for enrollment. Transfer students from an alternative school setting may also be assigned to the alternative program.

Migrant, homeless, foster children, English language learners, neglected/delinquent students may not be denied or delayed enrollment because of a lack of documents. A school may request a birth certificate for age verification.

Military Families

A student who is not a domiciliary of the state shall be permitted to register to enroll in a public K-12 school by remote means, including electronic means, prior to commencement of the student's residency in this state if all of the following apply:

1. A parent or legal guardian is on active military duty and is transferred or pending transfer to a military installation or reservation in this state.
2. Upon request by the local board of education, a parent or legal guardian provides a copy of the official military order transferring to a military installation or reservation located in this state.
3. A parent or legal guardian completes and submits the board of education's required enrollment forms and documentation, except that proof of residency shall not be required until the student physically transfers to this state, at which time the student shall be required to provide proof of residency prior to commencing attendance.
4. The local board of education shall make available to a student who registers to enroll pursuant to this section the same opportunities for school assignment and selection of courses and sporting activities as those offered to resident students.

Enrollment Transfers from Other Educational Settings

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, online schools, etc. will be enrolled and placed according to procedures outlined in the ALSDE Administrative Code of Alabama 290-3-1-.02(7)(k).

Students Transferring from Non-Traditional Educational Settings

A student transferring from any non-traditional setting, which may include but not limited to homebound and institutional placements (e.g. hospitals, treatment centers, juvenile centers, moderate level foster facilities, incarcerations, etc.), public or private, are required to complete a re-entry meeting and a plan developed for student success. Students with unresolved discipline issues 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. The re-entry plan will be developed and implemented based on individual needs designed to promote student success. If unsuccessful at a particular level, the plan will be revisited and adjusted. Additional admission prerequisite requirements may be established by the Board or administrative designee and may include temporary attendance in an alternative placement, counseling, and/or psychological evaluation and services.

Students with TCS Code of Conduct Violations

If the student requesting enrollment is found to have violated the TCS 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 Tallapoosa County 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 Tallapoosa County Schools, which may include, but is not limited to, psychiatric or psychological evaluation and counseling.

Students with Pending Legal Concern

A student requesting enrollment, who has been indicted on charges of committing a criminal offense, may not enroll or attend TCS until such time as their case has been settled in court (additional regulations may apply for students who qualify for special education services or 504 services).

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.

Student Withdrawal

Enrolling adults who wish their students to be released from enrollment in TCS are to notify their student's school office, share their desire to withdraw, and share the student's next expected educational setting.

Online Registration Process

Tallapoosa County Schools utilizes an online registration process for all students wishing to enroll or to continue enrollment with TCS. See the TCS website at tallapoosak12.org for details.

BUS TRANSPORTATION

The Board of Education provides buses to transport students to and from school. The buses are driven by competent drivers who are in charge of their respective buses. Drivers are expected to report students who exhibit inappropriate behavior on the bus. Students being transported by buses operated by the Tallapoosa County School System are under the jurisdiction of school officials at all times when aboard the bus. **Students who fail to conduct themselves in an acceptable manner may be denied the privilege of school bus transportation.**

Bus assignments and routes are created during the summer months and based on neighborhood enrollment numbers. Contact the Transportation Department 256.373.2003 for information on pick up/drop off times and locations.

COUNTY BUS TRANSPORTATION SUPERVISOR …….. ……. 256-373-2003

STUDENT DRESS CODE

The intent and purpose of these guidelines is to eliminate disruption to the classroom environment, promote instruction and comply with state health and safety standards while allowing students to express personal taste and individuality through clothing choices. Clothing should fit properly; be the correct size for the student, while not creating a distraction to others. Students must not wear clothing that reveals the body in an inappropriate manner. Students are reminded that items perfectly suited for home, gym, beach, or party may not be appropriate school wear.

Dress guidelines for students in grades K-5. Our goal is to *prepare* and guide students in grades K-5 to follow the secondary dress code that will be required in the future. Therefore, students are encouraged to adhere to the guidelines as listed in "Dress for Success".

Dress for Success

Dress guidelines apply to students in grades 6-12

Students may wear….

- long-sleeved or short-sleeved shirts that cover the shoulders, chest, abdomen, and back.
- jackets and sweatshirts that do not cover the head.
- pants or jeans at the natural waistline, free from holes above mid-thigh (unless material or patch is closing the hole).
- skirts, skorts, shorts, worn at the natural waistline that are mid-thigh or longer and free from holes above mid-thigh (unless material or patch is closing the hole).
- Leggings/Jeggings (not referring to jeans with jeggings in the name) can only be worn under skirts, shorts, skorts, tops, and dresses that conform to the mid-thigh rule. Slits/splits in items must conform to the mid-thigh rule.
- dresses that are mid-thigh or longer.
- prescription eyeglasses worn for medical conditions.
- hard-bottomed shoes or sandals meant for both indoor and outdoor use.

Prohibited items:

- See-through, skin tight/body forming, revealing clothing (bodysuits, etc.)
- Visible undergarments
- Athletic gym shorts, spandex items, pajama/lounge pants, and house shoes
- Clothing items that suggest/display obscene words, suggestive or immoral behavior, pictures, and/or designs; including but not limited to any article that conveys a sexually suggestive remark, gang-related, or alcohol message, or tobacco and/or drug-related message

Prohibited Items related to school safety (unless allowed per 504, IEP, etc.)

- Open or chain belts, including metal chains on pants and chain wallets
- Hats, hoods, toboggans worn inside the building
- Haircaps, hair wraps, bandanas, curlers, picks, or combs
- Ear buds, headphones, and other electronic devices that impair the student's ability to listen for instructions.

NOTE: Attire for special days must be pre-approved by the administration, publicized, and announced to the student body.

School administration reserves the right to make decisions regarding student attire and grooming. Exceptions may be made when physical or other circumstances warrant for certain groups during performances, or special activities as authorized by school administrators. If in doubt about a particular dress guideline violation, school administration will be responsible to make final decisions.

STUDENT ATTENDANCE POLICY AND TRUANCY DEFINITION

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

All students, regardless of age, enrolled in the Tallapoosa County School System are required to be in continuous attendance at their designated school. Prompt and regular attendance at school provides students with the skills needed for future success and aids in the development of good character. While occasional absences are unavoidable, state law places the responsibility for regular attendance upon the parent/guardian.

Parent(s)/guardian(s) of students in Tallapoosa County Schools can routinely monitor absences by accessing their student's information on the Parent Portal at (http://tallapoosak12.powerschool.com). If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

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

1. Third truancy/unexcused absence (warning)
    - Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
    - Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence (conference)
    - The parent, guardian, or other person having control of the child shall attend a conference with the attendance officer and principal or his/her designee.
    - Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
3. No earlier than the seventh unexcused absence, but within ten (10) school days (court)
    - File complaint/petition against the child and/or parent/guardian, if appropriate.
4. Child under probation.
    - The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), 12-15-100 and 105.

EXCUSED ABSENCES

In accordance with state law, a parent(s)/guardian(s) must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a dated, written excuse signed by the parent(s)/guardian(s) stating the reason(s) for and date(s) of the absence. Any students who return to school without a proper excuse will have three (3) days to bring a note to clear the absence(s). A written note does not guarantee that an absence will be marked excused. After this three (3) day period, the absence will automatically become unexcused.

After a total of five (5) absences in any given semester, the parent(s)/guardian(s)/custodian(s) may be required to provide medical or legal documentation in order for the absences to be excused. All written excuses shall be retained in the principal's office or other locations for the school year.

Absences Defined

School Day – A school day absence is defined as non-attendance for more than fifty percent (50%) of the scheduled school day.

Class – A class absence is defined as non-attendance for more than fifty percent (50%) of a regularly scheduled class. To be counted present, a student must be present more than fifty percent (50%) of a regularly scheduled class.

All student absences shall be designated as either excused or unexcused by the principal or designee. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

1. Student is too ill to attend school
2. Inclement weather which would make school attendance dangerous for students as determined by the Superintendent or principal
3. Legal quarantine
4. Death in the immediate family
5. Emergency conditions or extenuating circumstances as determined by the superintendent or principal (e.g. court appearance, military orientation, driver's license test (limit ½ day)
6. Religious holidays, upon receiving prior approval from the student's principal

UNEXCUSED ABSENCES

Any absence that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with (5) unexcused absences during the school year may be referred to the Truancy Protocol. Any student accumulating more than ten (10) unexcused absences during the school year, may not be awarded credit for the course taken and will be considered a candidate for retention. High school attendance will be counted on a per class period basis.

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

Personal Trips and Activities

Students are expected to schedule out-of-town trips and other activities during preset vacation periods and holidays on the TCS academic calendar. Advance notice of personal trips/activities during the school day should be provided to the student's teacher or principal. Personal trips are not excused absences.

College Visits

Students in grades 10-12 are allowed four (4) excused absences for college visits. Any exceptions to this requirement must be cleared with the principal two (2) weeks prior to the trip.

MAKE-UP WORK

Excused Absences

If a student is absent for any excused reason as defined above, the student shall be allowed to make up all major assignments and other work missed during the absences at a time agreeable to the teacher(s). Teachers shall not be required to reteach lessons, but the students shall be given a reasonable opportunity to learn the material missed due to excused absences.

At the Upper Grade Levels (Grades 6-12) The student shall be responsible for contacting the teacher(s) within three (3) days after he/she returns to school to arrange to make up any work or assignments missed.

At the Lower Grade Levels (Grades K-5) The parent(s)/guardian(s)/custodian(s) shall be responsible for arranging make-up work with his/her child's teacher(s) within three (3) days after the child returns to school.

In arranging for make-up assignments, the teacher should consider the type of absence(s), the number of days absent, the amount and nature of work missed, and number of make-up assignments due in all classes. The parent(s)/guardian(s)/custodian(s) is expected to follow-up with his/her child to ensure that make-up work is completed promptly and thoroughly.

Unexcused Absences

Students with unexcused absences may be allowed to make up some or all missed work at the discretion of the school administration. The student may or may not be given the same work done by the students who were in class.

TARDIES

A tardy is defined as a student's late arrival after the official time set for the beginning of each respective school's regular daily activities. Students are required to report to schools no later than the official beginning of the school day and to be on time for all classes during the day. Students who arrive after school has begun must be checked in by a parent(s)/guardian(s)/custodial parent(s). Tardies are excused for the same reasons as absences. Tardies are compiled quarterly (per grading period). **See Local Student Handbook**

Late Arrivals/Early Dismissals

If a student checks in to school late or is dismissed early, the student must be signed in or out by a parent/guardian/custodial parent in the office. Habitual late sign-ins may require a parent conference to discuss reasons for being late. Late arrivals/early dismissals shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent(s)/guardian(s)/ or custodial parent that the late arrival/early dismissal was for an excused reason. Student must arrange for late arrival/early dismissals through the school office and in compliance with local school procedures.

EMERGENCY SCHOOL CLOSING PROCEDURES

Occasionally, a circumstance arises which makes it necessary to close school before the usual time. Such a circumstance might be snow, storms, floods, or other unforeseen emergencies. When this occurs, the following procedure will be followed:

1. In case of emergency, the Superintendent may close any school or all schools. The members of the Tallapoosa County Board of Education shall be informed of any event or condition which requires the closing of any school(s) of the system.
2. In the event of a declared state of emergency, students shall be retained by school personnel until they are released from school or in the case of transported students, until they depart from the school bus.
3. The school officials shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a riot or similar condition, the principal shall cooperate with law enforcement.
4. The Superintendent or his/her designee shall make public announcements and releases to the media concerning emergency school closings.
5. Area radio, the TCBOE webpage/social media pages and TV stations will inform you of school closing. When possible, an "All Call" through the system's rapid response system will also be used as well.

6. Buses will transport students to their usual home station.
7. Parents who normally pick up their children will need to comply with the request made in the emergency announcement.

SEVERE WEATHER

Emergency evacuation drills (fire, bomb threat, terrorist, tornado, severe weather, other disaster, and school bus) shall be held in compliance with state requirements. Each Tallapoosa County School System principal, site administrator or transportation official is responsible for:

- Developing and posting emergency evacuation routes and procedures;
- Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation and re-entry; and
- Identifying and reporting hazardous areas requiring corrective measures.

ACADEMIC PROGRAM AND PROGRESS

Textbooks

All textbooks are furnished. Each student must have a signed textbook permission slip before textbooks can be issued. If a book becomes damaged or lost, it must be paid for before another book will be issued.

Grading

Students earn grades based upon their mastery of standards based upon ALSDE guidelines.

High School (Grades 6 – 12)

Because students' grades should reflect academic achievement in the classroom, classroom teachers will measure academic achievement in a variety of ways over the course of a given grading period. To foster a consistent, equitable method of classroom assessment, Tallapoosa County high school teachers will implement the following categorical grading plan for computing nine-week averages:

- Major tests and work products/projects will comprise 60% of a student's grade grades 6-12
- Quizzes and secondary assignments will comprise 40% of a student's grade 6-12
- Semester averages will be comprised of two nine-week grading periods

At the elementary level (grades K-5) all assignments will be counted equally.

Elementary School (Grades K – 5)

The Alabama Literacy Act #2019-253 - The Alabama Literacy Act was established to improve reading proficiency for public school students in kindergarten through third grade by monitoring the progression of each student from one grade level to another. Students with reading deficiencies will receive intensive evidence-based reading intervention services to improve the reading deficit. The law states, "... third grade students shall demonstrate sufficient reading skills for promotion to fourth grade." Third graders will be promoted to fourth grade if they demonstrate sufficient reading skills through one of the following pathways: Score above the lowest achievement level for the ACAP in the spring, earn an acceptable score for the ACAP Supplemental Assessment, master grade 3 Essential Reading Standards in the Student Reading Portfolio, or meet one of the Good Cause Exemptions. A copy of the Alabama Literacy Act can be found in its entirety at www.tallapoosak12.org.

The Numeracy Act - The Alabama Numeracy Act builds the capacity of elementary educators and ensures that they have the support and tools needed to be successful in the classroom and improve student achievement. It is a comprehensive statewide plan to address Alabama's math crisis. The legislation includes the intensive support for schools such as:

- K-5 math coaches in every elementary school
- High quality instructional materials and curricula that are aligned to our Alabama-teacher written and vetted standards
- Training for teachers and principals
- Intensive interventions for struggling students
- Accountability to ensure schools are making progress.
- Summer math programs for fourth and fifth-grade students who struggle with math
- Grades K-3 students who attend reading literacy camp will also have opportunities to address math gaps

PROMOTION AND RETENTION

High School (Grades 9 – 12)

Rather than being promoted, high school students in Grades 9 – 12 progress as credits are accumulated. Grade classifications are determined by the number of credits earned. Credits are awarded each semester. Successful completion of one semester in a given course is equivalent to 0.5 credit in that course. Twenty-four (24) credits are required for graduation. See the table below for specific course requirements.

- Sophomore = at least six (6) earned credits
- Junior = at least twelve (12) earned credits
- Senior = at least eighteen (18) earned credits

Graduation Policy - It shall be the policy of Tallapoosa County Schools that **ONLY** students who receive an Alabama High School Diploma will participate in Graduation Ceremonies.

To earn a diploma in the State of Alabama, graduates are required to earn a passing score on the Civics Examination. A second option for graduation called Diploma B is now available. This option places limitations on post-secondary options and requires an in-person meeting between the student, parent, and school Guidance Counselor. Contact the school office for more information.

TCBOE graduates are required to attain College and Career Readiness (CCR) by one of the following methods:

- Earning a benchmark score in any subject area on the ACT college entrance exam
- Earning a qualifying score of three or higher on an Advanced Placement exam
- Earning a qualifying score of four or higher on an International Baccalaureate exam
- Earning college credit while in high school
- Earning a sliver or gold level on the ACT WorkKeys Exam
- Completing an in-school youth apprenticeship program
- Earning a career technical industry credential listed per the Alabama Committee on Credentialing and Career Pathways
- Being accepted into the military before graduation
- Attaining Career and Technical Education (CTE) completer status
- Any additional College and Career Readiness (CCR) indicator approved the the Alabama State Board of Education

Beginning with the Class of 2028, graduates will be required to meet a Financial Literacy requirement by taking an approved course and passing the examination.

Beginning with the Class of 2032, graduates will be required to earn one (1) unit of credit in an ALSDE approved computer science course or complete a course with embedded computer science skills and experiences.

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-.02(8) and (8)(a))

GRADUATING CLASS OF 2026 and 2027
OPTION A

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

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

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

February 11, 2025

Middle School (Grades 6-8)

Students in Grades 6-8 must pass all four (4) core academic courses (English, Mathematics, Science and Social Studies) as well as one (1) additional course in order to be promoted to the next higher grade.

Students who do not pass the required courses/subjects each year will be retained at their current grade level for the next school year with the following exceptions:

1. A student who does not meet the established criteria for promotion may be retained one time in grades 6-8 if the student has been previously retained in grades K-5.
2. A student who does not meet the established criteria for promotion may be retained two (2) times in grades 6-8 if the student has not been previously retained in grades K-5.
3. A student should **not** be retained in grades 6-8 if the student will reach his/her sixteenth birthday during the following academic year**.**

Elementary School (Grades 1-5)

In order to be promoted to the next grade level, students must meet the following criteria:

- Grades 1-2, must pass Reading, ELA, and Math (grade of 60 or higher)
- Grade 3, must pass Reading, ELA, and Math (grade of 60 or higher) AND meet the requirements of the Alabama Literacy Act
- Grades 4-5, must pass Reading, ELA, and Math

The determination process will involve the principal and teacher(s) with the authority for determining promotion and/or retention resting entirely with the principal.

Kindergarten

In the State of Alabama, kindergarten attendance is not mandatory. However, Alabama requires that all school systems offer kindergarten programs. If you choose to enroll your child in a Tallapoosa County kindergarten program, you accept all policies and procedures, including the attendance policy and the promotion/retention policy found in this handbook.

To be considered for promotion, kindergarten students must make a 70 or higher on the end of year Reading and Math assessment and satisfactory performance on additional measures (e.g. mClass, AL ELI, etc.). The determination process will involve the principal and teacher(s), with the authority for determining promotion and/or retention resting entirely with the principal.

In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

CONFERENCES

Local school teachers and principals are available to parents for scheduled conferences to discuss student progress in academic work and conduct. While report cards are distributed on a periodic basis, a conference can often serve as a more effective method of communication between the school and the home. The Board of Education encourages parents and the public to arrange conferences through the principal or assistant principal at the school.

GRIEVANCE PROCEDURE GUIDELINES

General

Students have both the right and the responsibility to express school-related concerns and grievances to the teachers and school administrators.

Procedure

The normal procedure followed by any student regarding a personal grievance is to discuss the matter with the teacher involved. When the nature of the grievance dictates otherwise, the student, upon notifying the teacher directly involved, may request a meeting with the school principal. Such meetings should be granted within two (2) school days at a reasonable time and place. One faculty member of the student's choice or his/her parent(s) or guardian(s) may be present at such meeting. For the purpose of this policy, a grievance is defined as a claim submitted by a student of a violation, misinterpretation, or inequitable application of local board policy, local school rules and regulations, or local administrative procedure.

Grievance Defined

The term "grievance" shall apply to matters which fall within the discretionary powers of the principal, Superintendent, and/or Board, but shall not apply to areas where the principal, Superintendent, and/or Board has no authority to act.

Appeal

It is expected that most student grievances will be resolved satisfactorily at this level. However, in the event that the grievance cannot be settled by this procedure, then the student through his/her parent(s) or guardian(s) may pursue the grievance to the Superintendent and then to the Board.

STATE ASSESSMENT PROGRAM

ACT WorkKeys – Grade 12
ACT with Writing – Grade 11
PreACT – Grade 10
ACAP – Grade 2 – Grade 8
Alabama Early Learning Inventory (AL ELI) – Kindergarten – 1st grade
mClass (Reading) – Kindergarten – Grade 3
Forefront (Math) – Kindergarten – Grade 5
Edmentum (Math) – Kindergarten – Grade 5

USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST

Students (and staff) shall not **possess** any digital device within the testing room when participating in the State Assessment Program. **The possession of a digital device during testing is strictly prohibited during the administration of an assessment.** For purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved by the ALSDE's Office of Assessment.

Student Policy

Students shall not possess or use any digital device when they are participating in ACAP testing. The possession or use of a digital device by a student participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE. If a student is observed in possession of a digital device during the administration of an ACAP test, the device may be confiscated. If a student is observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), testing for the student shall cease, the device may be confiscated and searched for any information related to the ACAP. Additionally, the student shall be dismissed from testing, and the student's test shall be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the Local Education Agency (LEA) in accordance with the LEA's disciplinary policy.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. When school authorities have completed any investigation resulting from such an incident, then the phone may be claimed as outlined by the State Department of Education and/or ACT. This has been included in this Student Code of Conduct Handbook to make all students, parents, and/or guardians aware of this policy.

LEA Personnel

LEA personnel shall not possess or use any digital device when they are administering or proctoring an ACAP test. This prohibition does not apply to school personnel who are hall monitors during the test. The possession or use of a digital device by school personnel participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE. If school personnel are observed in possession of a digital device during the administration of an ACAP test the device may be confiscated. If school personnel are observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), the device may be confiscated and searched for any information related to the ACAP. Additionally, the personnel shall be dismissed from testing, and the tests may be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the LEA and by the Alabama State Department of Education, up to and including possible employment termination and certification revocation.

ADDITIONAL ACADEMIC PROGRAMS

ACADEMIC OPPORTUNITIES

Dual Enrollment: The Alabama State Board of Education has authorized the establishment of dual enrollment programs between public colleges and universities and local boards of education. Dual enrollment/dual credit (DE/DC) is available to students who would like to earn both high school and college credits for the same course. DE/DC credit courses will be added to the high school transcript and will be calculated into the GPA.

Tallapoosa County Schools currently has a dual enrollment/dual credit agreement with Central Alabama Community College, Southern Union State Community College, Troy University, Auburn University, and the University of Alabama.

Students interested in participating in DE/DC must meet the criteria, and the student and his/her parent/guardian must sign up through the school counselor.

Move On When Ready: The Alabama State Board of Education has authorized the establishment of the Move On When Ready (MOWR) program that allows 11th and 12th graders to complete high school graduation requirements by enrolling full-time at a participating public college or university. The state covers the tuition and fees, letting students earn high school and college credits simultaneously. The program typically requires a 3.25 GPA.

Unlike traditional dual enrollment, MOWR students leave the high school environment completely. They attend college courses full-time and cannot take classes at the high school. Participating students cannot participate in high school sports or extracurricular activities. Students who complete all diploma requirements can participate in their high school graduation ceremony but are not ranked with their high school class.

CURRICULUM SUPPORTS

The following programs may be used under varying circumstances at various schools as described below:

- Edmentum and Forefront will be used as our county-wide universal screener and progress monitoring tool for Math in grades 4-8. mClass will be used for K-3 reading. It will be administered in the fall, winter, and spring (dates selected by the central office). Renaissance STAR 360 will be used for 6-8 reading.
- Subject will ONLY be used for credit recovery and/or failed core classes during the school year or during Summer School -or- for Special Education students upon an IEP Team Decision.
- IXL will be used as a supplemental program for instruction in grades 2-12 Reading and Math
- SPIRE and Take Flight will be used as intervention reading programs during school, after school, and during the summer learning camp.

CREDIT RECOVERY

Credit Recovery for Tallapoosa County Schools is a course-specific, skill- based extended opportunity for students who have been unsuccessful in mastering content or skills needed to receive course credit or earn promotion. Credit Recovery is customized instruction and based on deficiencies rather than a repeat of the entire course. Students who fail a course with a grade of 44 or below must repeat the entire course either in summer school/ alternative school or the following school year.

Guidelines:

II. Admission and Removal

a. **Students in grades 9-12 who earned a failing grade of 45-59% will be considered for the program.** The CROSSROADS PLUS program may access or use software to supplement instruction based upon availability.

b. Priority will be given to eleventh and twelfth grade students who are closest to meeting graduation requirements. Next priority would be repeating ninth and tenth grade students.

c. Students must complete an application process and be accepted for the Credit Recovery Program.

d. Students and parents should understand Credit Recovery Classes (CR) are not recognized by the National Collegiate Athletic Association.

e. Students must have a parent/ guardian's consent to apply for Credit Recovery.

f. The grading period in which the student received the failing grade must be completed before the student can enroll in the Credit Recovery Program.

g. Students with excessive absences or those who do not follow the guidelines of the program can be removed from Credit Recovery.

III. Instruction

a. Facilitators of computer-based Credit Recovery Program:

i. Facilitator/assigned certified teacher approved by the LEA.

ii. Shall receive professional development in online methodology and technical aspects of internet-based instruction.

b. Students in credit recovery will:
Complete a course skill-specific diagnostic assessment provided by the vendor of the software or online course to determine required content to master.

IV. Content and Curriculum
Credit Recovery content may be delivered through instructional technology.

a. During the regular school day **if it does not interfere with a core-academic** class.
b. After school
c. Summer School
d. In the CROSSROADS Program
e. Credit Recovery curriculum shall be aligned with the Alabama Course of Study content standards.

V. Grades
Student progress will be assessed regularly. In order to receive a credit for the course, the student must make a minimum passing score. For a Credit Recovery course no grade higher than 70 can be assigned.

VI. The Credit Recovery grade will not replace the original failing grade, but will be shown on the student transcript as an additional attempt of the course.

VIRTUAL ACADEMY

The purpose behind the Tallapoosa County Virtual Academy (TCVA) is to allow students an opportunity to earn credits and scheduling flexibility through a virtual option for students in Grades 9-12, while creating a pathway to graduation through a virtual education program. The policy that guides TCVA is as follows:

A. The Tallapoosa County Board of Education shall create a virtual pathway or virtual education option that will lead to an online pathway to earn a diploma for students in grades 9-12 who reside within the attendance areas served by the Board. This program shall be known as the Tallapoosa County Virtual Academy (TCVA.)
B. The Superintendent shall cause to be created guidelines for enrollment and participation for students choosing the TCVA option, consistent with Alabama Legislative Act No. 2015-89, and any subsequent legislation or directives provided by the Alabama State Department of Education.
(REFERENCE(S): Alabama Act 2015-89)

CROSSROADS

The mission of the Crossroads program is to provide a structured educational setting that redirects behavior in order for students to achieve success. The purpose of the program is to assist in the development of positive behavior, to provide for the academic needs of the student following disciplinary consequences, and to provide support for the student's home school.

CROSSROADS PLUS

The Crossroads Plus program is a non-punitive program for students who have fallen behind academically or who would benefit from a transitional placement prior to returning to the regular education setting. The program is designed to provide an environment free from distractions in which students can focus on credit acquisition via a digital platfrom in a supervised setting.

Recommendation to the Crossroads Plus program for credit deficient students is made by base campus administration and may follow a hybrid model where students spend part of the day on campus and part of the day in the Crossroads Plus program. For students returning from homebounfd or institutional placements (e.g. hospitals, treatement centers, juvenile offender centers, incarceration, etc.) a temporary placement in the Crossroads Plus program may be required for a period up to nine weeks (45 days) as determined by committee via the Student Re-Entry process.

RESPONSE TO INSTRUCTION (RTI)/Multi-Tiered System of Supports (MTSS)

The purpose of **Response to Instruction (RTI)/MTSS** is to address the challenge of preparing students for graduation from high school in order to be prepared for college and careers. This preparation begins in kindergarten through standards-based instruction based on mastery of content and skills at each grade level. RTI is a framework that combines the elements of core instruction, formative assessments, progress monitoring, and intervention strategies for all students in all subjects and all grades.

Each school in Tallapoosa County has a **Problem Solving Team (PST).** These teams have been created to provide support to students who are at risk, either academically, behaviorally, socially, or emotionally. The PST may be comprised of the building level administrator (principal or asst. principal), the school guidance counselor, and various teachers with expertise not only in their particular area, but in teaching strategies and behavioral intervention.

When it is determined that a student is at risk of not experiencing school success and is in danger of failure and/or non-completion, the student's teacher refers the student to the PST. Using a Tiered Instruction Model, the PST will then recommend specific high-quality research-based instruction to be implemented by the student's teacher(s)or other specialist in the school. The student's progress is monitored during the time these instructions are being implemented and reviewed by the PST monthly. The intervention period lasts a minimum of 8 weeks, but instruction can continue throughout the entire year and into the next school year, if needed. Interventions that are successful can continue to be implemented beyond the 8 week period, or until the student is no longer in need of them.

Parents have the right to request a special education evaluation. Parents who are considering a request for evaluation for special education eligibility are strongly encouraged to allow their child to participate fully in the Response to Instruction (RTI) process **prior** to the request. The RTI process is designed to ensure the implementation of appropriate instruction, which is a process **prior** to the request. The RTI process is designed to ensure the implementation of appropriate instruction, which is a necessary factor to consider in determining whether a disability is present and special education services are ultimately needed.

If you have any concerns about your child's progress and would like more information about PST or the RTI process, please contact your school administrator, counselor or your child's teacher.

EXCEPTIONAL EDUCATIONAL SERVICES

The Tallapoosa County School System ensures that a free and appropriate public education will be provided to all students between the ages of three and twenty-one, regardless of the severity of disability or special education needs. The child must reside within the jurisdiction of the Local Education Agency (LEA).

The Tallapoosa County School System provides an on-going identification process for students with disabilities. We offer evaluations and services for students age 3-21. If you would like more information or know of a child with a disability or suspect that a child has a disability, please contact, the TCBOE Special Education Coordinator at (256) 825-0746, fax (256)825-8244.

SPECIAL EDUCATION SERVICES

Tallapoosa County School System's Special Education Policy states:

- Tallapoosa County School System ensures that a free appropriate public education, consistent with the standards established by this plan and by the state and federal regulations, is being provided to all children with disabilities ages 3-21.
- The Tallapoosa County School System ensures that all children residing within the jurisdiction of the local education agency, birth to twenty-one regardless of the severity of their disability and who need special education and related services are identified, located, and evaluated.

If you have any concerns about your child's progress and would like more information about these services, please feel free to contact the school's administrator, the school counselor, or the Special Education Coordinator at 256-825-0746.

SECTION 504 SERVICES

Section 504 is a section in the Rehabilitation Act of 1973 that prohibits discrimination against persons with disabilities. To qualify for protection under Section 504, a student must have a documented disability that substantially limits his/her learning or other major life activity (e.g., walking, talking, breathing). There is a referral and eligibility process for Section 504. Depending on the documentation available, additional testing to confirm the disability and its impact on learning may be needed. If the student is eligible, a 504 Plan, if needed, is developed. The 504 Plan, updated annually, will specify the accommodations this student needs. The Tallapoosa County School System offers a full range of accommodations for students, with disabilities. These services are typically different from special education services. We can offer accommodations in the way we present material to a student or in the way a student is asked to respond. If the student requires specially designed instruction, then the student would need to be evaluated for special education services. If you would like more information about these services, you may contact the school Administrator, the school counselor, or the Section 504 Coordinator at (256) 825-0746.

GIFTED

Gifted students are those who have demonstrated the potential to perform at high levels in academic or creative fields when compared to other students of the same age, experiences, and background. 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.

All students in the second grade are considered as potentially gifted students. Second grade students are presented with activities that are designed to give them the opportunity to display gifted behaviors. After Christmas, second grade teachers make referrals to the Gifted program. In addition to the second grade teachers, anyone with knowledge of the student's abilities may refer a student for consideration. Parental consent is required prior to us proceeding any further.

Once consent is received, a screening team reviews information in the areas of intelligence or creativity, gifted characteristics and performance (work samples, achievement scores, portfolios, etc.). The screening team then determines if there is enough evidence to proceed with an evaluation for the Gifted program.

The state of Alabama uses a matrix to determine eligibility. Students who achieve the minimum required score on the matrix (aptitude, characteristics and performance indicators) are considered eligible for gifted services. A Gifted Educational Plan (GEP) is developed for these students. Written parental consent is required prior to the provision of services. If you would like to make a referral, or if you would like more information about these services, contact the principal or counselor at your child's school.

The Tallapoosa County School system strongly believes that gifted students may be found within any race, ethnicity, gender, economic class, or nationality. Some students with disabilities may also be gifted. The Tallapoosa County School system shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

CAMPUS GUIDELINES

TOBACCO/VAPING FREE CAMPUS

Tobacco use is not permitted by any person on school properties (inside or outside buildings) that are operated by the Tallapoosa County Board of Education. Tobacco use is also not allowed by parent chaperones or school personnel while attending field trips or participating in any school sponsored activity. This includes the use of vapes, Ecigs, pods, bars, Ejuice, or other devices capable of mechanically producing smoke, vapors, or any kind of nicotine facsimile.

PERSONAL PROPERTY

The responsibility for a student's personal property belongs to the student. Teachers are not responsible for keeping up with any items, including money, which belong to the students. Each parent is requested to mark his/her child's name in or on personal items to reduce the number of disagreements over ownership. Students should bring only the amount of money that is needed for juice, snack, lunch, and school supplies.

SELLING ITEMS AT SCHOOL

Students will **not** be allowed to sell non-school related items at any time. Only school-sponsored fund raiser items (including cookies, etc.) may be sold at school.

PERSONAL PARTIES AND GIFTS

Invitations to any non-school related event must not be given out at school. Deliveries (balloons, flowers, etc.) to schools from florists will not be accepted. Students and parents are not allowed to deliver gifts during the school day. These will not be allowed in the buildings.

TAKING PICTURES AND VIDEOTAPING

Pictures and videotapes may be taken of students for public relations (i.e., press release) or educational purposes (i.e., classroom activities) ***unless a parent notifies the school principal and the classroom teacher in writing that they object to use of any photographs and videotapes of their children for this purpose. Student may NOT video others during the school day.***

EXTRA-CURRICULAR ACTIVITIES

It is the policy of the Tallapoosa County Board of Education to encourage participation in extracurricular activities and clubs by students. No eligible student is to be denied the opportunity to participate in any activity or club. The sponsor, coach, or director of each extracurricular activity establishes specific requirements for participation in his/her particular program and is available upon request, to fully inform any student about the program.

CODE OF CONDUCT

The Tallapoosa County Board of Education Code of Conduct is based on the philosophy that discipline is a tool used to teach students to become responsible for their own actions and behavior. In order to educate students to become productive citizens, we must create a safe, non-threatening, orderly school environment that enables student learning. We expect students to "**behave"** in such a way as to facilitate a positive learning environment for themselves and others. We believe that every child should have the right to receive instructional learning in a safe and controlled setting. Effective instructional time requires orderly discipline, standards and rules. Our discipline policy is designed to be fair, firm, and consistent in order to instill morals and values in our students that will enable them to become productive citizens. We believe that a discipline policy should be a joint arrangement between the parent and school. Parental input is vital to the success of students in Tallapoosa County schools. **Therefore, parents and/or guardians will be the first line of defense in establishing discipline for well-rounded students**. The number one priority of the Tallapoosa County Board of Education is to provide the best public education possible.

The Tallapoosa County Student Handbook is in effect during the following times and in the following places:

- At school or on school property at any time
- Off the school grounds at any school related or school-sponsored activity, function or event and while traveling to and from such event
- On vehicles provided for transportation by the Tallapoosa County School System

TEACHER BILL OF RIGHTS

Per the Alabama Legislature Law Act 2024-409 (SB 157) known as the Teacher Bill of Rights, every classroom teacher must have an approved Classroom Management Plan, and that when followed affords teachers the right to exclude disruptive students from their classrooms in certain cumstances for: disorderly conduct, obstructing the teaching/learning environment, threatening behaviors, willful disobedience, and abusive or profane language.

STUDENT RESPONSIBILITIES

Students enrolled in the Tallapoosa County School System should serve as role models to peers. They are expected to: **obey** all school and district rules and policies, **take responsibility** for their own behavior, strive toward **self-discipline, cooperate** with school staff in maintaining an orderly learning environment**, follow** instructions from school staff. They should **behave** in a manner that allows everyone to learn, **respect** other students and r**espect** school faculty and staff at all times. Students are expected to display character, courtesy, kindness, loyalty, patriotism**,** punctuality, school pride, self-control, and tolerance daily.

PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT

The Board hereby advises parents/guardians/custodians of their responsibility for the conduct of their child(ren) based on Legislative Act No. 93-672 which amends Section 16-28-12 of The Code of Alabama. The Act has important implications for parents and students of the School System. Applicable sections of The Code of Alabama read as follows:
Section I -- Title 16, Code of Alabama, 1975, is amended:
"(A) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor

and, upon conviction, shall be fined not more than one hundred dollars ($100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.
" (B) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of Education of the school system in which the suspected violation occurred. The Superintendent or designee shall report such suspected violations to the district attorney within 10 days. Any principal or Superintendent of Education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public schools."

In an effort to implement and communicate the basic principles of the Act, the Board endorses the following operational procedures:

1. Parents/guardians/custodians and students shall be informed of the intent of Act 93-672 and Title 16-28-12 of The Code of Alabama through the printing of the basic principles in student handbooks and/or in school newsletters. Such information should be communicated at the beginning of each school year.
   The basic principles are as follows:
   - Parents/guardians/custodians must enroll their children, i.e. all children between the ages of 6 and 17 shall be required to attend school.
   - Parents/guardians/custodians are responsible for the regular attendance of their children.
   - Parents/guardians/custodians are to compel their children to properly conduct himself/herself in accordance with the policies of the Board related to student behavior.
   - Parents/guardians/custodians should be informed that inappropriate conduct or behavior on the part of their child(ren) may result in suspension from school and such suspensions will be reported to the Superintendent and District Attorney by school administrators.
   - Parents/guardians/custodians will be subject to prosecution by the District Attorney on the third suspension of their child pursuant to Section 16-28-12 of The Code of Alabama.
   - Parents/guardians/custodians may be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.
2. School principals and/or the Superintendent are responsible for reporting violations of this Act to the District Attorney's Office. School principals and/or the Superintendent are hereby informed that if the intentional failing to report a suspected violation of this Act could result in being declared guilty of a Class C misdemeanor.

In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).

At any time, a parent may request a conference with the principal, assistant principal or teacher, to discuss issues related to discipline and the handbook**.** This Tallapoosa County Handbook outlines expectations for each of these parties. When parents, teachers, administrators and students work together, our students can become fully prepared for life beyond school. In order to facilitate proper school to parent communication, it is necessary for the school to be notified; if and when any telephone numbers change; there is an address change; or any change that might have an effect on communication between the school and parent. **Conferences should be scheduled through the school principal or assistant principal.**

CELL PHONES & ELECTRONIC DEVICES

Per Alabama 2025 legislation referred to as the FOCUS Act, the use of cell phones and electronic devices is prohibited on public school property during the instructional day including breakfast/lunch in the cafeteria, in classrooms, and during transitions between classes. No student may possess a wireless communication device (including but not limited to smart watches, Bluetooth, and generic or name brand audio devices) in the school building or on school grounds during the instructional day unless the device is turned off and stored off their person in a locker, car, or similar storage location (e.g. bookbag, purse, etc.) Violations will result in a disciplinary action and/or confiscation of the electronic device(s) and require that a parent/guardian retrieve the device. Exceptions to the rule will be pursuant to a student's Individualized Education Program (IEP)/Plan, Section 504 Plan, or Individual Health Plan (IHP).

STUDENT BULLYING PREVENTION (TCBOE Policy 5.28)

A. **Bullying, Intimidation, Violence, and Threats of Violence Prohibited**

No student shall engage in or 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. Bullying behavior can include cyberbullying and inappropriate use of social media to intimidate, incite, or threaten to harm. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct and applicable law, subject to the investigating school administrator's authority and decision.

B. **Definitions - In this policy, these terms shall have the following meaning:**

The term "bullying" as used in this policy means a continuous pattern of intentional behavior that takes place on or off 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 characteristics set forth in Section III B below.

To constitute bullying, a pattern of behavior may do any of the following:

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

I. "Hostile environment" means the perception by an affected student that the conduct of another student is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

II. The term “violence” as used in this policy 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.

III. The term "threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear or 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.

IV. The term “threat of violence” as used in this policy means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

V. The term “intimidation” as used in this policy means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

VI. The term “student” as used in this policy means a student who is enrolled in the Tallapoosa County School System.

C. **Description of Behavior Expected of Students**

I. 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.

II. Bullying, intimidation, violence, or threats of violence, are prohibited and will be subject to 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's:

- disability
- national origin
- religion
- sex
- race
- gender identity

D. **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.

E. **Reporting, Investigation, and Complaint Resolution Procedures**

Complaints alleging violations of this policy must be made on Board-approved complaint forms 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 either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

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

Upon receipt of the complaint, the principal or the principal's designee will, in his/her sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the designee will undertake an investigation of the complaint. 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 will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

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.

F. 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 Tallapoosa County School system website, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

G. Construction of Policy

This policy is supplemental to other Board Policies and procedures and does not repeal, replace, or supersede any other prohibition on bullying, violence, threats of violence or intimidation found elsewhere in the board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow bullying, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of bullying, violence, threats of violence or intiomidation not specifically listed herein. Students who engage in bullying, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

Persons responsible for coordinating compliance:

Title IX ……. Personnel Director …….. 256-825-0746 ext. 22
Section 504……. Special Education Director …….. 256-825-0746 ext. 23

DISCIPLINARY PROCEDURES

In each class of violations the principal or designee shall hear the student's explanation and, if necessary, consult further with school personnel before determining the classification of the violation. No student shall be punished for any suspected violations until the person responsible for implementing the disciplinary action has heard the student's explanation. **Due process involving student rights shall be followed**.

Video Surveillance

Board approved video equipment may be used to document student behavior. Disciplinary action may be taken as a result of this surveillance.

Academic Honesty

Academic honesty is important in Tallapoosa County Schools. Cheating will not be tolerated in any form. This includes but is not limited to: copying someone's work, allowing others to copy one's work, plagiarism, or misuse of school computers. Students found to be academically dishonest will receive a zero on the assignment and possibly face disciplinary actions. Artificial Intelligence (AI) should not be used to take the place of students' suthentic work. (Please see the TCS AI Policy).

School Property Damage

Students and their parents will be held responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all types, as well as equipment, buildings, and grounds.

Drugs and Alcohol

Non-medical use of drugs and alcohol is hazardous to the health of students, interferes with the education of the user, disrupts the proper conduct of school activities, and is illegal. Therefore, the Tallapoosa County Board of Education has established a drug and alcohol use policy so that students attending the Tallapoosa County Schools will have the opportunity to be educated in a drug and alcohol free environment.

The purpose of this policy is to provide a clear message to students, parents, and citizens of the community that the use, possession, distribution, sale, or being under the influence of alcoholic beverages, or illegal drugs will not be tolerated on school buses, in school buildings, on school property, or at school-sponsored or related activities (including field trips, athletic, and music trips) held on or off school property.

Possession, use, or selling controlled substances (legal or illegal drugs, alcohol) will not be tolerated in Tallapoosa County Schools. The only type drugs that will be permitted are those obtained from a doctor for the relief of an illness.

A student will not knowingly possess, use, sell or otherwise transmit or appear to be under the influence of illegal drugs or legal drugs as defined in Title 20, Chapter 2, as amended, 1975 Code of Alabama:

- on school premises during and immediately before or after school hours.
- on school premises at any other time during which the school or any facilities thereof are being used by any school group, or
- off school premises at a school sponsored activity, function, or event.

The Tallapoosa County Board of Education recognizes its responsibility to provide a program of drug education so that all students are made aware of the physical and psychological dangers incurred through the use of illegal drugs and alcohol. Furthermore, the school system will provide, without penalty, available information to any student needing drug and alcohol treatment or advice and will protect, in accordance with the law, the due process rights of all students. However, once it has been determined that a student has used, possessed, distributed, sold or is under the influence of alcohol or illegal drugs as defined in board policy in school buildings or upon school property or at school sponsored events, disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed if the standards of conduct are violated.

INTERROGATIONS AND SEARCHES

Search of Property

The Tallapoosa County Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are and remain the property of the board. The Board is charged with maintenance of such property and thus authorized inspection for any maintenance-related reasons. With respect to opening said lockers or desks for other reasons, the following will apply throughout the school system:

1. Desks, lockers, and other equipment at any school belong to the school board and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable suspicion, belief or cause that some substance or other material is contained therein which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive to the overall discipline of the school.
2. Vehicles driven by students or parents/guardians and parked on school property are subject to search with or without the consent of students. Students shall not be allowed to park automobiles on campus until such time that a student vehicle registration has been properly completed and returned to the school. Such forms shall be maintained on file at the school. School officials may read, examine, or inspect the contents of any electronic communication devices upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the code of student conduct, or of other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.
3. Any items which are specifically prohibited by law, by board policy or by fair and reasonable local school regulations may be impounded by school officials. Such prohibited items will include, but not be limited to the following: any weapons, drugs of any sort, alcoholic beverages, pornographic or otherwise obscene material, or any other object, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of board policy, or of the local school's fair and reasonable regulations.
4. If possible, the student or students shall be contacted prior to any search of a desk or locker assigned to such student, and the desk or locker shall be opened in his/her presence. A witness from the professional staff shall be present at all times during the inspection when students cannot be contacted.
5. The content of this policy shall be communicated to all students and staff at the beginning of each school year.

Search of Student's Person

The Board authorizes teachers and administrative personnel who have reasonable suspicion, belief or cause that a student or students are in possession of weapons, illegal drugs or other items harmful to the student or students or to the health or welfare of the student body to search the person or said student(s) under the following conditions:

1. Any such action will not be taken unless there is a reasonable suspicion, belief, or cause of violation of law or policy.
2. Any such action will not deliberately be intended to embarrass, harass, or intimidate the student(s).
3. Parents/Guardians shall be notified, in writing, of all such searches of a student's person. A copy of said notice shall be retained by the principal.
4. The above search will be done with the knowledge and supervision of the principal.
5. Any search of a student's person will be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said student, will be present throughout the search.

6. Reasonable suspicion, belief, or cause of violation of law or policy may be based upon information from such sources as faculty member, student, a law enforcement officer, visual evidence or any combination of these factors.

Detection of Illegal Drugs

The Board authorizes law enforcement agencies to make periodic, unannounced visits to any of the schools for the purpose of detecting the presence of illegal drugs. Such visits are unannounced to anyone except the Superintendent and building Principal.

Interrogations of Students

A student enrolled in Tallapoosa County Schools will not be interrogated by any law enforcement authority or representative of the courts on public school property during regular school hours without the knowledge of the school's principal or his designee. All interrogations will be conducted in private, with an official school representative (principal or his designated representative) present. An exception may be made in cases of interviews by the Department of Human Resources.

When law enforcement officers make it known that they wish to talk to a student while under the supervision of the school, the student will be informed by the principal or assistant principal that the student has three choices:

- He/she may converse by telephone with his/her parent/guardian.
- He/she may decline to talk to the officers until his/her parent/guardian is present.
- He/she may talk with the officers either in or outside the presence of a school official.

School officials will make every reasonable effort in every case to notify the parent/guardian, unless it is believed not to be warranted by school officials or law enforcement based upon the nature of the investigation. In instances where a parent/guardian cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent/guardian. No student shall be removed by law enforcement from the school without a warrant or petition being officially served. **To ensure that all rights and requests are respected, the following procedures will be followed by school administrators**:

- Every reasonable effort will be made to contact or have a parent or guardian present.
- Do not allow the police to take the student from school unless the student is under arrest.
- Make certain that only a school administrator and not the police summons the student out of class.
- Be certain the student is advised of his/her rights.
- A school administrator should be present during the entire interrogation.
- The school administrator should not participate in the questioning of the student.

DISCIPLINARY ACTIONS

Discipline of a student with disabilities shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the student's IEP.

References: Code of Alabama 16-1-14

A student may be disciplined for off-campus behaviors that either:

(1) involve (a) harassment or intimidation together with (b) either racial/ethnics slurs or threats of violence or
(2) involve weapons or crimes under Alabama law,

provided that the behavior in (1) or (2) either endangers Tallapoosa County Board of Education staff and/or students or disrupts the educational process of any Tallapoosa County Board of Education campus.

Before or After School Detention

The principal or his/her designee has the authority to assign students to a designated area at the end of the regular school day for a reasonable and specified period of time. The parent/guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) or guardian on the day of the misbehavior. If the parent/guardian is notified, the student may be assigned on that day; if not, the student will be assigned the following school day.

Work Assignment

The principal or his/her designated person(s) has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with the student's regular class schedule. The parent(s) or guardian could be responsible for providing transportation in these cases. The parent(s) or guardian will be notified prior to the student's placement in a work assignment if it is outside the normal school day.

Corporal Punishment

As a method to maintain discipline or to enforce school rules, a principal or principal's designee, may administer corporal punishment. Such punishment shall be administered under conditions which do not hold the student to ridicule or shame. Whenever corporal punishment is administered, a written report shall be made and a copy forwarded to the child's parents. **A parent or guardian may request in writing that their son/daughter be exempted from corporal punishment and that an alternative punishment be given**. The request for exemption must be accompanied by the offering of an alternative disciplinary method by the parent or guardian that is acceptable to the principal.

The procedures listed below must be followed to guarantee proper and legally required due process on behalf of the student (For Class I and II Offenses):

1. Prior to corporal punishment, initial efforts and/or alternative methods should be taken in an attempt to modify the student's behavior.

2. The administration of corporal punishment must occur in the presence of another professionally certified school employee, but only after:
   a. The school employee is informed about the reasons for punishment in the presence of the student.
   b. The student is given the opportunity to defend his/her position.

Each teacher is held responsible for the discipline within his/her room or class. The Tallapoosa County Board of Education permits the use of corporal punishment (paddling) under the following conditions:

- The student has been notified of the offense for which he/she is to receive corporal punishment, and the student has been given an opportunity to explain his/her actions;
- The punishment is administered by the school principal, teacher or his/her designee and witnessed by a certified school employee, preferably of the same gender as the student;

- The person administering corporal punishment will check to see if a parent or guardian has requested in writing that their son/daughter be exempted from corporal punishment.
- The punishment is administered out of view of other students;
- All cases of corporal punishment shall be documented by both the person administering the punishment and the witness; and, documentation shall be filed in the principal's office with the original discipline slip maintained on file at the school for a minimum of three (3) years.
- Parents/guardians shall be notified that their child has received corporal punishment within 24 hours or by the end of the next scheduled school day.
- Corporal Punishment shall consist of no more than three (3) licks administered to the buttocks with a smooth surface paddle free of holes and/or cracks.

Physical Restraint

Consistent with the district's commitment to maintaining a safe and orderly learning environment, Tallapoosa County Schools has established procedures governing the use of physical intervention when necessary to protect the safety of students and staff. Physical restraint shall be used only in emergency situations when a student's behavior poses an imminent risk of harm to the student or others. When necessary, appropriately trained school personnel may implement physical restraint in accordance with applicable laws, regulations, and district procedures, including as a component of a student's comprehensive Behavioral Intervention Plan when appropriate.

School Bus Suspension

The principal or his/her designee has the authority to deny the privilege of riding a school bus based on misconduct of the student. This action will be for a reasonable and specified period of time.

In-School Instruction Program (ISI)

In-School Instruction is a structured disciplinary program in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The program provides the student with individualized attention focused on improving student behavior and academics. The principal or his/her designated person(s) has the authority to assign students to the In-School Intervention Program for a reasonable and specified period of time.

Out of School Suspension (OSS)

The Tallapoosa County Board of Education defines suspension as "the temporary removal of a student from school for violation of school policies, rules, or regulations; or orderly operations of the school." **If a student is suspended from school, a parent/guardian may be required to come to the school to take the student home.** When suspended, a student is prohibited from entering any Tallapoosa County School property and from attending or participating in school or 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 will result in additional charges of trespassing against the student. **Students under local out of school suspension (not assigned to CROSSROADS) will receive unexcused absences for all days missed due to the suspension and will be allowed to make up the work while suspended to receive one-half credit. When a student is suspended during six weeks/mid-term/final examinations, he/she shall be given the opportunity to take missed examinations at a time specified by the principal or designee.**

Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises. (Reference Board Policy 5.33.2)

Prior to the out of school suspension, a student is entitled to be treated pursuant to the provisions of the education for all Handicapped Children Act, all protections and rights provided by those acts will be accorded those students covered by them.

Expulsion

Any student expelled from school must meet the following criteria to be considered for admission:

1. The student must be eligible to apply for admission.
2. The student must petition the Board of Education for a hearing, be recommended by the Superintendent for admission, and approved by the Board.
3. If approved by the Board, the student will be admitted to CROSSROADS, where he/she must successfully complete one year before returning to the regular school.

Alternative School Program – CROSSROADS

The CROSSROADS Program is created to help students who have exhibited disruptive behavior and/or problems adjusting to the regular school setting. The mission of CROSSROADS is to provide a structured educational setting that redirects behavior in order for students to achieve success. The placement process will begin when the school principal meets with the student and his/her parent/guardian and notifies them of the assignment to the Alternative School Program. For placements greater than (15) days, the student will be entitled to a disciplinary hearing before the TCSS Discipline Review Committee (DRC). For assignments less than (15) days, the decision of the principal is final. Once assigned, the CROSSROADS administrator will arrange for an interview with the student and his/her parents/guardians. Parents/guardians must accompany the student to the interview. After signing the CROSSROADS contract, the student will be assigned to the program.

S**tudents must successfully complete the assigned time in the CROSSROADS program before returning to their school of origin.** The length of the assignment may vary for each student depending upon the severity of the infraction. Students who do not conform to the rules of the program may be subject to stronger disciplinary action by the Tallapoosa County Board of Education.

The CROSSROADS instructional program emphasizes the core academic subjects based upon the individual needs of the students. The academic objectives will be provided by the school of origin and the students' assignments will be graded by the school of origin. Curriculum software may be utilized.

CROSSROADS students are prohibited from attending all extra-curricular activities for any of the schools in the county and may NOT attend AWAY events involving one of the county schools. Students assigned to CROSSROADS are not allowed on campus for any reason other than attending the CROSSROADS program.

CLASSIFICATION OF DISCIPLINE VIOLATIONS

Disciplinary offenses are grouped into four classifications: minor (Class I), intermediate (Class II), major (Class III), and severe (Class IV) violations. Each classification is followed by a list of offenses and possible disciplinary action to be implemented by the principals or their designees. **Disciplinary actions are based on: the seriousness of the offense and the student's previous disciplinary record. Principals may exercise discretion when determining the consequences for a particular offense within the guidelines contained in this document.**

Class I offenses are behaviors that represent minor disruptions to the classroom environment. Typically, they are not referred to an administrator until the classroom level interventions are not correcting the behavior. With Class I behaviors, the goal is to correct the behavior while limiting the time missed from class.

Class II offenses are behaviors that represent acts whose frequency or seriousness disrupt the learning environment of the school. These violations always result in the involvement of school administration. With Class II behaviors, the goal is to correct the behavior by stressing the seriousness of the offense while keeping the student in school.

Class III offenses are behaviors which represent acts against person(s) or property that indirectly endanger the health or safety of others in the school or severely impact or disrupt the school environment. Class III may also include repeated similar offenses. These offenses may result in the short-term removal of the student from the school environment and school related activities because of the severe nature of the offense. Response options may include combinations of interventions, resolutions, and discipline. **A police report may be filed for class III violations**.

Class IV offenses are behaviors which represent acts against person(s) or property that may directly or indirectly endanger the health or safety of others. Class IV discipline offenses represent the most serious acts of misconduct and must be immediately reported to the principal. These violations are so serious that **law enforcement will be notified for all CLASS IV violations. The student will be immediately suspended from school pending an Expulsion Hearing.**

Disciplinary Actions for K-3 Students

For students in K – 3, the principal will try to handle disciplinary issues at the lowest possible administrative level. When students are actively involved in classroom activities and are willing to cooperate with the teachers and fellow classmates, a productive learning environment is established. However, it may be necessary to deal with students on an individual basis if they are not willing to perform accordingly. It is our goal to maintain a safe, disciplined learning environment so that all students have the opportunity to be successful.

If it is necessary to discipline K-3 students for more serious offenses (e.g. threats, computer tampering, weapons, etc.) the principal will use appropriate guidelines which will ensure consistency in these actions. For the most serious offenses, the principal may use the dispositions listed in this document for students in grades 4-8. Other actions may include: **Conferences and/or Isolation, Detention, In-School-Intervention, Corporal Punishment, Bus Suspension, and Out-Of-School-Suspension.**

Informal conference: A school official will talk with the student regarding how the student should behave. Other actions may be deemed necessary by the principal or designee.

Formal Conference: A formal conversation will be held with the student and one or more school officials. During this conference the student must agree to change his/her behavior. A behavior contract signed by parent(s) and the student may be required.

Parental Conference: A legal guardian is notified by telephone, personal contact, or letter. A conference may be held with the student, his/her legal guardian, appropriate school officials, and other individuals involved.

Other possible actions: probation, non-academic work assignments, supervised In-School Instruction Program, detention, and out-of-school suspension. Where appropriate, corporal punishment may be offered by the principal or designee.

Disciplinary Actions for Class I Infractions

The following guidelines will be considered in carrying out disciplinary procedures. *However, each principal may apply appropriate consequences based upon the severity of the infraction.*

Grades 4-5 and Grades 6-12

First Offense:	***Informal Conference***
Second Offense:	***Formal Conference***
Third Offense:	***Probation, Work Assignments, Saturday School, Corporal Punishment, In-School Instruction, Out-of-School Suspension***

1.01 Distraction of Other Students – any conduct or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting
1.02 Illegal Organization – any on-campus activities or fraternities, sororities, secret societies, or non-affiliated school clubs
1.03 Unexcused Tardies – repeatedly reporting late to school or class
1.04 Cell Phone Violation (FOCUS Act)
1.05 Non-conformity to dress code – continued refusal to follow the dress code
1.06 Minor disruption on a school bus
1.07 Inappropriate public display of affection – including, but not limited to, embracing and kissing
1.08 Failure to follow instruction – examples: failure to carry correspondence home, follow directions in the hallways, assemblies, etc.
1.09 Unauthorized use of school or personal property
1.10 Littering of school property
1.11 Any other violations which the principal may deem reasonable to fall into this category

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Disciplinary Actions for Class II Infractions

The following guidelines will be considered in carrying out disciplinary procedures. *However, each principal may apply appropriate consequences based upon the severity of the infraction.*

2.22 Excessive tardiness to school or class: See individual school policy. Tardies restart at the beginning of each grading period.

2.26 Any Other Violation – Principal's Discretion

2.27 Cheating: Giving or receiving information that should be completed by another individual student – Loss of credit on assignment and other disciplinary action deemed appropriate by principal.

3.31 Horseplay: Rough, rowdy, or boisterous physical play among students that disrupt the learning environment and carry a high risk of causing accidental injury or property damage.

Grade 4-5
First Offense: ISI 1-3 Days and/or Parent Conf
Second Offense: ISI 3-5 Days
Third Offense: OSS 1-3 Days

Grade 6-12
First Offense: ISI 3-5 Days
Second Offense: OSS 1-3 Days
Third Offense: OSS 3-5 Days

2.01 Disobedience/Defiance of Authority – any verbal or non-verbal refusal to comply with reasonable directions or orders of school personnel (This includes repeated Cell Phone violations – FOCUS Act)

2.03 Harassment – physical, verbal, discriminatory, or online (non-sexual) confrontation or contention with another student

2.04 Intentionally providing false information to school personnel – forgery of parents' signature, intentionally providing false information to parents/staff

2.07 Stealing/Larceny/Petty Theft – the intentional, unlawful taking or carrying away of public real or personal property valued at less than $100. (Law enforcement may be notified)

2.09 Trespassing – willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited and is warned by an authorized person to depart and refuses to do so (Law enforcement may be notified)

2.13 Unauthorized Absence: Cutting/skipping class or school

2.14 Participation in Gambling: Playing games of chance for money and/or other things of value from $10 to $100. Gambling devices and money will be confiscated.

2.23 Non-conformity to dress code – continual, after multiple warnings

2.24 Computer Misuse: Minor incidents of computer fraud or tampering. This includes playing games, downloading or trying to access inappropriate material. (There will be a $15 per hour charge to correct the damage.)

2.25 Habitual Class I Violations

2.35 Excessive Bus Violations (plus Bus Suspension for up to 30 days)

Grade 4-5
First Offense: ISI 1-3 Days and/or Parent Conf
Second Offense: OSS 1-3 Days
Third Offense: OSS 3-5 Days

Grade 6-12
First Offense: ISI 3-5 Days and (optional) Parent Conf
Second Offense: OSS 1-3 Days
Third Offense: OSS 3-5 Days

2.02 Possession of tobacco products, or the use of any nicotine product, matches, lighter

2.05 Inciting student disorder an/or malicious mischief – refusing to disperse

2.06 Property damage – intentional and deliberate action resulting in damages up to $100 to public property or the the real personal; property of another. (Restitution required per Senate Bill 73)

2.08 Possession of stolen property – (Law enforcement may be notified)

2.10 Bullying/Unlawful Harassment – Committing or instigating aggressive acts toward another student with the intent to irritate, intimidate, hurt, or produce a negative reaction from the other student. Verbal or physical conduct based on actual or perceived race, color, national origin, sex, age, disability, gender identitiy, or religion. When the conduct (a) has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or (b) has the purpose of interfering or otherwise adversely affecting an individual's work or academic performance or opportunities.

2.11 Leaving campus/premises – without permission and/or unauthorized transport of others. (Additional loss of driving priveledges 30/60/90 days)

2.16 Threats or Extortion: Verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will.

2.18 Profanity or obscene language or gestures directed to a student

2.21 Inappropriate public diplay of affection

2.30 Vape/Vapor/E-cigarettes Possession: Possession of a device used to inhale or exhale vapor containing nicotine and/or flavoring or other substance

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Grade 4-5

First Offense: ISI 3-5 Days and/or Parent Conf
Second Offense: OSS 1-3 Days
Third Offense: OSS 3-5 Days

Grade 6-12

First Offense: OSS 3-5 Days and (optional) Parent Conf
Second Offense: OSS 5-10 Days
Third Offense: OSS Pending Assignment to Alternative School (45)

2.02(a) Use of tobacco products, or the use of any nicotine product, matches, or lighter

2.17 Possession of Fireworks: Having an explosive or incendiary charge. (including smoke bombs, etc.)

2.19 Disrespectful language, gestures, or profanity: whether stated or implied to or about a board employee or guest

2.20 Possession or dispensing of non-prescription, over-the-counter medications

2.28 Verbal, physical or sexual harassment

2.30(a) Vape/Vapor/E-cigarettes Usage: Using a device used to inhale or exhale vapor containing nicotine and/or flavoring or other substance

2.31 Fighting: Mutual participation in a fight involving physical violence where there are at least two participants, but no one main offender and no major injury. Fighting does not include verbal confrontations, tussels, or other minor confrontations. This conduct creates a substantial risk of serious physical injury to another person.

3.06 Gambling: The intentional, unlawful participation in gambling activities involving amounts of more than $100. Money and gambling devices will be confiscated.

Disciplinary Actions for Class III Infractions

*****A POLICE REPORT MAY BE FILED FOR ALL CLASS III VIOLATIONS*****

The following guidelines will be considered in carrying out disciplinary procedures. *However, each principal may apply appropriate consequences based upon the severity of the infraction.*

Grade 4-5

First Offense: OSS 3-5 Days
Second Offense: OSS 5-10 Days
Third Offense: OSS pending Assignment to Alternative School (45)

Grade 6-12

First Offense: OSS pending Assignment to Alternative School (45)
Second Offense: Recommend Expulsion

2.12 Unauthorized activation of fire extinguisher, fire alarm, or security device (charges may be filed and restitution required)

3.08 Prohibited Items (not including items in 4.02): Possession, sale, use, furnishing, or giving of a prohibited item including but not limited to firearm facsimiles, stun gune facsimilies, knives with blades three inches or smaller and imitation controlled substances.

Grade 4-5

First Offense: OSS up to 10 Days (may be a combination of OSS and ISI)
Second Offense: OSS pending Assignment to Alternative School (up to 45 days)
Third Offense: OSS pending Assignment to Alternative School (90)

Grade 6-12

First Offense: OSS pending Assignment to Alternative School (45)
Second Offense: OSS pending Assignment to Alternative School (90)
Third Offense: OSS pending Assignment to Alternative School (180)

2.02(b) Sale/distribution of tobacco products, or the use of any nicotine product, matches, or lighter

2.30(b) Vape/Vapor/Ecigarettes Sale/Distribution.: Selling/Distributing a device used to inhale or exhale vapor containing nicotine and/or flavoring or other substance

3.10 Igniting Fireworks: Igniting an explosive or incendiary charge.

3.05 Stealing/Larceny/Petty Theft: The intentional unlawful taking and/or carrying away of property valued at $100 or more belonging to another or being in the lawful possession or custody of another.

3.12 Inciting or participating in a major student disorder and/or refusing to disperse: Leading, encouraging, and assisting in disruptions which result in destruction or damage of private or public property; personal injury to participants or others during any school sponsored activity.

3.13 Major threat to the safety of school bus passengers or driver (Plus Bus Suspension for up to 1 year)

3.16 Battery/Fighting: Intentional or reckless application of force or physical contact to another person without their consent. May include mutual participation in a fight involving physical violence where there are at least two participants, but no one main offender and significant injuries.

3.17 Habitual Class II Violations (This includes repeated Cell Phone violations – FOCUS Act)

Grade 4-5

First Offense: OSS pending Assignment to Alternative School (up to 45 days)
Second Offense: OSS pending Assignment to Alternative School (180)
Third Offense: Consider Expulsion

Grade 6-12

First Offense: OSS pending Assignment to Alternative School (90)
Second Offense: OSS pending Assignment to Alternative School (180)
Third Offense: Recommend Permanent Expulsion

3.01 Drugs, Chemicals, and Alcohol Possession and/or Use: The unauthorized possession, to include illegal substances and prescribed substances (e.g. Ritalin, Adderall, dexedrine, Valium, etc.) Possession of drug paraphernalia or non-controlled substances that are represented to be an illegal substance. (May include the creation of a rehabilitation plan and/or counseling at parent's expense.)

3.03 Threatening a school board employee: Either stated or implied, or a threat against the property of an employee

3.04 Robbery: The taking of money or other property from the person or custody of another by force, violence, assault, or instilling the fear of it. (Restitution will be required before returning to school.)

3.07 Criminal Mischief: Intentional and deliberate action resulting in injury or damages of $100 or more to public property or the real or personal property of another. (Parent/guardian must make restitution before the student returns to school.)

3.15 Any other violation which the principal may deem reasonable to fall within this category (Principal's Discretion)

Grade 4-5

First Offense: OSS pending Assignment to Alternative School (90)
Second Offense: Consider Expulsion
Third Offense: Recommend Permanent Expulsion

3.00 Drugs, Chemicals, and Alcohol Distribution or Sale

3.02 Arson: The willful and malicious burning or attempting to burn any part of Board property.

3.09 Threats: Any such communications concerning school board property, which has the intentional effect of interrupting the educational environment.

3.10 Igniting Fireworks: Igniting an explosive or incendiary charge.

Grade 6-12

First Offense: OSS pending Assignment to Alternative School (180)
Second Offense: Recommend Permanent Expulsion

3.11 Sexual Misconduct: Acts of a serious sexual nature including, but not limited to indecent exposure.

3.14 Gang Activity: Participating in gang activity, including but not limited to wearing or displaying jewlery, art, tattoos, clothing, or symbols previously designated by principal as prohibited gang attire, commonly associated with a gang or intended by the wearer to be so associated.

Disciplinary Actions for Class IV Infractions

******LAW ENFORCEMENT WILL BE NOTIFIED FOR ALL CLASS IV VIOLATIONS.******

STUDENT WILL BE IMMEDIATELY SUSPENDED FROM SCHOOL and EXPULSION WILL BE RECOMMENDED PENDING AN EXPULSION HEARING.

4.01 Battery upon Board employees: The unlawful striking of a Board employee, or the intentional causing of bodily harm to a Board employee. All attacks or incidents shall be reported to the Superintendent witin 72 hours.

4.02 **Weapons: Possession, sale, use, furnishing or giving of a weapon (knife, metallic knuckles, tear gas, gun, throwing star, chemical weapons or device, poison gas, or any other weapon, instrument.)** A firearm is a weapon (as defined in Section 921 of the Title 18 of the United States Code) which will, is designed to, or may be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, the muffler or silencer of a firearm, or any other destructive device (including a starter pistol, teargas gun, or air gun) Note: Deadly weapons include but are not limited to hand grenades, explosive devices, pistols, rifles, shotguns, knives (blades longer than 3 inches), stilettos, swords, daggers, or any type of club, baton, billy club, blackjack, bludgeon, or metal knuckles.

4.03 **Discharge of a firearm:** Discharging of any pistol, rifle, shotgun, air gun, teargas gun, poison gas etc.

4.04 **Explosives –** Possessing, preparing, and/or igniting explosives containing a propellant charge of more than 4 ounces of an explosive or incendiary charge of more than one-quarter ounce on school board property.

4.05 **Burglary of school property:** Entering or remaining in a structure when the premises are closed to the public with the intent to commit a crime.

4.06 **Aggravated Battery:** Intentionally causing great bodily harm, disability, or permanent disfigurement.

4.07 **Illegal Organization:** Any threatening or overt acts by fraternities, sororities, secret societies, gangs, or non-affiliated school clubs, which promote gang participation or threaten others. Includes enticing others to join a gang by threats, intimidation, initiation, and physical contact.

4.08 **Sexual Assault/Battery:** Acts of a serious sexual nature including, but not limited to battery, intercourse, rape or attempted rape.

4.09 **Bomb Threat:** Any such communication concerning school board property that has the effect of interrupting the educational environment. Any student found to have made a bomb threat or to have falsely reported such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures. Any student, who counsels, advises, persuades, encourages, or dares another person to make a bomb threat or to falsely report such a threat is related to any school system facility, operation, or activity is subject to immediate expulsion procedures.

Readmission After Expulsion

In order to return to school following an expulsion, an appeal must be made to the Superintendent, a recommendation for re-admission by the Superintendent must be made to the Board, and the request must be approved by the Board. Where applicable, a person may not be readmitted to the public schools until:

Criminal charges or offenses arising from the conduct, if any, have been disposed of by the authorities and the student must be eligible to apply for re-admission. The student must petition the Superintendent and Board of Education for a hearing.

If approved by the Board, the student will be admitted to the CROSSROADS where he/she must successfully complete a minimum of 9-weeks up to a maximum of one full calendar year before returning to their assigned base campus.

STUDENT TRANSPORTATION/SCHOOL BUS CONDUCT

All transportation programs shall be operated in accordance with provisions of The Code of Alabama and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of the students. Students should be at the bus stop 5 minutes prior to the scheduled pickup time. Student transportation for selected activities is provided by the Board as a service to the students of the School System. The Board reserves the right to deny a student the privilege of being transported at public expense, provided the policies and school rules and regulations outlined below are not followed.

Video cameras may be placed on school buses to be used as an aid to monitor behavior and shall not limit the bus driver's authority or the discretion of school officials from implementing and enforcing the provisions of school bus conduct. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student or his/her parent/guardian/custodian.

The bus driver has full authority over the students while they are riding the bus. He/she will be firm but fair with each student. Failure to obey a driver can result in suspension from riding the bus by the school principal. Violations will be reported promptly to the local principal by the school administrator.

Driver Managed Behaviors-Class 1

1. Students should observe the bus rules when getting on, off, or riding the bus and shall be subject to all school rules and regulations applicable during regular school hours.
2. Students will board and leave the bus only at the student's assigned, approved stop.
3. Students are not to get off the bus at any time from the point of departure until they reach their destination, except in cases of emergency and upon notification of the bus driver.
4. Special drop off/pick up arrangements must be made by written note, signed by the students' parent(s)/guardian(s)/custodian(s) and administrator/designee. All requests must be submitted to the school's front office before noon.
5. Students should not attempt to talk to the bus driver while the bus is in motion.
6. Students will not throw objects from the bus at any time.
7. Students should not have their arms or any parts of their bodies out of the windows at any time.
8. Students should remain seated with their feet on the floor, back against the seat, and facing forward until the bus comes to a full stop.
9. Students must talk in a normal tone of voice.
10. Students should keep their hands to themselves.

11. Eating, drinking (except water), chewing gum on any bus including extra trips.
12. School items or objects brought on the bus should stay in the book bag (pencils, pens, scissors, glue, crayons, markers, chalk, toys, etc.)
13. No pets or animals allowed on the bus (either dead or alive).
14. Items must be stored under the seat or held in lap. No items may be placed in the aisles.

Minor Bus Offenses-Level 2

Administrative Intervention
Parental Notification
Verbal Reprimand
Corporal Punishment
1-3 Day Bus Suspension

T2.01 Intimidation of another student
T2.02 Unintentional and/or non-directed use of profane, indecent, or abusive language
T2.03 No eating, drinking (except water), chewing gum on any bus including extra trips. School items or objects brought on bus should stay in book bag (pencils, pens, scissors, glue, crayons, markers, chalk, toys, etc.) No pets or animals allowed on the bus (dead or alive). Items, which cannot be stored under the seat or held in lap, should not be brought on the bus.
T2.04 Prohibited cell phone use (at driver's discretion)
T2.05 Violations of safety procedures such as, but not limited to:
- Talking while approaching or crossing railroad tracks
- Changing seats or standing while bus is in motion
- Moving from an assigned seat
- Blocking, restricting, or otherwise placing objects on or in the aisles, steps, or emergency exits
- Failure to secure all items within book bags, back packs, or cases.

T2.06 Any other offense, which an administrator may deem just and sufficient to fall within this category after consideration of extenuating circumstances

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Intermediate Bus Offenses-Level 3

1-9 Day Bus Suspension (Additional consequences may be imposed as stated in the TCBOE Code of Conduct.)

An administrator is authorized to suspend a student's transportation privilege to whom transportation is provided by the Board due to misconduct or misbehavior while traveling to and from school.

T3.01 Insubordination – defiance or disrespect of a school board employee's authority; any verbal or non-verbal refusal to comply with a lawful direction or order with a school board employee
T3.02 Vandalism-property damage-intentional damage to public property (i.e. desks, tables, and bus seats); or real property of others; in all cases students shall make monetary restitution for damages
T3.03 Theft of property
T3.04 Gambling – any form for the exchange of money or goods (including matching, flipping, dice, etc.)
T3.05 Possession of stolen property with knowledge that it is stolen
T3.06 Threats or extortion

T3.07 Inappropriate public displays of affection-including, but not limited to, embracing and kissing

T3.08 Cursing, swearing, obscene gestures or degrading comments made about another student or person and/or the possession of obscene (pornographic) literature or pictures

T3.09 Physical contact with another person (pushing, tripping, shoving, hitting, etc.)

T3.10 Malicious mischief or graffiti on school property or buses (restitution may be required)

T3.11 Buying, selling, or trading on school property items not approved by the principal and/or board

T3.12 Violation of Safety Procedures such as, but not limited to:

- entering or exiting before the bus has come to a stop; or entering or exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a *bona fide* emergency
- entering or exiting a bus at a stop not approved or assigned to the student
- failure to keep head and hands inside bus windows at all times
- entering or leaving the bus without the consent of the driver
- tampering with door handles and other safety equipment at any time unless directed to do so by the driver or an aide

T3.13 Any other offense, which an administrator may deem just and sufficient to fall within this category after consideration of extenuating circumstances

T3.14 Multiple Class 2 or Class 3 bus offenses (4 or more) may be considered a Code of Conduct Class 2 Offenses

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Discipline Hearing

In the event that a violation of the TCSS Code of Conduct results in an Alternative School Placement greater than 15 days or a long-term suspension greater than 10 days, the student shall be entitled to a disciplinary hearing before the TCSS Discipline Review Committee (DRC). The hearing must occur within 10 days after the initial suspension, and a student may be represented at the hearing by legal counsel or advocate at the expense of the parent. During the DRC process, the student will be placed in ISS or OSS per the decision of the principal.

At the hearing, the school will present the evidence of the case and recommend a consequence. The parent/guardian will have a chance to present their side of the story. The DRC will have 5 days to deliberate and decide to uphold, modify, or reject the principal's recommendation. DRC decision may be appealed according to the district's appeal process.

Discipline Appeals Process

Students have the right to appeal the disciplinary consequences by submitting a written explanation that includes a verifiable reason for the appeal and a proposed solution to the principal. The initial disciplinary action is not delayed during the appeal process. At each level, the decision to amend a judgement must be based upon one or more of the following reasons:

- Facts of the violation in question
- Discipline within allowable administrative responses
- Discipline assignments excessive by reasonable standards
- Discipline assignment uniformly assigned
- Presence of valid and reasonable circumstances which would negate the benefit of the discipline assignment and learning opportunity for the student

Discipline assignments no more than 10 days may only be appealed to the principal whose decision is final. Discipline assignments for more than 10 days or that result in a Crossroads assignment may appeal according to the following sequence Principal, Deputy Superintendent, Superintendent, Tallapoosa County Board of Education at which time the decision of the TCBOE is final.

OTHER POLICIES AND PROCEDURES

SEXUAL HARASSMENT POLICY FOR STUDENTS AND EMPLOYEES

I. The Tallapoosa County Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities.

II. The Superintendent shall develop procedures which shall be used by persons alleging harassment.

III. Sexual Harassment by Students – The Tallapoosa County Board of Education desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Tallapoosa County Board of Education. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency towards further unacceptable behavior. For these reasons, the Tallapoosa County Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students.

A. Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, whether such harassment occurs on school property or at a school sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications*, e.g.*, a person's body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, or written materials;
7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

B. Specific Prohibition - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.

C. Procedures-any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselor(s) or Superintendent's designee. Filing of a complaint or otherwise reporting sexual harassment will not

affect the reporting student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing, including the act or acts, the date(s) it occurred, the names of witnesses, and should be signed by the complainant.

1. The right to confidentiality, both for the complainant and the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

D. Penalties - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;

B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance or creating an intimidating, hostile or offensive work or school environment.

D. Examples of sexual harassment may include, but are not limited to, the following:

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, or written materials.

E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

F. Any suspected child abuse shall be reported in accordance with state law.

G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.

1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.

3. It is sexual harassment for a Tallapoosa County Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant. Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated against, in any manner, for reporting conduct which is believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

I. Penalties – Necessary disciplinary action, up to and including termination, may result if sexual harassment occurs. Any employee who makes false allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

REFERENCE(S): CODE OF ALABAMA 16-8-23
TITLE IX OF EDUCATION AMENDMENTS OF 1972
PUBLIC LAW 100-960, PUBLIC LAW 102-14

TITLE I SCHOOLWIDE AUTHORITY AND COMPLAINT PROCESS

All schools in Tallapoosa County operate Title I School-wide Programs. These programs provide all students who attend schools within the school district the same access to all programs for which they qualify. Instructional services are not limited to low-performing, low income students. Therefore, the Tallapoosa County School System welcomes input from all of its parents in the development, implementation, and evaluation of its LEA Consolidated Plan. Parents are asked to take a few minutes to read the district's LEA Consolidated Plan which is available in the Federal Programs section of the county's webpage. Parents can review the ACIP for their children's school on the appropriate school's webpage.

Parent concerns regarding an individual school's CIP, the school's use of its portion of the 1% set aside for parental involvement activities, the school district's LEA Consolidated Plan I Plan, district's use of its portion of the 1% set aside for parental involvement activities, and/or the district's Parental Involvement plan should follow the established complaint process.

Those in disagreement should first contact their respective school administrator to submit their written concern(s) and suggestion(s) for resolution. If the matter is not resolved at the school level, the principal will refer the parent to the district's Federal Programs Director. In the event the matter cannot be settled at the district level, the parent's written concern(s) and suggestion(s) for resolution will be submitted to the State Department of Education Federal Programs Section via the local Federal Programs Director.

THE MCKINNEY VENTO HOMELESS ACT

This federal law ensures that the educational needs of homeless children and youth are met through immediate enrollment, comparable services, and supplemental services. All homeless children and youth must have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths and afforded the opportunity to meet the same challenging state student academic achievement standards to which all students are held.

If the school enrollment decision is contrary to the wishes of the child or youth or youth's parent/guardian, the school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision (within 5 school days). The parent must file a School Enrollment Dispute with the school in which the student is presently enrolled within 10 working days if the explanation/placement is not satisfactory. The principal of the school will notify the district's Homeless Liaison of the dispute immediately upon the written notice that there is a dispute. The principal will take steps to resolve the dispute within 5 working days.

ENGLISH LEARNERS, FOSTER CARE, MIGRANT, IMMIGRANT AND HOMELESS STUDENTS

EL, Foster Care, Migrant, Immigrant and Homeless students will be permitted to enroll without regard to residency status and may be entitled to other accommodations under federal law.

PARENTS' RIGHT TO KNOW PROCEDURE AND NOTICE

Part A: Under the provisions of the No Child Left Behind legislation {Title I Section 1111 (h)(6)}and the *Every Student Succeeds Act (ESSA) of 2015,* Section l l 12(e)(l)(B) under subparagraph (A) the Tallapoosa County Board of Education will notify the parents of each student attending any school in the system that the parent/guardian may request information regarding the professional qualifications/certifications of the student's classroom teachers. The notice will include, at a minimum, the following:

- Whether the teacher has met State certification for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which certification has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- If the child receives service by paraprofessionals and, if so, their qualification.

The parent/guardian will submit to the school principal a letter requesting information about the designated teacher, using the Parent's Right to Know Request for Information form. The school will respond to the request within 10 school days of the reception of the written request. The principal will file copies of the request for information form and the response letter and copies will be forwarded to the Personnel Director and the Office of Federal Programs for filing.

Part B: Under the provision of the No Child Left Behind legislation {Title I Section 1111 (h)(6)} and the *Every Student Succeeds Act (ESSA) of 2015,* Section 1112(e)(l)(B), the school must provide timely notice to parents/guardians that their child has been assigned to or is being taught for four or more consecutive weeks by a teacher who is not certified in the grade level or content area assigned for instruction. When this situation occurs, the principal will send out a letter to the parents of the children in the non-certified teacher's classroom notifying parents of this situation.

SCHOOL HEALTH SERVICES

Reasons to keep your child home from school:

- Fever of 100 degrees or more
- Cold symptoms serious enough to interfere with the ability to learn
- Headache severe enough to interfere with the ability to learn
- Cough causing difficulty breathing or moderate to severe chest pain
- Nausea, vomiting and/or diarrhea
- Undiagnosed rash or open sores with drainage
- Abdominal pain accompanied by elevated temperature, vomiting or diarrhea
- Sore throat that interferes with swallowing or accompanied by fever or rash
- Red, draining eyes
- Student has bacterial infection – keep at home until student has been on antibiotic therapy for 24 hours. If your child has been diagnosed with a staph infection, the area must be covered at school

NOTE**:** The school nurse or staff cannot give Tylenol or any other over-the-counter medication (OTC) without a doctor's order and a parent/guardian/custodian's signature.

Medications: If your child needs to take ANY medication (prescription or over-the-counter) during the day, a medication form **must be completed and signed by the doctor and the parent before the medication can be administered.** These forms are available from the school office. It is required that the medication be delivered directly to the school **by the parent in the original prescription or product bottle.** This includes over-the-counter medications. Prescription medication should be in a pharmacy bottle/container with the pharmacy label attached. The pharmacy can provide you with two bottles for this purpose. MEDICATIONS SHOULD NEVER BE SENT ON THE BUS. Some medication, like asthma inhalers and EpiPens, can be ordered by the doctor to be self-administrated by the student but proper medication forms must be completed and given to the school nurse. If you have any questions or concerns about this, please call your school nurse.

Accidents, Fractures, Sprains and More: When a child becomes ill or injured at school, they are sent to the office. If the office staff or school nurse determines that the student may remain in school, they may be allowed to rest for a short time and then return to class. In case of a minor accident, first aid will be given and the student will be sent back to class. In the event that the student should not remain in school and is in need of medical attention, the parents will be contacted. If a parent cannot be contacted or cannot pick up the student, an ambulance will be called to take them to the hospital for evaluation and treatment. Therefore, please keep the school updated if your phone numbers change.

Food Allergies, Insect Allergies and Potential Allergic Reactions: Many students have peanut allergies. Therefore, it is important that you do not send any treats that contain peanuts or any peanut products to school. If your child is allergic to peanuts, other foods or insects, please discuss this with your doctor. Ask your doctor if your child should keep an EpiPen or other emergency medications at school for emergencies. Become educated on your child's allergy and develop a plan to prevent an allergic reaction. Be sure to discuss this allergy plan with the teacher and the school nurse.

Conjunctivitis (pinkeye): Do not send a student with suspected conjunctivitis to school. Pink-eye is contagious. Signs and symptoms of pinkeye can be: Redness of the sclera (the white part of the eye), yellow discharge from the eye, swollen eyelids, and crusty, sticky eyes. Your child must be on medication for 24 hours before returning to school.

Head Lice

The Tallapoosa County Board of Education focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice and the location of nits within 1⁄4"of the scalp. Nits that are found beyond 1⁄4"of the scalp have more than likely hatched or may no longer be viable. The school nurse is the most knowledgeable professional in the school setting and ideally suited to provide education and guidance regarding "best practices" for head lice/nit management. The goal of any actions by the school nurse is to contain infestation, provide appropriate health information for treatment and prevention, prevent overexposure to potentially hazardous chemicals, and minimize school absences. The following protocol is viewed as "best practice" for managing head lice in the Tallapoosa County school setting:

- If a student is suspected of having head lice, the school nurse will be notified and will verify by visual examination with a positive or negative finding.
- The principal will be notified and the parent will be contacted (verbal communication is preferred) of positive findings and proper instructions will be provided.
- The school nurse will make a determination as to whether a child can return to class based on visual inspection. The decision for the student to be sent home will be made on a case-by-case basis by the school nurse.
- Immediate treatment at home, for active infestations, is advised. Treatment suggestions will be provided by the school nurse. Parents should remove nits daily and treat if live lice are observed.
- The student will be readmitted to school after treatment and examination by the school nurse.
- If it is apparent that proper treatment has not been followed, the child can be sent back homefor continued treatment. The school nurse will repeat treatment instructions to the parent.
- It is the responsibility of the parent/guardian to follow procedure and return their child to school promptly.
- If it is apparent that a family is diligently working to correct the problem, the nurse will allow the student to return to class with close monitoring.

Student Health Forms: All students in the Tallapoosa County School System must have a Health Assessment Record completed by September 15 each school year. This form is made available to the students at the beginning of each school year. It should be completed and returned ASAP. The forms are also available at the school office or from the school nurse.

Health Conditions: If your child has a particular health condition, it is essential that you discuss this with the school nurse. Some conditions, such as diabetes, asthma and food/insect allergies, require the development of a school health care plan and emergency action plan. These plans are written by the school nurse, based on your child's particular health care needs, and serve as a guideline for school personnel.

Immunization Schedule Requirements:

Students in grades K – 12 shall receive required age-appropriate immunizations as listed below (unless there is a religious or medical exemption):

- 5 doses of DTaP before entering kindergarten (unless 4th dose was given on or after the fourth birthday).
- Booster dose of Tdap must be given at 11-12 years of age
- 4 doses of polio before entering kindergarten (unless the 3rd dose was given on or after the fourth birthday).
- 2 doses of MMR before entering kindergarten.
- Varicella vaccine or date of Varicella disease, for all students in kindergarten through 12th grade.

Health Screenings:

- All health screenings provided to students at school are non-invasive.
- Vision Research: Kindergarten, 2nd, and 4th grade will be screened. This is an "opt-out"screening only.
- Lions Club: 1st, 3rd, and 5th grade will be screened. This is an "opt-in" screening only.
- PreK health screenings: Vision, hearing, dental, and vital signs. Permission forms will be sent home prior to these health screenings. This is an "opt-in" screening only.

If you DO NOT WANT your child to participate in any or all of the screenings listed above, you must contact the school nurse IN WRITING by August 30th of each school year.

You will be notified if your child is tested and the results are not in the "normal" range for the particular test. If you receive one of those letters, it is recommended that you take your child to a doctor or healthcare provider for further evaluation. School screenings are not for diagnostic purposes.

Scoliosis screening is no longer a requirement in public school. However, if your would like your student to be screened you will need to contact your school nurse for a permission form

Influenza Disease

What is influenza disease?

- Influenza (flu) is a contagious respiratory illness caused by a virus.
- The virus infects the nose, throat, and lungs.
- It can cause mild to severe illness, hospitalization, and even death.

What are the symptoms?

- Anyone can get flu and it strikes suddenly and can last several days.
- Symptoms of flu disease may include:
  - Fever or feeling feverish/chills
  - Cough
  - Sore throat
  - Runny or stuffy nose
  - Muscle or body aches
  - Headaches
  - Fatigue (very tired)
  - Vomiting and diarrhea

How does influenza disease spread?

- Flu is spread by:
  - An infected person's droplets from cough, sneeze or talk enter the mouth, eye or nose.
  - Touching a surface or object with flu virus on it and then touching mouth, eyes or nose.
- An infected person can infect others 1 day before symptoms start and up to 5 to 7 days after symptoms start.
- Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

How do I prevent the flu?

- Get a yearly flu vaccine.
- Wash your hands properly and often.
- Cover your cough and sneeze with arm.
- Clean and sterilize surfaces.
- Stay home if you are sick.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type influenza in the SEARCH box.

Alabama Department of Public Health
Immunization Division, 201 Monroe St, Montgomery, AL 36104
1-800-469-4599 www.adph.org/imm 2/29/16

Influenza Vaccine

Who should get the influenza (flu) vaccine?

- The flu vaccine is recommended every year for everyone age 6 months or older.

Who should be vaccinated against influenza because they are at increased risk?

- Children 6 months of age through 5 years Adults 65 years of age or older
- Pregnant women
- Residents of nursing homes and other long-term care facilities
- People who have medical conditions including the following:
  - Asthma
  - Chronic lung disease
  - Heart disease
  - Blood disorders (such as sickle cell disease)
  - Kidney disorders
  - Liver disorders
  - Weakened immune systems due to disease or medication (such as HIV/AIDS or cancer)
  - People younger than 19 years of age who are receiving long-term aspirin therapy
  - People with extreme obesity

What are the common vaccine side effects and risks?

- Flu vaccines are safe, but some side effects can occur.
- Minor problems following the flu vaccine include soreness, redness, and/or swelling from the shot, hoarseness, sore, red or itchy eyes, cough, fever, aches, headache, itching, and fatigue.
- More serious problems may include Guillain-Barré syndrome (GBS) in fewer than 1 or 2 cases per one million people vaccinated, children receiving multiple vaccines slightly increase in fever with seizure.
- People who should not get the flu vaccine include anyone with severe, life threatening allergies, had GBS before, or not feeling well the day of vaccination.

Where can I find more information?

- Ask your doctor.
- Ask you school nurse.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type influenza in the SEARCH box.

Alabama Department of Public Health
Immunization Division, 201 Monroe St, Montgomery, AL 36104
1-800-469-4599 www.adph.org/imm 2/29/16

Meningococcal Disease

What is meningococcal disease?

- Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis*.
- It is the leading cause of bacterial meningitis in children 2-18 years of age in U.S.
- Meningococcal disease can be very serious, even life-threatening in 48 hours or less.
- The two most severe and common illnesses caused by meningococcal bacteria include;
  - Meningitis - an infection of the fluid and lining around the brain and spinal cord
  - Septicemia - a bloodstream infection

What are the symptoms?

- Symptoms of meningococcal disease are similar to influenza (flu) and may include:
  - Sudden onset of a high fever
  - Headache
  - Stiff neck
  - Nausea
  - Vomiting
  - Increased sensitivity to light
  - Rash
  - Confusion
  - Severe aches and pain in the muscles, joints, chest or belly

How does meningococcal disease spread?

- Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household.
- Anyone can get meningococcal disease, but teens and college freshmen who live in residence halls are at increased risk.
- Some people can "carry" meningococcal bacteria in their nose and throat without getting meningococcal disease, but can still infect other people.
- Most cases of meningococcal disease are spread by people who "carry" the bacteria with no symptoms, appear to be random, and not linked to other cases.
- Meningococcal outbreaks can occur in communities, schools, colleges, prisons, and in other high risk populations.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type meningococcal disease in SEARCH box.

Alabama Vaccines for Children Program
IMM Immunization Division
immprint
Alabama Department of Public Health
Immunization Division, 201 Monroe St, Montgomery, AL 36104
1-800-469-4599 www.adph.org/imm 2/29/16

Meningococcal Vaccine

Who should get meningococcal vaccine?

- Meningococcal vaccine(s) is recommended for all preteens and teens.
- All 11 and 12 year olds should be vaccinated with serogroups A, C, W, and Y meningococcal conjugate vaccine (MCV4). A booster dose is recommended at age 16.
- Teens and young adults, 16 through 23 year olds, may also be vaccinated with a serogroup B meningococcal vaccine (SBMV), preferably at 16 through 18 years old.
- Both MCV4 and SBMV can be given at the same time, talk to your provider.
- Teens with HIV should get three doses of MCV4.
- People 55 years of age and older should get Meningococcal polysaccharide vaccine (MPSV4).

Who should be vaccinated because they are at increased risk?

- College freshmen living in dormitories.
- Laboratory personnel exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling or living where meningococcal disease is common, like Africa.
- Anyone with a damaged spleen or who had the spleen removed.
- Anyone with an immune system disorder.
- Anyone exposed during a meningococcal meningitis outbreak.

What are the vaccine side effects and risks?

- MCV4 and SBMV are safe, but side effects can occur.
- Most side effects are mild or moderate and do not affect daily activities.
- The most common side effects in preteens and teens occur where the injection is given and may include pain, tenderness, swelling, and hardness of the skin.
- Other common side effects may include nausea, feeling a little run down, and headache.
- Some preteens and teens may also faint after getting a vaccine.
- Reactions usually last a short time and get better within a few days.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type meningococcal vaccine in SEARCH box.

Alabama Department of Public Health
Immunization Division, 201 Monroe St, Montgomery, AL 36104
1-800-469-4599 www.adph.org/imm 2/29/16

Dear Parent or Guardian:

We are pleased to inform you that the Tallapoosa County Board Of Education has implemented a program available to schools participating in the National School Lunch Program and School Breakfast Programs called the Community Eligibility Provision (CEP).

What does this mean for you and your children?

Great news! All enrolled students of Tallapoosa County Board Of Education are eligible to receive a healthy breakfast and lunch at school at no cost to your household each day of the school year. Your children will be able to participate in these meal programs without having to pay a fee or submit a meal application. **We do ask that you continue to complete a meal application, so that we can continue to operate the program.**

Advance Payment/Charge Policy

No A La carte or extra portions will be charged. No adult meals may be charged. **(This is TCBOE Board Policy)** Teachers may buy lunch for $5.00, and visitors pay $5.50. Teachers may buy breakfast for $3.50, and visitors pay $4.00. Prepayment by the month, week, or year is recommended. Daily payments may be accepted during meal service at all schools. Students spend less time in line if money is put in their account ahead of time. You may go online to **linqconnect.com**, to create, and put money in your child's account, as well as check their balance. Checks must have: **Full Name, Street Address (No PO Box), Home Phone(with area code), Secondary Phone (with area Code), and Driver's License Number (with State).** If two (2) non-sufficient fund checks are received from one household, only cash or a money order will be accepted for payment. Please note: If your check is dishonored by the bank, a service fee will be assessed in accordance with state law and federal guidelines. Also, you authorize service charges and processing fees, as determined by law, to be debited (at our option) from the same account via paper draft or electronic funds transfer.

Tallapoosa County Schools Lunchroom Policies To Be Aware of:

- No carbonated beverages or energy drinks are to be brought into the lunchroom. (Coke, Pepsi, etc.)
- No "fast food" meals are to be brought into the lunchroom in their original containers.
- No meals are to be delivered to the schools to be eaten in the lunchroom.
- Our campuses are closed campuses; therefore, no one should leave campus to purchase meals.
- Non-nutritive food cannot be offered for sale anytime during the school day, or immediately before or after meal services.
- Food brought from home cannot be taken from students.
- Neither food nor drink can be withheld as a punishment or restriction.
- Students cannot be isolated during meal times.
- Student meals are to be consumed by students, not faculty.

Questions?

Tallapoosa County Board of Education Child Nutrition Program

679 East Columbus Street, Dadeville, Alabama 36853

256-825-0746 ext. 113, Jenny Knox, Director

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information(e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

    U.S. Department of Agriculture

    Office of the Assistant Secretary for Civil Rights

    1400 Independence Avenue, SW

    Washington, D.C. 20250-9410; or

2. fax:

    (833) 256-1665 or (202) 690-7442; or

3. email:

    Program.Intake@usda.gov

This institution is an equal opportunity provider.

2026/2027 Meal & A La Carte | Prices

BREAKFAST

Student, Second Meal	$2.75
Employee	$4.00
Child Visitor	$3.50
Adult Visitor	$4.50

LUNCH

Student, Second Meal	$4.00
Employee	$5.50
Child Visitor	$5.00
Adult Visitor	$6.00

BREAKFAST A LA CARTE

Milk	$.75
Fruit Juice	$.50
Meat	$2.00
Bread	$.75
Tea, ICE, Large Gatorade	$1.50
Large Water & Envy	$1.00
Small Water	$ .50
Large Orange Juice	$2.00

LUNCH A LA CARTE

Milk	$.75
Fruit Juice	$.50
Meat/Entree	$2.50
Bread	$.75
Fruit/Vegetable	$1.00
Tea, ICE, Large Gatorade	$1.50
Large Water & Envy	$1.00
Small Water	$.50
Large Orange Juice	$2.00
Ice Cream	$1.50
Cookie	$.50
Rice Krispy Treat	$1.00
Chips	$1.00

This Institution is an equal opportunity provider.

TALLAPOOSA COUNTY SCHOOLS TECHNOLOGY USE POLICY

APPLICATION OF POLICY

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

Thus, it is the intention of the Tallapoosa County Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Tallapoosa County Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

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

POLICY STATEMENT:
The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Tallapoosa County Schools. Use of any and all technology resources is a privilege and not a right.

I. ACCESS:

The use of all Tallapoosa County Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending an investigation.

1. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
2. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
3. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Tallapoosa County Schools.
4. Individuals identified as a security risk may be denied access.
5. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
6. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming, or by any other means.
7. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

The Local and/or District Technology Coordinator and/or school administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts. **Their decision will be final.**

II. PRIVACY:

To maintain network integrity and to ensure that the network is being used responsibly, District Technology Coordinators reserve the right to review files and network communications.

Users should not expect that files or electronic emails stored on the Tallapoosa County Schools' technology resources would always be private.

1. Because communications on the Internet are mainly public in nature, all users should be careful to maintain appropriate and responsible communications.
2. The Tallapoosa County Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
3. Users should be aware that the technology staff routinely monitors and performs maintenance on fileservers, e-mail, workstations, the Internet, user accounts, telephones, and telephone systems. During these procedures, it may be necessary to review e-mail and/or files stored on the network.
4. Users must avoid storing personal and/or private information on the district and/or schools technology resources.
5. All users are responsible for storage of any critical files and/or data.
6. Student records, media center collections, and accounting information should be backed up to disk.

III. COPYRIGHT:

--Illegal copies of software may not be created or used on school equipment.

--Any questions about copyright provisions should be directed to the District Technology Coordinator.

--The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).

--Copyright is implied for all information (text, data, and graphics) published on the Internet. Web page authors will be held responsible for the contents of their pages. Do not "borrow" icons or graphics from other pages without documented permission.

--Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then, should occur only under the supervision and direction of the Technology department.

--A backup copy of all purchased software programs should be made and, thus, become the working copy.

--All original copies of software programs, including those purchased with departmental funds will be stored in a secure place.

--For security and insurance purposes, the District Technology Coordinator will be the only people with access to original software disks at a given school location with the exception of CD-ROMs. System-wide software originals will be housed at the District Technology Coordinator's office.

--If a single copy of given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (1987 Statement on Software Copyright) is NOT allowed.

--If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The District Technology Coordinator and the person requesting the software will be responsible for determining how many copies should be purchased.

-- The District Technology Coordinator is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the District Technology Coordinator and/or Superintendent and distributed to all schools that will use the software.

--The District Technology staff or Technology Coordinator is responsible for installation of all software in use on the local area network and/or individual workstations within the Tallapoosa County Schools.

--Users should not purchase software without consulting the technology staff.

IV. ELECTRONIC MAIL:

--The Tallapoosa County Schools provides access to electronic mail for all employees, class accounts upon request and, on a limited basis, for secondary students.

--Access to e-mail is for employee, class, and/or student use in any educational and instructional business that they may conduct.

--Personal use of electronic mail is permitted as long as it does not violate Tallapoosa County Schools' policy and/or adversely affects others or the speed of the network.

--Electronic mail should reflect professional standards at all time.

--Tallapoosa County Schools' e-mail accounts may not be used for political or personal gain.

--Tallapoosa County Schools' e-mail accounts may not be used for attempting or successfully sending anonymous messages.

--Tallapoosa County Schools' e-mail accounts may not be used for sending mass e-mails.

--Tallapoosa County Schools' e-mail accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

V. INTERNET:

--The intent of the Tallapoosa County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.

--All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.

--Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.

--Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.

--Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.

--Permission is not transferable, and therefore, may not be shared.

--Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

VI. INTERNET FILTERING:

--Internet access for all users is filtered, through one central point, by website name/category. This filtering is provided by industry accepted standards and methods.

--URLs and IP addresses may be added to or deleted from the filtered list by the District office.

--Staff members may request review of filtered sites.

VII. ARTIFICIAL INTELLIGENCE ACCEPTABLE USE PROCEDURES

These procedures outline the acceptable use of artificial intelligence (AI) tools and applications within the Tallapoosa County School System to ensure their safe, ethical, and responsible use. Tallapoosa County Schools acknowledges that technology is ever-changing and has a tremendous impact upon our global society, local community, and classrooms. Artificial Intelligence (AI), including generative forms of AI, is becoming an increasingly important part of our everyday lives. Our responsibility is to educate and train students and employees to utilize AI ethically and educationally.

Tallapoosa County Schools students and employees must be aware of the limitations and guidelines of its usage:

- Student accounts and device access to specific open AI software, such as ChatGPT, are blocked due to data and security concerns.
- Any misuse of AI tools and applications, such as hacking or altering data, is prohibited.
- Teachers may allow the use of AI for curriculum purposes (i.e. Magic School) with proper licensing or subscription.
- Access to specific websites will be granted when it is assured that adherence to specific data and privacy guidelines regarding age restrictions and usage are intact.
- Access requests may be submitted to the system's technology director and will be approved by the superintendent. College Board, Dual Enrollment, and college/university classes may have additional restrictions and limitations regarding the use of Artificial Intelligence. Students participating AP and dural enrollment programs must adhere to the AI policies of those institutions.
- Students and employees who use AI software with a personal device and/or personal credentials should do so at their own risk, acknowledging that each platform is collecting various forms of data. Most AI software becomes the owner of the data that is added to it.
- Just as they would any other source, students must acknowledge their use of AI in any capacity related to their schoolwork, including texst, images, multimedia, etc.
- The use of AI could be subject to the district's Academic Dishonesty policy and Code of Conduct. Students should acknowledge that AI is not always factually accurate nor seen as a credible source and should be able to provide evidence to support its claims.
- All users must know the potential for bias and discrimination in AI tools and applications.
- Students and employees may be subject to disciplnary action for using AI that is unsafe, unethical, or violates local, state, or federal law.

VIII. WEB PUBLISHING:

--The Tallapoosa County Schools' web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.

--The District Technology Coordinator will review all home pages before being added to the Tallapoosa County website.

--The Technology Staff reserves the right to reject all or part of a proposed Home page.

--The District Technology Coordinator may only place home pages on the Web.

--All pages posted on the Tallapoosa County Schools' web must be written with an approved editor.

--Each posted page must include: the school location, date of last update, and an e-mail address.

--All posted work must be of publishable quality with regard to spelling, usage, and mechanics.

--All web page authors are responsible for the maintenance of their own pages.

--All links should be checked regularly to make sure they are current and working.

--Pages that are not updated in a timely fashion; that contain inaccurate or inappropriate information; or contain links that do not work will be removed and the author will be notified.

--Unfinished pages will not be posted until they are fully functional.

--Teacher created web pages stored on a commercial or private server may be a link from a teacher created web page stored on the Tallapoosa County Internet server.

--Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used-only first name, last initial. No written permission is required for in-school broadcasts (i.e. morning news, announcements, class profiles, etc.)

--Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

--No written permission is required to list faculty/staff and their school contact information (phone extension, e-mail address, etc.)

--Written consent will be required for posting of any employee photographs.

--Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

IX. PARENTAL PERMISSIONS:

A. By signing the acknowledgement at the end of the Tallapoosa County Schools Policy Manual, parents/guardians have agreed to allow their student to use technology resources under the terms of the Tallapoosa County Technology Use policy.
B. Parents/guardians may prevent their student from using the Internet or other technology resources by providing, in writing addressed to the principal of their school, the name and grade of the student and a statement that they do not want their student using the Internet or other technology resources. Parents/guardians should understand that this might cause their student to be excluded from certain academic projects that do involve the use of the Internet or other technology resources.
C. Parents/guardians are also advised that specific permission will be required if student names or pictures are used on the Internet as specified in this Technology Use Policy. A letter will be sent from each school to the students/parents/guardians as shown in Attachment A.

IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

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

--Using another user's password or attempting to find out what another user's password is

--Sharing your own password

--Trespassing in another user's files, folders, home directory, or work

--Saving information on ANY network drive or directory other than your personal Home directory OR a teacher specified and approved location.

--Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive

--Harassing, insulting, or attacking others via technology resources

--Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)

--Intentionally wasting limited resources such as disk space and printing capacity

--Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)

--Sending, displaying, or downloading offensive messages or pictures

--Using obscene, racist, profane, discriminatory, threatening, or inflammatory language

--Participating in on-line chat rooms without the permission/supervision of an adult staff member

--Posting any false or damaging information about other people, the school system, or other organizations

--Posting of any personal information about another person without his/her written consent

--Broadcasting network messages and/or participating in sending/perpetuating chain letters

--Violating copyright laws

--Plagiarism of materials that are found on the Internet

--Inappropriate or unethical use of AI generated work

--Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

--Use of any Tallapoosa County Schools Technology resource for personal gain, commercial or political purposes

1 to 1 Device INITIATIVE

Parent and Student Handbook for
Device Procedures and Information

Tallapoosa County Schools

Dadeville, Alabama

SECTION 1 – BACKGROUND INFORMATION

The Digital Transformation

The Digital Transformation is the Tallapoosa County Schools plan to use instructional technology to support student learning and instructional practices that are engaging, challenging, standards-based, and effective. A key component is implementation of a 1:1 device model. In a 1:1 model all students have an electronic device such as a laptop, Chromebook, or tablet. This allows for integration of technology into all learning environments.

The One-to-One Model of Instructional Technology

Research shows that there can be many positive benefits associated with providing digital devices to students. These include increased student technology use, improved student performance, more efficient and effective communication with families, more student-centered and project-based instruction, greater student engagement, increased teacher collaboration, and better relationships between students and teachers. The key to achieving these benefits is effective implementation.

Leaving a Positive Digital Footprint

A critical component of the Tallapoosa County School 1 to 1 Initiative program is student education about digital citizenship and appropriate online behaviors. Students must view themselves as "digital citizens," and are expected to consistently put into practice the technological skills and positive ethical considerations taught throughout the 1 to 1 Initiative. These are much more than stand-alone school-based expectations - these behaviors must carry-over into their personal lives for years to come.

Teachers and staff review cyber-safety rules with students frequently throughout the school year, and offer reminders and reinforcement about safe online behaviors. It is expected that all students and parents/guardians participating in the 1 to 1 Initiative will adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Agreement, Board policies, and federal/state laws at all times. The Tallapoosa County Schools Acceptable Use Policy is located in the Tallapoosa County Schools Student Handbook and online at: http://www.tallapoosak12.org

It is the responsibility of the parent/guardian and the student to read and understand the current policy.

SECTION 2 – RECEIVING AND USING YOUR DEVICE

Using Google Suite

Each student will receive a Tallapoosa County-sponsored personalized Google Suite account with a unique "@tallapoosak12.org" address. When logged into Google Suite, students have the capability to email teachers, create and save documents, presentations, spreadsheets, collaborate virtually with partners or groups on school projects, turn in assignments and assessments through the web, and more. Additionally, Google Suite has thousands of educational applications which teachers can use in math, science, language arts, social studies, music, physical education, foreign language, and art classrooms.

Receiving and Returning Your Device

At the beginning of each school year, a parent/guardian must sign a Student/Parent Chromebook Use Agreement granting the district permission to provide the student with a device. The device will be issued with one charger. A student will not receive a device if the student has not completed enrollment in PowerSchool. Tallapoosa County Schools reserves the right to collect a device if residency cannot be verified.

At the end of the school year, the device and charger must be returned in the same condition in which they were provided. Students owing fees and Seniors must turn their device in by the date set by the school district. If the student has purchased a personal case, the student will keep their case. If a student withdraws or is expelled from Tallapoosa County Schools, the device, and charger must be immediately returned at that time. When returned, each device will be inspected.

Device Inventory and Asset Tag Information

Each device is property of Tallapoosa County Schools, and is individually labeled and inventoried (by asset number and device serial number) to the individual student to which it has been loaned for that school year. There is an inventory asset number attached on the bottom of the device- at no time should any Tallapoosa County inventory or asset number be tampered with or removed. Tampering with or removing an asset number constitutes damage and requires the device to be immediately returned to the school.

Taking Care of Your Device

General Precautions:

1. Keep the laptop/device secure and damage free.
2. Please be sure to carefully and considerately store your device in your locker, book bag, and at home.
3. Do not allow others to use the laptop/device, charger or cords.
4. **Devices must come to school with a full battery charge.**
5. Please do not use your device around food, liquids or drinks. Avoid getting any moisture or crumbs in any opening.
6. Do not use household cleaners to clean your device- only a soft lint-free cloth on the screen.
7. Never throw, slide, drop, or press harshly on your device.
8. Do not use a 1:1 device that has not been issued to you.
9. Do not leave your device out in the sun or extreme cold (either outside or in a hot or cold car).
10. Devices are uniquely inventoried. At no time should the inventory numbers be tampered with in any way or removed. Such actions constitutes damage to the device.

11. Do not leave the laptop/device in a vehicle.
12. Do not leave the laptop/device unattended at school or away from school.
13. Do not allow pets near the laptop/device.
14. Do NOT let anyone else borrow or use your device (because you are responsible for any damage that may occur to your device, no matter the circumstances!).
15. Do NOT attempt to contact any other service provider with repair questions. All questions and concerns must be directed to the school district.
16. Do not place the laptop/device on the floor or on a sitting area such as a chair or couch.
17. Do not leave the laptop/device near table or desk edges.
18. Do not stack objects on top of the laptop/device.
19. Do not use the laptop/device near water such as a pool.
20. Do not check the laptop/device as luggage at the airport.
21. Move your device with two hands with the lid closed. Never throw, drop, or slide your device. Never lift it by the screen.
22. Keep your device in new condition. Do not mark on, write on, or otherwise alter the device, or district tags.
23. Store your device in a safe place at school when eating in the cafeteria, during PE, during after school activities, and outdoor learning times. Devices are not allowed in the cafeteria, gym, or outside spaces except with teacher permission. Teachers will work with students to identify/provide safe spaces.
24. Carefully connect and disconnect cords, cables, etc. Place cords and cables out of walkways. People can be injured by tripping. Devices, cables, and cords can be damaged.
25. Do not plug in your device during a lightning storm and always use a power strip with surge protection.
26. Students may not install applications, add-ons, or extensions without specific permission to do so from the technology department.
27. All files, including music and video, used on devices should comply with all TCS policies including being appropriate for students to use at school.
28. Ask a media specialist or teacher if there is a problem with your device. Do not attempt to access the internal electronics of the device. Do not seek assistance with a problem from anyone other than a teacher or the technical support system.
29. Use of extensions on student-issued devices should be age-appropriate and contribute positively to their educational experience.
30. Use of social media and instant messaging on student-issued devices should be age-appropriate and contribute positively to their educational experience. Special attention should be paid by students, parents, and educators to help students make good digital citizenship decisions. Students safety is a top priority.
31. Without specific permission from teachers and/or school administrators, students should not use streaming media services. These services require significant network and Internet bandwidth. Use of these services should be connected with a specific learning goal. All use of such services should follow all legal and policy requirements including copyright.
32. Many peripheral devices can be connected to the devices including mice, secondary monitors/TV's, USB flash drives, etc. The Technology Department will not provide support for devices not distributed with the devices or provided by the Technology Department.

33. Abide by the TCS Responsible Use Policy and TCS Code of Conduct at all times. This includes but is not limited to using school-appropriate images and text on personalized screensavers and background pictures; interacting with classmates, staff, and others as you would in a classroom; and maintaining the privacy of your login information.

Using Your Device at School

The Device that is issued to you is configured to access the Wi-Fi at the school using the Tallapoosa County School network. It is likely that you will use your device every day at school in some way. Part of being prepared for school each day is having your device fully charged when you arrive at school. Students should follow their teacher's instructions regarding when to bring the device to class. If a student repeatedly fails to bring their device to school or fails to charge it adequately, technology privileges may be suspended or revoked.

Tallapoosa County Schools employs a CIPA compliant Internet filter at all schools, therefore, to the greatest extent possible, the school network is filtered for content. Although Tallapoosa County Schools makes every effort to minimize a student's exposure to inappropriate material through the use of the Internet filter, it is ultimately the responsibility of parents and guardians of students to establish and communicate standards that their children should follow when using electronic resources such as the Internet.

Using a Device Outside of School

Your device is wifi ready and will connect to any wifi network, whether at home, school, or inside a business or public network. The internet filter for that specific network dictates content available on the device. When the device is connected to the internet outside of school, we will be utilizing an internet filter and monitor the device. The internet filter is an education-focused software-as-a-service provider that offers device management and web filtering in and out of schools.

Repairing or Replacing a Device

Normal Wear and Tear: Normal wear and tear is expected for devices and charging cables. The Tallapoosa County Schools Technology Department will determine if normal wear and tear has occurred and will process all repairs.

The full cost of any repair will be determined by market value at the time of repair. Once one-half of the damage cost has been paid, the student is eligible for a loaner device. The TCS Technology Department will determine if damage due to lack of care or intentional damage has occurred and will process all repairs. Each student will be held accountable for damage to the device issued to him/her unless there is clear evidence and documentation that the damage was caused by someone else. This includes marking on it, intentionally scratching it, or adding stickers to it.

Loss or Theft

If a device or charging cable issued to a student is lost or stolen, the student's parent/guardian must file a report with the police department or school resource officer and provide a copy of the police report to the school media specialist. A replacement device will be ordered and a loaner device will be issued to the student.

SECTION 3 – GOOGLE WORKSPACE FOR EDUCATION NOTICE TO PARENTS AND GUARDIANS

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following:

"Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chrome Sync
- Google Meet
- Groups for Business
- Jamboard
- Keep
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services":

- Google Books
- Google Cloud Print
- Google Photos
- Google Scholar

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third-party services. Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Tallapoosa County Schools may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account. When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.

- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.

- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google

services, including IP address, crash reports, system activity, and the date and time of a request.

• location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.

• direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy:

• activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.

• apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.

• location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes. Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

• View account information, activity and statistics;

• Change your student's account password;

• Suspend or terminate your student's account access;

• Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;

• Restrict your student's ability to delete or edit their information or privacy settings. With your consent: Google will share personal information outside of Google with parental consent. For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit https://myaccount.google.com while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at https://www.google.com/edu/trust/), the Google Workspace for Education Privacy Notice (at https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy at https://www.google.com/intl/en/policies/privacy/), and the Google Cloud Privacy Notice at (https://cloud.google.com/terms/cloud-privacy-notice). The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as https://cloud.google.com/terms/data-processing-addendum).

SECTION 4 – ACCEPTABLE USE INFORMATION

District Acceptable Use of Technology Student Agreement Through this program, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries and computer services all over the world. With this opportunity comes responsibility. It is important that you read the District's Acceptable Use Agreement and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use.

Network Safety and Acceptable Use Guidelines

1. Tallapoosa County Schools-owned devices using district's network falls under the Tallapoosa County Schools Acceptable Use Agreement (AUA).
2. Failure to follow the Tallapoosa County Schools Acceptable Use Agreement may result in immediate suspension of all technology privileges, complete revocation of privileges, and/or disciplinary action.
3. Free wireless access at school will be provided by Tallapoosa County Schools. The District is not responsible for personal charges for accessing other wireless connections or other data charges.
4. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the Tallapoosa County Schools will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

What is Acceptable Use?

Any use described below is deemed "acceptable" and consistent with the Tallapoosa County Schools Acceptable Use Agreement for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

1. Use of devices mainly for educational purposes.
2. Use furthers the educational and administrative purposes, goals, and objectives of the Tallapoosa County Schools.
3. Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
4. Use furthers research related to education and instruction.
5. Use does not violate the student code of conduct or the Tallapoosa County Schools Acceptable Use Agreement.

What is Unacceptable Use?

Any of the following uses is deemed "unacceptable" and a violation of the TCS Acceptable Use Agreement for Technology.

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates Board policy, the Acceptable Use guidelines, this User Agreement, the Student Code of Conduct, or federal/state law.
3. Using any other Google account other than the Tallapoosa County Schools-sponsored Google student accounts on the device.

4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
6. Messaging services-EX: Snapchat, ICQ, etc.
7. Spamming-Sending mass or inappropriate emails.
8. Gaining access to other student's accounts, files, and/or data.
9. Use of the school's internet/Email accounts for financial or commercial gain or for any illegal activity.
10. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
11. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
12. Bypassing the Tallapoosa County Schools web filter through a web proxy.

Notes to Parents/Guardians Regarding Use of Personal Devices

Any attempt to connect a device to any other network will be considered a violation of the Acceptable Use Agreement and the device may be blocked from accessing any network provided by the Tallapoosa County Schools. Technicians will be available during the school day for minimal technical assistance. The district is not responsible for personal charges for accessing other wireless connections or other data charges. School-based consequences will be administered for misuse of technology or violation of acceptable use agreement.

Consequences for Improper Use

If a student violates any part of the above policy, board policy, or TCS Student Handbook he/she may be subject to disciplinary consequences. May include but not limited to:

- Check-in/check-out his/her device from the office or classroom daily
- Attend an device policy refresher class
- Loss of app privileges or internet access
- Loss of individual device and be issued a generic loaner Device
- Loss of all device privileges
- Disciplinary/legal action as deemed appropriate
- Other disciplinary action that the principal or designee deems appropriate

The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee. Disciplinary action may be taken for unacceptable use of the network or Internet. Consequences may include but are not limited to suspension of technology privileges, revocation of technology privileges, intensive school supervision, or out of school suspension.

Expectation of Privacy

Users should have no expectation of personal privacy in connection with their usage of the device, Google Suite, and other technology resources. Tallapoosa County Schools retains the right to monitor, access, and review all student messages or information accessed or created using Tallapoosa County Schools-owned devices, Tallapoosa County Schools-sponsored Google Suite accounts, and/or other Tallapoosa County Schools-related network files.

SECTION 5 – PARENT/GUARDIAN INFORMATION

Protecting My Student's Device

Parents / guardians are solely responsible for any damages to their student's devices once the student takes ownership of these devices without regard to the cause, fault, location, or circumstances.

FREQUENTLY ASKED QUESTIONS

Q: How does a new student obtain a device?

A: All students must be enrolled in PowerSchool before requesting a device. Additionally a parent or legal guardian and the student must participate in the device orientation which will be provided by either the school media specialist or the district technology coordinator and purchase the device protection plan..

Q: How do I get my device repaired?

A: If your Device needs repair, you will need to turn the Device in to the designated person at your school, usually the media specialist. They will send it to the technology department to be repaired. The device will be returned to the school for the student to pick up.

Q: What is the fee to get my device repaired?

A: Please refer to the Device Use Agreement. The Device will be repaired and returned as soon as possible to the student. If any repair cost is due the device will be returned once the charge is paid.

Q: What are the steps to take if a device is stolen or lost?

A: A police report **MUST** be filed for any lost or stolen devices. After you file a police report, the school media specialist fill out a service request.

Q: If I have forgotten my password, how do I get it?

A: Contact the library media specialist and a ticket will be entered to reset the student password.

RECEIPT OF CODE OF CONDUCT AND STUDENT HANDBOOK
(PLEASE SIGN AND RETURN TO YOUR CHILD'S TEACHER)

To the Parent/Guardian:

Please sign, tear out this page and return to your child's homeroom teacher**. Your signature indicates that you have received a copy of the Code of Conduct and Student Handbook.** You should strive to have your child abide by the statements included. These statements may be discussed with the proper school authority for definition or clarification. You should keep this Code of Conduct readily accessible during the school year**.**

AGREE TO ACCEPT AUTOMATED PHONE CALLS

I consent to receive emergency and outreach automated phone calls from my child's school and from TCBOE. I understand that these calls will help me stay informed about events, deadlines, and safety information among other things. I also understand that I can respond to an SMS (text) messages to my phone if I wish to opt out of school messages in this format, but if I do not opt out of SMS then I will be responsible for any charges from my service provider for text messaging. I understand that I may opt out of receiving outreach calls by notifying my child's school in writing within the first 15 days of school or after a new student registration, however, I cannot opt out of receiving emergency phone calls. Outreach calls include advance notification of school closures. Emergency calls include those calls made to notify the parent that their child is absent. By signing the Code of Conduct and School Rules Acknowledgement form, I hereby give my consent.[FCC Telephone Consumer Protection Act]

Student's Name: _____

School: _____

Mobile Phone Number: _____

Home Phone Number: _____

Parent/Guardian Signature: _____

Date of Signature: _____

Homeroom Teacher: _____

(MUST BE SIGNED AND RETURNED)

Parent/Guardian:

My child's picture may be published on the Internet using his/her first name/last initial only.

Yes □ **No** □

My child's selected school materials may be published on the Internet and/or school and District TV channels.

Yes □ **No** □

Parent Name (please print):

Parent's Signature:

Date Signed:_____

(MUST BE SIGNED AND RETURNED)

STUDENT ATTENDANCE POLICY AND TRUANCY DEFINITION

All students, regardless of age, enrolled in the Tallapoosa County School System are required to be in continuous attendance at their designated school. Prompt and regular attendance at school provides students with the skills needed for future success and aids in the development of good character. While occasional absences are unavoidable, state law places the responsibility for regular attendance upon the parent/guardian. A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. **Seven unexcused absences within a school year constitutes a student being truant for the purpose of filing a petition with the Court**. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define truancy status of any student as follows

1. Third truancy/unexcused absence (warning)

-Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.

-Parent/ guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. No earlier than the fifth unexcused absence. (conference) The parent, guardian, or other person having control of the child shall attend a conference with the attendance officer and principal or his/her designee.

- Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

3. No earlier than the seventh unexcused absence, but within ten (10) school days (court)

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

4. Child under probation.

-The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, **Code of Alabama (1975), 12-15-100 and 105.**

5. Any local education agency may adopt a policy more rigorous than that of the State policy.

(MUST BE SIGNED AND RETURNED)

STUDENT ATTENDANCE REGULATIONS
EXCUSED ABSENCES

In accordance with state law, a parent(s)/guardian(s)/custodian(s) must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a dated, written excuse signed by the parent(s)/guardian(s)/custodian(s) stating the reason(s) for and date(s) of the absence. Any students who return to school without proper excuse will have three (3) days to bring a note to clear the absence(s). A written note does not guarantee that an absence will be marked excused. After this three (3) day period, the absence will automatically become unexcused. **After a total of 5 absences in any given semester, the parent(s)/ guardian(s)/ custodian(s) will be required to provide medical or legal documentation in order for the absences to be excused.** All written excuses shall be retained for the remainder of the school year in the principal's office or other locations.

All student absences shall be designated as either excused or unexcused by the principal or designee. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

1. Student is too ill to attend school;
2. As determined by the superintendent or principal, inclement weather which would make school attendance dangerous for students;
3. Legal quarantine;
4. Death in the immediate family;
5. Emergency conditions as determined by the Superintendent or principal, examples: court appearance, military orientation, driver's license test (limit one-half (1/2) day; and
6. Absence with prior permission of the principal or designee and consent of the parent(s) /guardian(s) / custodian(s). This request must be in writing at least one (1) week prior to the expected absence. When the absence involves a trip, the principal may require a written report from the student detailing the educational benefits of the trip.

UNEXCUSED ABSENCES - Absence for reasons other than those defined above shall be considered as unexcused.

Examples: personal business, hair appointments, employment business, work, babysitting, shopping, vehicle breakdown, parent(s) /guardian(s) /custodian(s) failure or refusal to require student's attendance, missed bus, oversleeping, and unauthorized absences from class after arrival at school. Any student accumulating more than ten (10) unexcused absences, during the school year, may not be awarded credit for the course taken and will be considered a candidate for retention.

Parents may access their students grades, attendance and discipline at any time by login the PowerSchool SIS -Parent Portal at https://tallapoosaco.powerschool.com/public/home.html

Your password can be obtained from your school office at anytime. You can also access this site by visiting www.tallapoosak12.org and going to quick tiles and selecting the Parent Portal tile.

Parent Name (please print): _____

Parent Signature: _____**Date**_____