

# Code of Student Conduct 2020-2021

Tuscumbia City Schools Tuscumbia,  
Alabama (Revised January, 2020)

TUSCUMBIA CITY SCHOOLS

303 North Commons Street, East Tuscumbia, AL 35674

Phone: 256-389-2900

Fax: 256-389-2903

[www.tuscumbia.k12.al.us](http://www.tuscumbia.k12.al.us)

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## **Board of Education**

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# **TUSCUMBIA CITY SCHOOLS**

## **DESHLER HIGH SCHOOL**

Mr. Gaylon Parker, Principal 256-389-2910

Dr. Robert Black, Asst. Principal

Mr. Patrick Smith, Half-Day Asst. Principal

## **DESHLER CAREER TECH CENTER**

Mrs. Vickey Moon, Career Tech Director 256-389-2910

## **DESHLER MIDDLE SCHOOL**

Mr. Bryan Murner, Principal 256-389-2920

Mr. Patrick Smith, Half-Day Asst. Principal

## **R.E. THOMPSON INTERMEDIATE SCHOOL**

Mr. Robert Bissell, Principal 256-389-2930

## **G.W. TRENHOLM PRIMARY SCHOOL**

Mrs. Veronica Bayles, Principal 256-389-2940

## **EQUAL OPPORTUNITY STATEMENT**

**The Tuscumbia City School System does not discriminate on the basis of race, color, national origin, sex, religion disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:**

Darryl Aikerson, Superintendent (daikerson@tuscumbia.k12.al.us) Marsha Ricks, Special Education & 504 Coordinator (mmricks@tuscumbia.k12.al.us) Vickey Moon, Title IX (vhmoon@tuscumbia.k12.al.us) 303 North Commons Street East, Tuscumbia, AL 35674 (256)389-2900

## **PREFACE**

The Code of Student Conduct was prepared through the hard work and cooperation of the Tuscumbia City Schools' Administrative staff and adopted by the Tuscumbia City Board of Education on October 31, 1994. Each student is given a copy of the Code of Student Conduct at the beginning of the school year or at the time of enrollment. The Code of Student Conduct was developed in accordance with the requirements as defined in Legislative Act 94- 782 which amends Act 93-672 as codified in § 16-28-12, Code of Alabama, 1975. It establishes school behaviors that all students enrolled and attending the public schools in Tuscumbia City are expected to obey. Finally, it requires that both the student and the student's parent/legal custodian complete and sign the written document acknowledging the receipt of the Code of Student Conduct.

It is the intent of the Tuscumbia City Board of Education that our schools remain safe and drug free for all students and school employees. The Board, therefore, has established policies and practices consistent with laws that promote a safe school environment--free of illegal drugs, alcohol, or weapons on a school bus or campus.

## **MISSION STATEMENT**

Educating every student today...Preparing every student for the opportunities of tomorrow

## **VISION STATEMENT**

In collaboration with our community and stakeholders, Tuscumbia City Schools provides every student with a safe learning environment that promotes academic, technological and social growth. By setting high standards and high expectations, we commit to empower students to become responsible and productive citizens with the skills necessary to succeed in a global society.

## **INTRODUCTION**

The Tuscumbia Board of Education believes that all students should conduct themselves in a manner that does not disrupt the educational process, does not endanger the health and general welfare of any student, and does not interfere with the equality educational opportunities for other students. Therefore, the expectations of students' conduct identified in this handbook will apply to all grades. To compensate for differences in students' age and maturity, disciplinary actions may be deemed as age appropriate by school principals.

The intent of this handbook and the enforcement of its rules are to ensure the presence of a safe, friendly, and business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals and in maintaining an environment conducive to teaching and learning.

Finally, the Tuscumbia Board of Education requires the Board of Education employees, students, and parents/custodians to adhere to the adopted Code of Student Conduct.

## **DUE PROCESS**

The policy of the Tuscumbia City Board of Education is to provide each student due process before carrying out the disciplinary actions contained in the Code of Student Conduct handbook. Furthermore, the Board of Education will comply with the essential elements of due process. A responsibility of the principals will be to familiarize their staffs with the due process procedures and provide each staff member with a copy of this handbook.

1. This handbook has been published with the following concepts in mind:
2. School rules must be clearly stated and related to the educational purposes of the school.
3. School rules must be fair and specific enough for students to know what they may or may not do.
4. Students, parents, and custodians must be informed of the rules affecting behavior and discipline.
5. When serious disciplinary action is involved, school personnel and students must comply with required procedures set forth in the Code of Student Conduct.
6. Students must be given the opportunity to share his/her account of the incident with school personnel.
7. School personnel are permitted to speak to students regarding school-related issues without obtaining prior parent permission.



## **ROLES OF THE PARENTS, STUDENTS, SCHOOL, AND SCHOOL PERSONNEL**

In order for effective teaching and learning to take place in our schools, there must be a cooperative relationship among students, parents, custodians, and educators. To foster this relationship:

### **Parents and Custodial Adults should:**

- keep in regular communication with the school authorities concerning their child's progress and conduct.
- attend scheduled parent-teacher conferences.
- bring to the attention of school authorities any problem or condition which affects their child or other children.
- ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials.
- maintain up-to-date home, work, and emergency telephone numbers at the school, including doctor and hospital preferences.
- provide their child with the resources needed to complete class work.
- discuss report cards and work assignments with their child.
- assist their child in being healthy, neat, and clean.
- promptly report any changes of address.
- **report directly to the principal's office when visiting a school.**

### **Students should:**

- attend all classes daily and be punctual in attendance.
- come to class with appropriate working materials.
- be respectful to all individuals and of all property.
- refrain from profane or inflammatory statements.
- conduct themselves in a safe and responsible manner.
- be clean, neat, and appropriately dressed.
- be responsible for their own work.
- respect the classroom and school. show a positive, cooperative attitude toward school.
- promptly report any change of address.

### **Schools should:**

- encourage the use of good guidance procedures.
- maintain an atmosphere conducive to good behavior.
- exhibit an attitude of respect for students.
- plan a flexible curriculum to meet the needs of all students.
- promote effective discipline based upon fair and impartial treatment of all students.
- welcome and encourage participation by parents and custodians in the school affairs.
- encourage the school staff, parents, custodians and students to use services of community agencies.
- encourage parents and custodians to keep in regular communication with the school.
- seek to involve students in the development of policies.
- endeavor to involve the entire community in order to improve the quality of life within the community.

### **School Personnel should:**

- be regular in attendance and punctual.
- be prepared to perform their duties with appropriate materials and lesson plans.
- be respectful to all individuals and of all property.
- refrain from profane or inflammatory statements.
- conduct themselves in a safe and responsible manner.
- be clean, neat and appropriately dressed. abide by the rules and regulations set forth by the

- school and Board of Education.
- seek changes in an orderly and recognized manner.
- strive to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal disciplinary action, including:
  - student's program adjustment.
  - referral to guidance personnel for group or individual counseling with counselors, peer counseling, psychological evaluations and other services deemed appropriate.
  - conferences and/or contacts between administrators, parents, custodians, teachers, and students.
  - referral to special education or appropriate agencies for special problems.
  - continuous improvement of professional knowledge and skills.
  - positive, cooperative attitudes toward parents and custodians, students, co-workers, and the total school program.

## **JURISDICTION OF THE BOARD OF EDUCATION**

Each student attending the Tuscumbia City Schools is subject to all the rules and regulations adopted by the Tuscumbia City Board of Education. These rules and regulations shall apply and be enforced while a student is present on the school campus, participates or attends any school-sponsored or sanctioned activity, or rides in a vehicle owned by the school system. In addition, these rules and regulations may also be enforced in other settings where a student's behavior or conduct may be perceived to jeopardize the health, safety, discipline, or general welfare of the school community. The principal or his/her designee shall have the responsibility and authority of enforcing the disciplinary rules and actions defined in the Code of Student Conduct. When disciplinary action is necessary, it shall be imposed with the best intent and interest of the student in mind.

## **STUDENT SERVICES AND EMPOWERMENTS**

To ensure Tuscumbia City School students are provided a complete and diverse educational experience, these service, empowerments and expectations are provided:

### **Guidance Services**

Philosophical Basis:

Personal concerns of students can seriously limit or enhance educational development. Schools have the responsibility to provide a guidance program and to make relevant and objective information available in such a manner that it will enhance educational development. Students have the right to know of the guidance services available to them at their schools and the responsibility to use the guidance services available for them to benefit the educational and personal improvement.

### **Special Education**

Children ages 3-21 that reside within the school district and are suspected of having a disability should be referred to Tuscumbia City Schools' special education department for evaluation. Students identified as having a disability will be provided a free appropriate public education and any required related services.

### **Problem Solving Teams (PSTs) and Positive Behavior Intervention Supports (PBIS)**

(PSTs) will help to guide general education intervention services for all students who have academic or behavior difficulties. PST is a school initiated process. The PST is central to the school's successful implementation

of the Response to Instruction (RTI) framework. The PST is responsible for the day-to-day decisions which ensure that

- (1) students receive instruction and interventions matched to their identified needs,
- (2) appropriate progress monitoring tools are utilized to provide evidence of students' response to instruction and intervention, and
- (3) progress monitoring data are used to make timely instructional decisions which maximize student outcomes. Parents will be notified and informed of these instructional strategies, as well as their child's progress monitoring data.

PBIS is a proactive approach to establishing the behavioral supports and social culture and needs for all students in a school to achieve social, emotional and academic success. Expected student behaviors in all school setting are taught and reinforced through a continuum of instruction, modeling, reinforcements, supports, and interventions all focused on a positive and productive learning environment and experience for all TCS stakeholders.

PST and PBIS Team members could include the following:

- Teachers
- Instructional Coaches (Reading, Literacy, Math, Graduation, etc.)
- School Counselor

Response to Instruction (RTI) refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards- based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs. The purpose of the RTI framework is to combine core instruction, assessment, and interventions within a multi-tiered system to increase student achievement and to reduce behavior problems.

## **Curriculum**

Philosophical Basis:

Student opinion regarding curriculum offerings is extremely important and, therefore, deserves careful analysis and consideration. The degree of student involvement in curriculum development is determined by the student's age, grade level, and maturity. Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

Student Responsibilities are:

- To request participation in academic programs and extracurricular activities that are compatible with ability.
- To seek assistance in course selection from informed professionals in the school.
- To contribute to an atmosphere free from bias and prejudice.
- To cooperate fully and exert every effort to achieve mastery of the basic skills.

Student Rights are:

- To have equal access to educational opportunities offered by their home school.
- To receive curriculum information that will facilitate informed choices.
- To receive instruction in courses of study under competent instructors in an atmosphere free from bias and prejudice.
- To participate in appropriate instructional programs in elementary, middle, and high schools.

## **Free Speech/Expression**

Philosophical Basis:

Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the Constitution of the United States; therefore, in a democratic society, one of the basic purposes of education is to prepare

students for responsible self- expression.

Student Responsibilities are:

- To respect the rights of others and to express disagreement in a manner that does not infringe upon the rights of others and that does not interfere with the orderly educational process.
- To act in a manner that preserves the dignity of all persons.
- To plan for, seek approval of, and conduct activities which are consistent with the educational objectives of the school.

Student Rights are:

- To form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous, libelous, or disruptive to the educational process.
- To affirm identity with the American ideals as are exemplified in the Constitution of the United States.
- To refrain from any activities that violates the precepts of their own religion.

## **Plagiarism and Academic Dishonesty**

Integrity means to integrate one's values and beliefs into every activity that is undertaken. The Tuscumbia City School District believes that honesty is right and that stealing and cheating are wrong. Academic integrity means doing one's own work to the best of one's ability, without the unauthorized help or assistance of someone else. Therefore, in an effort to foster academic integrity in all Tuscumbia City students, this honor code has been created to help students recognize, understand, and practice ethical conduct with regard to their academic assignments.

There are various academic scenarios pertaining to the completion of academic assignments that would be considered unethical. These instances include, but are not limited to the following:

- Cheating: copying another student's work, and is inclusive of both giving and receiving information on an academic assignment.
- Plagiarism: defined as either the intentional or unintentional use of another person's words, ideas, or data without providing the proper acknowledgement of the source through quotations, references, or footnotes.
- Fabrication/Falsification: scenario in which one either invents or distorts the origin or content of information used as authority. This is inclusive of citing a source that does not exist, citing information from a source that does not actually contain the information that was cited, as well as listing a bibliography source when the source was neither referenced nor cited in the assignment. Generally, when academic assignments are made, the expectation is that each student will do their own work without the help or assistance of others. Exceptions to this expectation might include group projects in which the teacher authorized certain students to work together on a particular assignment. When instances of academic dishonesty have been discovered, typically, either reduced credit or possibly no credit (i.e., a "zero") will be awarded. Further, instances of academic dishonesty will be documented in the student's individual conduct file, and additional consequences may also be assigned as applicable to the particular incident.

## **Grades**

Philosophical Basis:

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades will not be used as a means of maintaining order in a classroom.

Student Responsibilities are:

- To become informed of the method of grade determination in each class.
- To maintain standards of academic performance equal to ability, and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.

Student Rights are:

- To be knowledgeable of a teacher's method of grade determination in each class at the beginning of each

year or semester course.

- To receive periodic progress reports.

## **Privacy and Property Rights**

Philosophical Basis:

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

Student Responsibilities are:

- To attend school-related activities without bringing materials or objects prohibited by law or Board policy or which detract from the educational process.
- To respect the property rights of their fellow students, as well as those of others, on school grounds or at school activities, and to refrain from destruction of, or damage to, such property.

Student Rights are:

- To maintain privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or Board policy.
- To attend school in an educational environment in which personal property is respected.

## **Student Records**

Philosophical Basis:

Student records will be maintained by the schools and will be used in making appropriate educational decisions for the students. All information regarding students and their families will be collected, maintained, and distributed under safeguards of privacy. These safeguards may be obtained through informed consent, verification of accuracy, limited access, selective discard, and appropriate use.

Student and Parent/Guardian Responsibilities are:

- To inform the school of any information that may be useful in making appropriate educational decisions.

Student and Parent/Guardian Rights are:

- To inspect, review, and challenge the information contained in records directly relating to the student.
- To be protected by legal provisions that prohibit the release of personally identifiable information to anyone other than legally authorized persons without the consent of the parent(s), guardian, or eligible student.

## **Student Publications**

Philosophical Basis:

Education is the process of inquiring and learning, acquiring and imparting knowledge, and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects.

Student Responsibilities are:

- To refrain from publishing libelous or obscene materials deemed disruptive to the educational process.
- To seek full information on the topic about which they write.
- To observe the accepted rules for responsible journalism under the guidance of the faculty advisor and/or principal.

Student Rights are:

- To participate, as part of the educational process, in the development and distribution of publications.

# **LOCAL BOARDS OF EDUCATION ARE REQUIRED TO PUBLISH THE FOLLOWING ACT AND SECTION.**

## **SUMMARY OF CIVIL LIABILITIES AND CRIMINAL PENALTIES**

The following summaries of laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. Local boards of education are required to provide notice to parents, guardians, and students.

### **Attendance and Conduct (§16-28-12).**

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

### **Child Abuse and Neglect Reporting (§26-14-1)**

Certain persons and institutions are required by law to report known or suspected child abuse or neglect under a penalty of a misdemeanor, fine or sentence. Those who are required by law to report are: hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, or any other person called upon to render aid of medical assistance to a known or suspected victim of child abuse or neglect. Besides those persons who are required by law to report child abuse and neglect, any person may make such report, if such person has reasonable cause to suspect that a child is being abused or neglected.

### **Drop-Out/Driver's License (§16-25-40)**

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

### **Drug Dealing (§6-5-72)**

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

### **Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (§16-1-24.1)**

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

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

### **Pistol Possession/Driver's License (§16-28-40)**

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

### **Sexual Harassment (§26-14-3)**

A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, the school counselor, principal, or the Superintendent. Any student who suspects that another student is being sexually harassed shall immediately report the information to a teacher, school counselor, principal, or the Superintendent. A student's request to make his or her report to someone of the same sex will be granted.

### **Teacher Assault (§13A-6-21)**

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

### **Tobacco Possession (§28-11-13)**

It is unlawful for any minor to purchase, use, possess, or transport tobacco or tobacco products within this state... (See Alabama Law §28-11-14 for additional reference.)

### **Vandalism (§6-5-380)**

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

### **Weapons in Schools (§13A-11-72)**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a class C felony. (Note: Deadly weapons include but are not limited to hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switchblade knife, gravity knife, stiletto knife, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.)



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

“(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days.

The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.”

“(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.”

“(c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the 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 his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor.

The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.”

## **Seclusion and Restraint of Students**

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

As a part of the policies and procedures of the school system, the use of physical restraint is prohibited in the system and its educational programs except in those situations in which the student is in an immediate danger to himself or others and the student is not responsive to reasonably implemented and less intensive behavioral interventions such as verbal directives and other de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs. The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel, which could result in a removal of the student by such personnel. Significant violations of the law including assaults on students and staff will be reported to law enforcement. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), written notice will be provided to the parent or legal custodian.

## **Special Role of School Resource Officer**

The School Resource Officers assigned to Tusculumbia City Schools assist school officials with school safety. Their role is to build relationships with students, teach them about the law, and serve as a positive role model. The day-to-day conversations and interactions between students and the School Resource Officer are not to be construed as “interviews” and do not require prior

parent approval. For any violation of the Code of Conduct that is a crime or potentially a crime, the School Resource Officer will operate in his/her capacity as a law enforcement officer.

### **Safe and Drug-Free Schools**

Tuscumbia City Schools is committed to providing learning environments free from alcohol, drugs, controlled substances and weapons. The Code of Conduct includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The possession, use, sale, attempted sale, attempted possession or any other involvement with tobacco, drugs, alcohol, controlled substances, or dangerous instruments/weapons will not be tolerated and will subject the violating individual to immediate disciplinary action up to and including expulsion. Such prohibition applies not only to firearms, guns, deadly weapons or dangerous instruments carried by a person, but extends also to said prohibited items in automobiles, personal items such as purses or backpacks, or otherwise in the actual possession of any person. Any violations regarding firearms will result in involvement by appropriate law enforcement authorities and will result in a recommendation to the School Board for expulsion. Per State law, safety drills including severe weather, fire, and active shooter are periodically completed at the required time points.

### **Bullying, Intimidation, Violence, and Threats of Violence of a Student or Adult**

Verbal or nonverbal behavior that causes physical and/or emotional harm to another or disrupts the learning environment. Such behavior may include, but is not limited to, teasing, taunting, threatening, hitting, stealing or destroying personal property. **(Refer to Board Policy 6.22 Jamari Terrell Williams Student Bullying Prevention Act)** \*Threat\* means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat. "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following: Place a student in reasonable fear of harm to his or her person or damage to his or her property; Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student; 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 creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; or Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for

a student. "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct 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. Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student. Threat, Harassment, Bullying, or Intimidation events that occur off campus, but are disruptive to the school learning environment, may be subject to investigation and discipline by school administrators.

## **DEFINITIONS AND RULES RELATING TO FORMAL DISCIPLINARY ACTION**

All students shall be afforded an opportunity for due process in all matters pertaining to disciplinary matters.

### **Detention Hall**

Detention hall is defined as a required period of time that may be used for study, isolation, or work detail before, during, or after school. Detention hall assignments are supervised by school personnel and take place inside the school building. It is the parent's responsibility to provide transportation.

### **In-School Suspension (ISS)**

ISS is a structured disciplinary action in which a student is isolated or removed from regular classroom activities to the TCAP facility for violations of the student Code of Conduct. The principal or his/her designated person(s) has the authority to assign students to ISS for a reasonable and specified period of time. Students referred to ISS will be required to complete all teacher assigned objectives before returning to home campus.

### **Saturday School Detention**

High school and middle school students may be assigned to Saturday School for various rule infractions. Students will be assigned a directed study of school materials. Guidelines for Saturday School:

- The Saturday School administrator will have pupils sign in at 8:00 a.m. and out at 12 noon. Students will be required to show proof of identification
- Students will be allowed one mid-morning restroom break.
- Regular school dress code will be in effect.
- No food or drink will be allowed.
- No transportation will be provided by the school system.
- Each student will be required to bring his/her own school materials. School administrators may assign extra work assignments. Students who fail to bring their school materials will be assigned one additional day of Saturday School.
- Only the base school administrator may excuse a student from Saturday School detention in a documented emergency.
- Students who are assigned to Saturday School and fail to appear on the assigned Saturday will receive a 2 day ISS assignment.
- Students failing to arrive on time at 8:00 a.m. will be assigned one additional Saturday School.
- Disruptive behavior at Saturday School will result in immediate further disciplinary action.

## **Out of School Suspension (OSS)**

OSS is defined as the temporary removal of a student from school for a violation of school policies, rules, regulations, or for interfering with the orderly operation of the school. Without an appropriate disciplinary hearing, cumulative suspensions shall not exceed 10 school days per semester for non-special education students. In the event a proposed suspension results in cumulative suspensions exceeding ten (10) school days per semester for non-special education, an appropriate disciplinary hearing will be held. Only the Superintendent or his or her designee, principal, or assistant administrator shall have the authority to suspend students. Discipline for special education students will be administered in accordance with Special Education Rights and the recommendations of the IEP team.

- At the discretion of the principal, credit for major tests, nine-week tests, midterm exams, and final exams may be given to students who have been suspended during exam periods.
- Any single suspension shall not exceed ten school days without an administrative hearing by the superintendent or his designee. Any suspension of 10 or more days is considered “long term suspension”.
- After an administrative hearing, the Superintendent or his designee may suspend the student until action is taken by the Board.
- A student being suspended will be informed of the reason for suspension, the number of suspension days, and appeal rights. A disciplinary action notice form will be provided to the custodial parent or legal guardian.
- The custodial parent or guardian will be given the opportunity to confer with the principal before the student is readmitted to school.
- Students suspended for any portion of the school day are not allowed to participate in or attend any school-related activities until reinstated by the school administrator.
- The Superintendent or designee will be notified of all suspensions.
- On the third (3) OSS referral, the student and legal guardian must meet with the Superintendent or his designee before readmission to TCS.
- The fourth (4) OSS referral will be referred to the Colbert County District Attorney’s office for prosecution.
- A fifth (5) OSS assignment or if the offense is deemed severe enough to warrant; a recommendation will be made to the Tuscumbia City Board of Education for expulsion. The suspension will remain in effect until a board hearing has convened and decision has been determined.

## **Alternative School Placement**

The TCBOE operates a Tuscumbia City Alternative Program (TCAP) to which students may be referred depending on the severity and circumstances of conduct involved instead of receiving long-term suspension or expulsion. There is no guarantee or commitment on the part of the TCBOE or its employees that all high school curriculum can be duplicated while a student is in attendance at TCAP.

Students who commit a Class III or Class IV violation, as defined by the Code of Conduct, or who repeatedly commit Class I or II violations such that they frequently disrupt the education of others may be referred to TCAP by the school administrators. TCAP referrals may include a placement hearing.

TCAP is located on a separate part of DHS campus and additionally serves as the ISS facility for all Tuscumbia students. Students who are assigned to TCAP by their school administration may not attend any school related function during their referral. This includes, but is not limited to, all extracurricular activities including sport games and competitions, school dances, field trips, group class activities, graduation ceremonies, and other school activities. Students are expected to follow all guidelines and procedures established at the school. Transportation to TCAP is not provided at the expense of the Board. Upon a student’s completion of his/her alternative school assignment and return back to the home school, the local school administrator will conduct a transition conference to support a successful new start.

## **Community Service**

TCBOE feels that punishment should also serve as an opportunity to improve, therefore, students may be given the choice in lieu of, or as combination with the above listed punishments, an opportunity to serve the community to

improve themselves and the community they live in.

## **Expulsion**

Expulsion is denial of school attendance by the Board of Education. Expulsion may be recommended for the remainder of the school year or for a time period determined on a case-by-case basis. Upon the receipt of the principal's recommendation, the Superintendent shall schedule an administrative hearing. In the event expulsion is recommended, the custodial parent will be notified by registered mail prior to action by the TCBOE.

## **Early Warning**

The Early Warning Program is a school/community-based program to assist public school personnel, parents, and law enforcement personnel in providing for early intervention for children and youth who are truant or in danger of becoming truant or for conduct. Students referred to Early Warning will be required to be accompanied by a parent or custodial adult to the scheduled early warning or make prior arrangements with the students' school principal or designee.

## **Juvenile Court Referral**

Students may be referred to Juvenile Court for attendance or behavior related problems. Once a student is referred, the Court will take such action as it deems appropriate. Student referral will be in the form of a complaint or petition. The kinds of petitions are as follows:

- A. Child In Need of Supervision (CHINS), for status offenders;
- B. Delinquent, for juveniles committing misdemeanors or felonies;
- C. Dependent, for abused or neglected juveniles. Students who are 18 years of age cannot be classified as juveniles, and, therefore, any court action will be through adult court.

## **Disciplinary Point System - Age of Student Eligibility**

Notwithstanding any other provision of law, each student over the age of 12 years who is enrolled in a public or private secondary school shall be subject to a disciplinary point system for an infraction committed on school property to determine the age at which the student shall be allowed to apply for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel. Alabama Code §32-6-7.4

## **Corporal Punishment**

Tuscumbia City Schools practices Positive Behavior Intervention and Supports (PBIS), a tiered approach to discipline management. However, the principal of a school is vested by the Code of Alabama 16-28A-3 with the authority to administer corporal punishment in conformance with Tuscumbia City School Board Policy 6.15 if it is determined that lower leveled interventions have been unsuccessful in behavior modification. Corporal punishment will only be used as an alternative to Out of School Suspensions and Parents/Guardians have signed a statement of Consent to Corporal Punishment available in the main office of each school.

## **CLASSIFICATION OF VIOLATIONS**

Proper behavior is that which enhances the learning environment. Classroom teachers are responsible for maintaining classroom discipline and will deal with general classroom disruptions. Only when the action taken by the teacher is ineffective or the disruption is sufficiently severe should the student be referred to the principal or his or her designee.

Parents or guardians of students who consistently disrupt class and/or exhibit poor work habits should be notified by the teacher or other school official and/or referred to a guidance counselor. When a student is brought to the office of the supervising employee, the principal/designee shall hear the student's explanation and consult further with other school personnel, if necessary, before determining the classification of violation or disciplinary measure.

Violations of the Code of Conduct are grouped into four classes: Class I, Class II, Class III, and Class IV. Each classification is followed by a disciplinary action that is to be implemented by principals or their designee.

Parental contact (verbal and/or written) will be made as disciplinary consequences are assigned to a student for misconduct.

### **Class I Violations**

#### **1.00 DISRUPTION OF THE LEARNING ENVIRONMENT OR UNCOOPERATIVE BEHAVIOR-**

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom, or any similar grouping for instruction, which cannot be corrected by appropriate classroom management or refusal to comply with direction from an HCS employee or request to correct a misbehavior.

**1.01 UNEXCUSED TARDIES** – See the section on Tardies Tuscumbia City Schools –

#### **1.02 BEHAVIOR INVOLVING VERBAL DISRESPECT OR INAPPROPRIATE LANGUAGE –**

Minor insults, name-calling, jeering, embarrassing statements, teasing, etc. (see bullying policy for definition of incidents rising to bullying and procedures for handling bullying)

**1.03 BEHAVIOR INVOLVING PHYSICAL DISRESPECT OR CONTACT** – Minor, not harmful physical poking, prodding, tripping, pulling, drawing on, horseplay, shoving, or other unwanted non-sexual physical contact

**1.04 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION** – Single, minor incidents of consensual hugging, kissing, etc.

**1.05 FAILURE TO BRING MATERIALS TO CLASS** – Repeated incidents of not having required materials, not related to caregiver resources (e.g., parents not having funds available to purchase materials)

**1.06 UNAUTHORIZED POSSESSION OF AUDIO AND/OR VIDEO DEVICES OR OTHER TECHNOLOGY DEVICES/MATERIALS-** see Technology Use Policy

**1.07 NONCOMPLIANCE TO DRESS CODE** - See the section on Dress Code

**DISPOSITION OPTIONS FOR CLASS I INFRACTIONS**

AS DEEMED APPROPRIATE BY THE TEACHER (must be matched to seriousness of problem behavior, presented in order of intensity):

- Redirection and verbal warning
- Ask students to take a break to calm down
- De-escalation techniques
- Teacher/student conferences
- Teacher/parent/guardian conferences
- Teacher/student/parent/guardian conferences
- Counseling services
- Instructional support will be used as is appropriate in an attempt to redirect student behavior.
- Loss of privileges
- Tier 2 interventions with Problem Solving Team involvement

**Class II Violations**

**2.00 DEFIANCE OF AUTHORITY** – Confrontational or derogatory response or non-compliant response to the directive given by an adult. Refusing to follow a reasonable request of a TCS employee.

**2.01 POSSESSION AND/OR USE OF TOBACCO OR CBD PRODUCTS, INCLUDING LIGHTERS, MATCHES, ELECTRONIC CIGARETTES, VAPES, AND OTHER SIMILAR/RELATED PRODUCTS** – Unidentified substances intended to be used with electronic cigarettes and/or vapes may be classified as a drug and coded as a Class III.

**2.02 VERBAL ALTERCATION** – An argument between individuals which disrupts the learning environment or has the potential to create a violent situation.

**2.03 VANDALISM** - Intentional and deliberate action resulting in or having the potential to result in damages less than \$200.00 to public property or the real estate or personal property of another. Restitution for TCS property will be required.

**2.04 THEFT** (amounts equal to or less than retail value of \$250) - The intentional taking and/or carrying away of property belonging to someone else without that person's express permission. Restitution will be required for theft of TCS property.

**2.05 POSSESSION OF STOLEN OR LOST PROPERTY** (amounts equal to or less than retail value of \$250) – Possession of any property that does not belong to the person in possession.

**2.06 TRESPASSING** - Willfully entering or remaining in any Tuscumbia City Board of Education structure, school bus, or school property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so or who remains in a TCS structure, school bus or on Tuscumbia City School property without express permission of school authorities.

**2.07 POSSESSION OF PROHIBITED ITEMS** - Including but not limited to items that are distractions to the educational process and/or certain types of foods, drinks, or items which can be harmful (i.e. a single dose of medication based upon product directions, counterfeit money)

**2.08 FAILURE TO SERVE SCHOOL-BASED DISCIPLINE ASSIGNMENT SUCH AS DETENTION, SATURDAY SCHOOL, ETC.**

**2.09 USE OF PROFANE, OBSCENE, DEROGATORY, OR INFLAMMATORY LANGUAGE OR GESTURES TOWARD ANOTHER STUDENT OR AS A GENERAL CONVERSATION, OUTBURST, OR STATEMENT/GESTURE**

**2.10 FALSE INFORMATION** - Intentionally providing false information to a School Board employee including giving false student information or concealment of information directly relating to school business. Intentionally providing false or misleading information or withholding information regarding a school investigation. Submitting false/forged documents, including but not limited to absence excuses, tardy slips, excuse slips, report cards, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school.

**2.11 IDENTIFICATION WITH OR PARTICIPATION AT SCHOOL OR AT SCHOOL SPONSORED ACTIVITIES IN AN UNAUTHORIZED ORGANIZATION OR GROUP** – Including but not limited to groups, gangs, or clubs which exhibit or promote drug use, violence, criminal or disruptive behavior. Prohibited activity shall also include, but not be limited to, wearing clothing or other attire which has an identifiable name or identifying sign or symbol of an unauthorized organization or group, the possession of writings or drawings that indicate affiliation with unauthorized organizations or groups, and the use of gestures or signals which indicate affiliation with unauthorized organizations or groups.

**2.12 BULLYING, INTIMIDATION, VIOLENCE, AND THREATS OF VIOLENCE OF A STUDENT OR ADULT** Verbal or nonverbal behavior that causes physical and/or emotional harm to another or disrupts the learning environment. Such behavior may include, but is not limited to, teasing, taunting, threatening, hitting, stealing or destroying personal property. **(Refer to Board Policy 6.22 Jamari Terrell Williams Student Bullying**

**2.13 VIOLATION OF THE STUDENT NETWORK ACCESS AND ACCEPTABLE USE AGREEMENT OR VIOLATION OF ANY OF THE FOLLOWING:**



- **Students must not access or intentionally attempt to circumvent the school's computer filtering or security system; the unauthorized use, misuse, and/or abuse of the school computer equipment or network.**
- **Students must not install or download a computer program from any source outside the school without authorization from the principal/instructor.**
- **Sending inappropriate messages and/or images via electronic communication devices or any other form of technology, whether personally owned or owned by the school district, at any time may result in serious school, personal, and/or civil or criminal legal consequences. There is an expectation of privacy in restrooms, locker rooms, and performance areas; therefore, cell phones or other recording devices are banned from use in these areas.**
- **Any other offense in the use of technology the principal may deem falls in Class II**

**2.14 POSSESSION OR ACCESSING VIA THE USE OF SCHOOL RESOURCES TO INCLUDE EQUIPMENT AND/OR DISTRICT WI-FI OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL.**

**2.15 THE UNAUTHORIZED USE OF ELECTRONIC DEVICES** (such as cell phones, cell phone accessories including earbuds and headphones, computers, or wearable). Students are not permitted to use wireless/electronic devices at school without express permission from the school principal or designee

**2.16 ACADEMIC DISHONESTY** – Copying, sharing, and/or using another's work without the teacher's permission; using materials on quizzes/tests without the teacher's permission; and sharing of material through the use of electronic devices without the teacher's permission are examples of academic dishonesty.

**2.18 GAMBLING** - Any participation in unauthorized games of chance or unauthorized possession of items used in games of chance

**2.19 CLASS II BUS SAFETY INFRACTION** All bus infractions are listed as Class II violations based on the seriousness of safety issues that may arise

**2.20 INTENTIONAL PHYSICAL AGGRESSION-** Incident of physical aggression including hitting, kicking, tripping, pushing that causes physical harm.

**2.21 BEING TRUANT FROM CLASS OR SCHOOL** – Not being in the scheduled location at the scheduled time for the scheduled duration, i.e. "Skipping"

**2.22 Multiple or Continuous Class 1 Offenses** – Documented, repeated Class I violations. Class 1 Violations are reset and the student starts with a zero balance when he/she successfully completes a 9 week grading period without receiving a Class 1 violation:

**2.22a Multiple or Continuous Tardies**

## **2.22b Multiple or Continuous Dress Code Violations**

### **2.23 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A STUDENT**

**DISORDER** – Leading, encouraging, or assisting in disruptions to the environment that do not result in damage of private or public property or personal injury to participants or others

### **2.24 CONSENSUAL EXCESSIVE OR REPEATED INAPPROPRIATE DISPLAY OF AFFECTION OR INAPPROPRIATE PHYSICAL CONTACT-**

Excessive or repeated hugging, touching, or kissing

### **2.25 PROVIDING FALSE INFORMATION OR WITHHOLDING INFORMATION THAT SERIOUSLY COMPROMISES A SCHOOL INVESTIGATION AND/OR HAS THE POTENTIAL TO COMPROMISE THE SAFETY OF ANOTHER INDIVIDUAL**

### **2.26 UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM**

**2.27 PARKING VIOLATIONS** – Not following parking guidelines and regulations

### **2.28 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS**

## **DISPOSITION OPTIONS FOR CLASS II INFRACTIONS**

AS DEEMED APPROPRIATE BY THE ADMINISTRATION WITH REQUIRED PARENT NOTIFICATION. (should be matched to seriousness of infraction and are presented in order of intensity):

- ADMINISTRATIVE INTERVENTION
- PARENT CONFERENCE
- SUPERVISED PLAN FOR CORRECTION OF MISBEHAVIOR
- COUNSELING
- CORPORAL PUNISHMENT
- TIER 2, PROBLEM-SOLVING INTERVENTIONS
- DETENTION
- INTENSIVE SCHOOL SUPERVISION (ISS)
- EXTENDED OR PERMANENT BUS SUSPENSION
- SATURDAY SCHOOL
- LOSS OF DRIVING PRIVILEGES
- OUT OF SCHOOL SUSPENSION (OSS)
- RESTITUTION FOR TCS PROPERTY
- RESTORATIVE JUSTICE PRACTICES
- SUPERVISED SCHOOL ASSIGNED COMMUNITY SERVICE
- LIMITED ACCESS TO OR REVOKE TECHNOLOGY

## **Class III Violations**

Misconduct that violates local, state, or federal laws and which occurs at school, on a school bus, at a school-sponsored activity or such misconduct occurring off-campus that threatens or results in substantial disruption of or material interference with school activities may result in notification of the appropriate law enforcement agency. The Board reserves the right to file charges and to prosecute students engaged in conduct which violates local, state, or federal laws. If a student is arrested and charged with a felony or with a drug, alcohol, or weapons related misdemeanor, the school's disciplinary procedures, up to and including expulsion, may be implemented. Unless otherwise modified in connection with Alabama Code 16-1-24.3, the Superintendent will recommend expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions. Firearms, as defined by the Alabama State Department of Education Prevention and Support Services, is as follows: A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons, any firearm muffler, or firearm silencer, any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded). Includes, but is not limited to, handgun, zip gun, pistol, rifle, shotgun, starter gun, and a flare gun.

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

**3.01 DRUGS/DRUG PARAPHERNALIA** – Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia; intent to use, buy, or sell drugs/drug paraphernalia; being under the influence of drugs. "Drugs" also includes all illegal controlled substances, synthetic drugs, prescription drugs, more than a single dose based on product directions of over-the-counter medications, and over-the-counter medications that must be released for purchase by a pharmacist or the sale of which is restricted based on the purchaser's age. Possession of any other substance which might create a hazard to the user's health or safety or the health or safety of another is prohibited.

**3.02 ARSON** – The burning of any part of a building or its contents and/or other school property or the property of a person on school grounds or school buses.

**3.03 ASSAULT UPON A SCHOOL BOARD EMPLOYEE**– Physical aggression towards or the intentional touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee.

**3.04 ROBBERY** – Taking money or other property from a person by force and/or intimidation

**3.05 THEFT/LARCENY** (amounts EXCEEDING retail value of \$250) – The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another. Restitution will be required for theft/larceny of TCS property.

**3.06 AGGRAVATED MISCHIEF** – Willful and malicious injury or serious damage to public property, or to real or personal property belonging to another. Restitution will be required for TCS property.

**3.07 ILLEGAL SCHOOL ENTRY** – Breaking, entering or remaining in a Tusculmbia School structure or school vehicles without permission or justification during the hours the premises are closed to the public.

**3.08 POSSESSION OF FIREARMS** – Discharge, possession, transfer, or sale of any gun or any firearm or any device which will, or is designed to, or may readily be converted to expel a projectile; any similar destructive device. Using a firearms facsimile in a manner which is perceived as threatening or capable of inflicting physical harm. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons, any firearm muffler, or firearm silencer, any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded). Includes, but is not limited to, handgun, zip gun, pistol, rifle, shotgun, starter gun, or flare gun. AL Code 16-1-24.3 – All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

**3.09 POSSESSION OR USE OF A KNIFE** - Possession of a knife including but not limited to: pocket knives, switchblades, hunting knives, razor blades, or box cutters. Reported or discovered possession of any knife or other object which can be used in a threatening manner and is capable of inflicting physical harm.

**3.10 POSSESSION OR USE OF PROHIBITED OBJECTS** - Possession or use of a gun, other than a firearm (including, but not limited to, “BB” gun, pellet gun, paintball gun/marker, or airsoft gun), metal knuckles, tear gas gun, chemical weapon, mace or any type tactical spray/weapon, or device, martial arts weapon, projectile device including, but not limited to, slingshot, crossbow, taser, or any other similar object; possession or use of any other object that can be used as a weapon or dangerous instrument. Possession of an unidentified or unidentifiable substance.

**3.11 BOMB THREATS** – Any such communication(s) which has the effect of interrupting the educational environment.

**3.12 EXPLOSIVES** – Preparing, possessing, or igniting on School Board property, explosives (including live projectiles) which have the potential to cause bodily injury or property damage.

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

**3.14 SEXUAL OR LEWD ACTS** – Acts of a sexual or lewd nature including, but not limited to, battery, intercourse, attempted rape, rape, or indecent exposure.

**3.15 ASSAULT UPON STUDENT OR OTHER PERSON** – Intentionally striking another student or other person against that person’s will.

**3.16 AGGRAVATED ASSAULT** – Intentionally causing bodily harm, disability, or permanent disfigurement; use of a weapon or other instrument causing physical harm.

**3.17 ANY OTHER OFFENSE WHICH IS REASONABLY LIKELY TO CAUSE HARM TO PERSON OR PROPERTY OR SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS.**

**3.18 AGGRAVATED BULLYING, INTIMIDATION, VIOLENCE, AND THREATS OF VIOLENCE OF A STUDENT OR ADULT-** A threat to do bodily harm or violence to another student by word or act; a threat to kill, maim or inflict bodily harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object, or other object which is capable of inflicting bodily harm; • **Refer to Policy 6.22 Jamari Terrell Williams Student Bullying Prevention Act Policy .**

Threat, Harassment, Bullying, or Intimidation that occur off campus but not at school activities/events but which disrupts the school learning environment in any way are subject to investigation and discipline by school administrators.

**3.19 THREATS TO EXTORT** - Any communication maliciously threatens an injury to the person, property or reputation of another, with the intent to extort money or any monetary advantage whatsoever; or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.

**3.20 EXTORTION** – Compelling someone by threat or physical injury to pay money or otherwise do an act or refrain from doing an act against his/her will.

**3.21 INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A MAJOR STUDENT DISORDER** – Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property or personal injury to participants or others.

**3.22 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING:** Students must not use or possess, on or off school property, a computer program capable of modifying or destroying other school programs

or school data. Prohibited programs include but are not limited to "Virus," "Trojan Horse," and the like. Students must not use or possess, on or off school property, a computer program designed to access, read, or modify the security system installed on the information networks of Tuscumbia City Schools. Students must not modify or attempt to modify any program or data belonging to Tuscumbia City Schools. Students must not delete or attempt to delete any program or data other than their own. Students must not attempt to disrupt the networks through vandalism. Vandalism includes the destruction and/or theft of hardware, software, data, or files of another user. Malicious attempts to harm, modify, or destroy technology resources could result in suspension, expulsion, legal action, restitution, and prosecution by authorities. Students must not use the school network or personal technology to break laws involving theft, identity theft, and distribution of stolen and/or illegal items. Other electronic device and/or network violations the principal may deem falls in Class III. Technology Acceptable Use Agreement can be found on the Tuscumbia City Schools SchoolMint site.

**3.23 POSSESSION/USE/LIGHTING OR OTHERWISE DISCHARGING OF FIREWORKS, FIRECRACKERS, STINK BOMBS, BULLETS, OR OTHER SIMILAR DEVICES** - Possession or use of any device/object that can cause injury or creates a situation of panic, fear, threat, or other potentially unsafe environment

**3.24 DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE OR ANY OTHER ADULT AT THE SCHOOL 3.25 HAZING AT SCHOOL OR AT SCHOOL SANCTIONED EVENTS, WHICH IS DEFINED AS FOLLOWS:**

(a) Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of any student.

(b) Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or threatening, or attempting to strike, beat, bruise or maim or to do or threaten or attempt to do physical violence to any student of any educational institution or any assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such student as defined herein.

**3.26 DISPLAY OR DISTRIBUTION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL** – Including having this material visible where others can intentionally or unintentionally see it

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

**3.28 CLASS 3 BUS SAFETY INFRACTION** – Any act on a school bus that has the potential to cause harm to the passengers, driver, or property surrounding the bus, as well as, any Class III infraction occurring on a bus or at a bus stop

**3.29 SEXUAL HARASSMENT INCLUDING, BUT NOT LIMITED TO THE FOLLOWING: OFFENSIVE TOUCHING WITH SEXUAL CONNOTATIONS, WRITTEN OR VERBAL PROPOSITIONS, ENGAGEMENT IN SEXUAL ACTS, USE OF OBSCENE MANIFESTATIONS (VERBAL, WRITTEN, GESTURE) TOWARD ANOTHER PERSON -**

Unwanted verbal, non-verbal, and/or physical contact of a sexual nature that occurs on multiple occasions or multiple times on one occasion or is of such a serious nature that it creates an environment of sexual harassment for another person or group of people

**3.30 CONTINUED ACTIVITIES THAT INDICATE GANG INVOLVEMENT AND WHICH CAUSE DISRUPTION ON THE SCHOOL CAMPUS, THE SCHOOL BUS, AND/OR SCHOOL-SPONSORED ACTIVITIES**

**3.31 FIGHTING** - 2 or more students in physical conflict; potential/actual injury; potential/actual escalation involving other students; potential/actual major disruption

**3.32 THREAT OF OR ACT OF TERRORISM** – the act or threat to commit a crime of violence or the act or threat to cause bodily injury to another person and terrorization as the result of the proscribed conduct. Notification of law enforcement is required.

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

**3.34 ANY SUBSTANCE WITH ALCOHOL CONTENT** – Unauthorized possession, transfer, use, or sale of a substance with alcohol content; intent to use, buy, or sell any substance with alcohol content.

**3.35 POSSESSION AND/OR USE OF TOBACCO OR CBD PRODUCTS, INCLUDING LIGHTERS, MATCHES, ELECTRONIC CIGARETTES, VAPES, AND OTHER SIMILAR/RELATED PRODUCTS** – Unidentified substances intended to be used with electronic cigarettes and/or vapes may be classified as a drug and coded as a Class III.

**DISPOSITION OPTIONS FOR CLASS III INFRACTIONS**

AS DEEMED APPROPRIATE BY THE ADMINISTRATION (not ranked in order and can be more than one) REQUIRED FOR ALL CLASS III DISPOSITIONS – Parent/Guardian notification and face-to-face parent/guardian conference in addition to one or more of the following dispositions:

- Long-Term OSS
- ALTERNATIVE SCHOOL PLACEMENT - Days must be earned according to behavior system
  - 1ST OFFENSE: 15 DAYS
  - 2ND OFFENSE: 30 days
  - 3RD OFFENSE: 90 days

- MAY EXTEND IF STUDENT IS NONCOMPLIANT Reset of futureTCAP placements will occur if a student goes 2 years from the date of the last Class 3 infraction without committing another Class 3 Offense.
- RECOMMENDATION FOR EXPULSION
- NOTIFICATION OF LAW ENFORCEMENT OFFICIALS AS APPROPRIATE AND AS THE LAW REQUIRES (see It's the Law)
- PERMANENT REMOVAL FROM SCHOOL BUS
- RESTITUTION FOR TCS PROPERTY - in addition to other consequence(s)
- REVOKE TECHNOLOGY
- PROHIBITION OF ATTENDING SCHOOL ORGANIZED ACTIVITIES (I.E. EXTRACURRICULAR ACTIVITIES, GRADUATION)

### **THREAT ASSESSMENT PROTOCOL**

The purpose of this protocol is to establish a procedure for members of the Tuscumbia School System and community to work together to recognize and assess threats of violence in a school setting and, if possible, to prevent acts of violence from occurring. The protocol is intended to help school administrators and law enforcement officials identify credible threats of violence, establish procedures for addressing them, and develop guidelines for follow-up once a threat has occurred. Threatened Act of Violence: Any threat or action that suggests the possibility that serious physical injury or death may be caused to another. Procedure: The following procedure is separated into several sections to highlight the responsibilities of different members of the school community.

1. Any student, parent or guardian, or school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - ◆ Assume the threat is serious;
  - ◆ Immediately report the threat to a school administrator or law enforcement officer;
  - ◆ Take measures to preserve the evidence;
  - ◆ Be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible.
  
2. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - ◆ Assume the threat is serious
  - ◆ Arrange for threat assessment interviews to be conducted
  
3. The SRO/police officer, upon receiving information that a person is threatening to commit an act of violence or upon notification from a school administrator that a threat to commit an act of violence has occurred, shall:
  - ◆ Assume the threat is serious;
  - ◆ Immediately notify a school administrator and provide complete information;



- ◆ Work with the school administrator to make arrangements for the threat assessment interviews to be completed.

### **Threat Assessment Interviews**

The primary purpose of the interviews are to engage in an assessment of the available information in an attempt to determine the veracity of the threat in order to decide what level of follow-up action is needed and appropriate.

- ◆ The school administrator will make arrangements for the threat assessment interview to be conducted at the time of the threat or as closely to the time of the threat as possible.
- ◆ Administrators will work with law enforcement personnel to determine an appropriate time to conduct the assessment if law enforcement determines there is need/cause for immediate removal of the student from the school campus.

Once the assessment is complete, the SRO/police officer and school administrator shall convene privately to discuss the threat and consider options for further assessment and follow-up action. If the result of the threat assessment indicates that the threat is credible, school administrators will follow standard procedures regarding disciplinary actions for the student, notification of the parent, etc. Tuscumbia City Schools will cooperate with law enforcement and diligently seek criminal prosecution for any incident involving threats of violence. If the result of the threat assessment indicates that the threat is not credible, the school administrator will determine if any further action is necessary and contact the parents/guardians of the students involved in the incident.

# ATTENDANCE CODE FOR TUSCUMBIA CITY SCHOOLS

Daily attendance is very important. Students learn and increase their knowledge by being in class each day. Students deserve every opportunity for academic success. Students, parents, teachers, administrators, and courts are partners in developing good attendance. Every child living in the area served by the Tuscumbia City School System shall be required to attend school between the ages of 6 and 17. Attendance records for each pupil shall be maintained by a designated person in each school in accordance with the Alabama State Board of Education Resolutions and Regulations. Pupils may be excluded from attending school while suffering from a communicable disease, infection, or infestation as determined by health authorities and health personnel. Principals may require a doctor's certification of health before a student may return to classes. The Tuscumbia Board of Education believes that good attendance is a cornerstone of an excellent education. So believing, it is the intent of the Board to encourage good attendance through this policy.

## Responsibilities of the Student:

- A. Arriving at school prior to the opening time.
- B. Being seated and ready for instruction in each class before the tardy bell rings.
- C. Bringing to each class those books and materials necessary to make attendance meaningful.
- D. Remaining in class for the entire class period.

## Responsibilities of the Parent:

- A. Encouraging their child to be present daily and on time.
- B. Discouraging their child from absences related to family trips and/or vacations during the school year, and appointments that could be better scheduled so as to not interfere with the school day.
- C. Refraining from asking the school to violate the check-out procedure approved by the TCBOE.
- D. Scheduling necessary appointments for their child outside the school day when possible.
- E. Cooperating with the school in providing valid excuses for their child's absence.
- F. Attending conferences arranged by the principal.

## Responsibilities of the Teacher:

- A. Developing class incentives related to improved attendance.
- B. Working with the guidance counselor in scheduling students in programs that meet their individual needs.
- C. Recognizing the importance of each class period and scheduling teacher request for students accordingly.
- D. Demonstrating to the student that planned learning experiences will take place each day.
- E. Develop and foster good relationships with parents to encourage and maintain good attendance.

## Responsibilities of the Administration:

- A. Designing local school plans for improving attendance.
- B. Enforcing a check-out system consistent with administrative policy.
- C. Providing a Perfect Attendance Award to students who have been present every complete day of the school year with no tardies, checkouts, or early dismissals.
- D. Providing an Exemplary Attendance Certificate for those students who attend school each day of the school year. Excessive tardies, checkouts, and/or early dismissals resulting in a detention may prevent a student from earning this award.
- E. Developing a procedure whereby high school and middle school students may be exempted from all final

exams the second semester.

F. Considering many alternatives in an effort to reduce the number of suspensions and, thereby, absent days.

### **Responsibilities of the Courts:**

- A. Communicating with parents concerning attendance problems.
- B. Scheduling informal conferences with parents and/or students concerning attendance violations.
- C. Accepting CHINS, Delinquent, and Dependent complaints and/or petitions for program violators.
- D. Exerting every effort to protect the best interest of the juvenile by supporting the Attendance Program.

### **State Definition of Truancy & Laws Governing of School Attendance**

In December, 2004, the State Department of Education adopted a uniform definition of truancy to be applied throughout the state. Under this definition, it is the responsibility of a parent, guardian, or other person having charge of any child enrolled in an Alabama public school (K-12) to explain in writing the cause of any and every absence no later than three (3) school days following the student's return to school. Failure to furnish such explanation shall be evidence of the child being truant each day s/he is absent. The child shall also be deemed truant for any absences determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. As unexcused absences develop, the local school will communicate with the parent/guardian to bring awareness to the attendance concern.

Upon the seventh (7) unexcused absence during the school year, a truancy referral will be made to the Early Warning Program, with mandatory parent participation. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

Listed below are excerpts of pertinent statutes relating both directly and individually to school attendance:

- The law requires that every child between the ages of six and 17 years shall be required to attend school. (§16-28-3.1, Code of Alabama, 1975)

- \*Effective July 1, 2000, §16-28-16 of the Code of Alabama, 1975, is amended to read as follows:

“(b)...Each child who is enrolled in a public school shall be subject to the attendance and truancy provisions of this article except that any parent or parents, guardian or guardians who voluntarily enrolls their child in public school, who feels that it is in the best interest of that child shall have the right to withdraw the child at any time prior to the current compulsory attendance age.”

- The law also gives the responsibility for attendance and control of the child to the parent. (§16-28-12, Code of Alabama, 1975) If the child is truant, there are several actions that can be filed against the parent and/or the child.

### **Actions Against Adults:**

A. A criminal action can be brought against any “parent, guardian, or other person having control or charge of any child . . . who fails to have such child enrolled in school or who fails to compel such child to properly conduct himself as a pupil” and they “shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days . . .” (§16-28-12, Code of Alabama, 1975)

B.

(a) It shall be unlawful for any parent, legal guardian, legal custodian, or other person to do any of the following:

(1) To willfully aid, encourage, or cause any child to become or remain delinquent, dependent, or in need of supervision.

(2) To permit or encourage the employment of any child in violation of any of the provisions of the child labor law.

(3) To cause a child to fail to attend school as required by the compulsory school attendance law.

(b) Whenever, in the course of any proceedings pursuant to this chapter, or when, by affidavit as provided in this subsection, it shall appear to the juvenile court that a parent, legal guardian, legal custodian, or other person having custody, control, or supervision of a child or any other person not standing in any relation to the child has aided, encouraged, or caused the child to become delinquent, dependent, or in need of supervision, the juvenile court, for the protection of the child from these influences, shall have jurisdiction in these matters, as provided in this section. The juvenile court shall cause the parent, legal guardian, legal custodian, or other person to be brought before the juvenile court upon either summons or a warrant, affidavit of probable cause having first been made.

(c) Whoever violates any provision of this section shall be guilty of a Class A misdemeanor and shall be punished accordingly.

(d) Upon conviction, the juvenile court may suspend any sentence, remit any fine, or place the person on probation pursuant to such orders, directives, or conditions for his or her discipline and supervision as the juvenile court deems fit. (2009 Alabama Code §12-15-111)

C. Educational neglect: “Dependent child: A child whose parent(s), guardian, or custodian fails, refuses, or neglects to send such child to school in accordance with the terms of the compulsory school attendance laws of this state . . .” (§12-15-102 (8)(a)(4), Code of Alabama 1975, Revised)

### **Action Against the Alleged Truant Child:**

“In case any child becomes a habitual truant, or because of irregular attendance or misconduct has become a menace to the best interest of the school ... and the parent ... files a written statement in court ... the attendance officer must file a complaint before the judge of the juvenile court ... whereupon such child must be proceeded against ... for the purpose of ascertaining whether such a child is a dependent, neglected, or delinquent child.” (§16-28-14, Code of Alabama, 1975)

#### **Notice:**

“In all cases investigated where no valid reason for non-enrollment or non- attendance is found, the Attendance Officer shall give written notice to the parent ... and shall be required to bring criminal prosecution against the parent ... ” (§16-28-16, Code of Alabama, 1975)

Literal, not substantial, compliance is required of the notice provisions of this section. See, *Ex parte Hill*, 381 So.2d 94 (Ala. 1980) (Attached)

#### **Custody:**

When a child is found away from home and not in the custody of the person having charge or control, “it shall be the duty of the attendance officer, probation officer, or other officer authorized to execute writs of arrest to take into custody without warrant any child required to attend school ... ” (§16-28-17, Code of Alabama, 1975)

## **Regulations Governing Attendance**

### **A. Enrollment and Attendance**

Compulsory enrollment and attendance is mandated by Alabama Law for any child between the ages of six and 17 years. Compulsory enrollment and attendance are required each year for these ages unless the pupil is legally excused from enrollment by the Superintendent, Board of Education, or the courts. Only these officials have authority to excuse a child from enrollment and attendance. 2. All school personnel shall report known cases of non-enrollment and irregular attendance to the principal. The principal shall report cases of non-enrollment or irregular attendance to the System's attendance officer.

### **B. Absenteeism**

Parents or guardians shall send a note of explanation, i.e., court notes, doctor's notes, or parent excuses to the

school the day the child returns to school or within three (3) days of the absence explaining the cause of the absence of the absence. Failure to provide a documented cause will result in the absence being counted as unexcused. 2. Check-outs and check-ins shall be considered as an absence for the classes missed.

Notes of explanation for the absence will be required as in section B (1) above. 3. Only an excused absence permits work to be made up. It is the responsibility of the student to contact the teacher within three days of returning to arrange for make-up work. 4. Students will not be allowed to participate or attend a school function such as an athletic contest, prom, school dance, band trip, job training program, etc., if they are not in school for at least one half of the instructional day of the event, except for emergency situations approved by the principal. 5. Makeup work may be permitted for students suspended from school.

### C. Excused Absences

1. Students in grades K-8 are permitted 10 parental excused absences during a school year. Absences beyond 10 (excluding 2X, 3X, 4X, and 8x absences) must be documented with a doctor's or court excuse or permission of the principal.
2. DHS students are permitted 5 parental excused absences per semester. Absences beyond 5 per a semester (excluding 2X, 3X, 4X, and 8x) must be documented with a doctor's or court excuse or permission of the principal.
3. Any absence that exceeds five (5) consecutive days will require a doctor's or principal's excuse.
4. For parents/students who submit a physician's letter to explain chronic issues that impact school attendance, a signed release of medical information form must be on file to verify specific attendance expectations with the medical provider. Excuses must still be turned in for record.
5. Parental excuses are counted for each day of absence NOT periods of absence.
6. School sponsored or sanctioned activities are exempt and do not count toward the total absences allowed; however, arrangements must be made for making up work as required.
7. A student who is suspended from school for disciplinary reasons for any number of days will have that number of days charged against the total number of absences allowed.
8. According to the Alabama State Department of Education, excused absences are as follows:
  - a. Illness
  - b. Death in the immediate family.
  - c. Inclement weather which would be dangerous to the life and health of the child as determined by the principal.
  - d. Legal quarantine.
  - e. Emergency conditions as determined by the principal.
  - f. Prior permission of the principal and consent of the custodial parent or legal guardian (a parent's prior notification to the school does not automatically excuse the absence).
9. The following information is provided to you concerning the codes for absences which will be on your child's attendance record:
  - 1X - Parent note for student illness,
  - 2X – Doctor's excuse which indicates that the student visited the doctor,
  - 3X - Court excuse,
  - 4X –Death in the Immediate Family,
  - 5X - Suspension,
  - 6X - Parent Note - unexcused,
  - 7X - No note or explanation,
  - 8X – Principal approved.
  - 1X, 2X, 3X, 4X, 5X, and 8X are excused absences,
  - 6X, and 7X are unexcused absences.

#### D. Make-Up Work

1. Excused Absences - If a student is absent for any excused reason as defined above, the student shall three (3) days to make up assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. Given the number of days missed due to excused absences, students shall be given an appropriate time period in which to complete the assignment(s). For assignments that were due on the day in which the student was absent, provided that the due date was previously communicated prior to the student's absence, the student should be prepared to turn-in the assignment upon returning to school.

- The student, parent or guardian shall be responsible for arranging necessary make-up work.
- Time limit: Arrangements for make-up work must be made within three (3) days after returning to school from an excused absence.

E. Unexcused Absences – Principals and/or designee may permit make up work for unexcused absences.

#### F. Check-In/Out Check-In Procedure

- Students may check-in to school with an approved excuse that is a valid 2X, 3X, 4X, or 8X excuse for absence, otherwise it will be considered either a tardy or unexcused. Students may also be checked in with a 1X excuse and a parental/guardian verifiable phone call.
- Students may check out only for a valid 2X, 3X, 4X, 8X excused absence, or school nurse's recommendation, otherwise the check-out will be counted as an unexcused absence for any and all part of the classes missed for grades 6-12 and as an unexcused checkout for grades K-5.
- Students checking out of school must be signed out by the parent, legal guardian, legal custodian, or designated responsible adult who can be verified by a pictured ID. Notes, faxes, email, and telephone calls will not be accepted. The principal has the responsibility of making a decision in the best interest of the student when emergency situations and unusual circumstances arise.

#### G. Tardies

Tardies are defined as entering the school or classroom after the official start of the school day or class period. Tardies are not to be confused with check-in, which are a valid excused and approved entry into the school or class after the official start has begun.

When a student arrives late to school or to class, it disrupts the classroom, teachers, and other students from their rights as a teacher to teach and a student to learn without interruptions. While TCS recognizes that on occasion, unforeseeable events may occur that prevent a student from arriving to school or class on time, excessive tardiness will not be tolerated in the interest of all.

1. Excessive tardies or unexcused check ins/out from school in grades K-12 will be treated as truancy. Every fourth (4th) event will be counted as an unexcused absence and will be reported consistent with the same actions and protocols as unexcused absences (see below G 4, a –d)

2. Students in grades 6-12 that exceed three (3) tardies after the start of class (excluding homeroom or first period for DMS and DHS respectively) in a 9 week grading period will be subject to the consequences as described in the Level I Discipline Actions.

#### H. Notification of Parent or Guardian

1. Attendance letters will be mailed to parents/legal guardians of students after the 2nd and 4th unexcused absence.

2. Tardies will be closely monitored and excessive reported to legal guardian.

3. In keeping with the procedures of the Early Warning Program, maximum flexibility is allowed for principals and teachers to determine if absences are truancy cases before mailing the first notification to parent or guardian. All excuses must be documented in writing by the parent or guardian. The attendance officer or principal reserves the right, despite submission of such written excuse, to evaluate each case on its individual merits to determine if referral to the Early Warning Program is appropriate. Reasons for non-referral after the requisite number of absences shall be documented by the principal or his designee. Only those names listed on the Request for Early Warning Referral will be sent a letter from Juvenile Court Services to report to Early

Warning session.

4. The following protocol shall be followed by schools when absences occur:

- a. Attempted phone contact upon the occurrence of any school absence.
- b. Written notification upon the second (2nd) and fourth (4th) unexcused absence.
- c. Conduct a pre-Early Warning Program conference upon the fifth (5th) unexcused absence. The parent, guardian, or person having control of the child shall attend the conference with the attendance officer and the principal. Failure to appear at the school conference will result in the filing of a complaint/petition against the parent under the Code of Alabama 1975 § 16-28-12(c).
- d. Report the student and/or custodial adult to the Colbert County District Attorney's office as a Habitual Truant and/ or contributing to the delinquency of a minor as prescribed by Code of Alabama 1975 § 16-28- 12(c). upon the seventh (7th) unexcused absence.

#### I. Early Warning Program

- Purpose: The Early Warning Program is a school/community-based program to assist public school personnel, parents, and law enforcement personnel in providing for early intervention for children and youth who are truant or in danger of becoming truant. A child is truant if no explanation is provided for absences or the child is absent for reasons other than those recognized as excusable.
- Description: The Early Warning Program is a cooperative effort involving the TCBOE, Colbert County Juvenile Court and, Colbert County Juvenile Probation Office.
- Procedure: Parents will be notified when truancies have occurred. Per State Department guidelines, participation in the Early Warning Program is required. Should truancies occur, the parent(s) and child may be summoned to a juvenile court session? Further truancies could result in the filing of a petition.

#### J. Loss of Credit for Excessive Absences

1. When a student in grades K-12 has accumulated ten (10) or more unexcused absences per year, the principal shall evaluate the attendance record and may recommend retention. If such is the case, the parent/guardian and the System Attendance Officer shall be notified in writing in the event of retention.
2. The attendance committee of each school shall be comprised of the school principal, counselor, and an administrator from the District Central Office
3. A student who has been retained or lost credit because of noncompliance with attendance policies shall receive a Noncompliance Attendance (NCA) on the report card and all other records for that semester for that year.
4. NCA loss of grades will be made up in the same manner other failures and retentions are made up.

#### K. Due Process Procedures

The parent, guardian, or student may request a hearing with the principal in writing, signed and dated, within five days from the date of the notification of the loss of credit or retention. 2. The failure of the parent, guardian, or student to request a hearing shall be sufficient evidence to sustain the loss of credit or retention. 3. The decision of the principal at the local school to deny credit or to retain a student may be appealed to the Superintendent or Superintendent designee in writing within five days after the hearing at the local school has taken place.

#### L. Withdrawal for Non-Attendance

Students under age six — Students under age six (6), who accumulate more than ten (10) consecutive days or 15 days total unexcused absences during a single semester may be withdrawn from school.

1. The parent or guardian will be notified of pending withdrawal via certified mail by the School Principal.
2. The parent/guardian will have one (1) week to appear before the principal to show cause as to why the student should not be withdrawn.

**Students age 18 or older — Students 18 years of age or older, who accumulate more than ten (10) consecutive days or 15 days total unexcused absences during a single semester may be withdrawn from school.**

- 1. The parent/guardian will be notified via certified mail of the Student Exit Interview Referral form by the School Principal along with a scheduled time to appear at the school**
- 2. The parent/guardian will have one week to appear before the principal to show cause as to why the student should not be withdrawn**
- 3. If the student has not returned to school after all measures are documented above, they will be withdrawn. The Guidance Counselor's office will provide this data to the State Department of Education**



# **GUIDELINES FOR NON-RESIDENT STUDENTS AND STUDENTS OF NON-RESIDENT EMPLOYEES TO MAINTAIN ENROLLMENT IN TUSCUMBIA CITY SCHOOLS**

The following guidelines shall be followed by the local school administrators when accepting and removing non-resident students and students of non-resident employees for Tuscumbia City Schools.

## **Definitions:**

**Non-Resident Students:** Those students whose parents or legal custodians live outside the city limits of Tuscumbia, Alabama.

**Students of Non-Resident Employees:** Those students whose parents or legal custodians are employees of Tuscumbia City Board of Education and live outside the city limits of Tuscumbia, Alabama.

**Legal Custodian:** That person or persons appointed or approved as legal custodians by a court of competent jurisdiction.

**Residence:** The principle domicile of the parent/guardian and the student.

**Proof of Residency:** The following are examples of documents that help establish residency of Tuscumbia, Alabama.

1. Tuscumbia electricity bill in parent or legal custodian's name of a residence located in Tuscumbia, Alabama city limits.
2. Current Alabama Driver's License of parent or legal custodian with address on license being located in Tuscumbia, Alabama city limits.
3. Document from parent or legal custodian that shows ownership of property in the City of Tuscumbia, Alabama that is claimed as their legal residence.
4. Notarized letter from a property owner verifying that the parent or legal custodian is authorized to reside in the owner's Tuscumbia, Alabama property. Presenting a minimum of two of these items to a school system administrator will establish residency in Tuscumbia, Alabama; however, the school system administrator may request additional documentation to establish residency if, in his/her sole discretion, deemed necessary.

## **Academics, Attendance And Discipline Standards For Non-Resident Students And Students Of Non-Resident Employees:**

**Academic Standards:** In order for non-resident and students of non-resident employees to maintain enrollment in Tuscumbia City Schools they must meet the following academic standards:

1. Significant academic progress.
2. Not fail more than one course or subject per academic year.
3. Fail no core courses per semester/academic year.
4. Non-resident students and students of non-resident employees that fail to meet these academic standards may not be allowed to attend Tuscumbia City Schools beginning the semester after which the academic violation occurred.

**Attendance Standards:** In order for non-resident students and students of non-resident employees to maintain enrollment in Tuscumbia City Schools they must meet the following attendance standard:

1. A non-resident student may not exceed 7 unexcused absences at any time during the school year.
2. A non-resident may not exceed 10 tardies after the start of the school day during a semester (not to include tardies between classes).
3. A non-resident student or student of a non-resident employee that exceeds 7 unexcused absences will be reported to Colbert County Juvenile Officers.
4. In both cases, non-resident students that violate the attendance requirements may not be allowed to attend Tuscumbia City Schools beginning the semester after which the violation occurred.

**Discipline Standards:** In order for a non-resident student and students of non-resident employees to maintain enrollment in Tuscumbia City Schools they must meet the following discipline standard:

1. A non-resident student or a student of a non-resident employee may not exceed one out-of-school suspensions during the calendar school year.
2. A non-resident student or a student of a non-resident employee may not exceed or one alternative school assignments during the calendar school year.
3. A non-resident student that exceed one out of school suspensions or one alternative school assignments will not be allowed to attend Tuscumbia City Schools beginning the semester after which the discipline violations occurred or at the determination of the school principal.

## **Procedures For Resident Students That Move Out Of The City Limits Of Tuscumbia, Alabama**

1. The principal of the school where the student is attending must be notified immediately of the change in residence status. Students that move out of the city must apply as a non-resident student the start of the next school year following their move. Failure to notify the school principal and attempts to circumvent this procedure will result in dismissal from Tuscumbia City Schools.
2. Students who are enrolled at the time of the change in resident status and will immediately fall under the requirements for non-resident students. They must follow the “Procedures for Enrollment of New and Continuing Non-Resident Students” to be admitted the next school year.

## **Procedures For Enrollment Of New And Continuing Non-Resident Students**

1. Parent/legal guardian must complete the Nonresident Request to Enroll form and submit it to the Board of Education Office.
2. Admission is contingent on space available in the grade, class and appropriate program for the applying student.
3. Admission for students in grades 1-12 is also contingent on records from previous school(s) attended indicating:
  - a. Satisfactory attendance,
  - b. Satisfactory Discipline and
  - c. Satisfactory academic achievement in the prior academic year.
4. Nonresident application forms must be completed and filed in the Board of Education Office by June 1 of each year. All non-resident students must re-apply for admission each year.
5. Non-resident students will be accepted on the following basis:
  - a. Students of non-resident employees will have first priority.
  - b. Siblings of current non-resident students will have second priority.
  - c. Third priority will be first come, first selected basis for each grade based on date of enrollment application.
  - d. New non-resident students will not be accepted until July 1 of each year.
6. All non-resident students must meet the academic, attendance, and discipline standards to remain enrolled in the school system and admission is subject to class size limitations.
7. In the event a parent, legal custodian or student is found to have circumvented the application process or if any representation made to the enrollment application or process is untrue, the student will be immediately dismissed.

## **Procedures To Revoke Admission Due To Overcrowding**

1. Enrollment numbers will be monitored by grade and program. When overcrowding occurs the following process will be followed to reduce enrollment.
2. Enrollment of non-resident student will be revoked in reverse order of item four of “Procedures for Enrollment of New Non-Resident Students”. The last in first out method will be applied to priority three first\*, priority two next\*\* and priority one last\*\*\*. Students that enrollment revoked due to overcrowding may complete the current semester that they are enrolled.

\* First come, first selected for each grade based on date of enrollment application.

\*\* Siblings of current non-resident students.

\*\*\* Students of non-resident employees.

# ADDITIONAL CONDUCT AND, OPERATING POLICIES AND PROCEDURES

## Grading Procedures

### 1. General Grading Scale

a. Grades for academic coursework will be awarded according to the following scale:

Grading Scale		Quality Points	
Letter Grade	Course Average	Regular	Advanced Placement/Honors/Dual Enrollment/PLTW
A	>100	Cannot Exceed 100	5
	90-100	4	5
B	80-89	3	4
C	70-79	2	3
D	60-69	1	2
F	0-59	0	0

**\*Note: The maximum number of points allowed for grading purposes is one hundred (100). "I" (Incomplete) is not to be inserted in lieu of a grade without principal's approval and proper documentation.**

### 2. Advanced Placement, Dual Enrollment, and Honors (Must be Board Approved):

Numerical grades in Advanced Placement (AP) courses (approved by the College Board) and Dual Enrollment courses (approved by the Board) will be weighted by adding ten (10) points to the final grade. (The addition of points for AP courses is contingent upon students taking the AP Exam.) Honors courses (approved by the Board) will be weighted by adding five (5) points to the

final grade.

3. **Failing Grade:** Any grade lower than 59.4 will be considered a failing grade. In grades K-8 multiple failing grades in core subject areas will result in the student failing the grade. In grades 9-12, failing grades in core subject areas will result in the student repeating the course in a board approved summer school setting or traditional course offering.

a. **Rounding:** Any fractional part .5 (1/2) or over will be rounded up to the next whole number (examples: 90.5 = 91, 89.5 = 90, etc.).

#### 4. Grading

a. **Excessive Absences:** Excessive unexcused absences may result in a loss of academic credit and/or referral of the student and parent to the Colbert County Juvenile Court for habitual truancy as per the Alabama Code §16-28-14 Tuscumbia City Schools Board Policy Code of Conduct, Regulations Governing Attendance 9.J. Extenuating circumstances will be considered if the parent petitions the building principal and Director of Student Services for Tuscumbia City Schools.

b. **Grade Categories and Weighting Grades 6-12:** There shall be two different categories for each course, Test and Daily. The Test category shall be weighted at 60% of the nine week, semester, or yearly grade. The Daily category shall be weighted at 40% of the nine week, semester, or yearly grade.

c. **Grade Categories and Weighting Grades K-5:** There shall be two different categories for each course, Test and Daily. The Test category shall be weighted at 50% of the nine week, semester, or yearly grade. The Daily category shall be weighted at 50% of the nine week, semester, or yearly grade.

d. **Grade Justification Grades 6-12:** Each teacher must always be able to provide evidence (graded materials) to justify a grade given on an assignment for each nine weeks, semester, or year. Students must be assigned a minimum of 18 grades per subject area, of which there should be a minimum of 4 tests per grading period. (Tests may be used in the form of chapter tests, unit tests, essays, projects, and any other content comprehensive assignment as determined by the teacher.) *\*Exceptions: Physical Education, Choral, and Band*

e. **Grade Justification Grades K-5:** Each teacher must always be able to provide evidence (graded materials) to justify a grade given on an assignment for each nine weeks, semester, or year. Students must be assigned a minimum of 15 grades per subject area, of which, there should be a minimum of 3 tests per grading period. (Tests may be used in the form of chapter tests, unit tests, essays, projects, and any other content comprehensive assignment as determined by the teacher.) *\*Exceptions: Elementary Physical Education, Music, and Conduct*

f. **Amount of Grades per Progress Report:** There shall be a minimum of 6

grades per 3 week reporting period, of which, 1 must be a Test.

**g. Course Standards:** All grades used for determination of a student's grade must be on grade level standards and IEPs followed if the student has a current IEP.

**h. Progress Monitoring:** Teachers must continuously monitor the progress of students in their classroom. Any student that is in danger of failing a subject must be referred to the school's Problem Solving Team in order to determine the best possible methods to ensure standards for the course are mastered. Research has determined that one of the best methods for ensuring standards are met is through re-teaching of the content. Teachers must ensure that standards met and not met are re-taught throughout the year through new or comprehensive assessments administered to all students.

**i. Digital Gradebook:** Every cell that is identified as a gradable assignment for a student must have a grade listed. If the assignment is not submitted on time or the student was absent on the day of the assignment, a grade of "0" (zero) must be entered. Any student with a valid excuse may make up the work according to the guidelines specifically stated in the Tuscumbia City Schools Code of Conduct.

*\*All digital gradebooks must be updated weekly by the teacher of record.*

**j. Assignments:** Each graded assignment must be recorded in the digital gradebook. The importance of an activity or test should be reflected in the value assigned to it in the overall evaluation design and communicated to the class.

**k. Excused Absences:** Students who have missed assignments based on excused absences will have three (3) days, upon return to school, to communicate with the teacher of record and develop a plan in which to make up the work missed. It is the responsibility of the student, parent, or guardian to arrange with the teacher to make-up work.

**l. Unexcused Absences:** Students who miss school due to unexcused absences will receive a grade of zero for any graded assignment missed. For further clarification, please see the Tuscumbia City Schools Code of Conduct.

## 5. Retention:

**a. Retention in Grades 6-12:** Students in grades 6-8 who do not successfully complete each subject area with a minimum grade of 60% may be retained. Promotion of students in grades 6-8 shall be determined by successful completion of English, Math, and at least one other core subject. Students in grades 9-12 who do not successfully complete each core subject area with a minimum grade of 60% will be required to retake the course either in a Board approved summer school (highest grade to be awarded may not exceed 70%) or through the traditional school setting.

**b. Promotion/Retention in Grades K-5:** Promotion-Standards for promotion are designed to ensure that students have successfully acquired the knowledge and skills necessary to be promoted to the next grade. The standards shall ensure uniformity and consistency within the Tuscumbia City School System. Students in kindergarten must meet the identified Alabama State Course of Study Standards and be proficient at a level determined by the teacher, school interventionist, and building principal. Students in the 1st through 5th grades are required to have a 60% average in four of the five following areas with Reading, Language, and Math being three of the four areas.

**c. Promotion in Grades K-5:** Standards for promotion are designed to ensure that students have successfully acquired the knowledge and skills necessary to be promoted to the next grade. The Standards shall ensure uniformity and consistency within the Tuscumbia City School System. Students in kindergarten must meet the identified Alabama State Course of Study Standards and be proficient at a level determined by the teacher, school interventionist, and building principal. Students in the 1st through 5th grades are required to have a 60% average in four of the five following areas with Reading, Language, and Math being three of the four areas to be considered for promotion to the next grade. *\*Reading, Language, Mathematics + Science and /or Social Studies*

**d. Retention in Grades K-5:** Students who have not obtained mastery of Alabama Course of Study Standards at a minimum of 60% will be considered as not proficient. Students in grades K-5 who are not successful in passing the subject areas of Reading, Language, and Math + one other subject will be considered in need of Retention.

**e. Placement:** Students may be placed to the next grade level at the discretion of the building principal. Understanding that not all students excel at the same level, Tuscumbia City Schools wishes to ensure that all students have the opportunity to grow academically. Students who are placed to the next grade will start the year under the supervision of the local schools Problem Solving Team until the student has demonstrated sufficient academic progress.

**6. Calculation of Final Grade in Grades 6-12:** The final grade for a one credit class will be determined based on 40% for each nine weeks grade and 20% for the final exam (40% + 40% + 20%) for semester long courses. The final grade for a one credit yearlong class will be determined based on 40% for each semester grade and 20% for the final exam (40% + 40% + 20%). The final grade for half credit classes will be determined based on 80% for the nine weeks grade and 20% for the final exam (80% + 20%). If a student has earned an exemption the final grade will be calculated based on 50% of each semester for a yearlong course (50%+50%) and 50% of each nine week course for a semester long course (50%+50%).

**7. Calculation of Final Grade in Grades K-5:** Nine weeks grades are determined by calculating averages based on 50% tests and 50% daily work. The final grade for each subject area will be determined based on 50% (50% + 50%) for each nine weeks grade.

**8. Progress Reports/Report Cards:** Progress reports will be available to students, parents, and guardians every three weeks and six weeks during the nine weeks grading period. Report cards will be given at the end of each nine weeks. Students, parents, and guardians will utilize the digital gradebook system provided by the Alabama State Department of Education to monitor their student's progress. Students, parents, and guardians without the use of proper technology will be afforded an opportunity for a paper copy of each progress report and report card.

## **Participation in Graduation Ceremonies and Class Recognition Programs**

Any student, including a graduating senior, may be denied the opportunity to participate in graduation ceremonies and special recognition programs at the discretion of the principal. The principal may deny participation and assign appropriate disciplinary action for major conduct infractions, class pranks, and other incidents which disrupt the educational process and reflect a negative image on the individual, class or school in general.

## **Extra-Curricular Activities Participation**

Participation in school sponsored extracurricular activities is a privilege offered to all students enrolled in Tuscumbia City Schools. Students that participate in TCS offered activities represent their school and their community and must be held to the highest standards. Students, therefore, must meet and maintain the established AHSAA academic standards and attendance and behavior standards established by the school administration, head coach or sponsor of each recognized extra-curricular activity. Students may be ruled ineligible to participate for continued failure to meet the expected standards.

## **Search and Seizure Policies**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. This can include specially trained dogs and metal detectors. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the students. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

## **Personal Searches**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband materials. If a pat down search of a student's person is conducted, it shall be conducted in private by a school official of the same sex. Another adult witness shall also be present. If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent or his/her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

## **Locker Searches**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. Students shall not be issued lockers until such time that the "Acknowledgment Concerning Use of Student Lockers" form has been properly completed and returned to the school. Such forms shall be maintained on file at the school.

## **Vehicle Searches**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever school authority has reasonable suspicion to believe that illegal, unauthorized, and/or contraband materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students shall not be allowed to park vehicles on campus until such time that the "Acknowledgment Concerning Use of Student Parking Lots" form has been properly completed and returned to the school. Such forms shall be maintained on file at the school.

### **Searches Involving Outside Personnel, Dogs, And/or Detection Devices**

Searches of students which involve outside (non-school) personnel, dogs, and/or detection devices are permitted and will be conducted when appropriate.

## **Seizure of Illegal Materials**

If a properly conducted search yields illegal, unauthorized, and/or contraband materials, said items may be impounded by school officials. Student shall be given a receipt for any items impounded and parents or guardians shall be notified of all items seized.

### **Documentation**

The principal shall fully document every incident where a search is conducted. Such documentation shall include a detailed account of the search, items impounded, the student(s) involved, a list of all witnesses present, and other information regarding the incident.

## **Grievance Procedures**

A grievance shall mean a complaint by a student or group of students that there has been a violation, a misinterpretation, or inequitable application of any policy or practice of the school or school system. The primary purpose of this procedure is to provide for the prompt and equitable resolution of appeals for long-term suspensions, alternative school placements, and expulsions. The Superintendent is authorized to develop procedures that will provide for fair consideration and orderly review of all other student complaints and grievances. Attendance hearings, disciplinary hearings, or other matters not specifically mentioned herein, that may be appealed under provisions provided in the Student Code of Conduct and Attendance or other authorized and prescribed procedures are not subject to the provisions of this policy. The grievance may be initiated orally or in writing at Level One and must be filed within 20 work days following the act or condition which is the basis for the complaint. Beyond the initial step, the grievance shall be in writing.



**Each level of the procedure shall be observed and proper channels followed. At the request of the student or parent, exceptions may be granted by the Superintendent in emergency situations.**

#### A. Level One (Informal Procedures)

The aggrieved student shall first seek resolution of the complaint or grievance through free and informal communications as close as possible to the point of origin. A student with a grievance must first take it to his/her immediate teacher, and then to the principal. Both shall be consulted prior to further resolution procedures.

#### B. Level Two (Formal Procedures)

##### Step 1

If, as a result of the discussion between the student, teacher, and principal, the matter is not resolved to the satisfaction of the student, then within five workdays, the student shall set forth the grievance in writing to the Superintendent specifying:

1. The nature of the complaint or grievance
  2. The nature or extent of the injury, loss, or inconvenience
  3. Relief sought
  4. The results of previous discussions
  5. Dissatisfaction with the decision previously rendered
- The Superintendent or the Superintendent's designee shall hear the grievance and render a decision within 15 workdays after receiving the notice of appeal concerning a long-term suspension, alternative school placement, or expulsion. At this hearing, the student may be accompanied by a representative of the student's choice.

##### Step 2

Concerning any and all expulsion consequence, a hearing will be held by the TCBOE within 5 days from the recommendation of the superintendent. At the Board hearing, the aggrieved student may be accompanied by a representative of his/her choice and present evidence supporting the grievance. The decision of the Board is final.

##### Miscellaneous Provisions:

###### 1. Time Lines

It shall be understood that the timelines imposed at each level and step shall be strictly enforced, and unless the appeal is made within the time allotted, the grievance shall be deemed to have been settled and the student shall have no further right of appeal with said grievance.

###### 2. Hearing Procedures

The Superintendent and/or the Board of Education may establish hearing procedures to be followed at Level Two, Step 1 and Level Two, Step 2.

## Field Trips

Students making a trip under the sponsorship of the school are required to have a form signed by their parents/guardians giving them permission to take the trip and releasing the school from any liability for any accident or injury. Students will be transported via school bus and/or charter bus to/from field trip locations. Prior to the day of the field trip, students should communicate with teachers about deadlines and due dates of class assignments.

## Dress Code

A standardized dress code of Tuscumbia City Schools has been adopted to assure that all students are provided safe and appropriate educational opportunities which are free from unnecessary disruptions or outside influences and to instill in students the need to dress appropriately and have respect for each other and authority.

A well-groomed student should come to school with an attitude that prepares him or her for neat, conscientious work. His or her attire should give him or her respect for self, fellow students, and teachers.

Students who have questionable or inappropriate dress will not be allowed to attend class. The following items

will serve as a minimum guide to acceptable dress for Tuscumbia City students.

Any school modifying the TCBOE Dress Code must obtain Superintendent approval. All modifications must be presented in writing to students prior to enforcement.

### **Dress Code Guidelines:**

1. All students must wear shirts, blouses, or dresses with a collar or with a non-revealing neckline, such as crew neck, jewel neck, or boat neck. Low cut, open back, bare midriff or clothing that allows the midriff to be exposed, are not permitted.
2. Male students must wear sleeved garments. Female students may wear sleeveless garments which adequately cover undergarments. Spaghetti and/or thin-strapped shirts may be worn only if over another T-shirt or if covered by a blouse with sleeves. Only sleeveless blouses or dresses in which the shoulder is fully covered from the base of the neck to top of arm will be considered acceptable.
3. No obscene language and/or illegal substance advertisements (to include alcoholic and tobacco advertisements) may be worn on clothing or accessories.
4. No hats, caps, hair curlers, picks, or sunglasses will be worn in school unless authorized by the principal for special occasions.
5. Skirts, shorts and dresses must be mid-thigh or longer in front and back. No slits or leg openings may be above mid-thigh. Leggings, or other similar garment (i.e. jeggings), should be worn with the appropriate outer garment (i.e. t-shirts, shorts, dress, or skirt) and the outer garment must be at least mid-thigh length. Excessively tight leggings or jeggings will not be allowed.
6. Belts must be worn at the waist with pants, shorts, and skirts that have belt loops. Pants, shorts, and skirts without belt loops must be worn at the waist and should fit properly.
7. Articles of clothing worn too low, too long, too large, too tight, or too loose are not permitted. Pajama style pants, snap aways, and sweatpants without pockets are prohibited. Athletic shorts may be worn only during physical education.
8. Jackets and coats are to be worn in good taste. Generally, these are inappropriate to be worn in the classroom.
9. Students are required to wear appropriate shoes at all times. Shoes with wheels are not appropriate for the school environment.
10. Students' clothing should be neat and clean and should not be in noticeable disrepair. Unhemmed (cut-off) shorts, skirts, shirts, pants, and garments with inappropriate holes or inappropriate slits above mid-thigh are not allowed.
11. Earrings, body piercings, hairstyles, and other adornments that draw attention to oneself in a manner that may be disruptive to the educational process are prohibited.
12. Students are prohibited from wearing any metal chains, metal spiked apparel, oversized belt buckles, or accessories.
13. 13. Students are to wear clothing in the manner it is designed to be worn, i.e., clothing worn backwards or inside out is not allowed. No excessively tight or revealing clothing, such as fishnet or see-through garments, may be worn.
14. Students are prohibited from wearing any sign, symbol, logo, or garment, which has become synonymous with any gang, unauthorized club, or organizational activity. This also includes any avenue for the promotion of products or activities prohibited by school policy or that is inflammatory and may generate negative feelings among the student body.
15. The above items serve as a minimum to guide. The principal shall have the discretion to outline other appropriate guidelines for their campus or for special occasions.

### **Suspension/Expulsion of Students with Disabilities**

Any student who has been identified as a student with a disability under the provisions of the Individuals with Disabilities Education Act; Americans with Disabilities Act; and/or Section 504 of the Rehabilitation Act of 1973, may be suspended or expelled when all procedural safeguards set forth in the above mentioned applicable laws are followed. Concerns and questions relating to Section 504 should be referred to the Coordinator of Special Education

## Public Complaints

The proper channeling of complaints involving individual students or a local school matter is as follows:

- 1) the teacher;
- 2) the principal;
- 3) the Superintendent's designee;
- 4) the Superintendent of Schools;
- 5) the Board of Education.

## Student Pregnancy

Pregnant students may attend school and participate in regular school programs. The principal/guidance counselor should be contacted for the purpose of a possible limitation of normal activities.

## School Visitors

Visitors to the school must report to the principal's office for permission to visit. Authorized visitors will be issued a visitor's badge prior to visiting in the school. Persons without badges will be considered trespassers. Security cameras are located throughout the school buildings and campuses and anyone on school property may be videotaped.

## Transportation on Tuscumbia City School Buses

Parents and students should be aware that the sole purpose of a school bus is to transport students safely to and from school. Since the school bus driver carries this heavy burden of responsibility, the school bus is considered an extension of the classroom and all TCBOE rules apply. The following guidelines are to be followed when riding the bus. Any student not abiding by these guidelines may be subject to discipline as outlined in the DEFINITIONS AND RULES RELATING TO FORMAL DISCIPLINARY ACTION in this publication:

1. Students must obey instructions given by the driver.
2. Students must be courteous to fellow pupils and the bus driver. (Do not annoy other students.)
3. Horseplay, threats, and fighting are not permitted on or around the bus or at bus stops.
4. Students should remain silent when approaching and crossing railroads.
5. Students should talk only in a normal voice and not use profane or obscene language.
6. Students should remain properly seated, not change seats, and keep head and hands inside the bus.
7. Students are not allowed to eat, chew gum, drink, smoke, or strike matches on the school bus.
8. Weapons of any kind are not permitted on the bus.
9. Students are not allowed to tamper with any of the equipment on the bus, especially the emergency door.
10. Students are not allowed to litter the bus, or throw objects within or outside the bus.
11. No objects should be transported on a school bus that may compromise the safety of the students or the driver. This includes, but is not limited to; animals, fireworks, sharp objects, glass, balloons, and any other objects that could obstruct a driver's vision, distract a driver's attention, or otherwise endanger the lives of anyone who rides a school bus.
12. Books, packages, coats, band instruments, and other items should not be in the aisles or in the driver compartment and should not be left on the bus. These items must be held in the child's lap and must not occupy the seat of another child.
13. Students are not allowed to transport Prescription or Non-Prescription medications on the bus except emergency medications and approved medications prescribed for self-administration.
14. Due to the possible distraction to the bus driver by the use of cell phones, beepers, or other personal electronic communication devices, the use of these items will not be allowed on the school bus. Under emergency situations (i.e., mechanical break-down of the school bus, accidents, or other possible safety issues) the use of these items may be allowed.

## **Charles “Chuck” Poland, Jr.**

(Act 2013-347)

Section 1 This act shall be known and may be cited as the Charles “Chuck” Poland, Jr., Act.

### **Section 2**

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

(1) Intentionally demolishing, destroying, defacing, injuring burning or damaging any public school bus.

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

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

(4) Intentionally stopping, impeding, delaying, or detaining any public school bus being operated for public school purposes with the intent to commit a crime therein.

(b) The crime of trespass on a school bus in the first degree is a Class A misdemeanor.

(c) Subdivisions (2), (3), and (4) of subsection (a) do not apply to a child who is less than 12 years of age or to authorized school personnel who are boarding the school bus as a part of their job assignment.

### **Class Pranks or Disruptions:**

Class pranks will not be condoned. Such pranks cause disruption of the educational process and reflect a negative image on the class and that school in general. In addition to appropriate disciplinary action taken, graduating seniors may be denied participation in graduation ceremonies.

### **Notification of Rights Under Public Law 93-380**

Parents or guardians have the right to inspect and review all official records, files, and data directly relating to their children including the permanent record folder. This right is conferred upon the student when the student becomes 18 years of age.

A request to review such records must be made to the school principal. Upon review of such records, the parent, guardian, or eligible-age student may request a hearing to challenge the content of such records if desired.

No personally identifiable information of students will be released without the written consent of parent, guardian, or eligible-age student except to:

1. School personnel involved in the educational process.
2. Officials of other schools in which the student enrolls or intends to enroll.
3. Authorized representative of:
  - a. Comptroller General of the United States
  - b. The Secretary of the Office of Education
  - c. An administrative head of an education agency
4. Any state education agency Transcripts of permanent records will be sent to other schools in which a student enrolls, or intends to enroll when requested by school officials or when requested by the parent, guardian, or eligible-age student.

## Accessibility Of Records To Military Recruiters

According to Alabama law (§16-1-25, Code of Alabama) all city and county public school systems of Alabama shall allow reasonable access of their public school facilities to official recruiting representatives of branches of the armed forces and military forces of the United States, consistent with policies governing other agencies not a part of the school system, to inform students on the educational and occupational options in military service. If you choose for your child's name and address not to be given out to official recruiting representatives of branches of the armed forces and military forces, you must notify the school of this request in writing.

## Immunization Requirements

According to Alabama law (§16-30-4, Code of Alabama) Boards of Education shall require each pupil who is otherwise entitled to admittance to present an Alabama Certificate of Immunization. Therefore, no student will be admitted to Tuscumbia City Schools without this certificate of immunization. These certificates may be obtained from the Colbert County Health Department or your local physician.

## Notice of Gifted Education Services

Gifted students are those who perform or have the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. In addition, some students with disabilities may be gifted. The TCBOE prohibits discrimination against any student on the above basis with respect to his/her participation in the gifted program. A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the following three areas:

1. **Aptitude** - Assessed through an individual or group test of intelligence or creativity.
2. **Characteristics** - A behavior rating scale designed to assess gifted behaviors is completed by system/school personnel.
3. **Performance** - At least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios. The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

Contact the student's teacher or the school counselor to refer a student for consideration for gifted services.

## Tuscumbia City Schools: Student Drug Testing Policy

The TCBOE is committed to providing a school environment that is safe, free from substance use or abuse, and conducive to learning. Parents and school personnel must work together in order to attain a safe, orderly, and drug free school environment. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extracurricular activities, no student shall be suspended or expelled from schools as a result of any certified "positive" test conducted by his/her school under this program. No student will be penalized academically for testing positive for banned substances. The results of drug test will not be documented in any student's academic record.

Any student in grades 9 – 12 and his/her parent(s) or legal guardian MUST first sign a drug testing registration/consent form in order to participate in the following activities:

- A. Athletics(including cheerleading)
- B. Band

### C. Other extra-curricular activities

Copies of the Random Drug Testing and Education Policy are available in the principal's office for students and parents.

## Harassment, Violence, Threats of Violence, and Intimidation

Passed by the state of Alabama Legislature, House Bill 216 became effective July 1, 2010. As a result, public school districts in Alabama are now required to establish school board policy to address and prevent harassment, violence, threats to do violence, and intimidation in the school environment. Subsequently, the TCBOE recently adopted its own anti-harassment policy which strictly prohibits this behavior. Harassment is defined as a continuous pattern of intentional behavior, and includes (but is not limited to) written, electronic, verbal, or physical acts that are reasonably perceived to be threatening by the student-victim.

In an effort to minimize this type of behavior in the school environment, the TCBOE has created a process whereby a student, or the student's parent or legal guardian, may report instances of harassment to the school administrator for further review and investigation. The reporting form is available through the school district's website. When incidents of harassment are investigated and confirmed, the school administrator will apply appropriate disciplinary consequences.

## Jamari Terrell Williams Student Bully Prevention Act

Tusculum City Schools (TCS) will not tolerate any form of bullying, cyberbullying or written, electronic, verbal, or physical acts between TCS students that are reasonably perceived to be motivated by a student's characteristics, or by association of an individual based on a personal characteristic, if the characteristics fall within the categories contained in TCBOE Policy 6.22 either on or off TCS properties.

In an effort to minimize this type of behavior in the school environment, the TCBOE has created a process whereby a student, or the student's parent or legal guardian, may report instances of harassment to the school administrator for further review and investigation. The reporting form is available through the school district's website, the student handbook, or may be obtained from the school's main office. When incidents of bullying are investigated and confirmed, the school administrator will apply appropriate disciplinary consequences in accordance with TCS Code of Conduct.

## Student Cell Phone Use

The TCBOE respects parent wishes for their child to bring a cell phone to school. However, cell phones brought to school must be stored appropriately. The school is not responsible for attempting to recover lost or stolen cell phones when students have not properly secured them. Cell phones cannot be audible on school property. When a student is found to be using his/her cell phone without permission or during designated times on school property, the phone will be taken from the student and given to a school administrator. Students whose cell phones contain any illegal or inappropriate material are subject to the appropriate school consequences, as well as possible legal consequences. There is an expectation of privacy in all restrooms, locker rooms, and performance areas; therefore, cell phones or other recording devices are banned from use in these areas. Please refer to your local school handbook regarding additional information about cell phone use.

When a student violates the school system guidelines for cell phones, the individual's cell phone will be confiscated and consequences applied as outlined in the Student Code of Conduct and Attendance Booklet.

With regard to incidents that occur during the administration of a state-mandated test, the Alabama State Department of Education has stipulated that:

1. the possession of a digital device is strictly prohibited during the administration of a secure test;
2. when a digital device is discovered during the administration of a secure test, the device will be confiscated and subject to a search; and

3. if it is determined that the device was used during the administration of a secure test, the student's test will

automatically be invalidated. Visual or audible possession of a digital device will result in the device being confiscated. Once confiscated, school administrators are required to investigate the incident and determine if the device has been used by the student to cheat, or for some other unpermitted purpose. If the device is a “smart phone,” the device should be turned off immediately after the search to help prevent a potential remote-access data-wipe. When the investigation of the incident is completed, the local school must notify the school district’s supervisor for the testing and complete a testing irregularity report in accordance with the Alabama Department of Education. The return of the student’s digital device, as well as the assignment of any school disciplinary consequences, will be in accordance with school system procedural protocol.

## **Acceptable Use Practice (AUP) Rules and Regulations**

### **Technology**

Tuscumbia City Schools (District) provides students with access to technology in order to enhance student learning. The term “technology” refers to all forms of hardware, digital devices, software, and accounts. Students using technology must be in compliance with the Digital Device and Internet Use Agreement and any board policy related to technology or its use.

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum. The TCBOE will develop these policies, in consultation with parents, regarding these rights, as well as arrangements to protect student’s privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing,



sales, or other distribution purposes. The TCBOE will notify parents and eligible students of these policies annually through the publication of the Tuscumbia City Code of Conduct & Attendance and upon enrollment of students thereafter.

- Parents/eligible students who believe their rights have been violated may file a complaint with:

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

## **Alabama Department of Public Health Immunization Form Inspection**

Each year, the Alabama Department of Public Health (ADPH) conducts an audit of student immunization records to ensure that children enrolled in school in Alabama are protected from vaccine-preventable diseases or have a valid exemption from vaccination.

The Family Educational Rights and Privacy Act mandates parental consent be obtained for persons not employed by this school to view the records of its students.

If you **DO NOT** wish for your child's immunization record (blue slip) to be evaluated by ADPH personnel, please notify your child's school in writing and your request will be placed with your child's form.

**NO RESPONSE** from you will indicate that you will allow ADPH to audit the immunization of your child.

## **Parents Right-to-Know**

(Teacher Qualifications)

ESSA Section 1112 (c)(6)

### **(6) PARENTS RIGHT-TO-KNOW-**

**(A) QUALIFICATIONS** – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.

(iii) 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.

(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**(B) ADDITIONAL INFORMATION** – In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent-

(i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and

(ii) Timely notice that the parent's child has been assigned, or had been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

**(C) FORMAT** – The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.



# TUSCUMBIA CITY SCHOOLS RESOLUTION TO MAINTAIN AN OPTIMUM LEARNING ENVIRONMENT IN ALL SCHOOLS

## BELIEFS

- We believe that the skills necessary for students to succeed in a global society include academic, technical, and social.
- We believe collaboration among stakeholders and Tuscumbia City Schools is vital to the setting of high standards and high expectations.
- We believe it is our responsibility to provide a solid foundation for every student to pursue his/her dreams.
- We believe all students can learn, succeed, and reach their full potential by setting high expectations for both students and staff.
- We believe the education of a child is the responsibility of the efforts of the student, family, school, and community.
- We believe that a student must be a lifelong learner. To achieve this, all students must have a growth mindset.

## PUBLIC SCHOOL PRAYER

The Tuscumbia City School System has no policy or procedures that prevent, or that otherwise deny participation in, constitutionally protected prayer in school.

## UNSAFE SCHOOL CHOICE OPTION

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

2. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the LEA. The LEA shall notify the student’s parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All LEA transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (ALSDE) to notify the LEA annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or their designee shall orally notify the Presentation and Support Services Section of the state Department of Education within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the LEA in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:

- a. Step 1. Notify parents/guardians of each student attending the school within ten (10) working days that

**it has been identified as transfer option school and offer students the opportunity to transfer to a safe public school within the LEA if another school is available.**

- b. Step 2. Complete the transfer for those students who opt to do so within 20 working day.**
- c. Step 3. Develop a corrective action plan to be submitted to the ALSDE for approval within 20 working days of the LEA's receipt of status.**
- d. Step 4. Implement the corrective action plan.**

**Once a school has been identified as a transfer option school, it can return to safe status by (1) completing Steps One through Four and (2) completing two consecutive years with less than one percent (1%) of the student population or five (5) students (whichever is greater) expelled for violent criminal offenses as defined in its policy.**

**PARENT AND STUDENT ACKNOWLEDGMENT CODE OF CONDUCT AND  
ATTENDANCE**

Alabama law mandates that every child between the ages of six (6) and seventeen (17) years shall be required to attend school and that every parent, guardian, or other person having control or charge of any child required to attend school shall explain the cause of any absence of child under his control or charge. This law has been amended to also state that each child who is enrolled in a public school shall be subject to the attendance and truancy laws of the State of Alabama. When the parent/student signs the acknowledgment form that will be given out by the local school, the parent/student acknowledges all of the information in the Code of Conduct has been reviewed and the parent/student is accepting responsibility to abide by the guidelines that are set forth in the Code of Conduct and Attendance Manual.

**Parent/Legal Custodian**

I, \_\_\_\_\_, serving as the parent/legal custodian of \_\_\_\_\_, do acknowledge by my signature the receipt of a copy of the 2020-2021 Code of Student Conduct, published by the Tuscumbia City Board of Education.

\_\_\_\_\_  
Signature of Parent/Legal Custodian

\_\_\_\_\_  
Date

**Student**

I, \_\_\_\_\_, a student attending \_\_\_\_\_ School, do acknowledge by my signature the receipt of a copy of the 2020-2021 Code of Student Conduct, published by the Tuscumbia City Board of Education.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date