

## INTRODUCTION

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

*“The curriculum of the home is twice as predictive of academic learning as family socio-economic status. This curriculum involves informed parent-child conversations about everyday events, encouragement and discussion of leisure reading, monitoring and joint analysis of television viewing and peer activities, deferral of immediate gratifications to accomplish long-term goals, expressions of affections, interest in the child’s academic and other progress as a person, and parental influence is no less important in high school years.”*

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

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

### **TALLAPOOSA COUNTY SCHOOLS’ VISION AND MISSION STATEMENT**

Vision- “a school system worthy of our children.”

Our mission is to ensure that every child in the Tallapoosa County School System is prepared for success in college, career and life.

### **EQUAL OPPORTUNITY**

The Tallapoosa County Board of Education adheres to the following policy: “No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, to include harassment, in any program or activity on the basis of disability, sex, race, religious belief, national origin, age, or color.”

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

**PUBLIC NOTIFICATION-  
ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986**

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

**TALLAPOOSA COUNTY ANTI-HARASSMENT POLICY**

**I. Harassment, violence and threats of violence prohibited**

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 in this policy. Students who violate this policy will be subject to disciplinary sanctions.

**II. Definitions**

A. The term “**harassment**” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, or a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has particular characteristic, if the characteristics falls into one of the categories set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:

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

B. The term “**violence**” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

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

D. The term “**intimidation**” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating or taking advantage of any school program, benefit, activity or opportunity for which the students is or would be eligible.

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

### III. Description of behavior expected of students

A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Tallapoosa County Code of Conduct. Students are expected and required:

- to comply with requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation;
- to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and
- to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

B. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such an action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student’s race
- The student’s sex
- The student’s religion
- The student’s national origin
- The student’s disability; or
- Any factor or characteristic that may result in the same

#### **IV. Consequences for violations**

A series of graduated consequences for any violation of this policy will be those outlined in the Tallapoosa County Code of Student Conduct or any rule or standard adopted under authority of this policy.

#### **V. Reporting, investigation, and complaint resolution procedures**

A. Complaints alleging violations of this policy must be made on Tallapoosa County Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

B. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonable prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions under the Tallapoosa County Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Tallapoosa County Code of Student Conduct.

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

#### **VI. Improper use of cell phones or other electronic devices to include items of a sexual nature.**

A. The Tallapoosa County Board of Education considers the improper use of a cellular telephone device or other electronic device as a means to provoke intimidation, harassment, or any other act of inappropriate communication to be a

violation of the Board’s anti-harassment policy. Specifically, the Board considers the “sending, sharing, viewing or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device,” commonly referred to as “sexting” to be a severe violation of board policy and will be treated as such from a disciplinary standpoint. Local school administration retains the authority to determine the severity of the violation and shall apply disciplinary measures as they deem appropriate to the particular situation.

- B. Individuals who believe they are victims of a violation of this policy should follow the procedures outlined for filing a complaint of harassment or bullying, the provisions of which are to be followed as outlined above.

## **VI. Promulgation of policy and related procedures, rules and forms**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Tallapoosa County Board of Education’s Web site.

### **Persons responsible for coordinating compliance:**

Title IX.....Nancy Hatcher.....256-825-0746

Section 504.....Nancy Hatcher.....256-825-0746

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## **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.**

This has been included in this Student Code of Conduct Handbook to make all students, parents, and/or guardians aware of this policy.

**TALLAPOOSA COUNTY SCHOOLS**  
**“DRESS FOR SUCCESS”**

The intent and purpose of these guidelines are to eliminate disruption to the classroom environment, promote instruction, improve safe identification of students and comply with state health and safety standards, while allowing students to express personal taste and individuality through clothing choices. Students are reminded that items perfectly suited for home, gym, beach, or party may not be appropriate school wear. Dress guidelines apply to students in grades 4-12.

- 1) All clothing choices, including jackets, sweatshirts are to be without slogans, emblems, pictures, and writing. Manufactured logos (ex. Polo horse, Tommy Hilfiger, and Nike and University/College named approved items) are allowed.
- 2) Boys’ pants and/or blue jeans of a solid color shall be worn at the **natural** waistline. A properly fastened belt with shirt tucked in is required for all boys.
- 3) Skirts, shorts, skorts, and dresses should be no more than 2 inches from the knee. Leggings may be worn under skirts, shorts, skorts, and dresses. Slits in items must also be no more than 2 inches from the knee.
- 4) Students should wear shirts or dress tops that cover the shoulders, cleavage, abdomen, and back.
- 5) Piercings will be limited to ears only for safety reasons.
- 6) All clothing should be worn as intended by the manufacturer.
- 7) School-sponsored tops and jackets are the **only** exception to the above mentioned items.
- 8) Hair should be neat and clean.

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**INAPPROPRIATE DRESS FOR SCHOOL:**

1. Sunglasses.
2. Leggings worn as an outer garment.
3. See-through, skintight, spandex and/or revealing clothing.
4. Open or chain belts, including metal chains on pants and chain wallets.
5. Unfastened overalls.
6. Sleeveless shirts, boat neck or tank tops.
7. Pants/slacks with appearance of sagging, and/or showing underwear.
8. Head covering inside the building.
9. Curlers, picks, or combs.
10. Athletic wear, including sweat pants, sweat shorts, gym shorts, wind suits, tights, pajama pants, volleyball and basketball pants. Sports teams will be allowed to wear wind suits on game day.
11. Holes in clothing.

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

## STUDENT HANDBOOK

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

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

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

### STUDENT BEHAVIOR CODE

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

### PARENTAL RESPONSIBILITIES:

Parental involvement is paramount to the success of students in school. Therefore, it is important that parents have the opportunity to know what is happening with their children on a regular basis. Parents can stay informed about their child’s progress through regular progress reports and report cards, weekly folders at the elementary level and daily agendas at the high school level. Parents are encouraged to review this policy booklet with their children regularly.

It is the responsibility of the school to make parents aware of situations affecting their child pertaining to **discipline** and provide support for correcting the problematic behavior. Additional notices will be sent home with students when they are referred to the principal or assistant principal for violation of the handbook guidelines. **The Code of Alabama, 1975 revised, 16-28-12, places responsibility on the parents/guardian for the attendance and conduct of their students.**

At any time, a parent may request a conference with the principal, assistant principal or teacher, to discuss issues related to discipline and the handbook. This Tallapoosa County Handbook outlines expectations for each of these parties. When parents, teachers, administrators and students work together our students can become fully prepared for life beyond school.

**Conferences should be scheduled through the school principal or assistant principal.**

#### **TEACHER RESPONSIBILITIES:**

Teachers in the Tallapoosa County School System serve as positive role models for parents, students, and peers. They comply with state, county, and school policies and procedures. Teachers are expected to be present, on time, monitor student behavior and take corrective action as needed. Teachers should maintain an orderly classroom environment conducive to learning, including clearly stated rules consistent with this handbook. Teachers offer encouragement and correction as needed to assist students with setting high standards and making positive choices.

**Teachers' dress should meet or exceed the Student Dress requirements.** All staff members are role models for students and, therefore, teachers are expected to dress in a professional manner at all times. No clothing shall be worn by staff members that constitutes a danger to the health and/or safety to himself/herself or others, and no clothing may be worn that distracts and/or disrupts the instructional program (e.g., mini-skirts, see-through clothing, low cut blouses, leggings as outer garments, spandex, spaghetti straps, shorts (appropriate for physical education teachers only), clothes too tight, too loose, or transparent). Keep in mind that you represent the Tallapoosa County School district, and consider your job responsibilities and duties for the workday. **A good rule of thumb to follow is that if you have any doubt whether the outfit you are wearing is appropriate; do not wear it to school.**

#### **ADMINISTRATOR RESPONSIBILITIES:**

Administrators in the Tallapoosa County School System serve as positive role models for teachers, parents, students and peers. Administrators provide fair, impartial and consistently administrated treatment for all students. They encourage effective parent-school communication, including participation in parent-teacher conferences. Administrators provide assistance to students in learning to set high standards and make positive choices. They provide appropriate support to teachers in dealing with student discipline problems. In addition, they provide appropriate support to parents and students to constructively resolve school- related issues. Finally, administrators serve as ambassadors for students, parents, and teachers

to insure a smooth operation in a school setting.

**CLASSIFICATION OF DISCIPLINE VIOLATIONS:**

Disciplinary offenses are grouped into three classifications: minor, intermediate, and major violations. Each classification is followed by a list of offenses and possible disciplinary action to be implemented by the principals or their designees. **Disciplinary actions are based on: the seriousness of the offense and the student's previous disciplinary record.**

**CLASS I- Minor Offenses:** Classroom disruption-Annoying classmates-Excessive or loud talking-Excessive mischief/horseplay-Food/drink/gum violation- Violation of cafeteria rules- tardy to class-Failure to dress out for PE- Failure to follow instructions- Non i directed use of profane language verbal, written, gesture, littering of school property-Minor disruption on a school bus-Any other violation which the principal may deem reasonable to fall within this category.

**Corrective Actions for Class I- Offenses:** Call parents- After school detention, Time-out-Work detail, Cafeteria duty- Loss of break time-Gym clean up duty after school-Counseling session with principals/counselors-Corporal punishment/Call parents before administering corporal punishment.

**CLASS II-Intermediate Offenses:** Persistent or severe Violation of Class I offenses-abusive language, defiance/disrespect for authority, cheating, bullying/ unlawful harassment, damage to school property, tobacco possession, cell phone/other electronic devices, parking violation, extortion, stealing/larceny/ petty theft, possession of stolen property, intentionally providing false information to school personnel/forgery of parents signature/skipping school/ leaving campus without permission, gambling, possession of fireworks/having explosives or incendiary charge, possession of non-prescription over-the-counter medication, computer misuse, any other violation which the principal may deem reasonable to fall within this category.

**Corrective Action for Class II-Offense:** (Corrective Actions vary by offense, please refer to Class II Intermediate Offenses on page 20 for specific possible actions)  
First offense 1-3 days ISS, Second offense 3-5 days ISS Third offense 3-5 days OSS, Corporal Punishment/ Call parents, Fourth offense 5-days ISS & 5- days OSS.

**CLASS III –Major Offense: A police report will be filed for all class III violations:**  
Drug possession/ selling –dispensing non-prescription, over-the-counter medication, arson-threatening a school board employee- robbery-gambling-stealing, larceny, grand theft valued @ \$ 100.00- criminal mischief- igniting fireworks or explosives on school grounds- threats with intention to harm another student- Bomb threats-vandalism- sexual harassment-weapons /facsimile possession- breaking

and entering/burglary- computer trespassing/hacking, ISS behavior, sex offenses-terrorist threats- physical assault.

**Corrective Action:** First offense – up to 10 days OSS pending CROSSROADS recommendation.

Second offense- Recommend expulsion.

Third Offense- Permanent Expulsion.

**Note: A student who distributes drugs, chemicals or alcohol may be recommended for expulsion on the first offense.**

**CLASS IV VIOLATIONS- Law enforcement will be notified for all CLASS IV violations. The student will be immediately be suspended from school pending an Expulsion Hearing.**

## **PROCEDURES FOR THE ADMINISTRATION OF DISCIPLINARY ACTIONS**

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

All academic grades should reflect the teacher's most objective assessment of the student's academic achievement and should **not** be influenced by student behavior.

### **FORMAL DISCIPLINARY ACTIONS AND PROCEDURES**

#### **Before or After-School Detention**

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

#### **In-School Suspension Program**

In-School Suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. The principals and their staff should determine the scope of in-school suspension in their respective schools

#### **Work Assignment**

The principal or his/her designated person(s) has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as disciplinary action for a reasonable and specified period of time. Work assignments are not

intended to interfere with the student's regular class schedule. The parent(s) or guardian will be responsible for providing transportation in these cases. The parent(s) or guardian will be notified prior to the student's placement in a work assignment.

### **Physical Restraint**

The principal or his/her designated person(s) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians or other staff members. This action may be taken when it is necessary to promote safety and prevent harm to all students, staff, and visitors in the schools. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

### **School Bus Suspension**

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

### **Expulsion**

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

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

### **VIDEO SURVEILLANCE**

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

### **OUT-OF-SCHOOL-SUSPENSION**

The Tallapoosa County Board of Education defines suspension as "the temporary removal of a student from school for violation of school policies, rules, or regulations; or orderly operations of the school." When suspended, a student is prohibited from entering any Tallapoosa County School property and from attending or participating in school or Board-related activities (for example: athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds. Violation of this rule will result in additional charges of trespassing against the student. **Students under local suspension (not assigned to CROSSROADS) will receive unexcused absences from all days missed due to the suspension and will not be entitled to make up work for the missed days. When a student is suspended during six weeks/mid-term/final examinations, he/she shall be given the opportunity to take missed examinations at a time specified by the principal or designee.**

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

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

**If a student is suspended from school, a parent/guardian will be required to come to the school to take the student home.**

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### **CROSSROADS**

The CROSSROADS Program is created to help students who have exhibited disruptive behavior and/or problems adjusting to the regular school setting. The mission of CROSSROADS is to provide a structured educational setting that redirects behavior in order for students to achieve success. The placement process will begin when the school principal meets with the student and his/her parent/guardian, notifying them of the process. The principal will send a signed copy of his/her recommendation along with the CROSSROADS application to the CROSSROADS committee at the Central Office. If the recommendation is approved, the CROSSROADS Administrator will arrange for an interview with the student and his/her parents. Parents must accompany the student to the interview and after signing the CROSSROADS contract, the student will be assigned to the program.

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

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

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

### **INTERROGATIONS AND SEARCHES**

#### **I. Search of Property**

The Tallapoosa County Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are and remain the property of the board.

The board is charged with maintenance of such property and thus authorized inspection for any maintenance-related reasons. With respect to opening said lockers or desks for other reasons, the following will apply throughout the school system.

Desks, lockers, and other equipment at any school belong to the school board and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable suspicion, belief or cause that some substance or other material is contained therein which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive to the overall discipline of the school.

Vehicles driven by students and parked on school property are subject to search with or without the consent of students. Students shall not be allowed to park automobiles on campus until such time that a student vehicle registration has been properly completed and returned to the school. Such forms shall be maintained on file at the school.

School officials may read, examine, or inspect the contents of any electronic communication devices upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the code of student conduct, or of other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

Any items which are specifically prohibited by law, by board policy or by fair and reasonable local school regulations may be impounded by school officials. Such prohibited items will include, but not be limited to the following: (1) any weapons, (2) drugs of any sort, (3) alcoholic beverages, (4) pornographic or otherwise obscene material, or (5) any other object, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of board policy, or of the local school's fair and reasonable regulations.

If possible, the student or students shall be contacted prior to any search of a desk or locker assigned to such student, and the desk or locker shall be opened in his/her presence. A witness from the professional staff shall be present during the inspection at all times when students cannot be contacted.

The content of this policy shall be communicated to all students and staff at the beginning of each year.

## **II. Search of a Student's Person**

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

1. Any such action will not be taken unless there is a reasonable suspicion belief, or cause of violation of law or policy.
2. Any such action will not deliberately be intended to embarrass, harass, or intimidate the student(s).

3. Parents/Guardians shall be notified, in writing, of all such searches of a student's person. A copy of said notice shall be retained by the principal.
4. The above search will be done with the knowledge and supervision of the principal.

Any search of a student's person will be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said student, will be present throughout the search.

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

### **III. Detection of Illegal Drugs**

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

### **IV. Interrogations of Students**

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

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

- He/she may converse by telephone with his/her parent/guardian.
- He/she may decline to talk to the officers until his/her parent/guardian is present.
- He/she may talk with the officers either in or outside the presence of a school official. School officials will make every reasonable effort in every case to notify the parent/guardian, unless it is believed not to be warranted by school officials or law enforcement based upon the nature of the investigation. In those instances where a parent/guardian cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent/guardian.

No student shall be removed by law enforcement from the school without a warrant or petition being officially served.

**To ensure that all rights and requests are respected, the following procedures will be followed by school administrators:**

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

### **PROCEDURES FOR CORPORAL PUNISHMENT**

As a method to maintain discipline or to enforce school rules, a principal or principal's designee, may administer corporal punishment. Such punishment shall be administered under conditions which do not hold the student to ridicule or shame.

Whenever corporal punishment is administered, a written report shall be made and a copy forwarded to the child's parents. **A parent or guardian may request in writing that their son/daughter be exempted from corporal punishment and that an alternative punishment be given.** The request for exemption must be accompanied by the offering of an alternative disciplinary method by the parent or guardian that is acceptable to the principal.

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

1. Prior to corporal punishment, initial efforts and/or alternative methods should be taken in attempt to modify the student's behavior.
2. The administration of corporal punishment must occur in the presence of another professionally certified school employee, but only after:
  - a. The school employee is informed about the reasons for punishment in the presence of the student.
  - b. The student is given the opportunity to defend his/her position.

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

3. The student has been notified of the offense for which he/she is to receive corporal punishment, and the student has been given an opportunity to explain his/her actions;
4. The punishment is administered the school principal or his/her designee and witnessed by a certified school employee, preferably of the same gender as the student;
5. The punishment is administered out of view of any other students;

6. The use of corporal punishment shall at all times be reasonable and proper and must not be severe enough to cause bodily injury to the student;
7. All cases of corporal punishment shall be documented by both the person administering the punishment and the witness;
8. Documentation shall be filed in the principal's office;
9. Parents/guardians shall be notified that their child has received corporal punishment; and;
10. Corporal punishment shall consist of no more than three (3) licks administered to the buttocks with a smooth surface paddle free of holes and/or cracks.

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

### **Academic Honesty**

Academic honesty is important in Tallapoosa County Schools. Cheating will not be tolerated in any form. This includes but is not limited to: copying someone's work, allowing others to copy one's work, plagiarism, or misuse of school computers. Students found to be academically dishonest will receive a zero on the assignment and possibly face disciplinary actions.

### **DRUGS AND ALCOHOL**

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

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

The Tallapoosa County Board of Education recognizes its responsibility to provide a program of drug education so that all students are made aware of the physical and psychological dangers incurred through the use of illegal drugs and alcohol. Furthermore, the school system will provide, without penalty, available information to any student needing drug and alcohol treatment or advice and will protect, in accordance with the law, the due process rights of all students.

However, once it has been determined that a student has used, possessed, distributed, sold or is under the influence of alcohol or illegal drugs as defined in board policy in school buildings or upon school property or at school sponsored events, disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed if the standards of conduct are violated.

### **TALLAPOOSA COUNTY BOARD DRUG AND ALCOHOL POLICY**

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

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

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

#### **FIRST OFFENSE:**

If, after thorough investigation by the school principal, a student is found to have violated this policy, the student will be suspended from school by the principal up to ten (10) days pending placement in the CROSSROADS Program. If there is no opening in the CROSSROADS when this student returns from the out-of-school suspension assignment, the student will report to In-School-Suspension until placement in CROSSROADS.

Also, the student will be excluded from participation in all extra-curricular programs and events, including sports, band, chorus, cheerleading, clubs, etc., for the duration of the In-School-Suspension and CROSSROADS assignment.

In addition to the above, the student's name will be transmitted to proper legal authorities. It is also strongly recommended that both the student and parents attend some type of professional counseling.

#### **SECOND OFFENSE:**

If the student commits a second violation of this policy, **the principal will recommend to the Superintendent that the student be expelled from school for one calendar year.** This recommendation will then be made to the Tallapoosa County Board of Education. Also, once again, the student's name will be transmitted to the proper legal authorities.

#### **THIRD OFFENSE:**

If the student commits a third violation of this policy, he/she will be **permanently expelled** by the Tallapoosa County Board of Education from attending all schools within Tallapoosa County. Also, the student's name will be again transmitted to the proper legal authorities.

**STUDENT HANDBOOK DISCIPLINARY PROCEDURES**

The following guidelines will be considered in carrying out disciplinary procedures. However, each principal reserves the right to apply rules as needed based upon the severity of the infraction.

**Class I. Minor Offenses (K-3, 4-6, 7-12)**

**DISCIPLINARY ACTIONS FOR CLASS I VIOLATIONS**

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

**Subsequent Offenses:** Conference-A formal conference will be held with the student and one or more school officials. During this conference the student must agree to change his/her behavior. Parental Conference-A legal guardian is notified by telephone, personal contact, or letter. A conference may be held with the student, his/her legal guardian, appropriate school officials, and other individuals involved.

**Other possible actions-probation, non-academic work assignments, supervised in-school suspension, detention, and out-of-school suspension. Corporal punishment may be deemed necessary by principal or designee.**

**Disciplinary Actions for Class I infractions:**

<p><b>1.01</b></p>	<p><b>Distraction of other students:</b> Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting. <b>Examples:</b> talking excessively, interrupting class functions, chewing gum, provoking other students excessively.</p>	<p><b>First Offense:</b> Informal conference <b>Subsequent Offenses:</b> Formal conference <b>Other possible actions:</b> Probation, non-academic work assignments, corporal punishment, supervised in-school suspension, detention, out-of-school suspension</p>
<p><b>1.02</b></p>	<p><b>Illegal Organization:</b> Any on-campus activities or fraternities, sororities, secret societies, or nonaffiliated school clubs</p>	<p><b>First Offense:</b> Informal conference <b>Subsequent Offenses:</b> Formal conference <b>Other possible actions:</b> Probation, non-academic work assignments, corporal punishment, supervised in-</p>

		school suspension, detention, out-of-school suspension
<b>1.03</b>	<b>Excessive tardies:</b> Repeatedly reporting late to school or class.	<p><b>First Offense:</b> Informal conference</p> <p><b>Subsequent Offenses:</b> Formal conference</p> <p><b>Other possible actions:</b> Probation, non-academic work assignments, corporal punishment, supervised in-school suspension, detention, out-of-school suspension</p>
<b>1.04</b>	<b>Non-directed use of profane or obscene language</b> verbal, written, gesture.	<p><b>First Offense:</b> Informal conference</p> <p><b>Subsequent Offenses:</b> Formal conference</p> <p><b>Other possible actions:</b> Probation, non-academic work assignments, corporal punishment, supervised in-school suspension, detention, out-of-school suspension</p>
<b>1.05</b>	<b>Non-conformity to dress code</b> set at the local school level.	<p><b>First Offense:</b> Informal conference</p> <p><b>Subsequent Offenses:</b> Formal conference</p> <p><b>Other possible actions:</b> Probation, non-academic work assignments, corporal punishment, supervised in-school suspension, detention, out-of-school suspension</p>
<b>1.06</b>	<b>Minor disruption on a school bus</b>	<p><b>First Offense:</b> Informal conference</p> <p><b>Subsequent Offenses:</b> Formal conference</p> <p><b>Other possible actions:</b> Probation, non-academic work assignments, corporal punishment, supervised in-school suspension, detention, out-of-school suspension</p>

1.07	<b>Inappropriate public display of affection:</b> Including, but not limited to, embracing and kissing.	<b>First Offense:</b> Informal conference <b>Subsequent Offenses:</b> Formal conference <b>Other possible actions:</b> Probation, non-academic work assignments, corporal punishment, supervised in-school suspension, detention, out-of-school suspension
1.08	<b>Failure to follow instruction:</b> Examples: Failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.	<b>First Offense:</b> Informal conference <b>Subsequent Offenses:</b> Formal conference <b>Other possible actions:</b> Probation, non-academic work assignments, corporal punishment, supervised in-school suspension, detention, out-of-school suspension
1.09	<b>Unauthorized use of school or personal property</b>	<b>First Offense:</b> Informal conference <b>Subsequent Offenses:</b> Formal conference <b>Other possible actions:</b> Probation, non-academic work assignments, corporal punishment, supervised in-school suspension, detention, out-of-school suspension
1.10	<b>Littering</b> of school property	<b>First Offense:</b> Informal conference <b>Subsequent Offenses:</b> Formal conference <b>Other possible actions:</b> Probation, non-academic work assignments, corporal punishment, supervised in-school suspension, detention, out-of-school suspension
1.11	<b>Any other violations which the principal may deem reasonable to fall within this category.</b>	<b>First Offense:</b> Informal conference <b>Subsequent Offenses:</b> Formal conference <b>Other possible actions:</b> Probation, non-academic work assignments, corporal punishment, supervised in-school suspension, detention, out-of-school suspension

**K-3 CODE OF CONDUCT  
CLASS II: INTERMEDIATE OFFENSES**

The principal will try to handle disciplinary issues among this age group at the lowest possible administrative level. When students are actively involved in classroom activities

and are willing to cooperate with the teachers and fellow classmates, a productive learning environment is established. However, it may be necessary to deal with students on an individual basis if they are not willing to perform accordingly. It is our goal to maintain a safe, disciplined learning environment so that all students have the opportunity to be successful.

If it is necessary to discipline K-3 students for intermediate offenses, the principal will use appropriate guidelines which will ensure consistency in these actions. These actions may include: **Parent conference and/or Isolation, Detention, In-School-Suspension, Corporal Punishment, Bus Suspension, and Out-Of-School-Suspension.**

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**CLASS II – INTERMEDIATE OFFENSES**  
**Grades 4-6, 7-12**

<b>2.01</b>	<b>Disobedience/Defiance of Authority:</b> Any verbal or non-verbal refusal to comply with reasonable directions or orders of school personnel.	<b>Grade 4-6</b> <b>First Offense:</b> ISS (1 day)and/or Parent conference <b>Second Offense:</b> ISS: 3-5 Days <b>Third Offense:</b> OSS: 1-3 Days <b>Grade 7-12</b> <b>First Offense:</b> ISS: 3-5 Days <b>Second Offense:</b> OSS:1-3 Days <b>Third Offense:</b> OSS: 3-5 Days
<b>2.02</b>	<b>Possession, use, and/or sale of tobacco products, matches, lighter.</b>	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days and Parent conference <b>Second Offense and all others:</b> OSS: 2 Days <b>Grade 7-12</b> <b>First Offense:</b> ISS: 3-5 Days <b>Second Offense:</b> OSS: 1-3 Days <b>Third Offense and all others:</b> OSS: 3-5 Days
<b>2.03</b>	<b>Harassment and/or non-sexual confrontation or contention with another student</b>	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days and Parent conference <b>Second Offense:</b> ISS: 3-5 Days <b>Third Offense:</b> OSS: 1-3Days  <b>Grade 7-12</b> <b>First Offense:</b> ISS: 3-5 Days <b>Second Offense:</b> OSS: 1-3Days <b>Third Offense and all others:</b> OSS: 3-5Days
<b>2.04</b>	<b>Intentionally providing false information to school personnel:</b> forgery of parents’ signature, intentionally providing false information to parents.	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-2 Days and Parent conference <b>Second Offense:</b> ISS: 3-5 Days <b>Third Offense:</b> OSS: 1-3 Days  <b>Grade 7-12</b> <b>First Offense:</b> ISS: 1-3 Days <b>Second Offense:</b> OSS: 1-3 Days <b>Third Offense:</b> OSS: 3-5 Days

2.05	<b>Inciting student disorder and/or malicious mischief:</b> Refusing to disperse.	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days and Parent conference <b>Second Offense:</b> OSS: 1-3 Days <b>Third Offense:</b> OSS: 3-5 Days  <b>Grade 7-12</b> <b>First Offense:</b> ISS: 3-5 Days <b>Second Offense:</b> OSS: 1-3 Days <b>Third Offense:</b> OSS: 3-5 Days
2.06	<b>Property damage:</b> Intentional and deliberate action resulting in damages up to \$100.00 to public property or to the real personal property of another. If student destroys or damages the property, the parent/guardian shall be required to repair or replace it. (Senate Bill 73)	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days and Parent conference <b>Second Offense and all others:</b> OSS: 2 Days  <b>Grade 7-12</b> <b>First Offense:</b> ISS: 3-5 Days <b>Second Offense:</b> OSS: 1-3 Days <b>Third Offense:</b> OSS: 3-5 Days
2.07	<b>Stealing/Larceny/Petty Theft:</b> The intentional unlawful taking or carrying away of public real, or personal property, valued at less than \$100.00. Law enforcement may be notified.	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days and Parent conference <b>Second Offense and all others:</b> OSS: 2 Days  <b>Grade 7-12</b> <b>First Offense:</b> OSS: 1-3 Days <b>Second Offense:</b> OSS: 3-5 Days <b>Third Offense:</b> OSS: 3-5 Days
2.08	<b>Possession of stolen property:</b> Law enforcement may be notified.	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 3 Days and Parent conference <b>Second Offense and all others:</b> OSS: 2 Days  <b>Grade 7-12</b> <b>First Offense:</b> OSS: 1-3 Days <b>Second Offense:</b> OSS: 3-5 Days <b>Third Offense:</b> OSS: 5-10 Days
2.09	<b>Trespassing:</b> Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited and is warned by an authorized person to depart and refuses to do so. Law enforcement may be notified.	<b>Grade 4-6</b> <b>First Offense:</b> Written warning <b>Second Offense:</b> ISS: 3-5 Days <b>Third Offense:</b> OSS: 3-5 Days  <b>Grade 7-12</b> <b>First Offense:</b> Written warning <b>Second Offense:</b> OSS: 1-3 Days <b>Third Offense:</b> OSS: 3-5 Days

2.10	<b>Bullying/Unlawful Harassment:</b> Committing or instigating aggressive acts toward another student with the intent to irritate, intimidate, hurt, or produce a negative reaction from the other student. Verbal or physical conduct based on actual or perceived race, color, national origin, sex, age, disability, or religion when the conduct (a) has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or (b) has the purpose of interfering or otherwise adversely affecting an individual's work or academic performance or opportunities.	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days <b>Second Offense:</b> OSS: 1-3 Days <b>Third Offense:</b> OSS: 3-5 Days  <b>Grade 7-12</b> <b>First Offense:</b> ISS: 3-5 Days <b>Second Offense:</b> OSS: 1-5 Days <b>Third Offense:</b> OSS: 5-10 Days
2.11	<b>Leaving campus/premises:</b> without permission and/or unauthorized transport of others.	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days and Parent conference <b>Second Offense and all others:</b> OSS: 2 Days  <b>Grade 7-12</b> <b>First Offense:</b> ISS: 3-5 Days No Driving: 30 Days <b>Second Offense:</b> OSS: 1-3 Days No Driving: 60 Days <b>Third Offense:</b> OSS: 3-5 Days No Driving: 90 Days
2.12	<b>Unauthorized activation of fire extinguisher</b>	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days <b>Second Offense:</b> OSS: 1-2 Days <b>Third Offense:</b> OSS: 2-5 Days  <b>Grade 7-12</b> <b>First Offense:</b> OSS 5 Days <b>Second Offense:</b> OSS: 3 Days <b>Third Offense:</b> OSS: 10 Days
2.13	<b>Unauthorized Absence:</b> Cutting/skipping class or school.	<b>Grade 4-6</b> <b>First Offense:</b> ISS:1-3 Days and Parent conference <b>Second Offense and all others:</b> OSS: 2 Days  <b>Grade 7-12</b> <b>First Offense:</b> ISS: 1-3 Days <b>Second Offense:</b> ISS: 3-5 Days <b>Third Offense:</b> OSS: 1-3 Days
2.14	<b>Participation in gambling</b> or games of chance for money and/or other things of value from \$10.00 to \$100.00. Gambling devices and money will be confiscated.	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days and Parent conference <b>Second Offense and all others:</b> OSS: 2 Days  <b>Grade 7-12</b> <b>First Offense:</b> ISS: 3-5 Days <b>Second Offense:</b> OSS: 1-3 Days <b>Third Offense:</b> OSS: 3-5 Days

2.15	<b>Disruptive behavior on the bus:</b> Principal or designee will contact parents and inform them of the problem.	<b>Grade 4-6 and 7-12</b> <b>First Offense:</b> Bus suspension: 3 Days <b>Second Offense:</b> Bus suspension: 5 Days <b>Third Offense:</b> Bus suspension: 10 Days <b>Fourth Offense:</b> Bus suspension: 20 Days <b>Fifth Offense:</b> Bus suspension: 9 Weeks
2.16	<b>Threats or extortion:</b> Verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will.	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days <b>Second Offense:</b> OSS: 1-2 Days <b>Third Offense:</b> OSS: 3-5 Days  <b>Grade 7-12</b> <b>First Offense:</b> OSS: 1-3 Days <b>Second Offense:</b> OSS: 3-5 Days <b>Third Offense:</b> OSS: 5-10 Days
2.17	<b>Possession of fireworks:</b> Having an explosive or incendiary charge of less than one-quarter ounce.	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days <b>Second Offense:</b> OSS: 1-3 Days <b>Third Offense:</b> OSS: 2-5 Days  <b>Grade 7-12</b> <b>First Offense:</b> OSS: 1-3 Days <b>Second Offense:</b> OSS: 3-5 Days <b>Third Offense:</b> OSS: 5-10 Days
2.18	<b>Profanity or obscene language or gestures directed to a student.</b>	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days and Parent conference <b>Second Offense and all others:</b> OSS: 2 Days  <b>Grade 7-12</b> <b>First Offense:</b> ISS: 3-5 Days <b>Second Offense:</b> OSS: 1-3 Days <b>Third Offense:</b> OSS: 3-5 Days
2.19	<b>Disrespectful language, gestures, or profanity</b> either stated or implied to or about a board employee or guest.	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 3-5 Days <b>Second Offense:</b> OSS: 1-2 Days <b>Third Offense:</b> OSS: 3-5 Days <b>Grade 7-12</b> <b>First Offense:</b> OSS: 3-5 Days <b>Second Offense:</b> OSS: 5-10 Days <b>Third Offense:</b> OSS pending CROSSROADS

2.20	<b>Possession or dispensing of non-prescription, over-the-counter medications.</b>	<p><b>Grade 4-6</b>  <b>First Offense:</b> ISS: 1-3 Days and Parent Conference  <b>Second Offense:</b> OSS: 3-5Days  <b>Third Offense:</b> OSS: Up to 10 Days Pending CROSSROADS</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> ISS: 3-5 Days Parent Conference  <b>Second Offense:</b> OSS: 3-5 Days  <b>Third Offense:</b> OSS Up to 10 Days pending CROSSROADS</p>
2.21	<b>Inappropriate public display of affection.</b> Including but not limited to embracing and kissing.	<p><b>Grade 4-6</b>  <b>First Offense:</b> ISS: 1-3 Days  <b>Second Offense:</b> OSS: 1-3 Days  <b>Third Offense:</b> Principal's Discretion</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> ISS: 3-5 Days  <b>Second Offense:</b> OSS: 1-3 Days  <b>Third Offense:</b> Principal's Discretion</p>
2.22	<b>Excessive tardiness to school or class</b> <ul style="list-style-type: none"> <li>• Tardies start over at the beginning of each grading period</li> </ul>	<b>See individual school policy.</b>
2.23	<b>Non-conformity to dress code</b> (see dress code policy)	<p><b>Grade 4-6</b>  <b>First Offense:</b> Written warning/report to ISS until parent brings change of clothes  <b>Second Offense:</b>ISS:1-3 Days/Correct  <b>Third Offense:</b>ISS: 3-5 Days/Correct</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> Written warning/report to ISS until parent brings change of clothes  <b>Second Offense:</b> ISS: 3 Days/Correct  <b>Third Offense:</b> OSS: 1 Day/Correct</p>
2.24	<b>Computer Misuse:</b> Minor incidents of computer fraud, and tampering. (This includes playing games, downloading or trying to access inappropriate material.) There will be a \$15.00 per hour charge to correct the damage.	<p><b>Grade 4-6</b>  <b>First Offense:</b> ISS: 1-3 Days  <b>Second Offense:</b> ISS: 3-5 Days  <b>Third Offense:</b> OSS: 1-3 Days</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> ISS: 1-3 Days  <b>Second Offense:</b> ISS: 3-5 Days  <b>Third Offense:</b> OSS: 1-3 Days</p>

2.25	<b>Habitual Class I Violations</b>	<b>Grade 4-6</b> <b>First Offense:</b> ISS: 1-3 Days <b>Second Offense:</b> ISS: 3-5 Days <b>Third Offense:</b> OSS: 1-3 Days  <b>Grade 7-12</b> <b>First Offense:</b> ISS: 1-3 Days <b>Second Offense:</b> ISS: 3-5 Days <b>Third Offense:</b> OSS: 1-3 Days
2.26	<b>Any other violation which the principal may deem reasonable to fall within this category.</b>	Principal's Discretion
2.27	<b>Cheating:</b> Giving or receiving information that should be completed by another individual student.	<b>First and subsequent offenses: Loss of credit on assignment or test and other disciplinary action deemed appropriate by principal.</b>
2.28	<b>Verbal, physical, or sexual harassment</b>	<b>Grade 4-6</b> <b>First Offense:</b> OSS: 1-3 Days <b>Second Offense:</b> OSS: 3-5 Days <b>Third Offense:</b> Recommend CROSSROADS  <b>Grade 7-12</b> <b>First Offense:</b> OSS: 1-3 Days <b>Second Offense:</b> OSS: 3-5 Days <b>Third Offense:</b> Recommend CROSSROADS

**CLASS III: MAJOR OFFENSES**

**\*\*\*POLICE REPORT WILL BE FILED FOR ALL CLASS III VIOLATIONS\*\*\***

3.00	<b>Distributing drugs, chemicals, or alcohol</b>	<b>Grade 4-6 &amp; 7-12</b> <b>First Offense:</b> Recommend Expulsion
3.01	<b>Drugs, Chemicals, and Alcohol:</b> The unauthorized possession, or use of controlled substances to include illegal substances and prescribed substances (Examples: Ritalin, Adderall, Dexedrine, Valium, etc.) or to appear under the influence of drugs, chemicals, or alcohol. Possession of drug paraphernalia or non- controlled substances that are represented to be an illegal or substance. Before returning to school a rehabilitation plan must be developed and implemented. Alcohol/drug counseling must be included as a vital part of the plan. Parent/guardian is responsible for the cost of the development and implementation of the plan.	<b>Grade 4-6</b> <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS <b>Second Offense:</b> Consider Expulsion <b>Third Offense:</b> Recommend Expulsion Permanently  <b>Grade 7-12</b> <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS <b>Second Offense:</b> Consider Expulsion <b>Third Offense:</b> Permanent Expulsion

3.02	<b>Arson:</b> The willful and malicious burning or attempting to burn any part of Board property.	<p><b>Grade 4-6</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Consider Expulsion  <b>Third Offense:</b> Recommend Expulsion Permanently</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Recommend Expulsion</p>
3.03	<b>Threatening a school board employee:</b> Either stated or implied or the property of an employee.	<p><b>Grade 4-6</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Consider Expulsion  <b>Third Offense:</b> Recommend Expulsion Permanently</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Recommend Expulsion</p>
3.04	<b>Robbery:</b> The taking of money or other property from the person or custody of another by force, violence, assault, or instilling the fear of it. Restitution will be made before returning to school.	<p><b>Grade 4-6</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Consider Expulsion  <b>Third Offense:</b> Recommend Expulsion Permanently</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Recommend Expulsion</p>
3.05	<b>Stealing/Larceny/Petty Theft:</b> The intentional unlawful taking and/or carrying away of property valued \$100.00 or more belonging to another or being in the lawful possession or custody of another.	<p><b>Grade 4-6</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Consider Expulsion  <b>Third Offense:</b> Recommend Expulsion Permanently</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Recommend Expulsion</p>
3.06	<b>Gambling:</b> The intentional, unlawful participation in gambling activities involving amounts of more than \$100.00. Money and gambling devices will be confiscated.	<p><b>Grade 4-6</b>  <b>First Offense:</b> OSS: 3-5 Days  <b>Second Offense:</b> OSS: 5-10 Days  <b>Third Offense:</b> CROSSROADS</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> OSS: 5 Days  <b>Second Offense:</b> OSS: 10 Days  <b>Third Offense:</b> CROSSROADS</p>

<p><b>3.07</b></p>	<p><b>Criminal Mischief:</b> Intentional and deliberate action resulting in injury or damages of \$100.00 or more to public property or the real or personal property of another. Parent/guardian must make restitution before the student returns to school.</p>	<p><b>Grade 4-6</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Consider Expulsion  <b>Third Offense:</b> Recommend Expulsion Permanently</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Recommend Expulsion</p>
<p><b>3.08</b></p>	<p><b>Possession of weapons: (Not including firearms) knife, metallic knuckles, or any other weapon, instrument or object</b></p>	<p><b>Grade 4-6</b>  <b>First Offense: Without Intent:</b> Parent Conference and 5 Days ISS  <b>With Intent:</b> Parent Conference and 5 Days OSS  <b>Second Offense:</b> 10 Days OSS  <b>Third Offense:</b> Recommend CROSSROADS or Expulsion</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Recommend Expulsion</p>
<p><b>3.09</b></p>	<p><b>Threats:</b> any such communications concerning school board property, which has the intentional effect of interrupting the educational environment, including but not limited to: bomb threats, riot threats, biological threats, or other threats of group violence. Any student found to have communicated a threat will at the minimum be assigned to Crossroads for 36 weeks, will be prosecuted and restitution will be sought for lost income and expenses due to the interruption of school activities.</p>	<p><b>Grade 4-6</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Consider Expulsion  <b>Third Offense:</b> Recommend Expulsion Permanently</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Recommend Expulsion</p>
<p><b>3.10</b></p>	<p><b>Igniting fireworks:</b> Igniting an explosive or incendiary charge.</p>	<p><b>Grade 4-6</b>  <b>First Offense:</b> OSS: Up to 10 Days  <b>Second Offense:</b> CROSSROADS  <b>Third Offense:</b> Recommend Expulsion</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> OSS: 10 Days  <b>Second Offense:</b> CROSSROADS  <b>Third Offense:</b> Recommend Expulsion</p>

3.11	<b>Sexual Misconduct:</b> Acts of a serious sexual nature including, but not limited to battery, intercourse, attempted rape, rape, and indecent exposure.	<p><b>Grade 4-6</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Recommend CROSSROADS or Expulsion</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Recommend Expulsion</p>
3.12	<b>Inciting or participating in a major student disorder and/or refusing to disperse:</b> Leading, encouraging, and assisting in disruptions which result in destruction or damage of private or public property; personal injury to participants or others during any school sponsored activity.	<p><b>Grade 4-6</b>  <b>First Offense:</b> OSS: 5 Days and Parent conference  <b>Second Offense:</b> OSS: 10 Days pending CROSSROADS</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> OSS: 10 Days pending CROSSROADS  <b>Second Offense:</b> Recommend Expulsion</p>
3.13	<b>Major threat to the safety of school bus passengers or driver.</b>	<p><b>Grade 4-6</b>  <b>First Offense:</b> Bus suspension and/or CROSSROADS  <b>Second Offense:</b> Recommend Expulsion for 1 year from school and permanently from the bus  <b>Grade 7-12</b>  <b>First Offense:</b> Up to 10 days OSS and Bus Suspension for 1 year  <b>Second Offense:</b> Recommend Expulsion for 1 year from school and permanently from the bus</p>
3.14	<b>Gang activity:</b> Participating in gang activity, including but not limited to wearing or displaying jewelry, art, tattoos, clothing, or symbols previously designated by principal as prohibited gang attire, commonly associated with a gang or intended by the wearer to be so associated.	<p><b>Grade 4-6</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Recommend Expulsion</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS  <b>Second Offense:</b> Recommend Expulsion</p>
3.15	<b>Any other violation which the principal may deem reasonable to fall within this category.</b>	Principal's Discretion
3.16	<b>Battery/Fighting</b>	<p><b>Grade 4-6</b>  <b>First Offense:</b> OSS: 3-5 Days  <b>Second Offense:</b> OSS: 5-10 Days pending CROSSROADS  <b>Third Offense:</b> Recommend Expulsion</p> <p><b>Grade 7-12</b>  <b>First Offense:</b> OSS: 5 Days plus ISS: 5 Days  <b>Second Offense:</b> OSS pending CROSSROADS  <b>Third Offense:</b> Recommend Expulsion</p>

<b>3.17</b>	<b>Habitual Class II Violations</b>	<b>Grade 4-6</b> <b>First Offense:</b> OSS: 5-10 Days <b>Second Offense:</b> Recommend CROSSROADS  <b>Grade 7-12</b> <b>First Offense:</b> OSS: 5-10 Days <b>Second Offense:</b> Recommend CROSSROADS
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**\*\*\*LAW ENFORCEMENT WILL BE NOTIFIED FOR ALL CLASS IV VIOLATIONS. STUDENT WILL BE IMMEDIATELY SUSPENDED FROM SCHOOL PENDING AN EXPULSION HEARING.**

**Return to school following an expulsion shall necessitate an appeal to the Superintendent, recommendation for re-admission by the Superintendent to the Board, and approval by the Board. Where applicable, a person may not be readmitted to the public schools until:**

- + Criminal charges or offenses arising from the conduct, if any, have been disposed of by the authorities and the student must be eligible to apply for re-admission.
- + The student must petition the Superintendent and Board of Education for a hearing.
- + Return to school shall necessitate a recommendation from the Superintendent to the Board, and approval by the Board.
- + If approved by the Board, the student will be admitted to the Tallapoosa County Alternative School, where he/she must successfully complete one year before returning to the regular school.

<b>4.01</b>	<b>Battery upon Board employees:</b> The unlawful striking of a Board employee, or the intentional causing of bodily harm to a Board employee. All attacks or incidents shall be reported to the Superintendent within 72 hours.	<b>Grade 4-12</b> <b>First Offense:</b> Recommend Expulsion
<b>4.02</b>	<b>Possession of a firearm:</b> A firearm is a weapon (as defined in Section 921 of the Title 18 of the United States Code) which will, is designed to, or may be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, the muffler or silencer of a firearm, or any other destructive device (including a starter pistol, teargas gun, or air gun)	<b>Grade 4-12</b> <b>First Offense:</b> Recommend Expulsion
<b>4.03</b>	<b>Discharge of a firearm:</b> Discharging of any pistol, rifle, shotgun, air gun, teargas gun, etc.	<b>Grade 4-12</b> <b>First Offense:</b> Recommend Expulsion
<b>4.04</b>	<b>Explosives –</b> Possessing, preparing, igniting explosives containing a propellant charge of more than 4 ounces of an explosive or incendiary charge	<b>Grade 4-12</b> <b>First Offense:</b> Recommend Expulsion

	of more than one-quarter ounce on school board property.	
<b>4.05</b>	<b>Burglary of school property:</b> Entering or remaining in a structure when the premises are closed to the public with the intent to commit a crime.	<b>Grade 4-12</b> <b>First Offense:</b> Recommend Expulsion
<b>4.06</b>	<b>Aggravated Battery:</b> Intentionally causing great bodily harm, disability, or permanent disfigurement.	<b>Grade 4-12</b> <b>First Offense:</b> Recommend Expulsion
<b>4.07</b>	<b>Illegal Organization:</b> Any threatening or overt acts by fraternities, sororities, secret societies, gangs, or non-affiliated school clubs which promote gang participation or threaten others. Includes enticing others to join a gang by threats, intimidation, initiation, and physical contact.	<b>Grade 4-12</b> <b>First Offense:</b> Recommend Expulsion
<b>4.08</b>	<b>Sexual Assault/Battery:</b> Acts of a serious sexual nature including, but not limited to battery, intercourse, attempted rape, or rape.	<b>Grade 4-12</b> <b>First Offense:</b> Recommend Expulsion

## **SEXUAL HARASSMENT POLICY FOR STUDENTS AND EMPLOYEES**

It is the policy of the Tallapoosa County School System that students and employees shall not engage in conduct constituting sexual harassment. Sexual harassment, whether between students, employees, student and an employee is illegal and will not be tolerated. The Tallapoosa County Board Of Education will investigate all allegations of sexual harassment and take appropriate action against students/employees who engage in sexual harassment. Sanctions against students/employees for violation of this policy may include but are not limited to verbal or written warning, suspension, expulsion or dismissal.

### **DEFINITION:**

Sexual harassment is an ongoing form of harassment that includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school/work related activities or creating an interfering with performance of school/work related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school or school facility.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or inexplicitly, of obtaining an education or of obtaining and retaining employment, or other benefits provided by the school system; or

2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an individual's education or employment, or other benefits provided by the school system; or

3. such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or employment, or creating and intimidating, hostile or offensive educational or employment environment.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. Any sexual harassment as defined herein and perpetrated against or by a student/employee in the school system shall be treated as sexual harassment under this policy. Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse of a sexual nature;
2. Offensive or unwelcome sexual advances or propositions;
3. Unwelcome intentional touching of intimate body parts;
4. Graphic or degrading verbal comments about an individual or his/her physical attributes;
5. Display of sexual suggestive objects, pictures, cards or letters;
6. Lewd or suggestive comments or gestures;
7. Off-color language or jokes of a sexual nature;
8. Demanding sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status;
9. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status;
10. Employers dating students; or
11. Sexual violence, a physical act of aggression that includes a sexual act or sexual purpose.

Sexual harassment involving students/employees can occur in many settings and may involve a variety of individuals. The circumstances may involve but are not limited to:

1. Student to student harassment;
2. Employee to employee harassment;
3. Harassment of a student by an employee or other representative of the school system;
4. Harassment of an employer or other representative of the school system by a student;
5. Harassment caused by exposure to offensive conduct or communication even though the affected individual was not the direct recipient of the offensive conduct or communication; or
6. Harassment involving individuals of the same gender.

#### **COMPLAINT AND GRIEVANCES:**

A student/employee who believes he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to the school counselor, principal, Title IX Coordinator or the Superintendent. Any student/employee who suspects or becomes aware that a student/employee is being sexually harassed shall immediately report the information to the school counselor, principal, Title IX

Coordinator or the Superintendent. A student's/employee's request to make his or her report of sexual harassment to district employee of the same sex shall be granted.

No student/employee alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

If the complaint is received by someone other than the school principal, the person receiving the complaint shall promptly inform the school principal. The principal shall start an immediate investigation into the matter. The completed investigation shall be reviewed by the Title IX Coordinator, Superintendent and legal counsel for prompt and appropriate action, if warranted. A written response to the student's/employee's complaint will be provided within 20 school days of the date the student/employee first registered the complaint. The student/custodial parent(s)/guardian(s) or employee may appeal the decision and notice of appeal to the board at the next scheduled meeting of the board. The board shall make a final decision and notify the student/employee and the custodial parent(s)/guardian(s) of the student in writing within 10 days of the board's decision.

#### **PROTECTION OF COMPLAINANT:**

No student/employee shall be subject to adverse for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

Students/employees who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion or dismissal.

### **SCHOOL PROCEDURES AND GENERAL INFORMATION**

#### **A. ENTRANCE**

A child who is six (6) years of age on or before December 31<sup>st</sup>, to enroll in first grade, therefore extending the previous time frame of September 1<sup>st</sup>. (Alabama Act #2016-297 refer to Board Policy Manual for unique request) A child who is five years of age on or before September 1<sup>st</sup> shall be entitled to admission to kindergarten at the opening of that school year or as soon as practicable thereafter; a child who is under five years of age on September 1<sup>st</sup> shall not be entitled to an admission during that school year; except that the underage child and transfers from a public school kindergarten in another state may be admitted to kindergarten on the prior approval of the Board on a space available basis. The aforementioned underage children transferring from a public school kindergarten of another state, upon successful completion of the kindergarten, will then be allowed admission to the first grade.

Alabama Code 16-28-4, 16-8-41, 16-11-16. Alabama Act# 2016-297

#### **B. RESIDENCY REQUIREMENT**

All Tallapoosa County students must live within the limits of Tallapoosa County's attendance zones and reside with parent(s), legal custodian(s), or legal guardian(s). Guardianship or custodianship papers must be executed and copies delivered to the school principal before the first day of attendance, unless the superintendent recognizes

extenuating circumstances and permits an extension of time. A student must be at least 19 (nineteen) years old to establish a residence without a parent or guardian. The attendance officer will make a home visit if the school principal receives one of the following complaints:

1. Student does not reside every day with a parent or guardian.
2. Guardianship papers have not been properly filed.
3. Parent or guardian does not live within Tallapoosa County's attendance zone.

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

### **STUDENT ATTENDANCE POLICY AND TRUANCY DEFINITION**

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

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

1. Third truancy/unexcused absence (warning)
  - Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - Parent/ guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence (conference)
  - The parent, guardian, or other person having control of

the child shall (1) attend a conference with the attendance officer and principal or his/her designee.

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

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

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

4. Child under probation

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

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

## STUDENT ATTENDANCE REGULATIONS

### EXCUSED ABSENCES

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

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

1. Student is too ill to attend school;
2. As determined by the superintendent or principal, inclement weather which would make school attendance dangerous for students;
3. Legal quarantine;
4. Death in the immediate family;
5. Emergency conditions as determined by the superintendent or principal, examples: court appearance, military orientation, driver's license test (limit one-half (1/2) day; and

6. Absence with prior permission of the principal or designee and consent of the parent(s) /guardian(s) / custodian(s). This request must be in writing at least one (1) week prior to the expected absence. When the absence involves a trip, the principal may require a written report from the student detailing the educational benefits of the trip.

### **UNEXCUSED ABSENCES**

Absence for reasons other than those defined above shall be considered as unexcused. Examples: personal business, hair appointments, employment business, work, babysitting, shopping, vehicle breakdown, parent(s) /guardian(s) /custodian(s) failure or refusal to require student's attendance, missed bus, oversleeping, and unauthorized absences from class after arrival at school.

Any student accumulating more than ten (10) unexcused absences, during the school year, may not be awarded credit for the course taken and will be considered a candidate for retention.

### **Make-Up Work-Excused Absences**

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

**At the Upper Grade Levels (Grades 7-12)** – The student shall be responsible for contacting the teacher or teachers to arrange to make up any work or assignments missed within three (3) days after he/she returns to school.

**At the Lower Grade Levels (K-6)** – The parent(s) / guardian(s)/ custodian(s) shall be responsible for arranging make-up work with his/her child's teacher(s) within three (3) days after the child returns to school.

**Time Limits for Make-up Work** – In making arrangements for make-up assignments the teacher should consider the type of absences, the number of days absent, the amount and nature of work missed, and number of make-up assignments due in all classes. The parent(s) / guardian(s) / custodian(s) is expected to follow-up with his/her child to insure that make-up work is completed promptly and thoroughly.

### **Make-Up Work – Unexcused Absences**

Teacher shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, class work, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeroes to students absent for unexcused reasons on an automatic basis; zeroes may be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.

### **Absences Defined**

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

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

### **Student Accounting**

A student must be present more than fifty percent (50%) of the school day to be counted present in the Attendance Register.

### **Student Tardies**

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

### **TARDY TO SCHOOL POLICY- See Local Student Handbook**

### **Late Arrivals/Early Dismissals**

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

### **PARENT NOTIFICATION OF UNEXCUSED ABSENCES**

#### **Grades K-3**

The principal or designee must notify parent/guardian by written notice when a student has accumulated three (3) unexcused absences. Failure to notify the parent/guardian would result in the student continuing in good status even if absences exceed the maximum number of absences.

Upon the fifth (5<sup>th</sup>) unexcused absence, a follow-up letter and telephone call scheduling a conference with the principal, guidance counselor, student, and teacher will be required.

When a student receives seven (7) unexcused absences, a conference will be held with the parent/guardian, student, principal, guidance counselor, and the Attendance Supervisor. At this time, the student will be notified that one of the following alternatives will be addressed:

- Student will be recommended to Juvenile Court.

- Principal will outline a further course of action.
- Student may be retained.

#### **GRADES 4-12**

The principal or designee will notify parent/guardian by written notice when a student has accumulated three (3) unexcused absences in a course. A copy of the letter and the attendance card will be forwarded to the Principal with possible recommendation to the juvenile court process. Failure to notify the parent/guardian would result in the student continuing in good status even if absences exceed seven (7) unexcused absences.

When a student receives **five (5) unexcused** absences in a course, a **MANDATORY CONFERENCE** is required with the parent/guardian, student, and principal. At this time the student will be notified that he/she may be denied credit for the course.

Upon the **seventh (7<sup>th</sup>) unexcused** absences, a **MANDATORY CONFERENCE** with the principal, guidance counselor, student, and/or teachers will be required. The student will be referred to the Tallapoosa County Juvenile Court. The student will be notified that he/she may be denied credit for the class.

When a student receives **ten (10) unexcused** absences, a conference will be held with the parent/guardian, student, and principal. The student will be denied credit for the class.

#### **PROMOTION POLICY FOR GRADES K-5**

Students in Grades K-5 must pass Reading and Math to be considered for promotion.

A student performing below grade level could be considered for retention. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal.

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

#### **PROMOTION POLICY FOR GRADES 6- 8**

Students in Grades 6-8 must pass all four (4) core academic courses (English, Mathematics, Science and Social Studies) as well as one (1) additional course in order to be promoted to the next higher grade. Students who do not pass the required core courses/ subjects for promotion are strongly encouraged to attend an approved summer school.

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

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

## **REVISIONS TO 2016-2017 ASSESSMENT PROGRAM**

The *ACT Aspire* assessment will be administered in Grades 3-8 for Reading and Mathematics. The *ACT Aspire Science* will be given in Grades 5 & 7. The *ACT Aspire* for Reading, Mathematics, Science, English and Writing will be administered for Grade 10. The *ACT Plus Writing* will be administered to 11<sup>th</sup> graders and *ACT WorkKeys* will be administered to 12<sup>th</sup> graders.

## **GRADUATION POLICY**

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

## **TALLAPOOSA COUNTY SCHOOLS CREDIT RECOVERY PLAN**

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

### **Guidelines:**

- I. Admission and Removal
  - a. **Students in grades 7-12 who earned a failing grade of 45-59% will be considered for the program.** The CROSSROADS PLUS program may use software to supplement instruction based upon the availability.
  - b. Priority will be given to eleventh and twelfth grade students who are closest to meeting graduation requirements. Next priority would be repeating ninth and tenth grade students and then seventh and eighth grade students.
  - c. Students must complete an application process and be accepted for the Credit Recovery Program.
  - d. Students must have a parent/ guardian's consent to apply for credit recovery.

- e. The grading period in which the student received the failing grade must be completed before the student can enroll in the credit recovery program.
- f. Students with excessive absences or those who do not follow the guidelines of the program can be removed from credit recovery.

II. Instruction

- a. Facilitators of computer-based Credit Recovery Program
  - i. Facilitator/assigned certified teacher approved by the LEA.
  - ii. Shall receive professional development in online methodology and technical aspects of Web-based instruction.
- b. Students in credit recovery will
  - Complete a course skill-specific diagnostic assessment provided by the vendor of the software or online course to determine required content to master.

III. Content and Curriculum

- a. Credit Recovery content may be delivered through instructional technology.
  - i. During the regular school day **if it does not interfere with a core-academic class.**
  - ii. After school
  - iii. Summer School
  - iv. In the CROSSROADS Program
- b. Credit Recovery curriculum shall be aligned with the Alabama Course of Study content standards.

IV. Grades

Student progress will be assessed regularly and a student must have at least 80% mastery before moving to the next content area.

V. Credits

The final Credit Recovery grade for the course will be entered as a separate course.

## TALLAPOOSA COUNTY VIRTUAL ACADEMY

To allow students an opportunity to earn credits and scheduling flexibility through a virtual option for students in Grades 9-12, while creating a pathway to graduation through a virtual education program.

- i. The Tallapoosa County Board of Education shall create a virtual pathway or virtual education option that will lead to an online pathway to earn a diploma for students in Grades 9-12 who reside within the attendance areas served by the Board. This program shall be known as the Tallapoosa County Virtual Academy (TCVA.)

- II. The Superintendent shall cause to be created guidelines for enrollment and participation for students choosing the TCVA option, consistent with Alabama Legislative Act No. 2015-89, and any subsequent legislation or directives provided by the Alabama State Department of Education.

(REFERENCE(S): Alabama Act 2015-89)

## **CONFERENCES**

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

## **GRIEVANCE PROCEDURE POLICIES**

### **GENERAL**

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

### **PROCEDURE**

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

### **GRIEVANCE DEFINED**

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

### **APPEAL**

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

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

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

1. In case of emergency, the Superintendent may close any school or all schools. The members of the Tallapoosa County Board of Education shall be informed of any event or condition which requires the closing of any school(s) of the system.
2. In the event of a declared state of emergency, control of pupils shall be retained by school personnel until pupils are released from school or in the case of transported pupils, until the students depart from the school bus.
3. The school officials shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a riot or similar condition, the principal shall cooperate with law enforcement.
4. The Superintendent or his/her designee shall make public announcements and releases to the media concerning emergency school closings.
5. Listen to area radio, the TCBOE webpage/social media pages and TV stations that will inform you of school closing.
6. Buses will transport students to their usual home station.
7. Parents who normally pick up their children will need to comply with the request made in the emergency announcement.

## **SEVERE WEATHER**

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

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

## **SCHOOL PROPERTY DAMAGE**

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

### **TOBACCO FREE CAMPUS**

Tobacco use is not permitted by any person on school properties (inside or outside buildings) that are operated by the Tallapoosa County Board of Education. Tobacco use is also not allowed by parent chaperones or school personnel while attending field trips or participating in any school sponsored activity.

### **TEXTBOOKS**

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

### **BUS TRANSPORTATION**

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

**COUNTY BUS TRANSPORTATION.....Frank Childers.....256-373-2003**

### **PERSONAL PROPERTY**

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

### **SELLING ITEMS AT SCHOOL**

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

### **PERSONAL PARTIES AND GIFTS**

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

### **TAKING PICTURES AND VIDEOTAPING**

Pictures and videotapes may be taken of students for public relations (i.e., press release) or educational purposes (i.e., classroom activities) ***unless a parent notifies the school principal and the classroom teacher in writing that they object to use of any photographs and videotapes of their children for this purpose.***

## **SPECIAL EDUCATION SERVICES**

Tallapoosa County School System's Special Education Policy states:

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

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

## **SECTION 504 SERVICES**

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

If you would like more information about these services, you may contact the school Administrator, the school counselor, or the Section 504 Coordinator at (256) 825-0746.

## **RESPONSE TO INSTRUCTION**

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

all students in all subjects and all grades.

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

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

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

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

### **EXCEPTIONAL EDUCATIONAL SERVICES**

The Tallapoosa County School System ensures that a free and appropriate public education will be provided to all children ages three to twenty-one, regardless of the severity of disability or special education needs, as long as the child resides within the jurisdiction of the local education agency.

The Tallapoosa County School System provides an on-going identification process for students with disabilities. We offer evaluations and services for students age 3-21. If you would like more information or know of a child with a disability or suspect that a child has a disability, please contact Lisa Heard, Special Education Coordinator at (256) 825-0746, fax (256)825-8244; lheard@tallapoosak12.org

### **GIFTED**

Gifted students are those who have demonstrated the potential to perform at high levels in academic or creative fields when compared to other students of the same age, experiences, and background. These students require services not ordinarily provided by the regular school program. Students possessing these

abilities can be found in all populations across all economic strata and in all areas of human endeavor.

All students in the second grade are considered as potentially gifted students. Second grades students are presented with activities that are designed to give them the opportunity to display gifted behaviors. After Christmas, second grade teachers make referrals to the Gifted program. In addition to the second grade teachers, anyone with knowledge of the student's abilities may refer a student for consideration. Parental consent is required prior to us proceeding any further. Once consent is received, a screening team reviews information in the areas of intelligence or creativity, gifted characteristics and performance (work samples, achievement scores, portfolios, etc.). The screening team then determines if there is enough evidence to proceed with an evaluation for the Gifted program.

The state of Alabama used a matrix to determine eligibility. Students who achieve the minimum required score on the matrix (aptitude, characteristics and performance indicators) are considered eligible for gifted services. A Gifted Educational Plan (GEP) is developed for these students. Written parental consent is required prior to the provision of services.

If you would like to make a referral, or if you would like more information about these services, contact the principal or counselor at your child's school.

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

## **MEDICATION ADMINISTRATION AT SCHOOL**

Medication should be given at home by the parent or guardian prior to coming to school. However, under certain circumstances, medication may be required at school and can be administered by the school personnel. Compliance with the following guidelines is essential. The school should have the following before medication can be administered:

1. A signed "School Medication Prescriber/Parent Authorization Form"
2. for **ALL PRESCRIPTION AND OVER-THE-COUNTER MEDICATION**
3. to be given at school.
4. Medication to be administered during school should be brought to school **BY THE PARENT/GUARDIAN** in the **original container**.

The following information should be included on the container:

- a. The student's name
- b. The physician's name
- c. The date of the prescription
- d. The name of the medication
- e. The dosage, route, and strength of the medication
- f. The time interval

- g. The medication's expiration date

Students will not be allowed to carry any type of medication in his/her possession while on the school campus **UNLESS** it is ordered by their physician **IN WRITING**.

All medication will be kept in the area designated by the school nurse.

**NO STUDENT SHOULD TRANSPORT ANY MEDICATION TO OR FROM SCHOOL UNLESS ORDERED TO DO SO BY A PHYSICIAN.**

A copy of the "Medication Administration Policy" can be obtained from the school nurse.

No medication of any type will be held over at the end of the school year.

**The parent/guardian should make plans to pick-up all unused medication by the last day of school.** All unused medication will be destroyed by the school nurse.

**We have been advised by the Alabama State Department of Education to refrain from allowing students to carry ANY over-the-counter medications. Again, this includes ALL over-the-counter medications, including but not limited to: Tylenol, Ibuprofen, Midol and Benadryl. Instead, these medications should be stored with the school nurse and available for your child, as ordered by your doctor. If you have any questions or concerns about this, please call your school nurse.**

**NOTE: This DOES NOT include asthma inhalers and EpiPens. These medications can still be carried and self-administered by your child IF so ordered by your doctor.**

## **SCHOOL HEALTH SERVICES**

1. Vision and hearing screenings are provided yearly to the following:
  - Vision screenings for all kindergarten, second and fourth grade students by "Vision Research" (subject to change)
  - Vision and hearing screenings for all 6<sup>th</sup> and 8<sup>th</sup> grade students by the "Lion's Club"
  - Vision and hearing for all special education students as requested by the Special Education Coordinator
  - Vision and hearing screenings for any student as requested by the parent/guardian (written permission)
  - Vision and hearing screenings for any student as requested by the teacher WITH parental permission.
2. Scoliosis screenings are provided every year to every 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade student (9 – 14 years old), including special education students. **If you choose to "opt out" a written statement must be given to the school nurse at least 2 weeks prior to the screening.**
3. Management of chronic health conditions is provided during school hours by the School Nurse and other trained personnel. In order to provide this service, the "Student Health Form" must be completed and returned to the School Nurse in a timely manner. A new "Student Health Form" is required **every** year. It is the responsibility of the Parent/guardian to provide this and all up-dated health information to the School Nurse. **It is the responsibility of the parent/guardian to provide all up-dated telephone numbers to the school in case of an emergency.**

Note: All services and screenings are subject to parent review, upon request.

**Important Facts to Remember:**

- All undiagnosed rashes must be evaluated by a doctor to rule out contagiousness
- Do not send your child to school with suspected “pink eye”. See a doctor for proper evaluation
- It is recommended that your child receive a physical examination by a doctor every year
- Monthly head lice screenings will no longer be performed at school. Check your child at home for head lice/nits on a regular basis and report any positive cases to the school nurse.
- Do not send your child to school if they have a fever (100 degrees or greater).
- Do not send your child to school if they are vomiting.

**The Flu and You: Four Simple Things You Can Do to Protect You and Your Family**

1. Cover your cough and sneeze
  - Cover your mouth and nose with a tissue
  - Put your tissue in the trash
  - No tissue? Cough or sneeze into your upper sleeve, not your hands
2. Wash your hands
  - Wash hands with warm, soapy water for at least 10-15 seconds or use a hand sanitizer
3. During flu season keep living and working areas extra clean
4. Keep your distance
  - Avoid crowds
  - Limit your travel
  - Stay at home if you are sick

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before.

The pandemic virus can cause serious illness. Pandemic influenza planning is a must. If you do not know how to prepare for pandemic influenza or need more information about this topic, contact the school nurse or your local health department. Get informed. Be prepared.

**IMPORTANT INFORMATION ABOUT MENINGOCOCCAL DISEASE AND VACCINE**

**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 cause 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      | *Red Rash            |
| * Headache   | *Drowsiness          |
| * Stiff neck | *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 (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](http://www.adph.org/immunization)

### **IMMUNIZATION SCHEDULE:**

Grades kindergarten through twelfth grade shall receive required age-appropriate immunizations as listed below:

- 5 doses of Tdap before entering kindergarten (unless 4<sup>th</sup> dose was given on or after the 4<sup>th</sup> birthday).
- **Booster dose of Tdap must be given at 11-12 years of age. This requirement is effective for students entering sixth grade beginning Fall, 2010. This requirement will escalate by one successive grade each year for the following 6 years to include sixth through twelfth grades, beginning Fall, 2016.**
- 4 doses of polio vaccine before entering kindergarten (unless 3<sup>rd</sup> dose was given on or after the fourth birthday).
- 2 doses of MMR before entering kindergarten.
- Varicella vaccine, or date of varicella disease.

## 2016-17 School Health News Letter

**Welcome back! My staff and I would like for you to read this newsletter since some of the information may have changed. We are looking forward to a healthy and safe school year. - Tammy Templeton, RN, Lead School Nurse**

If your child is complaining of nausea, diarrhea, severe sore throat or earaches in the morning, chances are they are getting sick. The school cannot give Tylenol or any other over-the-counter medication (OTC) without a doctor's order and your signature. Your doctor is the only one who can diagnose problems and order medication. In the event your child does come to school ill, we must contact you to pick them up as soon as possible. In an effort to control illness and communicable disease, we ask for your cooperation by following the guidelines below.

**Reasons to not send your child to school are:**

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

**NOTE:** If your child has been diagnosed with a staph infection, the area must be covered while at school

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

**Lice:** Lice can create havoc in a household and in the school setting. Positive cases will be investigated by the school nurse. If your child is found to be positive, you will be contacted. **A copy of the Lice Policy and Procedures can be obtained from your school nurse.**

**Immunization Schedule Requirements:** Students in grades kindergarten through twelfth grade shall receive required age-appropriate immunizations as listed below:

- 5 doses of DTaP before entering kindergarten (unless 4<sup>th</sup> dose was given on or after the fourth birthday).
- Booster dose of Tdap must be given at 11-12 years of age. All students in grades 6<sup>th</sup> – 12 must have had the Tdap vaccine as of the fall of 2016.
- 4 doses of polio before entering kindergarten (unless the 3<sup>rd</sup> dose was given on or after the fourth birthday).
- 2 doses of MMR before entering kindergarten.
- Varicella vaccine or date of varicella disease, for all students in kindergarten through twelfth grade

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

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

We have been advised by the Alabama State Department of Education to refrain from allowing students to carry ANY over-the-counter medications. Again, this includes ALL over-the-counter medications, including but not limited to: Tylenol, Ibuprofen, Midol and Benadryl. Instead, these medications should be stored with the school nurse and available for your child, as ordered by your doctor. If you have any questions or concerns about this, please call your school nurse.

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

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

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



## **CAFETERIA**

The Tallapoosa County Public School System serves lunch and breakfast each operating day. Children may buy lunch for \$2.25 and breakfast for \$1.25. Teachers may buy lunch for \$3.00 and visitors pay \$3.50. Teachers may purchase breakfast for \$2.00 and visitors pay \$2.25. Children may also receive meals free or at a reduced price, which is \$.40 for lunch and \$.30 for breakfast. To receive free or reduced price meals for your children, complete the Free and Reduced Meal Benefit Application available through the school your child attends. All meals served must meet patterns established by the United States Department of Agriculture. If your child needs substitutions because of a disability, please contact the school.

Parents may pay for meals with cash or personal check. Meals can be paid daily, weekly, or monthly. A lunch/breakfast money account for your child will be established in each cafeteria. Please write separate checks for each child. If you have questions, please call (256) 825-0746.

### **CHARGED MEAL POLICY FOR CHILD NUTRITION PROGRAM TALLAPOOSA COUNTY SCHOOLS**

1. No adult meals will be charged.
2. No student “a la carte” items will be charged.
3. No meals will be charged to grades 7-12 students.
4. Elementary students who have lost or forgotten meal money may, with written authorization from the Principal, or his/her designee, charge a meal.
5. Records of all charges and repayments must be maintained. Charges must be collected by the end of the school year or made up from funds other than Child Nutrition funds. Documentation of efforts to collect this money must be kept.

### **TALLAPOOSA COUNTY SCHOOLS LUNCHROOM POLICY REGARDING FOOD AND DRINKS BROUGHT INTO LUNCHROOM**

1. No carbonated beverages are to be brought into the lunchroom (Coca-Cola, Pepsi, etc).
2. No “fast food” meals are to be brought into the lunchroom in their original wrappers.
3. No meals are to be delivered to the schools to be eaten in the lunchroom.
4. Our campuses are “closed campuses”; therefore, no one should leave campus to purchase meals.

5. Cannot use federally reimbursed meals including items such as juice, milk, or chocolate milk restriction as punishment or discipline.
6. Cannot offer for sell any non-nutritive food anytime during the school day **or immediately before or after** meal services. The policy is not intended to restrict the access of **healthy snacks** during school recesses or breaks.

### EXTRA-CURRICULAR ACTIVITIES

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



## TALLAPOOSA COUNTY BOARD OF EDUCATION

Joseph C. Windle  
Superintendent



### Parent Notification Parent's Right-To-Know

**This Notice is to Meet Requirements to Notify Parents of Their Right to Request Qualifications of Teachers and Paraprofessionals Working Directly with Parent's Child/ren.**

Under ESSA, Sec. 1112(c)(6), each local educational agency (LEA) supported with Title I funds will ensure that all teachers and paraprofessionals working in a program supported under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

Under ESSA, SEd. 1112(e)(1)(A). At the beginning of each school year, Tallapoosa County shall notify parents that **they may request**, and the Tallapoosa County will provide on request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including:

1. Whether the student's teacher:

- Has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
  - Is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived
  - Is teaching in the field of discipline of the certification of the teacher
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications including state requirements:
- Secondary school diploma or its recognized equivalent
  - Completed two years of study at an institution of higher education.
  - Obtained an associate's (or higher) degree.
  - Workkeys Assessment.
3. ESSA, Sec. 112(e)(1)(B). Additional information. In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student:
- Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.
  - Timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

If a parent is interested in requesting information regarding their child's teacher(s) qualifications, they may contact the Personnel Director for Tallapoosa County Schools. The information may be requested via telephone or by letter. The information will be provided to the parent within ten working days after receiving the request. The information will be mailed to the student's home address.

This plan will be reviewed and revised, if necessary, each year.  
This plan is effective beginning August 1, 2016.

## **TALLAPOOSA COUNTY SCHOOLS TECHNOLOGY USE POLICY**

### **APPLICATION OF POLICY:**

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

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

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

### **POLICY STATEMENT:**

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

#### **I. ACCESS:**

- A. The use of all Tallapoosa County Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- B. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
- C. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
- D. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Tallapoosa County Schools.
- E. Individuals identified as a security risk may be denied access.
- F. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
- G. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.
- H. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempts to breach any technology resources security system, either with or without malicious intent.
- I. The Local and/or District Technology Coordinators and/or school administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts. Their decision will be final.

#### **II. PRIVACY:**

- A. To maintain network integrity and to insure that the network is being used responsibly, Local and District Technology Coordinators reserve the right to review files and network communications.
- B. Users should not expect that files or electronic emails stored on the Tallapoosa County Schools' technology resources would always be private.
- C. Because communications on the Internet are mainly public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. The Tallapoosa County Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- E. Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, user accounts, telephones, and telephone systems. During these procedures, it may be necessary to review e-mail and/or files stored on the network.
- F. Users must avoid storing personal and/or private information on the district and/or schools technology resources.
- G. The system-wide technology staff does perform routine backups. However, all users are responsible for storage of any critical files and/or data.
- H. Student records, media center collections, and accounting information should be backed up to disk.

#### **III. COPYRIGHT:**

- A. Illegal copies of software may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the District and/or Local Technology Coordinator.
- C. The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).

- D. Copyright is implied for all information (text, data, and graphics) published on the Internet. Web page authors will be held responsible for the contents of their pages. Do not "borrow" icons or graphics from other pages without documented permission.
- E. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then, should occur only under the supervision and direction of the Technology department.
- F. A backup copy of all purchased software programs should be made and, thus, become the working copy.
- G. All original copies of software programs, including those purchased with departmental funds will be stored in a secure place.
- H. For security and insurance purposes, the District and Local Technology Coordinators will be the only people with access to original software disks at a given school location with the exception of CD-ROMs. System-wide software originals will be housed at the District Technology Coordinator's office.
- I. If a single copy of given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (1987 Statement on Software Copyright) is NOT allowed.
- J. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The District or Local Technology Coordinator and the person requesting the software will be responsible for determining how many copies should be purchased.
- K. Either the District or Local Technology Coordinator in each school is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the District Technology Coordinator and/or Superintendent and distributed to all schools that will use the software.
- L. The District Technology staff or Local Technology Coordinator is responsible for installation of all software in use on the local area network and/or individual workstations within the Tallapoosa County Schools.
- M. Users should not purchase software without consulting the technology staff.

#### **IV. ELECTRONIC MAIL:**

- A. The Tallapoosa County Schools provides access to electronic mail for all employees, class accounts upon request and, on a limited basis, for secondary students.
- B. Access to e-mail is for employee, class, and/or student use in any educational and instructional business that they may conduct.
- C. Personal use of electronic mail is permitted as long as it does not violate Tallapoosa County Schools' policy and/or adversely affects others or the speed of the network.
- D. Electronic mail should reflect professional standards at all time.
- E. Tallapoosa County Schools' e-mail accounts may not be used for political or personal gain.
- F. Tallapoosa County Schools' e-mail accounts may not be used for attempting or successfully sending anonymous messages.
- G. Tallapoosa County Schools' e-mail accounts may not be used for sending mass e-mails.
- H. Tallapoosa County Schools' e-mail accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

#### **V. INTERNET:**

- A. The intent of the Tallapoosa County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.
- B. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- C. Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
- D. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- E. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.

- F. Permission is not transferable, and therefore, may not be shared.
- G. Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

**VI. INTERNET FILTERING:**

- A. Internet access for all users is filtered, through one central point, by website name. This filtering is provided by industry accepted standards and methods.
- B. URLs and IP addresses may be added to or deleted from the filtered list by the District office.
- C. Staff members may request review of filtered sites.

**VII. WEB PUBLISHING:**

- A. The Tallapoosa County Schools' web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
- B. The Local and/or District Technology Coordinator will review all home pages before being added to the Tallapoosa County World Wide Web Server.
- C. The Technology Staff reserves the right to reject all or part of a proposed Home page.
- D. A Local or District Technology Coordinator may only place home pages on the Web server.
- E. All pages posted on the Tallapoosa County Schools' web server must be written with an approved editor.
- F. Each posted page must include: the school location, date of last update, and an e-mail address.
- G. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
- H. All web page authors are responsible for the maintenance of their own pages.
- I. All links should be checked regularly to make sure they are current and working.
- J. Pages that are not updated in a timely fashion; that contain inaccurate or inappropriate information; or contain links that do not work will be removed and the author will be notified.
- K. Unfinished pages will not be posted until they are fully functional.
- L. Teacher created web pages stored on a commercial or private server may be a link from a teacher created web page stored on the Tallapoosa County Internet server.
- M. Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used-only first name, last initial. No written permission is required for in-school broadcasts (i.e. morning news, announcements, class profiles, etc.)
- N. Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
- O. No written permission is required to list faculty/staff and their school contact information (phone extension, e-mail address, etc.)
- P. Written consent will be required for posting of any employee photographs.
- Q. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

**VIII. PARENTAL PERMISSIONS:**

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

## **IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:**

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

- A. Using another user's password or attempting to find out what another user's password is
- B. Sharing your own password
- C. Trespassing in another user's files, folders, home directory, or work
- D. Saving information on ANY network drive or directory other than your personal Home directory OR a teacher specified and approved location.
- E. Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive
- F. Harassing, insulting, or attacking others via technology resources
- G. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
- H. Intentionally wasting limited resources such as disk space and printing capacity
- I. Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
- J. Sending, displaying, or downloading offensive messages or pictures
- K. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language
- L. Participating in on-line chat rooms without the permission/supervision of an adult staff member
- M. Posting any false or damaging information about other people, the school system, or other organizations
- N. Posting of any personal information about another person without his/her written consent
- O. Broadcasting network messages and/or participating in sending/perpetuating chain letters
- P. Violating copyright laws
- Q. Plagiarism of materials that are found on the Internet
- R. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- S. Use of any Tallapoosa County Schools Technology resource for personal gain, commercial or political purposes

**Tallapoosa County Schools Technology Usage Policy Acknowledgement**  
(PLEASE SIGN AND RETURN TO YOUR CHILD'S TEACHER)

**Parents/Students:**

Please read the information below. If you have any specific questions regarding the policy, please contact your Principal or Counselor at your school. The complete text of the Tallapoosa County Schools' technology policy has been included in the Tallapoosa County Schools Policy Manual.

From time to time, the school may wish to publish examples of student projects, group photographs, and other work on an Internet accessible World Wide Web server. I understand that pictures used on the Tallapoosa County Schools' web sites will include students when they are involved in projects, when they are in large groups, or when their student group receives recognition. The use of student photographs on the web site will include the use of first name/last initial only.

Selected school materials to be published on the web could include: art work, written papers, videos, class projects and/or computer projects.

**Students:**

I acknowledge that I have read, understand, and agree to all terms in the Tallapoosa County Schools' Technology Usage Policy as outlined in the Tallapoosa County Schools' Policy Manual. I further understand that, as a user on the Tallapoosa County Schools' network, I am responsible for appropriate behavior when using any Tallapoosa County Schools' technology resource.

I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:

- loss of access to any technology resources such as but not limited to computers, printers, the Internet, and/or video equipment;
- additional disciplinary action determined as appropriate at a specific school by school staff; and/or
- legal action, when applicable.

I also understand that this agreement will be binding during my entire career at my current school.

**Student Name (Please Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian:**

My child's picture may be published on the Internet using his/her first name/last initial only. **Yes**  **No**   
My child's selected school materials may be published on the Internet and/or school and District TV channels. **Yes**  **No**

**Parent Name (please print):**

\_\_\_\_\_

**Parent's Signature:**

\_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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

**To the Parent/Guardian:**

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

**Student's Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Telephone Consumer Protection Act (TCPA) Provisions**

(PLEASE SIGN AND RETURN TO YOUR CHILD’S TEACHER)

The TCPA restricts how entities throughout the country may contact your telephone. Tallapoosa County Schools use an automated calling system to call you in the event of school emergencies, such as school closings, meetings, student attendance, or any other issue which would be appropriate for large sectors of our parents/guardians to hear. Because we do, in order to be in compliance with TCPA, we need your permission for our automated calling system to call any number you have on file as a correct number for contacting you for issues, events, or other items of wide spread importance. Because you have provided us your telephone number(s) in the past, we will consider you to have granted permission for us to use our automated calling system to call you, whether on landline or cellular telephone, when appropriate. This will apply to any current or future telephone numbers you provide. **You do have the option to opt out of this by signing the statement below, detaching it, and returning it to your child’s school within the first five school days.** We would warn you that if you opt out you run the risk of missing important announcements about your child’s school.

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*I do not wish for my telephone to be called by Tallapoosa County Schools’ automated calling system. I understand that I will likely miss several calls that relate to activities and other issues that affect the entire school, or an organization or other specific portion of the student body, which might include my child. I also understand that I cannot expect the school officials to call me individually to make me aware of these events.*

**By my signature below, I opt out of the automated calling program.**

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**Parent/Guardian**

**Date**

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**Please print student names above.**

**Tallapoosa County School Health Services**

Dear Parent/Guardian,

This year there will be various health screenings and health education events offered in our schools, such as:

- **Vision – Kindergarten, 2<sup>nd</sup> and 4<sup>th</sup> will be screened by “Vision Research” (subject to change)**
- **Vision – Grades 6<sup>th</sup> – 8<sup>th</sup> will be screened by “Lion’s Club” (subject to change)**
- **Hearing – All Kindergarten students will be screened by the school nurse (subject to change)**
- **Scoliosis – All students grade 5<sup>th</sup> – 9<sup>th</sup> will be screened by the school nurse and/or nursing students from Auburn University.**
- **HIV-AIDS Education – 5<sup>th</sup> through 12<sup>th</sup> grade students will be educated about this subject on an age-appropriate basis. This education is STATE MANDATED.**
- **Dental – Basic dental screenings are offered by Sarrell Dental for all grades every year**

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

**If you WANT your child to participate in the screenings and/or education, no action is required.**

If you **DO NOT WANT** your child to participate in any or all of the screenings and/or education, please complete the bottom portion of this letter and return it to your child’s school by **August 15, 2016**.

If you have any questions, please feel free to call the school nurse.

**IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN HEALTH SCREENINGS/EDUCATION PLEASE INDICATE BELOW**

Student’s Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

I **DO NOT** wish to have my child participate in the following screenings/education: (Check the ones that apply)

VISION \_\_\_\_\_ HEARING \_\_\_\_\_ DENTAL \_\_\_\_\_

SCOLIOSIS \_\_\_\_\_ HIV-AIDS EDUCATION \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date