

TALLADEGA COUNTY SCHOOLS

2018 - 2019

Student Responsibilities And Privileges

Code of Conduct and Attendance



We will provide an engaging, rigorous curriculum empowering all students to be college and career ready.

Prepared through the cooperative efforts of students, teachers, parents and other professional personnel of the Talladega County Schools.

Adopted: August 9, 1977

Revised: July 2018

Talladega County Board of Education

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<u>School</u>	<u>Principal</u>	<u>Phone Number</u>
B.B. Comer Elementary	Melia Brashear	256-315-5430
B.B. Comer High	Judson Warlick	256-315-5400
Childersburg Elementary	Nicki Bryant	256-315-5525
Childersburg High	Dr. Quentin Lee	256-315-5475
Childersburg Middle	Jena Jones	256-315-5505
Drew Middle	Timothy Young	256-315-5280
Fayetteville High	Amy Smith	256-315-5550
Genesis Alternative Education Center	Dr. Jimmy Lee Thomas	256-315-5580
Lincoln Elementary	Jay Hooks	256-315-5265
Lincoln High	Andy Keith	256-315-5295
Munford Elementary	Angela Robinson	256-315-5250
Munford High	Seth Taylor	256-315-5220
Munford Middle	Angel Carter	256-315-5235
Stemley Road Elementary	Michelle Barker	256-315-5325
Sycamore Elementary	Shareka Lee	256-315-5450
Talladega County Central High	Dr. Timothy Gallahar	256-315-5340
Watwood Elementary	Dr. Scarlet Thomas	256-315-5460
Winterboro High	Emily Harris	

Notice of Receipt

IMPORTANT NOTICE TO PARENTS AND LEGAL GUARDIANS

Please sign and return, or digitally sign online, the *Student Responsibilities and Privileges Code of Conduct and Attendance Notice of Receipt* form, which was sent to you by your son or daughter. *Alabama Law (Code of Alabama 16-1-24.1)* requires that a copy of the school system's discipline plan shall be distributed to all students enrolled in the system and their parents, guardians, or custodians shall read the plan and sign a statement verifying that they have been given notice of the discipline policies of the school system. **It is very important that you sign and return, or digitally sign online, the Notice of Receipt Form.** A separate statement is to be signed for each student. Keep the accompanying information for future reference.

STUDENT RESPONSIBILITIES AND PRIVILEGES:

CODE OF CONDUCT AND ATTENDANCE

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TALLADEGA COUNTY BOARD OF EDUCATION

Student Responsibilities and Privileges:

Code of Conduct and Attendance

www.tcboe.org

PREAMBLE

The Talladega County Board of Education believes that a strong, effective system of public education is essential for the continuation of our democratic form of government and for the good of our citizens.

The authority and legal status of the Talladega County Board of Education is derived from the Constitution of Alabama, 1901, Article 256. The education laws of the State of Alabama specifically establish the duties, responsibilities and powers of the County Boards of Education (Code of Alabama, Title 16-8-1 through 43). The purpose of this document is to inform students, parents, and others of the policies, rules, and regulations of the Talladega County Schools.

In addition, the Board of Education authorizes principals, working with teachers and other professional personnel to make supplemental rules and regulations not in conflict with these policies and regulations as deemed necessary.

It is the purpose of the Talladega County Board of Education to offer the best possible educational opportunities to all students in the Talladega County school system without regard to sex, race, religion, beliefs, national origin, ethnic group, migrant status, homeless status, disability, marital or parental status, or other classification. No person shall be denied benefits of any program or activity on the basis of such classifications. All school activities are open to any student desiring to participate, including female students who are parents. All policies and actions of the Talladega County Board of Education affecting students with disabilities shall fully comply with federal and state special education laws, regulations, and court rulings.

Parents or guardians are urged to seek conferences with the principal or other members of the professional staff whenever the general welfare of a student is concerned.

The Talladega County Schools operate in accordance with the provisions of the Family Privacy Act.

NOTICE

Title VI, IX, and Section 504 Notice of Nondiscrimination

Applicants for admission, applicants for employment, students, parents, employees, sources of referral of applicants for admission and employment, and all other professional and support organizations holding Board approved status with the Talladega County School System are hereby notified that the official policy of the Talladega County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, migrant status, immigrant status, homeless status or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. English as a second language (ESL) students will be guaranteed equal access to educational programming. Additional services may be provided for which they qualify.

Any person having inquiries concerning the Talladega County School System's compliance with the regulations implementing Title VI, Title IX, and Section 504 is directed to contact the person identified below who has been designated by the Talladega County School System to coordinate the systems efforts to comply with the regulations implementing Title VI, IX, and Section 504:

*Mr. Kelvin Cunningham
Director of Operations
106 West South Street / P. O. Box 887 / Talladega, AL 35161
(256) 315-5100*

I. STUDENT RESPONSIBILITIES AND RIGHTS

ATTENDANCE

Student Responsibilities Are:

To be punctual and regular in attendance.

To abide by laws and local board of education and individual school rules and policies regarding attendance.

To promptly request and complete make-up assignments for all absences or tardies.

Student Rights Are:

To be informed of local board of education and individual school rules and policies regarding school attendance, including policies and rules regarding absences, tardies, truancies and related programs, check outs, make-up work, and school sponsored activities.

To be provided with make-up assignments for all absences or tardies when requested.

RESPECT FOR PERSON, PRIVACY, AND PROPERTY

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding respect for person, privacy, and property.

To respect the recognized privacy rights of others.

To attend school and related activities without bringing items prohibited by law or local board of education policy or which detract from the educational process.

To respect the property rights of those at school and the general public.

Student Rights Are:

To be informed of laws and local board of education and individual school rules and policies regarding respect for person, privacy, and property.

To retain privacy of personal possessions on his/her person, in lockers, or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or local board of education policy.

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding rules of conduct.

To acknowledge receipt of the code of student conduct with his/her signature.

Student Rights Are:

To be informed of laws and local board of education and individual school rules and policies regarding rules of conduct.

To be informed as to the specific grounds of the violation(s) of the local board of education's code of student conduct.

THE RIGHT TO LEARN

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding the right to learn.

To take advantage of appropriate opportunities provided for learning.

To avoid hindering the teaching process.

To seek assistance, if needed, to aid learning.

To obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy, and participation in school programs and activities.

Student Rights Are:

To be informed of laws and local board of education and individual school rules and policies regarding the right to learn.

To be provided a safe school environment free of illegal drugs, alcohol, or weapons.

To be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn.

To be provided with the opportunity to express concerns regarding the operation of the school.

FREE SPEECH

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding free speech.
To be courteous of the views of others.

Student Rights Are:

To be informed of laws and local board of education and individual school rules and policies regarding free speech.
To express disagreement in a constructive manner, taking into account the rights of others, consistent with the established education process.

STUDENT PUBLICATIONS

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding student publications.
To communicate in a respectful manner consistent with good education practices.
To seek accurate and complete information on the topics approved for publication.
To observe the accepted rules for responsible journalism under the guidance of faculty members.

Student Rights Are:

To be informed of local board of education and individual school rules and policies regarding student publications.
To participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with that educational process.

ASSEMBLY

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies in regards to assembly.
To seek approval, plan, and conduct meetings consistent with local board of education rules.

Student Rights Are:

To be informed of laws and local board of education and individual school rules and policies regarding assembly.
To assemble in a lawful manner for a lawful purpose with prior approval by local school officials.

PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding school programs and activities.
To be courteous and responsible at all school programs and activities.
To complete assignments related to his/her participation in school programs and activities.

Student Rights Are:

To be informed of laws and local board of education and individual school rules and policies regarding school programs and activities.
To develop or participate in student programs and activities consistent with local board of education and individual school policies.
To seek office in any student organization.

II. PARENT'S RIGHT TO KNOW

The Talladega County School District receives federal funds for Title I programs that are part of the *Every Student Succeeds Act* (ESSA). We strive to employ the most qualified teachers for the students in our system. For parents at Title I funded schools, in accordance with the law, you have the right to request information regarding the

professional qualifications of your child's classroom teacher(s). If you request this information, the district will provide you with the following as soon as possible:

- a) If the teacher has met state qualification and licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b) If the teacher is under emergency or other provisional status through which state qualifications or licensing criteria have been waived;
- c) If the teacher is teaching in the field of discipline of the certification of the teacher; and
- d) If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to receive this information, please contact your local school principal and ask for the form "Parents Right to Know". You may also download the form from our district website, www.tcboe.org. Complete the information and return it to the principal. Your request will be processed as soon as possible.

III. ENROLLMENT

Students who apply for enrollment in a Talladega County School must attend school in the attendance zone where they reside (legal domicile) with a parent or legal guardian. Any exception must be approved by the superintendent in accordance with applicable Board Policy. All students who seek to enroll in a school of the school system for the first time must present proof of legal residence. (Homeless children as defined by the Stewart B. McKinney Homeless Act 1987 will not be denied enrollment in the school zone in which they reside regardless of status of legal residence.) It is the parents/guardians responsibility to provide school officials with verifiable student information. It is the responsibility of the parent or guardian to notify the school immediately in writing of any change of student information. Failure to do so will result in an investigation and appropriate action, i.e., student being withdrawn or referred to Dept. of Human Resources. Students age seventeen and over who seek to enroll after the first ten (10) days of school will not earn credit. Enrollment of an adult student (18 years or older) must have the approval of the Superintendent/designee. Consideration will be given to the following: (1) age, (2) current grade, (3) previous school record, (4) exit status, and (5) any other relevant information. All transfer students must be in satisfactory disciplinary standing from their previous school(s) with no outstanding suspension or expulsion offenses pending. The Talladega County Board of Education honors alternative program placements, suspensions and expulsions from other official Boards of Education. It is the responsibility of the parent/legal guardian to inform school officials of any disciplinary action. Students approved by the superintendent to attend school in the district may have their right to attend revoked for flagrant and / or persistent violations of the district's Code of Conduct and Attendance. If it is necessary to dismiss the student for conduct or attitude detrimental to the school program, the parent is still financially obligated for the full school year.

Laws Pertaining to Enrollment and the Denial or Suspension of a Driver's License:

1. Non-Enrollment (Code of Alabama, Section 16-28-40) - The Department of Public Safety shall deny a driver's license or a learner's permit for operating a motor vehicle to any person under the age of 19 years old who does not, at the time of application, present a diploma or other certificate of graduation from a secondary high school of this state or any other state, or documentation that the person: a) is enrolled and making progress toward the GED, or has obtained the GED; b) is enrolled in a secondary school of this state or any other state; c) is participating in a job training program; d) is gainfully and substantially employed; e) is a parent with the care and custody of a minor or unborn child; f) has a physician certify that the parents of the person depend on him or her as their sole source of transportation; g) is exempted from this requirement due to circumstances beyond his or her control. It is the responsibility of the student, parent/guardian to secure a "Student Enrollment Exclusion Status Form" at the office of the school in which the student is enrolled prior to going to the Department of Public Safety.
2. Withdrawal - Whenever a student 17 years of age or older withdraws from school, the Department of Public Safety shall deny that individual a driver's license or a learner's permit. Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences during a semester.

The Department of Public Safety will notify persons that their license/learner's permits will be suspended on the 30th day following notification of withdrawal from school unless re-enrollment occurs or one of the other conditions is documented.

IV. ATTENDANCE

Every child between the ages of 6 and 17 in the Talladega County School System shall be required to enroll in school. Each child who enrolls in the Talladega County School System, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the State. **In accordance with Alabama Law, each child enrolled in a public school K-12 is subject to the attendance laws of the State.** The law gives the responsibility for attendance and control of the child to the parent. Any child who is prosecuted for truancy may be placed in a juvenile facility or in long term residential care. Any custodial adult who is prosecuted for failure to require a child to attend school or fails to compel the child to properly conduct himself or herself as a student in any public school accordance with the written policy on behavior adopted by the local Board of Education is guilty of a misdemeanor and upon conviction may be fined or jailed.

A student is “deemed truant (unexcused)” if the parent does not explain in writing the cause of the absence **within three (3) school days** following return to school.

See: (C) Summary of Civil Liabilities and Criminal Penalties – page 16

A. Class Attendance, Tardies, and Absences:

School attendance is required of all children. Students are expected to report to school on time and attend school the full day. All students are subject to the same attendance policies. Parents should make every effort to schedule doctors’ and dentists’ appointments after school hours. Absences and tardies are either excused or unexcused. **Note: It is the parent’s responsibility to provide school and court officials the correct mailing address and telephone number. Any changes made during the school year need to be sent in writing to school and juvenile court officials.**

“Excused Absences and Tardies” are defined as the following:

1. Student Illness – Students who are sick and whose illness would endanger their health and the health of others. A doctor’s excuse may be required.
2. Serious Family Illness – A serious illness in the student’s immediate family that would reasonably necessitate the absence of a student.
3. Death in the Immediate Family –A recent death in the student’s family may result in the student being temporarily excused from school for a reasonable length of time.
4. Recognized Religious Holidays – Students will be temporarily excused from attendance on special and recognized religious holidays.
5. Professional Appointments – Will be excused with note from the doctor.
6. School Sponsored Activities – Students shall be marked present when participating in a school sponsored activity away from the school building. However, any work missed must be made up.
7. Family Emergency/Crisis – Students will be excused when their absence is beyond their control and due to a family emergency/crisis as determined by a school administrator.
8. School Closing – Weather or emergency.
9. Legal – Will be excused with documents from court officials.
10. Permission from the principal.

“Unexcused Absences and Tardies” are defined as the following:

An absence or tardy for a reason not covered in the provision described under “Excused Absences and Tardies” will be unexcused (example: Overslept, traffic, missed bus, etc.) It is the parents’ responsibility to see that their children attend school regularly and to provide evidence for an excused absence when an absence is necessary. **A phone call to the school about an absence is not sufficient documentation.** The State of Alabama requires a written note on file within 3 days upon a student’s initial return to school. Each note must contain the following:

Child’s full name
Date to be excused
Reason for absence
Phone number to contact parent/guardian
Signature of parent or doctor

All notes will be kept on file and marked valid or invalid upon date and time of receiving the note. When school officials do not know the reason for an absence, they must assume that it is unexcused.

Students must attend 51% of the day to be counted present for the day. Parents or their designee must present a written explanation and sign their children in or out of school at the office when checking in or out.

Three (3) check-ins or check-outs (this includes tardies to school) will be counted as one (1) of a student's ten (10) absences excused with parent note. Three (3) unexcused check-ins or check-outs will be considered one (1) day of unexcused absence counted toward the truancy program. Students with fifteen unexcused tardies or any combination of unexcused tardies/unexcused absences that accumulate will be referred as appropriate to the Truancy Program.

Truancy Program

Parents will be notified of unexcused absences by letter, per the following:

1. First unexcused absence – a letter will be mailed to the student's home. Letter will be sent to the address on record at school. **If a student's address changes during the school year, parents must inform school officials immediately.**

2. Third unexcused absence – a letter will be mailed to the student's home requesting a parent conference to clarify any unexcused absences and inform parents of consequences of future unexcused absences. Every effort will be made by parents and school officials to address issues in this conference.

3. Fifth unexcused absence – **School officials will file a truancy complaint with juvenile court officials.** Juvenile court officials will send a letter to the student's home informing them that a truancy complaint has been filed in juvenile court. Court officials will notify parents of the date and time of the School/Court Early Warning Meeting.

4. Seventh unexcused absence – **School officials will sign a warrant on parents of students in elementary school through grade six (6). School officials will file a petition or warrant in juvenile court on students in grades 7-12.**

5. Ten or more unexcused absences will result in contributing to a truancy charge being filed against the parent(s) or guardian(s) of all students.

Important: School officials will follow procedures for School/Court Early Warning meeting before filing a complaint or a warrant. Students and parents will have the opportunity to attend the School/Court Early Warning Meeting only one time during the student's school career.

For example, if a student and parent attended the School/Court Early Warning Meeting when the student was in the seventh grade, and then the student has accumulated five unexcused absences in the ninth grade, the student and parent will not attend the School/Court Early Warning Meeting at that time. However, if that student reaches seven unexcused absences during that same school year, a petition will be filed on the student and/or a warrant will be signed on the parent/guardian.

B. PARENTAL EXCUSE COVERING ABSENCES:

State Law requires parents or guardians of students K-12 to explain the cause of any absence of students under their control or supervision. The parent or legal guardian must send to the school, within three days after the student returns to school, a written statement of the reason(s) for the student's absence. If this written statement has not been received within this time period the student shall be considered as truant or absent without an acceptable reason. State Law and Board Policy authorize the principal to make the determination of whether an absence is excused or unexcused. (Reference C: Excessive Absences)

C. EXCESSIVE ABSENCES:

1. No more than ten absences per year/five per semester course authorized by a parent/guardian will be excused during the school year. After the accumulation of ten absences per year/five per semester course which are not documented medically or legally, medical documentation (Example: medical doctor, professional counselor, etc.) or legal documentation (Example: court summons, etc.) must be presented for additional absences to be excused. In addition, students with excessive parent excuses that are not verified medically or legally will be referred for intervention. Such intervention may result in referral to the Court and/or Department of Human Resources.
2. A kindergarten student who accumulates more than twenty absences that are not verified medically or legally may be withdrawn.
3. Students transferring from other school systems will be held accountable for all absences accumulated during the current school year. If the transferring student has already been denied credit by the previous system, he/she will also be denied credit or non-promotion by Talladega County Schools.

4. **Students in grades 9-12 who accumulate 10 or more unexcused absences in a class will not receive credit in that class.** Credit may be obtained through participation in a Credit Recovery Class if one is available.

D. MAKE-UP WORK:

1. Students absent for any reason shall be required to make-up work missed at an appropriate time as determined by the teacher. The responsibility for make-up work rests with the student. Make-up work shall be scheduled and/or completed within three school days after returning to school. Special arrangements may be made in extenuating circumstances.
2. Students on school sponsored trips will be counted present and allowed to make up work.
3. Absences of a student who has been suspended from school will be treated as unexcused. The student will be required to make up work missed including when a suspension occurs on midterm and final tests/instructional projects.

E. GRADING STUDENT EVIDENCE OF LEARNING (Grades 3-12):

Grades measuring student learning will be assigned to one of three categories:

<i>Measurement Level</i>	Gold	Silver	Bronze
<i>Percent of Grade</i>	60%	30%	10%
<i>Examples of Measures</i>	<ul style="list-style-type: none"> • Major Tests/Exams (Mastery of Standards) • Major Projects/Work Products (Application of Standards) • Represents Mastery of Standards or Application of Standards 	<ul style="list-style-type: none"> • Quizzes/Checkpoints • Small Projects • Represents Growth toward Mastery of Standards and/or Mastery of Pre-requisite Skills 	<ul style="list-style-type: none"> • Homework • Daily Grades • Minor Classwork/Projects • Programs • Represents Practice of Skills

Grades reporting student demonstration of Life Skills/Behaviors that support learning (i.e. punctuality of assignments, collaboration, responsibility, conduct) will be reported in a separate category.

F. SEMESTER EXAM EXEMPTIONS (Grades 3-12):

Students may be exempt from one or more semester exams by class (in December and/or May) if they meet the following conditions:

Proficiency Exemption – Reading or English/Math ONLY

- Students scoring proficient and/or having significant growth toward grade level standards on a district approved standards-based adaptive assessment will be exempt in Reading/English and/or Math.
- Also, students must have a C average or above in Reading/English or Math to be exempt from the semester exam for that class.

Attendance Exemption – Science, Social Studies/History, Electives ONLY

- 3 Tardies = 1 Absence

Overall Grade Average	Number of Absences from Class
A	3
B	2
C	1

Test Exemption Information

- Nine weeks exams will be given at the conclusion of all nine weeks.
 - 1st and 3rd Nine Weeks - All students will be required to complete a teacher/school created standards-based nine weeks exam.

- 2nd and 4th Nine Weeks - Students who do not meet the requirements of the exemption policy will complete a teacher/school created standards-based nine weeks exam.
- All nine weeks exams will be considered a GOLD Category Grade in the gradebook.
- Taking an AP Exam automatically exempts a student from the 2nd semester exam.
- Exempt students may elect to take an exam to improve their final grades without risk.

G. ABSENCES TO ACCOMPANY PARENTS ON A TRIP:

Student absences from school to accompany parents on trips are not excused absences, unless granted prior approval by the principal, or due to emergency.

H. ABSENCE DUE TO MEDICAL OR DENTAL APPOINTMENTS:

Every effort should be made to schedule medical or dental appointments outside of school hours. If an exception is necessary, the student should report back to the school with a statement from the doctor or dentist indicating the time spent in the office of the doctor or dentist.

I. TARDIES / CHECK-INS:

1. Students are required to report to their individual school no later than the beginning of the school day and to be on time for all classes during the day. The State Department of Education requires that a school's instructional program consist of a six hour day. Therefore, students who are tardy without acceptable reason shall be considered truant. Individual schools will adopt rules which will insure compliance with this regulation.
2. The attendance policy shall be applied to determine whether absences from individual classes are excused or unexcused. In either case the student is required to make up work.

J. AUTHORITY TO LEAVE SCHOOL (CHECKOUTS) BEFORE THE END OF THE SCHOOL DAY:

1. Students who leave school for any reason must obtain permission to do so in the principal's office.
2. In order to leave school during the school day, students must be signed out in the school office by a custodial parent, *guardian, or other adult who has been properly designated in writing by the parent/guardian. The parent/guardian or designated adult must come in person to the school office. Students will not be permitted to sign out on the basis of a note or phone call from parent(s) or others. Administrators may exercise discretion as deemed necessary.
3. The School Registration/Information Form should be used by the parent/guardian to designate adult(s) who may sign the student out of school. Any adult who is identified by the parent/guardian as an emergency contact person on the School Registration/Information Form is deemed authorized to sign the student out of school. By designating such person(s) the parent/guardian is authorizing the school to release the student at any time a designated person comes to the school office to sign the student out. Nevertheless, administrators may exercise discretion to contact the parent/guardian as deemed appropriate or necessary. Except for periodic updates which may be requested by the school, a parent/guardian desiring to update or change the listing of persons designated to sign the student out of school should visit the school office. Such updates or changes shall be the responsibility of the parent/guardian.
4. If a high school student is to be allowed to leave the campus for an appointment without a parent/guardian or designated adult present, the parent/guardian must come by the school office in advance of the check-out time (i.e. before school or on the day before the desired check-out time) to sign the check-out sheet or other pre-release form in the presence of school personnel.
5. The attendance policy shall be applied to determine whether absences from individual classes are excused or unexcused. In either case the student is required to make up work.
6. Students who check-out must report to the office immediately if they return to campus during the school day.

**A custodial parent in a divorce situation is one designated by prevailing court order as having sole or joint custody of the child. A non-custodial parent must be designated or authorized by the custodial parent in order to sign a child out of school.*

K. TRIP PERMISSION:

1. All field trips must be planned in advance and approved by the principal and the Superintendent or his/her designees.
2. Any student making a trip under the sponsorship of the school is required to present the authorized form signed by a parent of record or guardian giving express permission for the student to make the trip and releasing the school from liability for any injury.

L. HEAD LICE PROCEDURES:

The Alabama Department of Public Health's recommended guidelines for control of head lice in school will be followed.

1. When head lice are found, the student is sent home with instructions as to proper treatment.
2. The student should return to school the following morning accompanied by a parent or responsible parent designee. The student will be rechecked. The student will not be allowed to return to class until he/she is rechecked and found to be lice free; or presents a Health Department or physician's statement of verification that the student is lice free.
3. If nits/eggs are present, the student will be sent home with treatment instructions. The student will be allowed to return to school the following day with a parent/parent designee to be rechecked. If it is determined by the principal/designee or the school nurse that there are no nits/eggs present or that there is a significant improvement as a result of treatment, then the student may remain at school.
4. Students are excused the first three (3) days of treatment. Unless extenuating circumstances are approved by the principal, all other absences due to lice are unexcused.
5. Students who continue to have unexcused absences due to lice should be referred to the Department of Human Resources and Juvenile Court.

M. FEVER

According to medical professionals, a temperature above 100.5 is considered contagious, therefore a student with a temperature 100.5 or above must go home. Student must be fever free for 24 hours, without the use of a fever reducing medicine, before coming back to school.

V. GROOMING AND DRESS

The Talladega County Board of Education believes that acceptable grooming and dress are essential elements in the teaching and learning process. Students are expected to dress in such a manner that will ensure health and safety and not distract from the learning environment. Dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students or purpose of public school education. Students will not wear any article of clothing or display any insignia or sign that shows disrespect for any person, creed, race, color, sex or nationality. Parents/Guardians are expected to monitor students dress. Students in violation of the dress code will be reported to the principal's office and subject to disciplinary action.

DRESS CODE

The school administration has the authority to determine whether or not a student's clothing is in compliance with intended dress code.

(I.) MANDATORY DRESS CODE FOR ALL SCHOOLS GRADES 7 – 12, INCLUDING THE FOLLOWING SCHOOLS: CHILDERSBURG MIDDLE SCHOOL (GRADES 5-8); DREW MIDDLE SCHOOL (GRADES 6-8); FAYETTEVILLE SCHOOL (GRADES 6-12); MUNFORD MIDDLE SCHOOL (GRADES 6-8) AND WINTERBORO SCHOOL (GRADES 5-12).

A. DRESS CODE SHIRT: Solid color pullover or button-up shirt with a collar.

1. Solid pullover or button-up shirt with a collar. Shirt logos must be small and unobtrusive – approximately the size of a quarter (1" x 1").
2. Sleeveless shirts or blouses are not permitted.
3. Undergarments should not show through the outer shirt.
4. Emblems, graphic designs or logos that show through the outer clothing are prohibited.
5. School logo shirts, approved by the principal, may be in school colors and can have a larger logo than 1"x 1".
6. School logo t-shirts are not permitted except on days designated by the principal.
7. Shirts and blouses must be tucked in pants. However, administrators may use their discretion as whether to allow certain styles of shirts and blouses to remain untucked.

B. PANTS/SKIRTS: Khaki (no green or gray shades of khaki), dark navy, or black pants/skirts only - no writing or graphics other than small and unobtrusive pants label

1. Pants must fit properly.
2. "Slacking" will not be tolerated.
3. Pants that are clinging, tight-fitting or excessively large are not permitted.
4. Overalls or bellbottoms are not permitted. Slight flare is acceptable.
5. No denim material is permitted regardless of color.
6. Large, baggy pant pockets, with excessive material, are not permitted.
7. Shorts, skirts, jumpers, and dresses should not be worn more than approximately three inches above the top of the knee. (Dresses should have a collar and sleeves)
8. Sweatpants of any type; fleece, joggers or otherwise, are not permitted.
9. No article of clothing which can be considered as exercise apparel is permitted.
10. Leggings/jeggings cannot be worn as pants.

C. BELTS: Any SOLID color.

Belts are required. Buckle cannot be larger than a driver's license. Belt must be appropriate length and fastened around the waist.

D. SHOES: Closed-toed shoes must be worn.

1. Shoestrings must be tied and/or velcro fastened.
2. Students must wear appropriate shoes for physical education classes.
3. The following shoes are not permitted: cleated shoes, bedroom shoes, roller skate shoes, or shoes with sharp or protruding objects, e.g., spurs. Shoes must not present a safety risk to students.

E. SWEATERS AND INDOOR JACKETS: (may be worn in the school building)

1. Solid color, open front or pullover sweater, vest, sweatshirt. Shirt with collar, turtleneck or mock turtleneck must be worn underneath pullover sweaters or sweatshirts. Solid trim on collar or sleeve is acceptable.
2. Fleece jackets are acceptable.
3. Logos must be small and unobtrusive – approximately the size of a quarter (1" x 1").
4. School logo sweaters/jackets approved by principal may be in school colors and have larger logo.

F. COATS

Any color jacket or coat can be worn to school and placed in a locker or designated area. Only approved sweaters and jackets can be worn to class (Reference: Sweaters and Indoor Jackets).

G. The principal may designate days during the school year in which students will be given the opportunity to wear other attire in adherence with the Talladega County Board of Education Dress Code K-12.

H. Students who transfer from other school districts will be given a period of five (5) school days to come into compliance with the dress code.

In addition to the above dress code requirements, students must adhere to the school system's K-12 Grooming and Dress Code requirements.

(II.) TALLADEGA COUNTY SCHOOLS GROOMING AND DRESS CODE GRADES K-12

Talladega County School System Dress Code K-12

- A. Clothing must be worn conventionally; e.g.-frontside front and backside back.
- B. Pants must fit properly. "Slacking" will not be tolerated.
- C. Belts are required. The buckle can not be larger than a driver's license. Belts must be appropriate length and fastened around the waist.
- D. Shorts, skirts, skorts, jumpers and dresses should be hemmed and should not be worn more than approximately three inches above the top of the knee.
- E. T-shirts and other undergarments must not show through outer shirt.
- F. Shirts and blouses must be tucked in however, administrators may use their discretion as whether to allow certain styles of shirts and blouses to be untucked.

G. Closed-toe shoes must be worn. Shoestrings must be tied and/or Velcro fastened. Students must wear appropriate shoes for physical education.

H. The following are not permitted for students Grade K–12:

1. Students are prohibited from forms of dress, hairstyle, visible tattoos or other adornments that draw attention to one's self in a manner that may be disruptive to the educational process.
2. Sunglasses, hats, headwear or head coverings in the school building (consideration will be given for extreme circumstances).
3. Halters, cropped tops, backless dresses, muscle/tank tops.
4. Clothing must not have cuts, slits or holes (must be patched).
5. Clinging or tight fitting garments.
6. "Hip-hugger" or "Low-rise" pants.
7. See through clothing or any clothing that allows undergarments to be made visible.
8. Unbuttoned or open front shirts (unless worn over appropriate clothing as a jacket).
9. The following shoes are not permitted: Open-toed shoes, cleated shoes, bedroom shoes, roller skate shoes or shoes with sharp or protruding objects e.g. spurs (shoes that would be a safety risk to students).
10. A purse or tote no larger than an average size textbook to accommodate personal health items may be carried during the school day.
11. Jewelry that would be a personal safety concern. Male students may not wear earrings or other body piercing jewelry or objects. Female students may not wear body piercing jewelry or objects other than in the ear. Jewelry should be worn in moderation and should not draw attention to one's self in a manner that may be disruptive to the educational process.
12. Controversial, offensive or vulgar types of insignia, arm bands, decals, slogans having double or questionable meaning, etc. Controversial or vulgar type tattoos must be covered.
13. Clothing which promotes products or activities prohibited by school policies (obscene language, unacceptable graphics, illegal substance advertisements to include alcohol and tobacco).
14. Anything worn which could be considered as a weapon or as potentially harmful to other persons, such as chains.
15. Clothing which has become synonymous with any secret society or anti-authority gang activity. (Refer to Criminal Acts Defined)

NOTE: If any aspect of the dress code becomes a consistent problem, appropriate adjustments will be made by the principal in collaboration with the Superintendent/Designee to address the situation.

(III.) BOOK BAGS / BACK PACKS

Clear or mesh book bags and backpacks are permitted for grades K – 12. The use of rollers on book bags or backpacks is prohibited. "Trapper Keeper" styled notebooks are acceptable.

VI. STUDENT CONDUCT

In order that the Board of Education may fulfill its commitment to provide the best possible educational opportunities and experiences, every student shall conduct himself or herself responsibly at all times.

A. CONDUCT AND LANGUAGE

Conduct and/or language that interfere with the educational process is prohibited on school property.

1. **THREAT, HARASSMENT OR INTIMIDATION** (The threat by word or act, including social media, to do harm to a person)

The principal shall notify appropriate law enforcement officials concerning physical harm to a person or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign an 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. Harassment forms may be obtained from principal, counselor, or TCBOE website.

2. **NO FIGHT/ASSAULT REGULATION** (Grades 7-12)

The Talladega County Board of Education is obligated to provide a safe and orderly environment that is conducive to learning. Therefore, fighting or any act of assault as herein defined, in a school building, on a school campus, at any school function, or on a school bus will not be tolerated and shall constitute a Class III Major Violation of the Code of Student Conduct.

The “no fight/assault” regulation shall be enforced at all middle schools and high schools (Grades 7-12). The school administrator shall determine whether a fight has occurred within the meaning of the No Fight Regulation.

The procedures are as follows:

- Step 1 The principal or designee shall investigate the fight and take the appropriate action as identified in the code of student conduct as follows:
 - 3.08 Fight: Any physical altercation between two or more students that is intended to cause injury.
 - 3.11 Assault: Striking another person by attacking the person with the intent to cause injury.
- If, in the findings of the school administrator, the student who was not the aggressor
 - (1) did all that was reasonable to avoid the confrontation; and,
 - (2) his or her participation in the fight was no greater than was necessary to defend himself or herself from bodily injury the student shall not be punished.
- Step 2 The principal or designee shall identify, record, and document the names of witnesses to the fight, and, to the extent practicable, secure written statements from all witnesses.
- Step 3 The principal or a designee shall call the police or Sheriff’s Department for appropriate action.
- Step 4 If the student is to be removed from the school by a law enforcement officer, a reasonable attempt will be made to notify the parents or legal guardians.
- Step 5 Students involved in fighting or assault offenses will be suspended out of school for a minimum of two (2) days, followed by placement in OSCAR.
- Step 6 While assigned to the OSCAR classroom, the student will be required to participate in conflict resolution training and the development of an individual conflict resolution plan.

3.OFF-CAMPUS EVENTS

Students attending functions and/or special events at other schools are subject to the control and authority of their school, e.g., a student from school “A” attending a ball game at school “B”, regardless of the hour, will be held responsible for his/her conduct as if he/she were on the campus of his/her school during regular hours.

4.TRANSPORTED STUDENTS

Buses are operated for the primary purpose of providing safe transportation for students to and from school. Students transported by buses operated by Talladega County Schools are under the jurisdiction of school officials at all times. Students shall obey the driver promptly concerning conduct on the bus. Failure to do so or engaging in conduct which endangers the safety and welfare of one’s self or others will result in suspension from riding the bus. In extreme or repeated cases, the results may be expulsion from riding the bus and/or suspension from school. The right of all students to ride in a Talladega County School bus is conditional on good behavior.

SCHOOL BUS RIDER RULES AND REGULATIONS

The right of students to ride in a school system bus is conditional on their good behavior and observance of the following rules and regulations. Any student who violates any of the following rules will be reported to the school principal and subject to disciplinary action:

A. General Safety Rules

1. The bus driver is in full charge of the bus and students. Your support and cooperation is expected.
2. Respect and courtesy shall be shown to the driver and fellow students at all times.
3. Students are expected to ride their assigned buses. Drivers will not discharge riders at places other than regular bus stop except with written authorization by parent(s) of record or guardian(s) through a school official.
4. Students should always remain seated, facing the front of the bus with feet on the floor and out of the aisle.
5. Objects which may pose a threat to safety are prohibited. These may include but are not limited to, sharp objects, glass objects, balls, bottles, insects, animals, balloons and large or bulky items.
6. Students are not to tamper with the safety bar.

B. Loading (at home and at school)

1. Unauthorized persons are prohibited from boarding a school bus.
2. Be on time at your designated school bus stop. (Approximately five (5) minutes before normal pick-up time)
3. Stay off the road at all times while waiting for the bus.

4. Wait until the bus comes to a complete stop and the driver signals students before attempting to load.
5. Do not move toward the bus at the school loading zone until the bus driver signals to do so.

C. Riding

1. Always remain in your assigned or selected seat until time to leave the bus.
2. Keep hands and head inside the bus at all times.
3. Keep your feet and legs, books and other objects out of the aisle while seated.
4. Never throw any object in or from the bus.
5. Never tamper with, deface, or damage the bus or its equipment in any manner.
6. Always remain in the bus during an emergency unless your driver instructs you otherwise.
7. Never use the emergency door except in an emergency.
8. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in a serious accident. NOTE: Be especially quiet when approaching a railroad crossing stop.
9. Profanity and obscene gestures are strictly prohibited.
10. Assist the driver in assuring the safety and comfort of younger students.
11. Never eat or drink while on the bus.
12. The use of tobacco in any form will not be permitted.

D. Unloading

1. Wait until the bus comes to a complete stop before leaving your seat.
2. ***Never cross behind the bus.*** Always cross approximately 6-8 feet ***in front*** of the bus.
3. When crossing in front of the bus, always stop at the right front of the bus and wait for the driver to signal to cross before stepping into the other lane.
4. Assist with the safety of younger students.
5. Upon unloading, move quickly away from the bus.

E. Extra-Curricular Trips

1. The above rules and regulations apply to any trip under school sponsorship.
2. Students are under the supervision of school officials and chaperones while riding a bus.
All Talladega County students have access to bus transportation, those who choose not to ride the bus should be picked up by the time the last bus load leaves. Those who are not may be referred to DHR when appropriate.

F. Suspension From Bus

Students unwilling to conduct themselves properly may be suspended from the bus. Any student who fails to obey any school bus rule, regulation or policy of the Board of Education or commits any act that is detrimental to the maintenance of good order of the school bus is subject to suspension by the principal for up to 5 school days. (Additional days may be approved by the superintendent or designee when appropriate.)

G. No Trespassing On A School Bus

Individuals who trespass on a school bus will be subject to the legal ramifications of the Charles "Chuck" Poland, Jr. Act (Alabama Act 2013-347). Those found entering a school bus without permission will be prosecuted to the fullest extent of the law which can result in a fine of up to \$6,000 and up to one year in jail. No one is allowed to step on a school bus unless given permission to do so by school personnel. This law is in place to help keep our children safe and prosecute those who break the law. ANY bus related issue must go through the local school administrators. ***School bus drivers are not allowed to communicate with parents at the bus stop because this creates a safety issue while loading and unloading children. Bus drivers have been instructed to load and unload children only if the bus stop is safe and there is not an adult in close proximity to the bus.***

B. CRIMINAL ACTS DEFINED

The following activities are among those defined as criminal under the laws of the State of Alabama:

1. ARSON - The intentional setting of fires to any part of School Board property.
2. ASSAULT - Intentionally causing physical injury to another person.
3. BOMB THREATS - Verbal or written communication of the presence of a bomb or other explosive devices on school property. (Source and Penalty: Organized Crime Control Act 1970 - Public Law 91-457.)
4. BURGLARY - Breaking or entering a building or structure with intent to steal or commit a crime.
5. EXPLOSIVES - Explosives are not permitted on school property, school buses or at school sponsored events.
6. FIREARMS AND WEAPONS - Possession of firearms and weapons are prohibited on school property, buses or at school sponsored events.

7. THEFT OF PROPERTY OF ANOTHER
8. CRIMINAL MISCHIEF- Malicious damage or destruction of property of another.
9. ROBBERY - Obtaining money or property by violence or threat of violence, or forcing someone to depart with something of value against that person's will by force or threat of force.
10. SALE, USE, OR POSSESSION OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS
11. TRESPASS - Being present in an unauthorized place in the school, on school property, or refusing to leave the premises when ordered to do so by a school official.
12. UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES - Disruptive conduct resulting in interference with administrators and/or teachers in the discharge of their official duties.

THE COMMISSION OF OR THE PARTICIPATION IN SUCH UNLAWFUL ACTIVITIES ON SCHOOL PROPERTY, ON A BUS OR AT SCHOOL-SPONSORED EVENTS IS PROHIBITED.

DISCIPLINARY ACTIONS WILL BE TAKEN BY THE SCHOOL REGARDLESS OF WHETHER OR NOT CRIMINAL CHARGES RESULT.

C. 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 (Code of Alabama, Section 16-28-12):

The law requires that every child between the ages of 6-17 years shall be required to attend school (§16-28-3, Code of Alabama, 1975).

"Each child who is enrolled in a public school shall be subject to the attendance and truancy laws of the State." 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:

1. 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).

2. It shall be unlawful for any parent, guardian, or other person to willfully aid, encourage, or cause any child to become delinquent, dependent, or in need of supervision or by words, acts, threats, commands, or persuasions, to induce or endeavor to induce, aid, or encourage a child to do or perform any act or to follow any course of conduct which would cause or manifestly tend to cause such child to become or remain delinquent, dependent, or in need of supervision or by the neglect of any lawful duty or in other manner contribute to the delinquency, dependency, or need of a child. Failure on the part of any parent, guardian, or other person having custody of the child to cause such child to attend school as required by compulsory attendance law shall be held to be encouraging, causing, and contributing to the delinquency, dependency, or need of supervision of such child." (§ 12-15-13(a), Code of Alabama, 1975)

"Whoever violates this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$500 or sentenced to hard labor for the county for a period not to exceed 12 months or both." (§12-15-13(a), Code of Alabama, 1975)

3. 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 . . ." (§12-15-1(10)(h), Code of Alabama, 1975)

Action Against the Alleged Truant Child:

A child is truant if no explanation is provided for absences or the child is absent for reasons other than those recognized as excusable. "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)

DROP OUT/DRIVER'S LICENSE (Code of Alabama, Section 16-28-40):

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.

PISTOL POSSESSION/DRIVER'S LICENSE (Code of Alabama, Section 16-28-40):

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

WEAPONS IN SCHOOLS (Code of Alabama, Section 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, a hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, black-jack, bludgeon, or metal knuckles.)

DRUGS/ALCOHOL/WEAPONS/PHYSICAL HARM OR THREATENED PHYSICAL HARM (Code of Alabama, Section 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 an 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.

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.

DRUG DEALING (Code of Alabama, Section 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.

FIREARMS (Code of Alabama, Section 16-1-24.3):

A student who is found to be in possession (i.e., on the person, in a locker, book bag, automobile, or other location) of a firearm or weapon in a school, on school property, or at any school sponsored event will be expelled from school for one year or as specified by State legislation. Additionally, local law enforcement officials will be immediately contacted and the student will be prosecuted to the full extent of the law.

TEACHER ASSAULT (Code of Alabama, Section 13A-6-21):

Assault with intent to cause serious physical injury to a teacher or employee of a public educational institution during or as a result of the performance of his or her duty, or assault that causes physical injury to any person is a Class C felony (assault in the second degree). Once the classification of the violation is determined, the principal shall notify law enforcement for appropriate legal action. If that person is a student enrolled, the school shall immediately suspend that student and schedule a hearing.

VANDALISM (Code of Alabama, Section 6-5-380):

The parents or guardian of any minor under the age of 18 shall be liable for the actual damages sustained to school property, plus court costs, caused by an intentional, willful or malicious act of the minor.

CHILD ABUSE AND NEGLECT REPORTING (Code of Alabama, Section 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 or medical assistance to a known or suspected victim of child abuse or neglect.

D. STUDENTS WHO HAVE BEEN EXPELLED FROM OTHER SCHOOL SYSTEMS:

The Talladega County Board of Education honors suspensions and expulsions from other official Boards of Education. All transfer students must be in satisfactory disciplinary standing from their previous school(s) with no outstanding suspension and expulsion offenses pending.

E. STUDENTS CONVICTED OF CRIMES:

Students convicted of crimes and who are under the jurisdiction of the court must have approval of the Board of Education before being admitted to school. The student, if admitted, will be enrolled under strict probationary conditions.

F. KNIVES AND DANGEROUS INSTRUMENTS:

Students shall not bring knives or any other instruments to school which would endanger the safety of any student. Students who are found to be in violation of this rule will be placed on immediate suspension from the school, and proper law enforcement authorities will be notified for appropriate legal action.

G. INSPECTION OF SCHOOL PROPERTY:

School officials reserve the right to inspect school property, including lockers, to insure the safety and security of the premises and of students. Lockers remain the property of the school. Although a student may exercise exclusive control of his/her locker as opposed to access by fellow students, the control is not exclusive against the school officials. The school officials may inspect lockers at any time to insure school safety and in the interest of the welfare of other students.

H. SEARCH OF A STUDENT BY SCHOOL OFFICIALS:

School officials have the right to search a student when there is a reason to believe that he/she possesses articles that might endanger others or believe that such articles are possessed in violation of the law and/or regulations of the Board of Education. Such searches shall be done in private by a school official of the same sex as the person searched and a third party of the same sex shall be present.

I. USE OF METAL DETECTORS:

Metal detector searches may be conducted by school board employees. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes. Individual schools may implement a schedule if approved by the Superintendent.

J. UNANNOUNCED VISITS BY LAW ENFORCEMENT AGENCIES:

To provide and maintain a safe and secure environment for students, staff and visitors, the Board supports the requirement of The Alabama Administrative Code, section 290-030-010-.06, to permit law enforcement agencies to make periodic, unannounced visits, except to the Superintendent and the building Principal, to any school within the School System. Such visits shall be for the purpose of detecting the presence of illegal drugs or weapons. In accordance with the Code of Alabama, 16-1-24.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).

K. POLICE INTERROGATIONS OF STUDENTS

A student enrolled in the school district shall not be interrogated by any law enforcement authority on school property during regular school hours without the knowledge of the school principal/designee. All interrogations and interviews shall be conducted in a private setting, and an official school representative shall normally be present. In appropriate situations, school officials may permit private interviews with students by police officers.

Reasonable efforts shall be made to contact a parent/guardian and/or have a parent/guardian present. In those instances when a parent/guardian cannot be contacted or is not present within a reasonable time period, school officials must allow interviews by law enforcement officials to proceed in the absence of a parent/guardian.

If the student is to be removed from the school by police officers, a reasonable effort shall be made to contact the

parent/guardian. Questioning or interviewing of students conducted by school officials DOES NOT require parent contact or consent, even if such questioning occurs in the presence or vicinity of law enforcement officials or the information obtained by school officials is later shared with law enforcement.

L. USE OF TRAINED DRUG DETECTING DOGS:

The Board of Education may utilize trained drug detecting dogs on properties owned and/or maintained by the school system. Information obtained through the use of trained drug detecting dogs shall be used only for school disciplinary or law enforcement purposes.

M. USE OF SURVEILLANCE CAMERAS:

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the school system. Information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes. Surveillance camera tapes can only be viewed by central office staff, local school administrators or law enforcement. Other system employees may view surveillance camera tapes when assisting an administrator with identification of a person on tape.

N. TOBACCO PRODUCTS:

The reports of the Surgeon General's Committee and studies of the American Cancer Society give conclusive evidence that lung cancer, heart conditions, and other ailments are directly related to smoking. In view of the seriousness of this problem and statutory requirements to teach about the harmful effects of tobacco, the Talladega County Board of Education has adopted the following policy regarding the possession/use of tobacco products:

Students shall not possess/use tobacco in ANY form in school buildings, on the school campus, on a school bus or at school functions.

O. UNAUTHORIZED ASSEMBLY:

Conduct of students or assembly of students which disrupts the educational process or endangers the safety of other students and/or school personnel is prohibited. Students shall not participate in sit-ins, demonstrations, riots, or other disruptive activities. Violations of this regulation will result in disciplinary actions which may include expulsion (See File JCEC, Talladega County Board of Education Policy Manual).

P. GAMBLING:

Gambling in any form is prohibited on school property.

Q. SECRET SOCIETIES/GANG OR HATE GROUP ACTIVITY:

A "gang" is a group of three or more individuals with a common interest, bond or activity. The board of education believes that anti-authority gang related dress and behavior have the potential of endangering the safety and welfare of students and school personnel and of disrupting the educational process. Membership in a gang often is marked by certain colors or distinctive symbols and the use of certain signals and gestures. Students who possess gang or hate group writings will be subject to disciplinary action. Students who engage in behavior or adopt dress style or personal appearance suggestive of gang membership not only may endanger the welfare and safety of other students or school personnel and disrupt the educational process, but themselves may become victims of delinquent, criminal or antisocial conduct. The board has no tolerance for gangs and declares that policies, including, but not limited to the code of conduct shall be used and enforced in a manner to prevent the initiation and continuation of gangs in the school system.

R. STUDENT USE OF COMMUNICATION DEVICES:

Unauthorized Possession and or use of any communication device during school hours and on school buses is prohibited.

School personnel will confiscate all cell phones and ECD's and will require parents to retrieve the devices. Students who violate the policy will be subject to appropriate discipline. A student who uses a cell phone or ECD in a manner to download indecent materials, "text" profane messages, "text" answers to a test, make a bomb threat, or commit any other act that violates Student Code of Conduct Class III Offense will be subject to the applicable Class III discipline for the particular offense. Principals may designate certain times where cell phones may be utilized for specific

instructional purposes only. **School personnel may inventory the contents of any communication device if it is used in violation of the above policy.**

School personnel are not responsible for lost or stolen cell phones or any other electronic communication devices.

USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST

Student Policy

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

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. Any disciplinary action will be taken in accordance with the Student Code of Conduct.

S. HARASSMENT, VIOLENCE, AND THREATS OF VIOLENCE

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board of Education in its policy. Students who violate this policy will be subject to disciplinary sanctions. Anti-Harassment forms may be completed by students or parents. Forms are available in the counselor and principal's office, and on TCBOE website.

T. CYBER BULLYING

Cyber bullying is when a person is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the internet, interactive and digital technologies, or mobile phones.

Students participating in cyber bullying while at school will face disciplinary action. In addition, students participating in cyber bullying off school campus that disrupts or negatively affects the school environment may also face disciplinary action. Law enforcement officials may be contacted if deemed necessary by school officials.

VII. STUDENT CODE OF CONDUCT (Classification of Violations and Administrative Options):

It is fundamental that an orderly school have clearly defined behaviors to which students must conform. Nonconformity to these behaviors become violations of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II and Class III) which range from the minor to major offenses. Before determining the classification of a violation, the principal or his/her designee will consult with the student(s) involved and other school personnel. After determining a violation and the classification of the violation, the principal or designee will implement the appropriate disciplinary procedure. Violations apply to student conduct on a school campus, at school related events, or while being transported to or from school or school related events.

Violations of the Code of Student Conduct by students with disabilities will be addressed in accordance with the Individuals with Disabilities Education Act Amendments of 1997, Public Law 105-17

Each classroom teacher will deal with general classroom disruption by utilizing in-class disciplinary measures, by telephoning the parent(s) of record or guardian(s) when feasible. Only when the action taken by the teacher is ineffective, or the disruption is severe, shall the student be referred to the principal or his/her designee. For example, failure to bring notebook, pencil, homework; or failure to do work in class is usually not cause for disciplinary referrals; however, defiance of a teacher in regard to these duties is cause for disciplinary referral. Parents or guardian(s) of a student who consistently exhibits poor work habits should be notified by the teacher. The student should also be referred to the school's guidance counselor.

The following is a description of disciplinary problems which may occur and administrative options which may be taken by school officials:

A. MINOR OFFENSES - CLASS I

1.01 Disruption of school

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom, school related programs or to any other students, e.g., talking excessively, interrupting class functions, chewing gum, provoking other students.

1.02 Unauthorized organization

Any on-campus activities of fraternities, sororities, secret societies or non-affiliated school clubs.

- 1.03 Excessive tardiness**
Repeatedly reporting late to school or class.
- 1.04 Non-direct use of profane or obscene manifestation (Cursing, vulgar or offensive language)**
(See 2.09)
- 1.05 Non-conformity to dress code**
- 1.06 Inappropriate public display of affection**
Includes, but is not limited to, embracing and kissing.
- 1.07 Continued refusal or failure to complete class assignments**
- 1.08 Failure to follow instructions of faculty and staff**
Example: Failure to carry correspondence home, failure to obey directions in the hallway, assemblies, school activities, etc.
- 1.09 Unauthorized use of school or personal property of others**
- 1.10 Littering on school property or defacing of school property**
- 1.11 Nuisance Items**
Anything which disrupts the instructional program is not allowed at school. Such items will be confiscated and may be claimed by a parent or guardian. Examples include but not limited to: any non-school issued digital device, tape players, radios, toys, trading cards, playing cards, hand held games, nail polish and nail polish remover.
- 1.12 Minor disruption on school bus.**
- 1.13 Any other unacceptable conduct which the principal may determine to reasonably fall within this category**

DISCIPLINARY ACTION/MINOR OFFENSES - CLASS I

ELEMENTARY STUDENTS (GRADES K-6)

Administrative Options:

- In-school conference and parental or guardian contact when warranted.
- Parental contact and disciplinary action.
- In-school disciplinary action such as probation, detention, completion of assigned reports, appropriate work assignments before or after school, corporal punishment, suspension at the discretion of the principal or his/her designee.
- Other sanction(s) as approved by the Board of Education.

SECONDARY STUDENTS (GRADES 7-12)

Administrative Options:

- In-school conference and parental or guardian contact when warranted. Special circumstances may warrant disciplinary action as outlined under Class II and Class III offenses.
- In-school disciplinary action such as probation, detention, completion of assigned reports, appropriate work assignments before or after school, in-school suspension, corporal punishment, or suspension at the discretion of the principal or his/her designee.
- Other sanction(s) as approved by the Board of Education.

REPEATED CASES OF CLASS I OFFENSES WILL RESULT IN ADMINISTRATIVE OPTIONS BEING CONSIDERED AT THE CLASS II LEVEL.

B. INTERMEDIATE OFFENSES - CLASS II

- 2.01 Refusal to follow appropriate directive from a local Board of Education Employee or direct defiance or disrespect of authority**
Any verbal or non-verbal refusal to comply with a lawful direction or order of a board employee.
- 2.02 Unauthorized absence from class or classes**
- 2.03 Vandalism**
Intentional and deliberate action resulting in injury or damages to public property or the personal property of another. (See 3.05)
- 2.04 Theft - Third Degree of Property**
The intentional taking of property belonging to another valued at less than \$250.00. (See 3.03)

- 2.05 Gambling - Participation in games of chance**
The intentional, unlawful participation in gambling activities and participation in games of chance even for small sums of money and/or other things even of little value is strictly prohibited.
- 2.06 Possession of stolen property with the knowledge that it is stolen**
- 2.07 Threats of Extortion/Bullying**
Verbally or by a written or printed communication, maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will. (See 3.02) Serious threats to life or safety will be considered a Class III offense.
NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.08 Trespassing**
Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is directed by an authorized person to depart, and refusing to do so.
- 2.09 Use of obscene manifestation or profane language (verbal, written or gestures) directed toward another person (including forwarding or sending)**
- 2.10 Possession of pornographic or suggestive material**
- 2.11 Unauthorized absence from school or class**
- 2.12 Leaving school grounds without permission**
- 2.13 Making a written or verbal proposition to engage in sexual acts, including any unwelcome sexual advances, request for sexual favors and other unwelcome verbal or physical conduct of a sexual nature**
- 2.14 Indecent exposure and/or inappropriate touching of another person.** This includes incidental contact where the student did not have malicious intent or have reasonable knowledge to understand the consequences of his or her behavior. This does not include sexual assaults, harassments or sexual acts.
- 2.15 Unauthorized possession or use of any communication or electronic device (cell phones, iPads, computers, tablets or any other digital devices) during school hours and on buses is prohibited.** This includes posting and/or sharing on these devices and unauthorized video or audio recordings.
- 2.16 Cheating – Including Plagiarism**
Giving or receiving information that should be completed by an individual student. This action will result in loss of credit on particular assignment involved and other appropriate disciplinary action may be taken.
- 2.17 Providing false information to a school board employee**
- 2.18 Intentionally hitting another person. Grades K-6 only (See 3.08)**
- 2.19 Possession or use of tobacco products or electronic cigarettes**
- 2.20 Threat, harassment or intimidation of a student, employee or visitor**
The intentional, unlawful threat, harassment or intimidation, by word or act to do harm to another person. (See 3.15)
NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.21 Misuse or abuse of nonprescription medications, inhalants, or over the counter products such as herbs that are intended for medicinal purposes**
Parents or the emergency contact designee must bring the medication to the school. Any use and/or possession of such medications or products must comply with the local school medication procedures.
- 2.22 Verbal abuse/harassment**
Speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, disability, religion, sexual orientation, ethnic group or national origin.
- 2.23 Violations of school parking/driving rules**
- 2.24 Inciting or participating in unauthorized demonstrations and/or disorderly conduct activities.**
This includes any gang related activity
- 2.25 Possession of gang or hate group writings, drawings symbols or paraphernalia**
- 2.26 Any other unacceptable conduct which the principal may determine to reasonably fall within this category**

DISCIPLINARY ACTIONS/INTERMEDIATE OFFENSES - CLASS II

ELEMENTARY STUDENTS (GRADES K-6)

Administrative Options:

- Parental or guardian contact and disciplinary action
- Suspension for one to three school days
- Recommendation for expulsion
- In School Detention
- Corporal punishment
- Other sanction(s) as approved by the Board of Education

SECONDARY STUDENTS (GRADES 7-12)

Administrative Options:

- Appropriate disciplinary action
- In School Detention
- Suspension
- Genesis Alternative Program
- Recommendation for expulsion
- Corporal punishment
- Other sanction(s) as approved by the Board of Education

REPEATED CASES OF CLASS II OFFENSES WILL RESULT IN ADMINISTRATIVE OPTIONS BEING CONSIDERED AT THE CLASS III LEVEL.

C. MAJOR OFFENSES - CLASS III

3.01 Arson

The willful and malicious burning of any part of Board of Education Buildings.

3.02 Robbery/Extortion

The taking of money or other property which may be the subject of theft from the person or custody of another by force, violence, assault or instilling the fear of same.

3.03 Theft - Second Degree

The intentional, unlawful taking and/or carrying away of property valued at \$250 or more belonging to or in the lawful possession or custody of another. (See 2.04)

3.04 Burglary of school property

Entering or remaining in a structure or conveyance with the intent to steal or commit a crime.

3.05 Criminal mischief

Willful and malicious injury or damages resulting in repair or replacement costs in excess of \$250 to public property, or to real or personal property belonging to another. (See 2.03)

3.06 Bomb threats

Verbal or written communication of the presence of a bomb or other explosive device on school property. (Public Law 91-457).

3.07 Sexual offense

Acts of a sexual nature including, but not limited to intercourse, attempted rape, or rape.

3.08 Fighting

Any physical altercation between two or more students that is intended to cause injury. (See 2.18 and 3.11) (Reference: No fight policy, page 13)

3.09 Inciting or participating in major student disorder

Leading, encouraging, or assisting in (major) disruptions which result in destruction or damage to private or public property or personal injury to participants or others.

3.10 Unjustified activation of a fire alarm system or fire extinguisher

3.11 Assault on another person (student, employee, visitor, etc.)

Striking another person by attacking the person with the intent to cause injury.

Teacher Assault (Code of Alabama, Section 13, A-6-21):

Assault with intent to cause serious physical injury to a teacher or employee of a public educational institution during or as a result of the performance of his or her duty, or assault that causes physical injury to any person is a Class C felony (assault in the second degree). Once the classification of the violation is determined, the principal shall notify law enforcement for appropriate legal action. If that person is a student enrolled, the school shall immediately suspend that student and schedule a hearing.

3.12 Misuse or abuse of prescription drugs

The unauthorized use, sale, transfer, possession, trafficking, or misuse of prescription drugs. These include any drug which requires a doctor's prescription to legally possess. Parents or the emergency contact designee must bring the medication to the school. Any use of required medications must be accompanied by a note from the parent/guardian and kept in accordance with the local school's medication plan.

3.13 Alcohol

Possession, transfer, use or sale of alcoholic beverages, including attendance at school or school events while affected by or under the influence of alcohol.

3.14 Illegal drugs/drug paraphernalia

Possession, transfer, use or sale of drugs (including seeds), drug paraphernalia (including rolling papers), including attendance at school or school events while affected or under the influence of such drugs.

NOTE: Law enforcement agencies make periodic unannounced visits to local schools for the purpose of detecting the presence of illegal drugs.

3.15 Threatened Physical Harm

The intentional, unlawful threat by word or act to another student or school personnel.

NOTE: Principals should use their discretion as to the seriousness of the situation, the age of the student involved and the impact on the school as to which classification (Class II or III) the incident should merit. See 2.20

3.16 Altering official school documents or computer information (unauthorized use, misuse, abuse, or accessing or changing information in school records/computers)

3.17 Possession of knife

Possession of a knife; including pocket knives, that may be adapted, used, or threatened to be used, for attack or for infliction of injury.

3.18 Possession and or use of potentially dangerous devices

Possession of scissors, box cutters, lasers, razors, metal knuckles, artificial weapons or any other object not specifically listed that is primarily meant or that may be adapted, used, or threatened to be used, for attack or for infliction of injury including toy firearms, replicas and facsimiles.

3.19 Possession of potentially dangerous objects

Possession of lighters, matches and other potentially dangerous incendiary objects.

3.20 Possession of firearms

Any firearm (including a starter gun and guns used for the purpose of hunting or recreational activities) which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. (See 3.18 Toy Firearms, replicas and facsimiles which student presents as a weapon or could be perceived as a weapon)

3.21 Possession of firearm components

Possession of any firearm component such as but not limited to bullets, shells, clips etc.

3.22 Explosives

Preparing, possessing or igniting explosives on school board property. Including explosive devices, fireworks, tear gas, chemical weapons or objects designed for use as weapons.

3.23 Gang or hate group activity

Active participation in recruiting, initiation or other active conduct associated with gang or hate group activity that represents a threat to the safety of students or personnel.

3.24 Any other unacceptable conduct which the principal may determine to reasonably fall within this category

3.25 Crimes as defined under the laws of the City, State of Alabama, or the United States

DISCIPLINARY ACTIONS/MAJOR OFFENSES - CLASS III

ELEMENTARY STUDENTS (GRADES K-6)
SECONDARY STUDENTS (GRADES 7-12)

The disciplinary action for such offenses will be suspension and/or recommendation for expulsion by the principal.

Administrative Options:

- Appropriate disciplinary action
- Detention
- Suspension
- Genesis Alternative Program
- Notify law enforcement agencies
- Recommendation for expulsion
- Other sanction(s) as approved by the Board of Education

VIII. OSCAR PROGRAM

Opportunity School Classroom for Additional Resources serves as a resource for students with behavior and/or academic needs. The objectives of the OSCAR Classroom are (1) Behavior Referrals: to give students an appropriate place and sufficient time to evaluate their behavior and become actively involved with school personnel to find a positive alternative to their unacceptable/inappropriate actions while continuing with academic objectives. While assigned to OSCAR for behavior, students are given credit for being in school and assignments completed and are counted present at school for attendance but absent (excused) from class. All privileges are denied. There is no participation in group or extra-curricular activities during assignment to OSCAR for behavior. The OSCAR assignment ends at the school dismissal time on the last of the assignment to OSCAR. (2) Academic Referrals: to provide an appropriate place, school personnel and sufficient resources to meet individual academic needs. No privileges are denied.

IX. CORPORAL PUNISHMENT (Paddling):

Corporal punishment shall be administered on a limited basis and only after other forms of punishment have been tried and proven to be ineffective. The following policies shall be complied with fully when corporal punishment is administered:

- A. Corporal punishment shall not be administered until the nature of the offense has been explained and an opportunity to respond has been afforded the student.
- B. Corporal punishment shall only be administered by certified personnel and **MUST** be administered by or in the presence of the principal or assistant principal.
- C. Corporal punishment shall be administered in a prudent and reasonable manner.
- D. Corporal punishment shall **NOT** be administered in the presence of other students.
- E. It shall be the responsibility of the parents to notify the principal in writing of any physical or other health limitations of the student which would render corporal punishment inadvisable, or to request alternative methods of discipline.
- F. When corporal punishment is used the principal shall record and file a complete account, listing the student's name, date, time of punishment, nature of offense, detail of punishment, name(s) of the witness(es), and any other pertinent information.

X. GENESIS ALTERNATIVE EDUCATION CENTER

Students who commit a Major Offense (Class III), as defined by the Code of Conduct, or who repeatedly violate Intermediate Offenses (Class II) such that they frequently disrupt the education of others may be referred to the Genesis Program by the school administrators. The referral must be approved by the Superintendent or his/her designee. When parents are not accepting of the referral, the parents may request a Discipline Review. The parents and student are given the opportunity to present information to the Discipline Review Committee for consideration. The Discipline Review Committee will not meet to review transportation issues. The Genesis Program is on a separate campus and may be used in the place of a long-term suspension and/or expulsion. While a student is assigned to the Genesis Program, the student is not allowed on any other Talladega County School Campus during the date of assignment or during extra-curricular activities. Any exception to this policy, not to include extra-curricular activities, must be approved by the principal. Students (male or female) attending the Genesis Program may not bring purses, bags, or other containers onto campus.

Students (male or female) attending the Genesis Program may not bring or wear jewelry to school. No food, drink, or gum is to be brought to the Genesis Program (Special diets will require physician documentation). Students who do not meet the behavioral guidelines at Genesis Alternative Education Program setting may be recommended for expulsion and/or court referral. Parents are responsible for transportation to and from Genesis Alternative School. Failure to attend Genesis in accordance with the attendance policy could result in court referrals.

XI. SUSPENSION

Suspension means temporary forfeiture of attendance in the school and participation in its activities for a given period of time and until the parent or guardian obtains approval for the student's reinstatement from the principal. Any student who fails to obey any rule, regulation, or policy of the Board of Education or commits any act that is detrimental to the maintenance of good order of the school is subject to suspension by the principal for up to (5) five school days (Additional days may be approved by the superintendent or designee when appropriate). A student shall NOT be suspended until he has been notified of the charges against him and given an opportunity to tell his side fully and completely. When it becomes necessary to suspend a student, written notice is to be given to the student and his parents. The notice shall include the following:

- the reason for the suspension;
- the length of the suspension period;
- the conditions of the suspension.

While a student is suspended, the student will not be permitted on the premises of the school attended or any other school in the Talladega County school system. Any exception to this policy, not to include extra-curricular activities, must be approved by the principal. Parents must confer with the principal before the student can be reinstated in school. A student on external suspension will have the absences treated as unexcused and is not entitled to make up work which was missed. Exception: Mid term and final tests/instructional projects.

The accumulation of four suspensions by a student in any one school year may be grounds for the principal to recommend the student to the Board of Education for expulsion. In accordance with Section 16-28-12 of the Code of Alabama, suspensions shall be reported to the District Attorney. Students returning to the school campus during suspension will be considered trespassing and a petition may be filed.

XII. Seclusion and Restraint of ALL Students

The Talladega County School District supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, increases instructional time, and improves student achievement for all students. Unfortunately, students sometimes display behaviors which place them or other students in immediate danger. School programs must implement proactive strategies and interventions to reduce the likelihood of these incidents and must have clearly identified responses to address them when they occur. In December 2011, the Alabama State Board of Education adopted Rule 290-3-1-.02(1)(f) regarding the use of seclusion and restraint for all students and the Talladega County School Board has adopted policy consistent with this Rule. The Rule prohibits the use of seclusion and limits the use of physical restraint to those situations in which students are an immediate danger to themselves or others. These procedures were developed in accordance with this Rule and School Board policy.

Seclusion is prohibited in Talladega County's schools and educational programs. Seclusion does not include situations in which a staff member who is trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined below, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room.

Time-out refers to a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated and heated or cooled;
2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the student but should not exceed 45 minutes per time-out;
3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out; and
4. The time-out space is free of objects that unreasonably expose the student or others to harm.

THE USE OF PHYSICAL RESTRAINT

Chemical and mechanical restraint is prohibited, as is physical restraint if the restraint restricts the flow of air to a student's lungs. The use of physical restraint is only to be used in those situations where a student is an immediate danger to self or others and when the student is not responsive to less intensive de-escalation techniques. Only physical restraint included in the district's adopted approach of the Crisis Prevention Institute (CPI) is to be used. Appropriate staff at each school will be trained and/or re-certified in the use of CPI. In all instances, the use of restraint will be monitored and documented.

Physical restraint will not be used:

- When the student is responsive to less intensive interventions and de-escalation techniques, such as verbal commands and directives
- As a form of discipline or punishment or as a means to obtain compliance

Physical restraint does not include providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property. For instance, running after and holding a student who is about to run in front of an oncoming vehicle is not in any way prohibited. Providing physical guidance (e.g., lightly holding a student at the elbow to guide him from one location to another) is also permitted.

PROCEDURES REGARDING RESTRAINT

The following procedures will apply to the use of restraint in Talladega County's schools and programs:

Selecting Staff for Training-All school staff that reasonably would be expected to be involved in an incident of physical restraint of a student will participate in training provided by district certified by the Crisis Prevention Institute (CPI). The Special Education Coordinator/designee will be responsible for designating the staff to be CPI trained annually on prevention and positive behavioral management techniques, including the proper use of de-escalation techniques. In addition, training will be provided on the proper use of physical restraint, should it be necessary, to prevent harm to a student or others. Those who have been trained will be recertified every two years and, at each school, those who have been trained must meet during the first semester of every school year to review the information learned in the CPI training. A sign-in sheet must be created for these meetings to document those in attendance.

Documentation of Training-All school staff trained in CPI will be required to document attendance by using the sign in sheet provided at the training by the Special Education Coordinator/designee. A list of all participants in each training session will be maintained by the Special Education Coordinator and all records related to the training will be made available to the Alabama Department of Education or any member of the public upon request. Reporting and Documenting Incidents of Physical Restraint, in the rare instance that the use of physical restraint is deemed necessary, the District will follow the following reporting and documentation requirements related to each incident of physical restraint:

Written parental notification-No later than one (1) school day after the incident of physical restraint occurs, the parent(s)/guardian(s) of the student must be notified, in writing, of the incident.

No later than five (5) school days after the incident of physical restraint occurred, the Principal/designee will convene all staff that participated in or supervised the restraint. This session will be for the purpose of debriefing and for developing preventative strategies to reduce reoccurrence of the behaviors that led to the need to use restraint. If the student is a student who qualifies for special education services, the IEP Team may be reconvened.

Additional information is located on the district website.

XIII. EXPULSION

In very serious cases, a student shall be subject to expulsion from the Talladega County School System — either for a specific period of time or permanently. A student shall be expelled only when the Board of Education authorizes the expulsion. A student referred for expulsion may receive an immediate suspension up to ten days. The Superintendent may extend the suspension or place the student in an alternative educational setting pending the decision of the Board.

XIV. 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. Students who are 18 years of age cannot be classified as juveniles, and therefore, any court action will be through adult court.

XV. STUDENT CONDUCT OFF SCHOOL GROUNDS AND DURING NON-SCHOOL HOURS

Jurisdictional control over students may be extended to the immediate vicinity of the school, and, whenever the conduct of the student is deemed to have a detrimental effect on the health, safety and welfare of the school community. Students are subject to discipline including suspension and expulsion for misconduct off-school property and during non-school hours if it is determined that there is a reasonable likelihood that return of the student would contribute to a disruptive effect on the school's educational program or threaten the safety or welfare of students, employees and/or school property. This code applies to conduct that occurs off school grounds and at any school activity, function or event off school grounds when the conduct may reasonably be expected to undermine the proper disciplinary authority of the school and while traveling to and from school, including but not limited to actions on any school bus, van or public transportation.

If a student is arrested and charged with a felony or with a drug, alcohol, or weapons related misdemeanor, the school's disciplinary procedure, up to and including expulsion, may be implemented. This applies whether or not the incident leading to the arrest is school-related.

XVI. SCHOOL-BASED PROBLEM SOLVING/STUDENT SUPPORT TEAM

This team is composed of regular education teachers, administrators, counselors and other individuals as needed. Team members meet as needed to discuss issues related to specific academic and behavior needs of students and to offer teachers assistance in resolving problems. Contact the school principal for more information.

XVII. TALLADEGA COUNTY SCHOOLS SPECIAL EDUCATION PROGRAM

The Talladega County Board of Education ensures that all children residing within the jurisdiction of the district who have a disability and who are in need of special education and related services are continuously identified, located and evaluated. An individual or agency may refer any student, ages 3-21, for an evaluation by contacting the school principal, counselor or the Talladega County Special Education Department.

Problem Solving Teams, previously known as Building Based Support Teams, are required to implement interventions, both academic and behavioral, for at least eight weeks prior to any school referral. Parent and agency referrals, if accepted for an evaluation, must have interventions implemented during the evaluation process. Parents are encouraged to ask for Problem Solving Team assistance for any student who is experiencing academic and/or behavior difficulties. This assistance does not have to be a part of the special education referral process.

Parents of students identified as having a disability and requiring special education services must receive a copy of *Special Education Rights* annually. Parents receive this at the spring IEP meeting each year. Additionally, parents must receive a copy of the IEP developed at the spring meeting, a copy of any amendments made to the IEP during the school year, and a copy of the eligibility report completed during the initial eligibility meeting as well as during the required three year re-evaluation process.

XVIII. TALLADEGA COUNTY SCHOOLS GIFTED PROGRAM

The Talladega County Board of Education provides services for intellectually gifted students. It is the belief of this school district that gifted students are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience or environment and who, by reasons thereof, require services not ordinarily provided by the regular school program. It is also the belief of the Talladega County Board of Education that students may be found within any race, ethnic group, gender, economic class or nationality. In addition, some students with disabilities may be found to be gifted. Talladega County Schools shall prohibit discrimination against any student on the above basis with respect to their participation in the gifted program.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist, products, and the Naglieri Non-Verbal Ability Test (NNAT). For each student referred, information is entered on a matrix where points are assigned according to established criteria, aptitude, characteristics and performance. The total number of points earned determines if the student qualifies for gifted services.

Students, K-2, receive services in the regular classroom setting through enrichment activities developed by the gifted education teacher and provided by the regular classroom teacher. Students, 3-6, receive services through scheduled pullouts by the gifted education teacher. Students, 7-12, do not receive services through a gifted education plan. Schools have a variety of course offerings leading to an advanced diploma, as well as dual enrollment, early college enrollment, and extra-curricular offerings to meet the needs of students previously identified as gifted. Additionally, school

personnel, the parent or guardian, or the student may request consideration for acceleration through the district acceleration procedure.

Contact your child's school counselor or principal for additional information.

XIX. DUAL ENROLLMENT

Dual enrollment is an opportunity for qualified 10th-12th grade students to participate in college classes while still enrolled in high school. Successful completion of the course work allows the student to receive high school Carnegie units as well as college credit hours. Students must meet all eligibility requirements of both the college and Talladega County School System. Parents of students who may be interested in this advanced academic program should contact the high school guidance counselor or high school principal for additional information.

XX. SCHOOL CLUBS AND ORGANIZATIONS

No unauthorized organizations will be permitted on the school campus. All student organizations, such as clubs, committees, etc., will submit a constitution to the sponsor and principal, setting forth the purpose, objectives, and by-laws for approval.

Authorization to conduct activities as an organization recognized by the school administration shall be subject to revocation if the organization fails to cooperate with the school administration.

XXI. SOCIAL SECURITY NUMBERS

Each child enrolled in an Alabama public school grades Kindergarten through 12 may voluntarily provide a Social Security Number and a valid Social Security Card to school officials at the time of pre-registration for verification. The card shall be returned to the child, parent, and/or guardian and will not be used for any other purpose.

XXII. SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a civil rights statute that prohibits discrimination/harassment on the basis of a disability in any program or activity receiving federal financial assistance. In particular, Section 504 provides that: No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The determination of whether a student has a physical or mental impairment that substantially limits a major life activity must be made on the basis of an individual inquiry. The protections of Section 504 extend to individuals who satisfy the eligibility requirements of Section 504. At the elementary and secondary school level, determining whether a child is a qualified disabled student under Section 504 begins with the evaluation process. The determination is made by a local school team. Students with medical and/or mental health conditions may meet the guidelines of 504 but require no Section 504 plan. Additionally, students qualifying for Section 504 protection may also have an instructional plan through the Problem-Solving/Student Support Team.

XXIII. TEMPORARY HEALTH DISABILITIES

Students with temporary health disabilities shall not be subject to discriminatory treatment in any Talladega County School. A student who desires to enroll or continue his/her enrollment until the temporary health disability has been alleviated may do so by providing the principal or designee with an appropriate written statement from the attending physician. This shall be done promptly upon the onset of the temporary disabling condition. A HIPAA release may be requested to assist school personnel in determining the most appropriate option for continuing the student's education. Generally, continuing the educational process for students with a temporary disabling condition resulting in absences lasting less than six weeks will be through work sent home by school personnel. If the physician substantiates the absence as having to be more than six weeks in duration, the school will work with the parent through an individual plan to determine appropriate homebound services.

If a student with temporary disabilities requires the use of medical equipment such as; cane, walker, crutches or wheelchair, a written order from physician will be required. This order must include limitations, weight bearing, type of assistance required and estimated time of usage at school.

XXIV. MEDICATION/MEDICAL CONDITIONS

All medications (prescription and over the counter) must be brought in and signed in by the parent, guardian, or their designee to the school nurse or medication assistant. A prescriber/parent authorization is required. All medication

should be signed out and picked up by a parent, guardian, or their designee at the end of the school year; or when discontinued by physician, or when medication expires.

Prescription medications require signed authorization/order from a licensed prescriber. It must include student name, medication name, dosage, route (e.g. oral, inhalant, topical), frequency and time to be administered, discontinuation date and drug allergies and reactions. The order should state any special instructions and indicate whether the student can self administer and self carry. An authorization is required at the beginning of each school year. If the medication order changes during the year, an additional authorization is required. No physician order will be changed by the request of parent. Prescription medications must be in original pharmacy container with clear pharmacy label. The label must match the physician authorization. If medications are to be administered on an "as needed" basis, the order must state the times and frequency.

Over the counter medications will be accepted under limited circumstances. No more than a six (6) week supply will be accepted. Over the counter medications must be in the original, unopened, sealed container with manufacturer's label intact. Student's name must be written on bottle, not obstructing the label or directions for use. Over the counter medications must be age/weight appropriate. No over the counter migraine or asthma medications will be accepted unless prescribed by physician. The authorization will include student name, parent contact information, height, weight, age and any special instructions. The parent must indicate what specific conditions/complaints in which the medication can be given.

Students may be permitted to self carry and self administer their medications for chronic health conditions provided certain requirements are met. If self carrying/administering is requested by the physician and parent, a conference with school staff and the school nurse is necessary to determine if required criteria are met.

For students with ongoing health needs, an "Individual Health Plan" as part of Section 504 of the Rehabilitation Act, will be developed for each student. The determination of the Individual Health Plan will be based upon information provided in the Health Assessment Record.

XXV. 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 Talladega County Schools without this certificate of immunization. These certificates may be obtained from the Talladega County Health Department or your local physician.

XXVI. MARRIED STUDENTS

Married students shall make known to the principal their marital status at the time of their initial enrollment. Students already enrolled must notify the principal of their marital status within two weeks following the marriage as a matter of enrollment expectation. A conference may be required between the student, parent, legal guardian and principal to determine legal guardianship and compliance with school regulations.

XXVII. STUDENTS DRIVING DURING THE SCHOOL DAY

Students may seek permission to drive during the school day to a college campus for dual enrollment, work-related or practicum purposes, or from school to school for classes within the system by completing a driving request form and getting parent/guardian and principal(s) approval.

XXVIII. PARENT CONFERENCES

Parent-teacher conferences are most important in improving the learning atmosphere. Conferences with teachers during school hours must be scheduled through the principal's office. Parents are encouraged to arrange conferences with the principal whenever needed. Parents should maintain regular communication with the school authorities concerning their child's progress and conduct.

XXIX. SCHOOL VISITORS

Visitors to the school must report to the principal's office for permission to visit. Appointments should be scheduled through the principal's office. Unauthorized visitors will be considered trespassers. Persons who become physically or verbally abusive or disruptive on school property will be subject to legal prosecution.

XXX. TEXTBOOKS

A variety of student resources is furnished for use in grades 1-12. When textbooks are issued, "the parent, guardian, or other person having custody of a child to whom textbooks are issued shall be liable for any loss, abuse or

damage in excess of that which would result from the normal use of such textbooks.” (Excerpt from State Textbook Law, Rev. 7-1-98).

Any student who has an outstanding indebtedness for a lost, damaged, or destroyed book should not be issued another textbook to replace the one lost, damaged or destroyed until the indebtedness is paid. Textbooks issued to students shall be covered at all times in accordance with existing Board of Education policies.

XXXI. DIGITAL DEVICES

Devices will be distributed at the beginning of each school year. Students and parents are responsible for any and all damage through negligence, misuse, and intentional abuse. (See TCBOE Digital Computing Device Policy.)

XXXII. COMPUTER, EMAIL, AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

Talladega County Schools are offering access to email accounts and the Internet. To gain access, each student must obtain parental acknowledgement of the information in this section, verified by the signature on this form. Parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using these resources.

The Internet should be used for research and education through the provisions of unique resources and opportunities for collaboration among students, teachers, and administrators. Use of the Internet must be in support of this and consistent with the educational objectives of the school.

Students are responsible for appropriate behavior while using the Internet. Talladega County Schools provides technology education regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response as per the Alabama Course of Study for Technology Education. Additionally, students are responsible for their actions while using the equipment and the resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in punishment as defined in the school conduct policy.

Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that, despite diligence in filtering and monitoring, some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access these materials. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Talladega County Schools provides a monitored email account along with monitored and filtered Internet access for all students. Email accounts are restricted to communications within the school district’s domain and sending or receiving to other domains outside of TCBOE is approved upon review.

To reduce the burden of paperwork and the continuous seeking of individual student forms, Talladega County Schools’ district and school administrators will act as an agent of the parent to authorize the use of a system monitored electronic mail and monitored and filtered Internet account for each student, without obtaining parental permission. Talladega County Schools support and respect each family’s right to decide whether or not to allow their child access to the Internet and electronic mail. Therefore, parents who do not want their child to be assigned accounts for electronic mail and Internet access must notify the school in writing. Note that opting out will significantly impact a student’s ability to utilize technology resources which are used to positively support educational activities and learning. Opting out will also prevent the issue of a district-owned computing device to a student.

The Talladega County School System enforces a policy of Internet safety and certifies compliance with the Children’s Internet Protection Act (CIPA). More information can be found in the Internet Safety and Acceptable Use Policies found online at www.tcboe.org.

USAGE POLICY

1. No person will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same. This includes installing software and changing computer settings/options not approved by the adult in charge.
2. No person will deliberately access inappropriate materials or show others how to do the same.
3. Each person will respect the rights of others to the privacy of the files they store on a computer or a disk and not view those files without the owner's permission or alter or damage such files.
4. Each person will respect and uphold copyright laws.

5. Each person will follow other regulations posted in the media center, computer lab, or any other room where computers are in use. (i.e. no food, drinks, or gum around computers)
6. Each person will follow the directions of the adult in charge.

GUIDELINES

1. The student will notify an adult immediately if they encounter materials that violate the school code of conduct.
2. The student will not use a computer or Internet to hurt, harass, attack or harm other people or their work.
3. The student will not damage the computer or network in any way.
4. The student will not degrade the performances of the network through the posting of electronic chain letters or other useless information.
5. The student will not use the Internet for illegal activities, i.e. threats, instructions on how to perform an illegal act, pornography, drug dealing, purchase of alcohol, gang activities, credit card fraud, electronic forgery, etc.
6. The student will not install software or download unauthorized files, games, programs, or other electronic media.
7. The student will not violate copyright laws.
8. The student will not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
9. The student should not share their password with another person.
10. The student will not reveal their personal information, address or phone number, or that of any other individual or school over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
11. The student will not access any other student's work, folders, or files.
12. The student will not re-post non-academic personal communications without the original author's prior consent.
13. The student will not order any merchandise, free or otherwise from any source or register for any contest.

Please note that if a student violates the terms of these guidelines, the student may lose privileges or receive punishment as defined in the school conduct policy. It is your responsibility to read and ask questions about these guidelines.

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

Due to the **COPPA** law, many websites require users under the age of 13, and sometimes under the age of 18, to obtain their parent's permission before creating an individual online account. Because many sites and apps have great educational value, and because asking parents to repeatedly submit permission forms is burdensome, Talladega County Schools' school administrators may act as an agent of the parent to authorize the use of certain sites and apps without each student obtaining parental permission. These are listed on the district website within the resources of the Technology Department.

Parents who do not want their child to set up an account on any of the district-approved sites or apps must notify the school in writing. Generally, students will only set up accounts when directed to do so by their teacher or because they find the site useful in completing a school assignment. Teachers are directed to use only the approved listing of apps and sites, but may submit apps and sites for review.

Note that opting out significantly impacts a student's ability to utilize technology resources that will be utilized to positively impact their children. Opting out will also prevent the issue of a district-owned computing device to a student. By not issuing a device, the district lessens the likelihood that students are inadvertently utilizing a site or app without express permission from a parent.

Teachers and parents should note that some sites do not allow children under the age of 13 to create accounts regardless of parental permission.

INTERNET AND ELECTRONIC MAIL RULES

Students are responsible for appropriate behavior on school computers just as they are in a classroom or a school hallway. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Communications on the Internet are often public in nature. General school rules for behavior and communications apply. The Internet access is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental acknowledgement of the contents of Section XXXII of this handbook is required. Access is a privilege – not a right. Access entails responsibility.

Computer storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on computers would always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephone, movies, radio, and other potentially offensive media.

The following are examples of behaviors that are not permitted. This list should not be considered exhaustive.

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Use of anonymous and/or false communications using chat services, social media sites, apps, or any other services designed for communication.
- Using any electronic device for filming or photographing any student or Talladega County Schools employee without permission to do so from the student or employee
- Publishing or posting video, photographs, or any other personal information of any student or Talladega County Schools employee to any website, photography database, social media sites, etc. without permission to do so from the student or employee
- Bypassing the Talladega County Schools internet filter through a web proxy

Cyber bullying in any form will not be tolerated and will be dealt with appropriately but with the maximum penalty.

Violations may result in a loss of access as well as other disciplinary or legal action.

XXXIII. DISTRIBUTION OF MATERIALS AND/OR FUND RAISING

The sale or distribution of any goods or materials on any school property by any individual or group of individuals is prohibited unless prior written authorization has been obtained from the principal of the school. Fund raising projects are to be approved by the Superintendent or his/her designee.

XXXIV. CARE OF PROPERTY

Students must respect the property and rights of others. Students who injure, lose, deface, or destroy any property of the school system may be required to pay for the damages or replace/restore the property to the reasonable satisfaction of the school system.

XXXV. SAFEKEEPING OF VALUABLES

Students are discouraged from bringing large amounts of money and/or other valuables to school. Students are responsible for the safekeeping of valuables and should not leave books, clothing, purses, wallets, or other valuables unattended.

XXXVI. CONFIDENTIALITY/FAMILY EDUCATION RIGHTS

The Family Education Rights and Privacy Act, a federal law, affords parents the rights to

- Inspect and review education records
- Seek to amend education records
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age. A request to review such records must be made to the school principal. The parent has the right to inspect and review the student's education records within 45 days of the day the school receives a request for access. The parents or eligible student should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The parents or eligible students may ask the school to amend a record that they believe is inaccurate. If the school principal decides not to amend the record as requested by the parent or eligible student, the school principal will notify the parent or eligible student of the decision

and advise them of their right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

“Education records” are records which

- (1) contain information which is directly related to a student; and
- (2) are maintained by an educational agency

Exceptions to “education records” include—

- (1) Records kept in the sole possession of the maker of the record and not revealed to anyone but a temporary substitute, e.g., personal notes.
- (2) Records created and maintained by a law enforcement unit for a law enforcement purpose.

Talladega County Schools will not release personally identifiable information about a student without the written consent of the parents, guardian or eligible-age student, except:

- To school officials with legitimate education interest. A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility. This includes health or medical staff and law enforcement personnel, and persons with whom the school has contracted as its agent to provide a service.
- To schools in which a student seeks or intends to enroll
- To Federal, State and local education authorities conducting an audit, evaluation or enforcement of education programs
- In connection with financial aid, such as a college loan
- To organizations conducting studies on behalf of schools
- To parents of a dependent student
- To an agency caseworker or other representative of a State or local child welfare agency (CWA) or tribal organization authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student.
- To comply with a judicial order or subpoena
- In a health or safety emergency
- To State and local officials in connection with serving the student under the juvenile justice system instead of using its own employees (such as an attorney, auditor, medical consultant or therapist or a parent serving on an official committee or assisting another school official in performing his/her tasks.
- Directory information – “Directory Information” is information in a student’s educational records that is not generally considered harmful, and its release is not considered an invasion of the student’s privacy. A critical distinction exists between directory information and all other information present in school files. Talladega County Schools defines Directory Information as follows: student first and last name; student home address; student telephone number; student date of birth; major field of study; student participation in school activities or school sports; student dates of attendance; dates of enrollment (“From and To”); student weight and height for members of school athletic teams; student diplomas, honors, awards received; student photograph; student gender; student school-assigned monitored and filtered email address; student grade level; student home room assignment; student most recent institution/school attended; and student ID number (this is not social security number). The U.S. Department of Education considers these items to be directory information. Parents who wish to retain the right of disclosure must give written notice to the school principal within ten school days of the student’s enrollment.

Except for specific exceptions as outlined in XXXVI, a parent shall provide a signed and dated written consent before a school may disclose education records. The consent must specify records that may be disclosed and state the purpose of disclosure.

The “Every Student Succeeds Act” (ESSA) requires school districts to provide student’s names, addresses, and phone numbers to military and college recruiters upon request, unless parents give written notice to the school principal that they wish to retain the right of disclosure.

FERPA affords parents the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Positive Publicity Campaigns and Release of Information

From time to time Talladega County Schools may produce or endorse positive publicity for educational news and information via the school system’s publications, videos, website, media releases, and social media. In addition to Directory Information as defined in this section (Student Responsibilities and Privileges Section XXXVI –

CONFIDENTIALITY/FAMILY EDUCATION RIGHTS), student intellectual and/or artistic property such as artwork, poetry, essays, performances, etc. may be used to positive publicity for educational news and information. Talladega County Schools support and respect each family's right to decide whether or not to allow their child's information and intellectual/artistic property to be used in positive publicity campaigns. Therefore, parents who do not want their child's information and intellectual property to be utilized in such a manner must notify the school of their preferences, in writing.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are at least 18 years old certain rights regarding 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 protected information surveys, if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Receive notice and an opportunity to opt a student out
 - Inspect, upon request and before administration or use
- The eight protected areas include –
- Political affiliations or beliefs of the student or the student's parents
 - Mental or psychological problems of the student or the student's family
 - Sex behavior or attitudes
 - Illegal, anti-social, self-incriminating or demeaning behavior
 - Critical appraisals of other individuals with whom respondents have close family relationships
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers
 - Religious practices, affiliations, or beliefs of the student or student's parents; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents may give written notice to the school principal that they wish to opt their child out of activities involving

- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose
- Any non-emergency, invasive physical examination or screening that is
 - (1) Required as a condition of attendance
 - (2) Administered by the school and scheduled by the school in advance, and
 - (3) Not necessary to protect the immediate health and safety of the student or other students

Parents will be notified of the specific or approximate dates scheduled for these types of activities and have a right to inspect surveys and instructional materials. Parents will be provided an opportunity to opt their child out of such information surveys that are protected by PPRA.

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

Disciplinary Records

The school will transfer disciplinary records, with respect to a suspension or expulsion, to any private or public elementary school or secondary school for any student who is enrolled or seeks, or intends to enroll (ESEA January 2004).

School Incident Report (SIR)

This program provides the framework for schools to report discipline information in a uniform manner. For information concerning the SIR Data, contact the superintendent's office.

XXXVII. LEGAL CUSTODY

Only the parent of record, legal guardian, or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school related matters pertaining to an individual student.

The school system will afford a natural parent(s) of record the rights that the Family Education Rights and Privacy Act of 1974, Section 99.3, affords him/her unless the court or a responsible party has provided it a legally binding document that specifically revokes or extinguishes that parent(s) of record's right to have knowledge of and participate in the child's schooling. The non-custodial parent has a right to review school records. The school must respond to each request within 45 days. **We do not accept custody papers that have only been notarized.**

When a parent/guardian of record enrolls a student in school, the principal should be notified of any completed or pending legal action affecting the family and of any previous expulsions at any school. The principal should be given a

copy of the most recent court order creating or limiting the rights of the non-custodial parent(s) of record. Should neither parent(s) of record file a court order with the school, the school will have the right to presume that the person who enrolls the child in school is the custodial parent and that there are no restrictions on the other parent's rights. The school will NOT release a student to a non-custodial parent without the custodial parent's written consent.

When a legal guardian who is not the parent enrolls a child in school, the principal will not release a student to the parent without authorization from the legal guardian of school record, unless the parent presents a current court order or other legal document authorizing the release of the child to the parent. In that case, the parent will be required to present identification. The school should make an effort to contact the guardian who enrolled the child in school to afford that person the opportunity to present information before the student is taken from the school. The safety and welfare of the student will be the primary concern. The school will not allow parents/guardians to disrupt the normal school setting with issues of custody between parents/guardians. These issues should be resolved away from the school.

XXXVIII. PHOTOGRAPHING, VIDEOTAPING, AUDIOTAPING OF STUDENTS

Students who attend a Talladega County School are sometimes asked to be a part of school and/or school system positive publicity for educational news and information. On occasion a student's photo, name, school work and statements are used for the school system's publications, videos, website and media releases. Parents who do not wish for their children to be recognized in this way should indicate your preference on the Student Code of Conduct and Attendance Receipt form accordingly.

XXXIX. STUDENT/PARENT COMPLAINTS AND GRIEVANCES

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

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

The Board authorizes the Superintendent to establish procedures for student/parent grievances.

Although no member of the community shall be denied the right to petition the Board for redress of a grievance, any complaint will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. The proper course to follow regarding complaints involving instruction, discipline, or learning materials is:

- A. Contact the Teacher
- B. Contact the Principal
- C. Contact the Superintendent
- D. Contact the Board of Education

NOTE: Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

XL. HIGH SCHOOL DIPLOMA REQUIREMENTS

The Alabama High School Diploma allows more flexibility for students in pursuing their interests and provides more balance through equivalent course offerings, preparing students for entry into college as well as careers. There are many differences in the courses students may take with this diploma; everyone will not take the same courses just because there is one diploma. No high stakes test will be attached to the requirements for receiving this diploma.

Substitute courses (page 37) will be available for students with disabilities (general education students will be eligible for substitute courses with approval) in meeting the diploma requirements. Course sequences will be available for (1) students with disabilities earning core credit through the Essential/Life Skills courses, and (2) students with disabilities with significant cognitive disabilities earning core credit through Alternate Achievement Standards (AAS) courses.

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	English 9, 10, 11, and 12 or any AP/IB/postsecondary equivalent option of these courses	4
Mathematics	Algebra I, Geometry, and Algebra II w/ Trig or Algebra II, or their equivalent. Additional course(s) to complete the four credits in mathematics must be chosen from the <i>Alabama Course of Study: Mathematics</i> or CTE/AP/IB/postsecondary equivalent courses.	4
Science	Biology and a physical science The third and fourth science credits may be used to meet both the science and CTE course requirement and must be chosen from the <i>Alabama Course of Study: Science</i> or CTE/AP/IB/postsecondary equivalent courses.	4
Social Studies	World History, U. S. History × 2, and Government/Economics or AP/IB/postsecondary equivalent courses.	4
Physical Education	LIFE (Personal Fitness) One JROTC credit may be used to meet this requirement	1
Health Education	<i>Alabama Course of Study: Health Education</i>	0.5
Career Preparedness	Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy)	1
CTE and/or Foreign Language and/or Arts Education	Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses of sequence.	3
Electives		2.5
Total Credits Required for Graduation		24

CRITERIA FOR ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ENDORSEMENT

- 1. Minimum of Algebra II w/ Trig**
- 2. Chemistry**
- 3. Foreign Language: two years of the same language**
- 4. One half credit of Fine Art**
- 5. Minimum of two AP courses (if offered) or the equivalent (dual enrollment or dual credit). One of the AP courses must be in core content.**
- 6. Algebra A and B will not be counted towards this endorsement.**

**ALABAMA HIGH SCHOOL DIPLOMA
SUBSTITUTE COURSES FOR SPECIAL EDUCATION STUDENTS
(*Essentials/Life Skills courses / **Extended Standards courses)**

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	* English Essentials 9, 10, 11, and 12 **Alabama Achievement Standards (AAS) English 9, 10, 11, & 12	4
Mathematics	*Algebraic Essentials A & B and Geometry Essentials A & B (Students taking Algebraic Concepts in Grade 9 are not required to take Geometry B) **Alabama Achievement Standards (AAS) Mathematics 9, 10,11, & 12	4
Science	*Life Skills Science I (Physical Science), II (Biology), III (Earth & Space), IV (Environmental) **Alabama Achievement Standards (AAS) Science 9, 10, 11, & 12	4
Social Studies	* Life Skills I (World History), II(U.S. History to 1877, III (U.S. History from 1877), IV (Economics/Government) **Alabama Achievement Standards (AAS) Social Studies 9,10,11,& 12	4
Physical Education	LIFE (Personal Fitness) One JROTC credit may be used to meet this requirement or Adaptive Physical Education	1
Health Education	Alabama Course of Study: Health Education **Alternate Achievement Standards (AAS) Pre-Vocational, Vocational, or Community Based Instruction (World of Work)	.5
Career Preparedness	Career Preparedness (Career and Academic Planning, Computer Applications, or Financial Literacy) **Alabama Achievement Standards (AAS) Functional Performance: Daily Living	1
Career Tech Education	*Transition Services I(World of Work), Workforce Essentials, and Cooperative Education Seminar/Work Experience **Alabama Achievement Standards (AAS) Life Skills Personal/Social Management 9,10,11,&12	3
Electives	*2 CTE courses in the same pathway are pre-requisite to Cooperative/Work Experience	2.5
Total Credits for Graduation		24

XLII. CRITERIA FOR ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ENDORSEMENT SUMMA CUM LAUDE

The following will be the criteria for determining who may be eligible for the Alabama High School Diploma with an Advanced Endorsement:

1. The candidate must have earned in grades 9 through 12 a minimum of 26 units consisting of the following:
 - a. four units of English to include the equivalent of English 9, English 10, English 11, and English 12
 - b. four units of science to include a physical science, Biology, and two units of additional life and/or physical science
 - c. four units of social science to include World History, U. S. History, and government/economics
 - d. four units of math to include Algebra I, Algebra II with Trigonometry, Geometry, and a math elective
 - e. two units of foreign language
 - f. one unit of physical education
 - g. one half unit of health education
 - h. one half unit of fine arts
 - i. one unit of Career Preparedness (.5 unit earned if Career Preparedness A is completed in middle school)
 - j. five and one half units of electives (only five units if full Career Preparedness course is completed in high school)
 - k. a minimum of two AP courses (if offered) or the equivalent (dual enrollment or dual credit)
2. Must have overall average of 95-100

XLIII. CRITERIA FOR ALABAMA HIGH SCHOOL DIPLOMA SUMMA CUM LAUDE

The following will be the criteria for determining who may be eligible for the Alabama High School Diploma Summa Cum Laude:

1. The candidate must have earned in grades 9 through 12 a minimum of 24 units consisting of the following:
 - a. four units of English to include the equivalent of English 9, English 10, English 11, and English 12
 - b. four units of science to include the equivalent of Biology and a physical science
 - c. four units of social science to include the equivalent of World History, U. S. History, and government/economics
 - d. four units of math to include Algebra I, Geometry, and Algebra II
 - e. one unit of physical education
 - f. one half unit of health education
 - g. one unit of Career Preparedness (.5 unit earned if Career Preparedness A is completed in middle school)
 - h. three units of CTE, Arts Education, and/or Foreign Language
 - i. three units of electives (only two and one half units if full Career Preparedness course is completed in high school)
2. Must have overall average of 95-100

XLIV. CRITERIA FOR ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ENDORSEMENT MAGNA CUM LAUDE

The candidate must have earned a minimum of 26 units in grades 9 through 12. All units are the same as those for the Alabama High School Diploma with Advanced Endorsement Summa Cum Laude except the overall average will be 90-94.

XLV. CRITERIA FOR ALABAMA HIGH SCHOOL DIPLOMA MAGNA CUM LAUDE

The candidate must have earned a minimum of 24 units in grades 9 through 12. All units are the same as those for the Alabama High School Diploma Summa Cum Laude except the overall average will be 90-94.

Additional Guidelines for Calculating an Overall Average

1. All Carnegie unit and unit designated courses offered by a local high school and completed dual enrollment credits shall be eligible for and figured in to the calculations for determining class standing, or overall average except that, any course designated with the “aide” descriptor (Office Aide, i.e.) shall not be used in calculating the overall average of candidates.
2. Grades in all classes shall be completed at face value.

3. The standing of the candidates shall be computed on a numerical basis up to and including the 3rd nine weeks of the senior year.
4. If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. Provided the school will not or cannot provide numerical grades, said student letter grades will be converted to numerical grades at the mid-point of the grading scale approved for use by high schools of the school system.

Method of Recognition:

- Diplomas will be printed/sealed with Summa/Magna recognition
- Noted on Graduation Program
- Noted on Permanent Record Cards

XLV. TALLADEGA COUNTY SCHOOLS CREDIT RECOVERY PROGRAM

The Credit Recovery Program provides course specific, skill-based extended learning opportunities for students who have been unsuccessful in mastering content or skills required for receiving course credit. The Credit Recovery Program is based on deficiencies rather than a repeat of the entire course.

To be eligible for the Credit Recovery Program, students must have earned a baseline average of 40-59 on a 100-point scale. If applicants were not able to achieve a baseline average of 40 or above, applicants will be required to repeat the entire course.

Admission into the program is through a request process. Students must submit a request form (SDE attachment D on school letterhead) signed by the student and his/her parent. Each request will bear the signature of the teacher of the failed course, documentation and the signature of the counselor. Requests will be reviewed and approved (signed) by the principal with the principal giving consideration to (1) the availability of an online course through ACCESS and a facilitator, (2) the availability of a software-based computer program and a certified teacher, (3) and the availability of a highly-qualified teacher.

Instruction will be provided through online courses through ACCESS, and/or software-based computer programs, and/or through a highly qualified teacher locally. Online courses through ACCESS shall require a school-approved adult with appropriate technology training as the facilitator. Software-based programs shall require a certified teacher with appropriate technology training as the facilitator. Standards taught locally shall require a highly qualified teacher in core academic areas.

The curriculum may be delivered through instructional technology or by a highly-qualified teacher. The teacher of the failed course will designate standards that were not met or students shall complete a course skill-specific diagnostic tool or take a comprehensive school test such as a semester exam or final exam to determine standards that were not met by the student. All of the content shall align with the appropriate Alabama Course of Study content standards.

In addition to our Student Responsibilities and Privileges Code of Conduct, the principal will establish local expectations concerning conduct. Misbehavior will not be tolerated. If necessary, the principal may notify parents that their student is dropped from the Credit Recovery Program for a serious infraction or put parents on notice that their student will be dropped from the program if minor infractions continue.

Expectations are that students will attend each scheduled credit recovery session. Absences may be excused by a parent note. If a student is absent for three consecutive sessions, the student must have an excuse from a doctor or he/she will be dropped from the program.

If students are enrolled in the Credit Recovery Program during the summer, students must exhibit competency on the content and/or skill requirements needed to recover the course within three weeks or reapply. If the students are enrolled in the Credit Recovery Program during the school year, students must exhibit competency on the content and/or skill requirements needed to recover the course within nine weeks or reapply.

If the student is successful at exhibiting competency on the content and/or skill requirements needed to recover the course (at least 70% of the standards), the original grade for the course shall be forgiven and a numerical

grade of 70 will be awarded for the course. By forgive, the SDE says that the original grade will remain on the permanent record/transcript and not be changed, but that the original grade shouldn't count when figuring GPA. If the student is unsuccessful at exhibiting competency on the content and/or skill requirements needed to recover the course, the original grade will remain unless the student reapplies for the Credit Recovery Program and is successful at recovering the course at a later date or successfully repeats the course.

These program rules, regulations and processes went into effect with the 2009-2010 school year. Copies will be provided in writing to students, parents, guardians and the State Department of Education.

Total credits allowed during a year including credit recovery courses shall not exceed 10 credits.

XLVI. CAREER AND TECHNICAL EDUCATION OFFERINGS

Public Notice - Talladega County Board of Education

The Talladega County School system offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9 – 12:

Business, Management & Administration (7 – 12)
Finance
Information Technology
Family and Consumer Sciences
Agriculture, Food and Natural Resources
Health Science
Engineering

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Mr. Griff Hill, Coordinator of Secondary Programs
106 South Street West
Talladega, AL 35160
256-315-5100 ghill@tcboe.org

Inquiries regarding nondiscrimination policies should be directed to:

Mr. Kelvin Cunningham, Director
Operations & Support Personnel
106 South Street West
Talladega, AL 35160
256-315-5108 kcunningham@tcboe.org

XLVII. CHECK ACCEPTANCE POLICY AND RETURNED CHECK PROCEDURES

The Talladega County Board of Education will require the following on all checks that are accepted as the form of payment for any transaction:

- Full Name
- Street Address
- Home Phone Number

The Talladega County Board of Education has an agreement with Nexcheck for the collection of all returned checks issued to all locations. In the event that your check is returned for any reason, it will automatically be forwarded by the Talladega County Board of Education's bank to Nexcheck. Nexcheck will then contact you in order to collect the face amount of the check plus a collection fee of \$30.00. This fee is subject to change as allowed by law. If you do not properly respond to Nexcheck, or Nexcheck is unable to contact you, Nexcheck will electronically debit your account for the amount of the original check plus any applicable fees. The use of a check for payment is your acknowledgment and acceptance of this policy and its terms and conditions.

XLVIII. CHILD NUTRITION PROGRAM MEAL CHARGE POLICY

I. PURPOSE

The purpose of this policy is to establish consistent practices for Talladega County Board of Education for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

II. GENERAL STATEMENT OF POLICY

A. It is the intent of the Talladega County Board of Education to provide an opportunity for each child to eat a nutritious breakfast and lunch daily. However, the goal is to also promote healthy eating habits to enhance classroom learning while maintaining the financial integrity of the School Breakfast Program and National School Lunch Program. Talladega County Board of Education's commitment is to eliminate any stigmatization of children who are unable to pay meal charges.

B. It is the policy of Talladega County Board of Education to offer breakfast and lunch meals that comply with all state and federal regulations.

C. Full Paid Meals – Elementary, Middle and High School Students who has a paid eligibility status will pay for breakfast and/or lunch meals at the Talladega County Board of Education published standard rate for breakfast and lunch each day. Students will be allowed to charge meals to their account after the balance reaches zero. Once a student has charged meals, he/she will not be allowed to charge a la carte items. However, the student will continue to be offered a regular reimbursable meal which will be charged to the child's meal account at the standard rate.

Reduced Meals - Students receiving reduced price meals will be allowed to receive a breakfast and lunch each day at the USDA recommended rate. A student will be allowed to charge meals to his/her account after the balance reaches zero. Once a student has charged meals, he/she will not be allowed to charge a la carte items. However, students will continue to be offered a regular reimbursable meal which will be charged to the child's meal account at the standard rate.

Free Meals - Students with a free eligibility determination will be allowed to receive a free breakfast and lunch each day. All A la carte purchases must be prepaid.

D. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available at each school site in the cafeteria manager's office or the district Child Nutrition Program office. Additionally, a parent or guardian may apply online at <https://talladega.rocketscanapps.com>. If household income or household size changes, families can apply for meal benefits anytime during the school year.

III. CHARGE POLICY

- Any student's account that has insufficient funds to pay for breakfast and/or lunch will be allowed to charge a breakfast and/or lunch meal.
- No students will be allowed to charge A La Carte items.
- No alternative meal will be served or offered at any Talladega County Board of Education school campus at any time.
- No adult meal charges including A La Carte are allowed. This includes all school employees. Federal and state regulations require that adults who are served school meals are to provide payment at the time of service. This regulation coincides with the Talladega County Board of Education approved meal prices for adults.
- Child Nutrition Program employees employed to work directly in the food preparation site are entitled free of charge, to a meal for breakfast and a meal for lunch.

IV. NOTIFICATION OF ACCOUNT STATUS

- Households are made aware of insufficient student account balances in different formats, depending on grade levels or circumstances.
- Families may check account status via PayPams if they have a registered account.
- Parents/guardians may call, email or text the school nutrition manager for account balances.
- The Child Nutrition Program will give or send weekly and/or daily insufficient balance notices home to parents advising them of student meal account balances.
- The Child Nutrition Program will encourage parents to complete a Free/Reduced price meal application.
- A formal letter may be sent home to parents via US postal service requesting payment of balances owed.
- A school nutrition manager or principal (designee) may contact a household to request payment.
- Nutrition manager will keep principal updated if no payment is received.

- School principal or designee will contact the family and review with them their responsibility to provide funds to their child's account.
- Refunds on a school nutrition account after separation from the child's school will be a maximum of 90 days.

V. COLLECTION OF UNPAID DEBT

- Parents or guardians are responsible for all unpaid meal charges.
- Unpaid meal charges are considered delinquent debt.
- All unpaid debt prior to change of meal status is considered delinquent and must be paid.
- At the time of a student's separation from Talladega County Board of Education, all delinquent debt must be cleared before official records are released.
- Method of payment for uncollected debt must be paid via cash or certified check.
- The local school principal will be responsible for collecting monies for charged meals and eliminating any outstanding indebtedness of students by the end of each school year. Documentation of efforts to collect all charges and repayment should be maintained.

NOTICE

ASBESTOS HAZARD NOTICE

The Asbestos Hazard Emergency Response Act (AHERA) Public Law 99-519 required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools.

The Talladega County Board of Education has met all requirements of Public Law 99-519. All buildings belonging to the Talladega County Board of Education have been inspected and tested for asbestos containing building materials by certified management planners. The plans are located at the central office in Talladega and at each school and are available to be viewed by the public.

Please contact Mr. Kelvin Cunningham at the Talladega County Board of Education (256)315-5100 if further information is desired.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

The Alabama Legislature enacted Senate Joint Resolution 26 (Act No. 2006-54) urging the State Department of Education and the Alabama Department of Public Health to collaboratively focus on efforts to educate parents and students entering 6th, 10th, and 12th grades about the disease, including causes, symptoms, how it is spread, how to obtain additional information about the disease and the availability, effectiveness and risk of vaccination against the disease.

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that causes meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen, living in dormitories, also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry level (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to:

www.adph.org/immunization