

CODE OF CONDUCT (excerpt from 2026-27 Parent and Student Handbook)

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 circumstances 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 **respect** 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 intimidation 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' authentic 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/ethnic 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.

Students 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.
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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)
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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 and/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 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 identity, 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 privileges 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 display 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, tussles, 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 gun facsimiles, 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)***

Alternative School (45)

***Second Offense: OSS pending Assignment to
Alternative School (90)***

***Third Offense: OSS pending Assignment to
Alternative School (180)***

Grade 6-12

First Offense: OSS pending Assignment to

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, dextedrine, 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)
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Grade 4-5

First Offense: OSS pending Assignment to Alternative School (90)

Second Offense: Consider Expulsion

Third Offense: Recommend Permanent Expulsion

Grade 6-12

First Offense: OSS pending Assignment to Alternative School (180)

Second 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.
- 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 jewelry, 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 within 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.
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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.