

## 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 are 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, sexual orientation, gender identity, and maturity of students may require different types of disciplinary actions for conduct violations at the various grade levels.

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

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

Vision- Building students today for a better future tomorrow.

Mission- Students achieving at their fullest potential while preparing 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, sexual orientation, gender identity, 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 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.

**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, 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 a particular characteristic, if the characteristics fall 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 the 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 for 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 student 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 the 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
- Gender

### **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, including any adopted by the local school administration.

### **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 by 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, he or she will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence, and will be conducted in a reasonably 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 devices 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 .....Kristina Mathews, Personnel Director ..... 256-825-0746 ext. 22**

**Section 504.....Page Cotten, Special Education Coordinator..... 256-825-0746 ext. 23**

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## **USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST**

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

\*For purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved by the ALSDE's Office of Assessment

### **LEA Personnel**

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

### **Student Policy**

Students shall not possess or use any digital device when they are participating in ACAP testing. The possession or use of a digital device by a student participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE. If a student is observed in possession of a digital device during the administration of an ACAP test, the device may be confiscated. If a student is observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), testing for the student shall cease, the device may be confiscated and searched for any information related to the ACAP. Additionally, the student shall be dismissed from testing, and the student's test shall be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary 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. No clothing article or apparel which displays obscene words, suggestive or immoral behavior, pictures, and/or designs; including but not limited to any article that conveys a sexually suggestive remark, gang-related, or alcohol message, or tobacco and/or drug-related message.
2. Boys' pants and/or jeans shall be worn at the **natural** waistline. A properly fastened belt, with a 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. Where there are slits in items, the top of the slit also cannot extend more than 2 inches from the knee.
4. Student should wear shirts or dress tops that cover the shoulders, chest, abdomen, and back. All clothing should be worn as intended by the manufacturer.
5. Attire for special days must be pre-approved by the administration.
6. Hair should be neat and clean.

**INAPPROPRIATE DRESS FOR SCHOOL:**

1. Sunglasses without a doctor's prescription for a medical condition.
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 team attire on game day only if approved by the administration.
11. Holes in clothing, where those holes are higher than 2 inches above the knee.

**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**, cooperate 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. In order to facilitate proper school to parent communication, it is necessary for the school to be notified if and when any telephone numbers change, there is an address change, or anything that might have an effect on communication between the school and parent. **Conferences should be scheduled through the school principal or assistant principal.**

**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-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.

**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.

**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, ISI behavior, sex offenses-terrorist threats- physical assault.

**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 Intervention Program**

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

**Work Assignment**

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

**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 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 CROSSROADS, where he/she must successfully complete one year before returning to the regular school.

### **VIDEO SURVEILLANCE**

Board approved 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 for 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 are 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 school 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 the 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 an attempt to modify the student's behavior.
2. The administration of corporal punishment must occur in the presence of another professionally certified school employee, but only after:
  - a. The school employee is informed about the reasons for punishment in the presence of the student.
  - b. The student is given the opportunity to defend his/her position.

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

--The student has been notified of the offense for which he/she is to receive corporal punishment, and the student has been given an opportunity to explain his/her actions;

--The punishment is administered by the school principal, teacher or his/her designee and witnessed by a certified school employee, preferably of the same gender as the student;

--The person administering corporal punishment will check to see if a parent or guardian has requested in writing that their son/daughter be exempted from corporal punishment.

--The punishment is administered out of view of other students;

--All cases of corporal punishment shall be documented by both the person administering the punishment and the witness; and,

--Documentation shall be filed in the principal's office; with the original discipline slip maintained on file at the school for a minimum of three (3) years.

--Parents/guardians shall be notified that their child has received corporal punishment within 24 hours or by the end of the next scheduled school day.

--Corporal Punishment shall consist of no more than three (3) licks administered to the buttocks with a smooth surface paddle free of holes and/or cracks.

***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.***

#### **REFERENCE(S) CODE OF ALABAMA 16-1-14**

#### **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 program when this student returns from the out-of-school suspension assignment, the student will report to In-School-Intervention 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-Intervention 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 may 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 the 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 Intervention Program, detention, and out-of-school suspension. **Corporal punishment may be deemed necessary by the principal or designee.**

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#### **Disciplinary Actions for Class I infractions:**

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| <b>1.01</b>  | <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. | <b>First Offense:</b> Informal conference<br><b>Subsequent Offenses:</b> Formal conference<br><b>Other possible actions:</b> Probation, non-academic work assignments, Saturday School, corporal punishment, supervised In School Intervention Program, detention, out-of-school suspension |
| <b>1.02</b>  | <b>Illegal Organization:</b> Any on-campus activities or fraternities, sororities, secret societies, or non-affiliated school clubs  | <b>First Offense:</b> Informal conference<br><b>Subsequent Offenses:</b> Formal conference<br><b>Other possible actions:</b> Probation, non-academic work assignments, Saturday School, corporal punishment, supervised In School Intervention Program, detention, out-of-school suspension |
| <b>1. 03</b> | <b>Unexcused Tardiness:</b> Repeatedly reporting late to school or class.  | <b>First Offense:</b> Informal conference<br><b>Subsequent Offenses:</b> Formal conference<br><b>Other possible actions:</b> Probation, non-academic work assignments, Saturday School, corporal punishment, supervised In School Intervention Program detention, out-of-school suspension  |

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| 1.04 | <b>Non-directed use of profane or obscene language</b><br>verbal, written, gesture.                     | <b>First Offense:</b> Informal conference<br><b>Subsequent Offenses:</b> Formal conference<br><b>Other possible actions:</b> Probation, non-academic work assignments, Saturday School, corporal punishment, supervised In School Intervention Program, detention, out-of-school suspension |
| 1.05 | <b>Non-conformity to dress code set at the local school level.</b>                                      | <b>First Offense:</b> Informal conference<br><b>Subsequent Offenses:</b> Formal conference<br><b>Other possible actions:</b> Probation, non-academic work assignments, Saturday School, corporal punishment, supervised In School Intervention Program, detention, out-of-school suspension |
| 1.06 | <b>Minor disruption on a school bus</b>   | <b>First Offense:</b> Informal conference<br><b>Subsequent Offenses:</b> Formal conference<br><b>Other possible actions:</b> Probation, non-academic work assignments, Saturday School, corporal punishment, supervised In School Intervention Program, detention, out-of-school suspension |
| 1.07 | <b>Inappropriate public display of affection:</b> Including, but not limited to, embracing and kissing. | <b>First Offense:</b> Informal conference<br><b>Subsequent Offenses:</b> Formal conference<br><b>Other possible actions:</b> Probation, non-academic work assignments, Saturday School, corporal punishment, supervised In School Intervention Program, detention, out-of-school suspension |

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| 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<br><b>Subsequent Offenses:</b> Formal conference<br><b>Other possible actions:</b> Probation, non-academic work assignments, Saturday School, corporal punishment, supervised In School Intervention Program, detention, out-of-school suspension |
| 1.09 | <b>Unauthorized use of school or personal property</b>   | <b>First Offense:</b> Informal conference<br><b>Subsequent Offenses:</b> Formal conference<br><b>Other possible actions:</b> Probation, non-academic work assignments, Saturday School, corporal punishment, supervised In School Intervention Program, detention, out-of-school suspension |
| 1.10 | <b>Littering of school property</b>  | <b>First Offense:</b> Informal conference<br><b>Subsequent Offenses:</b> Formal conference<br><b>Other possible actions:</b> Probation, non-academic work assignments, Saturday School, corporal punishment, supervised In School Intervention Program, 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<br><b>Subsequent Offenses:</b> Formal conference<br><b>Other possible actions:</b> Probation, non-academic work assignments, Saturday School, corporal punishment, supervised In School Intervention Program, 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-Intervention, Corporal Punishment, Bus Suspension, and Out-Of-School-Suspension.**

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

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| <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><br><b>First Offense:</b> ISI (1 day) and/or Parent conference<br><b>Second Offense:</b> ISI: 3-5 Days<br><b>Third Offense:</b> OSS: 1-3 Days<br><b>Grade 7-12</b><br><b>First Offense:</b> ISI: 3-5 Days<br><b>Second Offense:</b> OSS: 1-3 Days<br><b>Third Offense:</b> OSS: 3-5 Days        |
| <b>2.02</b> | <b>Possession, use, and/or sale of tobacco products, vaping or artificial means to generate smoke, or the use of any nicotine product, matches, lighter.</b> | <b>Grade 4-6</b><br><b>First Offense:</b> ISI: 1-3 Days and Parent conference<br><b>Second Offense and all others:</b> OSS: 2 Days<br><b>Grade 7-12</b><br><b>First Offense:</b> ISI: 3-5 Days<br><b>Second Offense:</b> OSS: 1-3 Days<br><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><br><b>First Offense:</b> ISI: 1-3 Days and Parent conference<br><b>Second Offense:</b> ISI: 3-5 Days<br>Third Offense: OSS: 1-3 Days<br><b>Grade 7-12</b><br><b>First Offense:</b> ISI: 3-5 Days<br><b>Second Offense:</b> OSS: 1-3 Days<br><b>Third Offense and all others:</b> OSS: 3-5 Days |

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| 2.04 | <p><b>Intentionally providing false information to school personnel:</b> forgery of parents' signature, intentionally providing false information to parents.</p>   | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> ISI: 1-2 Days and Parent conference</p> <p><b>Second Offense:</b> ISI: 3-5 Days</p> <p>Third Offense: OSS: 1-3 Days</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> ISI: 1-3 Days</p> <p><b>Second Offense:</b> OSS: 1-3 Days</p> <p><b>Third Offense:</b> OSS: 3-5 Days</p>        |
| 2.05 | <p><b>Inciting student disorder and/or malicious mischief:</b> Refusing to disperse.</p>  | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> ISI: 1-3 Days and Parent conference</p> <p><b>Second Offense:</b> OSS: 1-3 Days</p> <p><b>Third Offense:</b> OSS: 3-5 Days</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> ISI: 3-5 Days</p> <p><b>Second Offense:</b> OSS: 1-3 Days</p> <p><b>Third Offense:</b> OSS: 3-5 Days</p> |
| 2.06 | <p><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)</p> | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> ISI: 1-3 Days and Parent conference</p> <p><b>Second Offense and all others:</b> OSS: 2 Days</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> ISI: 3-5 Days</p> <p><b>Second Offense:</b> OSS: 1-3 Days</p> <p><b>Third Offense:</b> OSS: 3-5 Days</p>                               |
| 2.07 | <p><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.</p>   | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> ISI: 1-3 Days and Parent conference</p> <p><b>Second Offense and all others:</b> OSS: 2 Days</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> OSS: 1-3 Days</p> <p><b>Second Offense:</b> OSS: 3-5 Days</p> <p><b>Third Offense:</b> OSS: 3-5 Days</p>                               |
| 2.08 | <p><b>Possession of stolen property:</b> Law enforcement may be notified.</p>   | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> ISI: 3 Days and Parent conference</p> <p><b>Second Offense and all others:</b> OSS: 2 Days</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> OSS: 1-3 Days</p> <p><b>Second Offense:</b> OSS: 3-5 Days</p> <p><b>Third Offense:</b> OSS: 5-10 Days</p>                                |

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| 2.09 | <p><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.</p>   | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> Written warning</p> <p><b>Second Offense:</b> ISI: 3-5 Days</p> <p><b>Third Offense:</b> OSS: 3-5 Days</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> Written warning</p> <p><b>Second Offense:</b> OSS: 1-3 Days</p> <p><b>Third Offense:</b> OSS: 3-5 Days</p>  |
| 2.10 | <p><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.</p> | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> ISI: 1-3 Days</p> <p><b>Second Offense:</b> OSS: 1-3 Days</p> <p><b>Third Offense:</b> OSS: 3-5 Days</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> ISI: 3-5 Days</p> <p><b>Second Offense:</b> OSS: 1-5 Days</p> <p><b>Third Offense:</b> OSS: 5-10 Days</p>   |
| 2.11 | <p><b>Leaving campus/premises:</b> without permission and/or unauthorized transport of others.</p>  | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> ISI: 1-3 Days and Parent conference</p> <p><b>Second Offense and all others:</b> OSS: 2 Days</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> ISI: 3-5 Days<br/>No Driving: 30 Days</p> <p><b>Second Offense:</b> OSS: 1-3 Days;<br/>No Driving: 60 Days</p> <p><b>Third Offense:</b> OSS: 3-5 Days<br/>No Driving: 90 Days</p> |
| 2.12 | <p><b>Unauthorized activation of fire extinguisher</b></p>  | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> ISI: 1-3 Days</p> <p><b>Second Offense:</b> OSS: 1-2 Days</p> <p><b>Third Offense:</b> OSS: 2-5 Days</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> OSS 5 Days</p> <p><b>Second Offense:</b> OSS: 3 Days</p> <p><b>Third Offense:</b> OSS: 10 Days</p>  |
| 2.13 | <p><b>Unauthorized Absence:</b> Cutting/skipping class or school.</p>   | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> ISI: 1-3 Days and Parent conference</p> <p><b>Second Offense and all others:</b> OSS: 2 Days</p>   |

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|      |  | <b>Grade 7-12</b><br><b>First Offense:</b> ISI: 1-3 Days<br><b>Second Offense:</b> ISI: 3-5 Days<br><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><br><b>First Offense:</b> ISI: 1-3 Days and Parent conference<br><b>Second Offense and all others:</b> OSS: 2 Days<br><b>Grade 7-12</b><br><b>First Offense:</b> ISI: 3-5 Days<br><b>Second Offense:</b> OSS: 1-3 Days<br><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. Principal/designee allowed discretion on disposition.  | <b>Grade 4-6 and 7-12</b><br><b>First Offense:</b> Bus suspension: 3 Days<br><b>Second Offense:</b> Bus suspension: 5 Days<br><b>Third Offense:</b> Bus suspension: 10 Days<br><b>Fourth Offense:</b> Bus suspension: 20 Days<br><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><br><b>First Offense:</b> ISI: 1-3 Days<br><b>Second Offense:</b> OSS: 1-2 Days<br><b>Third Offense:</b> OSS: 3-5 Days<br><b>Grade 7-12</b><br><b>First Offense:</b> OSS: 1-3 Days<br><b>Second Offense:</b> OSS: 3-5 Days<br><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><br><b>First Offense:</b> ISI: 1-3 Days<br><b>Second Offense:</b> OSS: 1-3 Days<br><b>Third Offense:</b> OSS: 2-5 Days<br><b>Grade 7-12</b><br><b>First Offense:</b> OSS: 1-3 Days<br><b>Second Offense:</b> OSS: 3-5 Days<br><b>Third Offense:</b> OSS: 5-10 Days |

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| 2.18 | <b>Profanity or obscene language or gestures directed to a student.</b>  | <b>Grade 4-6</b><br><b>First Offense:</b> ISI: 1-3 Days<br>and Parent conference<br><b>Second Offense and all others:</b><br>OSS: 2 Days<br><b>Grade 7-12</b><br><b>First Offense:</b> ISI: 3-5 Days<br><b>Second Offense:</b> OSS: 1-3 Days<br><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><br><b>First Offense:</b> ISI: 3-5 Days<br><b>Second Offense:</b> OSS: 1-2 Days<br><b>Third Offense:</b> OSS: 3-5 Days<br><b>Grade 7-12</b><br><b>First Offense:</b> OSS: 3-5 Days<br><b>Second Offense:</b> OSS: 5-10 Days<br><b>Third Offense:</b> OSS pending CROSSROADS   |
| 2.20 | <b>Possession or dispensing of non-prescription, over-the-counter medications</b>  | <b>Grade 4-6</b><br><b>First Offense:</b> ISI: 1-3 Days<br>and Parent Conference<br><b>Second Offense:</b> OSS: 3-5Days<br><b>Third Offense:</b> OSS: Up to 10 Days, Pending Alternative Placement<br><b>Grade 7-12</b><br><b>First Offense:</b> ISI: 3-5 Days<br>Parent Conference<br><b>Second Offense:</b> OSS: 3-5 Days<br><b>Third Offense:</b> OSS Up to 10 Days pending CROSSROADS |
| 2.21 | <b>Inappropriate public display of affection.</b> Including but not limited to embracing and kissing.  | <b>Grade 4-6</b><br><b>First Offense:</b> ISI: 1-3 Days<br><b>Second Offense:</b> OSS: 1-3 Days<br><b>Third Offense:</b> Principal's Discretion<br><br><b>Grade 7-12</b><br><b>First Offense:</b> ISI: 3-5 Days<br><b>Second Offense:</b> OSS: 1-3 Days<br><b>Third Offense:</b> Principal's Discretion   |
| 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>  |

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| 2.23 | Non-conformity to dress code (see dress code policy)   | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> Written warning/report to ISI until parent brings change of clothes</p> <p><b>Second Offense:</b> ISI:1-3 Days AND Correct</p> <p><b>Third Offense:</b> ISI: 3-5 Days and Correct</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> Written warning/report to ISI until parent brings change of clothes</p> <p><b>Second Offense:</b> ISI: 3 Days AND Correct</p> <p><b>Third Offense:</b> OSS: 1 Day AND Correct</p> |
| 2.24 | <p><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> | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> ISI: 1-3 Days</p> <p><b>Second Offense:</b> ISI: 3-5 Days</p> <p><b>Third Offense:</b> OSS: 1-3 Days</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> ISI: 1-3 Days</p> <p><b>Second Offense:</b> ISI: 3-5 Days</p> <p><b>Third Offense:</b> OSS: 1-3 Days</p>   |
| 2.25 | Habitual Class I Violations  | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> ISI: 1-3 Days</p> <p><b>Second Offense:</b> ISI: 3-5 Days</p> <p><b>Third Offense:</b> OSS: 1-3 Days</p> <p><b>Grade 7-12</b></p> <p><b>First Offense:</b> ISI: 1-3 Days</p> <p><b>Second Offense:</b> ISI: 3-5 Days</p> <p><b>Third Offense:</b> OSS: 1-3 Days</p>   |
| 2.26 | Any other violation, which the principal may deem reasonable to fall within this category.   | Principal's Discretion   |
| 2.27 | Cheating: Giving or receiving information that should be completed by another individual student.  | First and subsequent offenses:<br>Loss of credit on assignment or test and other disciplinary action deemed appropriate by principal.  |
| 2.28 | Verbal, physical, or sexual harassment   | <p><b>Grade 4-6</b></p> <p><b>First Offense:</b> OSS: 1-3 Days</p> <p><b>Second Offense:</b> OSS: 3-5 Days</p> <p><b>Third Offense:</b> Recommend Alternative Placement</p>  |

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|  | Verbal, physical, or sexual harassment continued | <b>Grade 7-12</b><br><b>First Offense:</b> OSS: 1-3 Days<br><b>Second Offense:</b> OSS: 3-5 Days<br><b>Third Offense:</b> Recommend CROSSROADS |
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### CLASS III: MAJOR OFFENSES

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

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| <b>3.00</b> | <b>Distributing drugs, chemicals, or alcohol, vaping or artificial means to generate smoke, or the use of any nicotine product.</b>   | <b>Grade 4-6 &amp; 7-12</b><br><b>First Offense:</b> Recommend Expulsion  |
| <b>3.01</b> | <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><br><b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br><b>Second Offense:</b> Consider Expulsion<br><b>Third Offense:</b> Recommend Expulsion Permanently<br><b>Grade 7-12</b><br><b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br><b>Second Offense:</b> Consider Expulsion<br><b>Third Offense:</b> Permanent Expulsion |
| <b>3.02</b> | <b>Arson:</b> The willful and malicious burning or attempting to burn any part of Board property.   | <b>Grade 4-6</b><br><b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br><b>Second Offense:</b> Consider Expulsion<br><b>Third Offense:</b> Recommend Expulsion Permanently<br><b>Grade 7-12</b><br><b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br><b>Second Offense:</b> Recommend Expulsion   |
| <b>3.03</b> | <b>Threatening a school board employee:</b> Either stated or implied, or a threat against the property of an employee.  | <b>Grade 4-6</b><br><b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br><b>Second Offense:</b> Consider Expulsion<br><b>Third Offense:</b> Recommend Expulsion Permanently  |

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|      |   | <b>Grade 7-12</b><br><b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br><b>Second Offense:</b> Recommend Expulsion   |
| 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. | <b>Grade 4-6</b><br><b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br><b>Second Offense:</b> Consider Expulsion<br><b>Third Offense:</b> Recommend Expulsion Permanently<br><b>Grade 7-12</b><br><b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br><b>Second Offense:</b> Recommend Expulsion |
| 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. | <b>Grade 4-6</b><br><b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br><b>Second Offense:</b> Consider Expulsion<br><b>Third Offense:</b> Recommend Expulsion Permanently<br><b>Grade 7-12</b><br><b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br><b>Second Offense:</b> Recommend Expulsion |
| 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.                                    | <b>Grade 4-6</b><br><b>First Offense:</b> OSS: 3-5 Days<br><b>Second Offense:</b> OSS: 5-10 Days<br><b>Third Offense:</b> CROSSROADS<br><b>Grade 7-12</b><br><b>First Offense:</b> OSS: 5 Days<br><b>Second Offense:</b> OSS: 10 Days<br><b>Third Offense:</b> CROSSROADS   |

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| 3.07 | <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><br/> <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br/> <b>Second Offense:</b> Consider Expulsion<br/> <b>Third Offense:</b> Recommend Expulsion Permanently<br/> <b>Grade 7-12</b><br/> <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br/> <b>Second Offense:</b> Recommend Expulsion</p>  |
| 3.08 | <p><b>Prohibited Items:</b>(Not including items in 4.02) Possession, sale, use, furnishing, or giving of a prohibited item including but not limited to firearm facsimiles, stun gun facsimiles, knives with blades two inches or smaller and imitation controlled substances.</p>  | <p><b>Grade 4-6</b><br/> <b>First Offense: Without Intent:</b> Parent Conference and 5 Days ISI<br/> <b>With Intent:</b> Parent Conference and 5 Days OSS<br/> <b>Second Offense:</b> 10 Days OSS<br/> <b>Third Offense:</b> Recommend CROSSROADS or Expulsion<br/> <b>Grade 7-12</b><br/> <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br/> <b>Second Offense:</b> Recommend Expulsion</p> |
| 3.09 | <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><br/> <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br/> <b>Second Offense:</b> Consider Expulsion<br/> <b>Third Offense:</b> Recommend Expulsion Permanently<br/> <b>Grade 7-12</b><br/> <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br/> <b>Second Offense:</b> Recommend Expulsion</p>  |
| 3.10 | <p><b>Igniting fireworks:</b> Igniting an explosive or incendiary charge.</p>   | <p><b>Grade 4-6</b><br/> <b>First Offense:</b> OSS: Up to10 Days<br/> <b>Second Offense:</b> CROSSROADS<br/> <b>Third Offense:</b> Recommend Expulsion<br/> <b>Grade 7-12</b><br/> <b>First Offense:</b> OSS: 10 Days<br/> <b>Second Offense:</b> CROSSROADS<br/> <b>Third Offense:</b> Recommend Expulsion</p>   |

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| 3.11 | <p><b>Sexual Misconduct:</b> Acts of a serious sexual nature including, but not limited to battery, intercourse, attempted rape, rape, and indecent exposure.</p>   | <p><b>Grade 4-6</b><br/> <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br/> <b>Second Offense:</b> Recommend CROSSROSADS or Expulsion<br/> <b>Grade 7-12</b><br/> <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br/> <b>Second Offense:</b> Recommend Expulsion</p>   |
| 3.12 | <p><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> | <p><b>Grade 4-6</b><br/> <b>First Offense:</b> OSS: 5 Days and Parent conference<br/> <b>Second Offense:</b> OSS: 10 Days pending CROSSROADS<br/> <b>Grade 7-12</b><br/> <b>First Offense:</b> OSS: 10 Days pending CROSSROADS<br/> <b>Second Offense:</b> Recommend Expulsion</p>  |
| 3.13 | <p><b>Major threat to the safety of school bus passengers or driver.</b></p>  | <p><b>Grade 4-6</b><br/> <b>First Offense:</b> Bus suspension and/or CROSSROADS<br/> <b>Second Offense:</b> Recommend Expulsion for 1 year from school and permanently from the bus<br/> <b>Grade 7-12</b><br/> <b>First Offense:</b> Up to 10 days OSS and Bus Suspension for 1 year<br/> <b>Second Offense:</b> Recommend Expulsion for 1 year from school and permanently from the bus</p> |
| 3.14 | <p><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>  | <p><b>Grade 4-6</b><br/> <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br/> <b>Second Offense:</b> Recommend Expulsion<br/> <b>Grade 7-12</b><br/> <b>First Offense:</b> Up to 10 days OSS pending CROSSROADS<br/> <b>Second Offense:</b> Recommend Expulsion</p>  |

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| <b>3.15</b> | <b>Any other violation, which the principal may deem reasonable to fall within this category.</b> | Principal's Discretion   |
| <b>3.16</b> | <b>Battery/Fighting</b>   | <b>Grade 4-6</b><br><b>First Offense:</b> OSS: 3-5 Days<br><b>Second Offense:</b> OSS: 5-10 Days pending CROSSROADS<br><b>Third Offense:</b> Recommend Expulsion<br><b>Grade 7-12</b><br><b>First Offense:</b> OSS:5 Days plus ISI: 5 Days<br><b>Second Offense:</b> OSS pending CROSSROADS<br><b>Third Offense: Recommend Expulsion</b> |
| <b>3.17</b> | <b>Habitual Class II Violations</b>   | <b>Grade 4-6</b><br><b>First Offense:</b> OSS: 5-10 Days<br><b>Second Offense:</b> Recommend CROSSROADS<br><b>Grade 7-12</b><br><b>First Offense:</b> OSS: 5-10 Days<br><b>Second Offense:</b> Recommend CROSSROADS  |

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

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

**Returning 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 may be admitted to the CROSSROADS where he/she must successfully complete one year before returning to the regular school.**

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| <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><br><b>First Offense:</b> Recommend Expulsion |
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| <b>4.02</b> | <b>Weapons:</b> Possession, sale, use, furnishing or giving of a weapon (knife, metallic knuckles, tear gas, gun, throwing star, chemical weapons or device, pepper gas, or any other weapon, instrument.) A firearm is a weapon (as defined in Section 921 of the Title 18 of the United States Code) which will, is designed to, or may be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, the muffler or silencer of a firearm, or any other destructive device (including a starter pistol, teargas gun, or air gun) | <b>Grade 4-12</b><br><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><br><b>First Offense:</b> Recommend Expulsion |
| <b>4.04</b> | <b>Explosives</b> – Possessing, preparing, and igniting explosives containing a propellant charge of more than 4 ounces of an explosive or incendiary charge of more than one-quarter ounce on school board property.   | <b>Grade 4-12</b><br><b>First Offense:</b> Recommend Expulsion |
| <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><br><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><br><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><br><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><br><b>First Offense:</b> Recommend Expulsion |

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

- I. The Tallapoosa County Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities.
  - II. The Superintendent shall develop procedures which shall be used by persons alleging harassment.
  - III. Sexual Harassment by Students – The Tallapoosa County Board of Education desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Tallapoosa County Board of Education. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency toward further unacceptable behavior. For these reasons, the Tallapoosa County Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students.
    - A. Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.
- Examples of sexual harassment may include but are not limited to the following:
1. Verbal harassment or abuse of a sexual nature;
  2. Subtle pressure for sexual activity;
  3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;
  4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
  5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
  6. Display of sexually suggestive objects, pictures, or written materials;
  7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

- B. Specific Prohibition - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.
  - C. Procedures-any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselor(s) or Superintendent's designee. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and are signed by the complainant.
    - 1. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
    - 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
  - D. Penalties - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
- IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
  - B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
  - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance or creating an intimidating, hostile or offensive work or school environment.
  - D. Examples of sexual harassment may include, but are not limited to, the following:
    - 1. Verbal harassment or abuse of a sexual nature;
    - 2. Subtle pressure for sexual activity;

- 3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;
  - 4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
  - 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
  - 6. Display of sexually suggestive objects, pictures, or written materials.
- E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- F. Any suspected child abuse shall be reported in accordance with state law.
- G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.
  - 1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
  - 2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.
  - 3. It is sexual harassment for a Tallapoosa County Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
- H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant. Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated against, in any manner, for reporting conduct which is believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

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

**REFERENCE(S):**

**CODE OF ALABAMA 16-8-23**  
**TITLE IX OF EDUCATION AMENDMENTS OF 1972**  
**PUBLIC LAW 100-960, PUBLIC LAW 102-14**

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

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

### **C. ADMISSION REQUIREMENTS**

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

- an updated immunization record
- withdrawal documents or proper student records from previous school
- Two proofs of residency, and a photo identification of the accompanying parent/guardian.  
A parent/guardian must accompany any new student for enrollment procedures. Transfer students from an alternative school setting may also be assigned to the alternative program. Migrant, homeless, foster children, English language learners, neglected/delinquent students may not be denied or delayed enrollment because of a lack of documents. A school may request as part of the enrollment procedures a social security number as a unique student identification number for the student and/or a birth certificate for age verification. Please understand the disclosure of either a social security number or a birth certificate is a voluntary action on the part of the parent/guardian.

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

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

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

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

### **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.

### **Absences Defined**

**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 school year in the principal's office or other locations.

### **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.

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. High school attendance will be counted on a per class period basis. Check ins/outs will count toward parent notes.

### **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.

#### **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.

#### **PROMOTION POLICY FOR KINDERGARTEN**

To be considered for promotion, kindergarten students must make a 70 or higher on the end of year Reading and Math assessment. State and benchmark assessments, along with teacher and administrative input will also be taken into consideration.

### **PROMOTION POLICY FOR GRADES 1-6**

Students in Grades 1-6 must pass Reading and Math to be considered for promotion, with the exception of third grade. All third grade students must meet the requirements of the Alabama Literacy Act in order to be promoted. 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/or 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.

#### **The Alabama Literacy Act #2019-253**

The Alabama Literacy Act was established to improve reading proficiency for public school students in Kindergarten through third grade by monitoring the progression of each student from one grade level to another. Students with reading deficiencies will receive intensive evidence-based reading intervention services to improve the reading deficit. The law states, "... third grade students shall demonstrate sufficient reading skills for promotion to fourth grade." If the reading deficiency of the student is not addressed by the end of third grade, the student will not be promoted unless a good cause exemption is satisfied. A copy of the Alabama Literacy Act can be found in its entirety at [www.tallapoosak12.org](http://www.tallapoosak12.org).

### **PROMOTION POLICY FOR GRADES 7- 8**

Students in Grades 7-8 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 7-8 if the student has been previously retained in grades K-6.
2. A student who does not meet the established criteria for promotion may be retained two (2) times in grades 7-8 if the student has not been previously retained in grades K-6.
3. A student should **not** be retained in grades 7-8 if the student will reach his/her sixteenth birthday during the following academic year.

### **STATE ASSESSMENT PROGRAM**

ACT WorkKeys- Grade 12

ACT with writing- Grade 11

PreACT- Grade 10

ACAP- Grades 2-8

aimswebPLUS K-8

AlaKiDS- K

## **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. The full policy may be viewed in the TCBOE Policy manual.

## **Tallapoosa County Schools Grading Guidelines:**

### **Grading Procedures**

- Grades 1-12 - 60% major and 40% minor
- Grade 1 - a requirement of 4 major and 5 minor grades in ALL subject areas (minimum per 9 weeks)
- Grade 2 - a requirement of 4 major grades and 5 minor grades in Science and Social Studies ONLY
- Grade 2 - a requirement of 6 major grades and 9 minor grades in all other subjects- (minimum per 9 weeks)
- Grades 3-12 - a requirement of 6 major grades and 9 minor grades (minimum per 9 weeks; it is suggested that semester-long classes should have more)

### **Graded items**

- Major: Projects, assessments
- Minor: quizzes, classwork, small projects
- Homework is not to be counted as a grade (grade inflation)
- Extra credit/bonus points should not be given (grade inflation)
- Work completed with a substitute can only be a minor grade

### **Instructional Enhancements**

- aimswebPlus will be used as our county-wide universal screener and progress monitoring tool in grades K-8. It will be administered in the fall, winter, and spring (dates selected by the central office).
- Odysseyware will ONLY be used for credit recovery and/or failed core classes during the school year or during Summer School -or- for Special Education students upon an IEP Team Decision.
- IXL will be used as a supplemental to tiers 1, 2, and 3 instruction in grades 6-12 Reading and Math
- Classworks may be used as a supplemental to tiers 1, 2, and 3 instruction in grades K-8.
- SPIRE and Take Flight will be used as intervention reading programs during school, after school, and during the summer reading program.
- BASE program will be used for social-emotional learning and may be used for behavioral interventions, etc.
- Items from Teachers-Pay-Teachers may be purchased and used by teachers as supplements. These items are not approved as core curriculum by TCBOE.

### **Elementary guidelines**

- Reading coaches will develop the EOY assessment for kindergarten (all 3 schools must use it)
- Kindergarten will not have nap time
- No parent requests for teacher
- Classes will be divided and teachers will draw to avoid “selected placement”
- A district kindergarten report card is forthcoming and will be developed and used at all schools.

## **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 9-12 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 and parents should understand Credit Recovery Classes (CR) are not recognized by the National Collegiate Athletic Association.
  - e. Students must have a parent/ guardian's consent to apply for credit recovery.
  - f. The grading period in which the student received the failing grade must be completed before the student can enroll in the credit recovery program.
  - g. Students with excessive absences or those who do not follow the guidelines of the program can be removed from credit recovery.
- 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  
Credit Recovery content may be delivered through instructional technology.
  - a. During the regular school day **if it does not interfere with a core-academic class.**
  - b. After school
  - c. Summer School
  - d. In the CROSSROADS Program
  - e. Credit Recovery curriculum shall be aligned with the Alabama Course of Study content standards.

**IV. Grades**

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

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

**TALLAPOOSA COUNTY VIRTUAL ACADEMY**

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

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

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

**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. When possible, an "All Call" through the system's rapid response system will also be used as well.
  
6. Buses will transport students to their usual home station.
  
7. Parents who normally pick up their children will need to comply with the request made in the emergency announcement.

## **SEVERE WEATHER**

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

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

## **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/VAPING FREE CAMPUS**

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

#### **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.....Len Carter.....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. Student may NOT video others during the school day.**

## 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 Page Cotten at 256-825-0746 or email at [page.cotten@tallapoosak12.org](mailto:page.cotten@tallapoosak12.org).

## SECTION 504 SERVICES

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

The purpose of **Response to Instruction (RTI)/MTSS** 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 may be comprised of the building level administrator (principal or asst. principal), the school guidance counselor, and various teachers with expertise not only in their particular area, but in teaching strategies and behavioral intervention.

When it is determined that a student is at risk of not experiencing school success and is in danger of failure and/or non-completion, the student's teacher refers the student to the PST. Using a Tiered Instruction Model, the PST will then recommend specific high-quality research-based instruction to be

implemented by the student's teacher(s) or other specialist in the school. The student's progress is monitored during the time these instructions are being implemented and 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, Page Cotten, Special Education Coordinator at (256) 825-0746, fax (256)825-8244 or email at [page.cotten@tallapoosak12.org](mailto:page.cotten@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 grade students are presented with activities that are designed to give them the opportunity to display gifted behaviors. After Christmas, second grade teachers make referrals to the Gifted program. In addition to the second grade teachers, anyone with knowledge of the student's abilities may refer a student for consideration. Parental consent is required prior to us proceeding any further.

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

The state of Alabama 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.**

#### **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.

#### **SCHOOL HEALTH SERVICES**

##### **REASONS TO NOT SEND YOUR CHILD TO SCHOOL:**

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

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

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

**Accidents, Fractures, Sprains and More:** When a child becomes ill or injured at school, they are sent to the office. If the office staff or school nurse determines that the student may remain in school, they

may be allowed to rest for a short time and then return to class. In case of a minor accident, first aid will be given and the student will be sent back to class. In the event that the student should not remain in school and is in need of medical attention, the parents will be contacted. If a parent cannot be contacted or cannot pick up the student, an ambulance will be called to take them to the hospital for evaluation and treatment. Therefore, please keep the school updated if your phone numbers change.

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

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

**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.

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

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

#### **Immunization Schedule Requirements:**

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

- 5 doses of DTaP before entering kindergarten (unless 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
- 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 12th grade.

**Health screenings offered are:**

- Vision – Kindergarten, 2<sup>nd</sup> and 4<sup>th</sup> grade will be screened by “Vision Research” (subject to change)
- Vision – Grades 5<sup>th</sup> and 6<sup>th</sup> will be screened by “Lion’s Club” (subject to change)
- Dental – Basic dental screenings and education are offered by Sarrell Dental for all grades every year. (subject to change)
- Scoliosis- Parent opt-in letters will be sent home yearly for all students 5<sup>th</sup>-9<sup>th</sup> grade.

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

Students in grades 5-9 are eligible for Scoliosis screening yearly. However, this is now an opt-in program. Permission forms are available through the school nurse.

**Contact the school nurse IN WRITING by August 25, 2021 if you DO NOT WANT your child to participate in ANY or ALL of the school health screenings.**

## Influenza Disease

### What is influenza disease?

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

### What are the symptoms?

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

### How does influenza disease spread?

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

### How do I prevent the flu?

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

### Where can I find more information?

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



Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

1-800-469-4599 [www.adph.org/imm](http://www.adph.org/imm) 2/29/16

## Influenza Vaccine

### Who should get the influenza (flu) vaccine?

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

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

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

### What are the common vaccine side effects and risks?

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

### Where can I find more information?

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



Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

1-800-469-4599 [www.adph.org/imm](http://www.adph.org/imm) 2/29/16

# Meningococcal Vaccine

## Who should get meningococcal vaccine?

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

## Who should be vaccinated because they are at increased risk?

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

## What are the vaccine side effects and risks?

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

## Where can I find more information?

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



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

# Meningococcal Disease

## What is meningococcal disease?

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

## What are the symptoms?

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

## How does meningococcal disease spread?

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

## Where can I find more information?

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



Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

1-800-469-4599 [www.adph.org/imm](http://www.adph.org/imm) 2/29/16

## Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

### Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Centers for Disease  
Control and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

(5-317162-8)



**Tallapoosa County Schools Child Nutrition Program**  
679 East Columbus Street  
Dadeville, Alabama 36853  
**256-825-0746 ext.34- Jenny Knox, CNP Director**

***Attention Parents***

You may now apply for free or reduced lunch online at [family.titank12.com](http://family.titank12.com). This is a faster, easier way to apply. You may also put money in your child's account online at [family.titank12.com](http://family.titank12.com). If you prefer a **paper application**, attached is a new FREE and REDUCED Lunch Form. Only fill out one form per household.

This year, all children will be given free breakfast and lunch. We ask that you still complete a Free and Reduced Lunch Application to benefit your school. If your child qualifies for free or reduced status, this will also benefit you, in that you can be eligible for the P-EBT extra payment to households, and a voucher for free internet. Children in Foster care and children who meet the definition of Homeless, Migrant, or Runaway are automatically eligible for free meals. Read "**How to Apply for Free and Reduced Price School Meals**" for more information.

**Advance Payment/Charge Policy**

**No Ala Carte or extra portions will be charged. No adult meals may be charged.** Teachers may buy lunch for \$3.00, and visitors pay \$3.50. Teachers may buy breakfast for 2.00, and visitors pay \$2.25. Prepayment by the month, week, or year is recommended. Daily payments may be accepted during meal service at all schools. Due to the recent pandemic, NO change will be returned. All monies received by the Child Nutrition Program, will go into the student's account. Students spend less time in line if money is put in their account ahead of time.

You may go online to [family.titank12.com](http://family.titank12.com), to create an account for your child. This enables you to deposit funds into their account, and check their balance. Checks must have an address and phone number listed. If two (2) non-sufficient fund checks are received from one household, only cash or a money order will be accepted for payment.

**Tallapoosa County Schools Lunchroom Policy Regarding Food and Drinks    Brought Into the Lunchroom**

1. No carbonated beverages are to be brought into the lunchroom (Coke, 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. Neither food nor drink can be withheld as a punishment or restriction.
6. Non-nutritive food cannot be offered for sale anytime during the school day, or immediately before or after meal services.

## FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Tallapoosa County School District** offers healthy meals every school day. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

### 1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **[AL SNAP]**, **[the Food Distribution Program on Indian Reservations (FDPIR)]** or **[AL TANF]**, are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

| FEDERAL ELIGIBILITY INCOME CHART For School Year 2021-2022 |          |         |         |
|--|----------|---------|---------|
| Household size   | Yearly   | Monthly | Weekly  |
| 1  | \$23,828 | \$1,986 | \$459   |
| 2  | \$32,227 | \$2,686 | \$620   |
| 3  | \$40,626 | \$3,386 | \$782   |
| 4  | \$49,025 | \$4,086 | \$943   |
| 5  | \$57,424 | \$4,786 | \$1,105 |
| 6  | \$65,823 | \$5,486 | \$1,266 |
| 7  | \$74,222 | \$6,186 | \$1,428 |
| 8  | \$82,621 | \$6,886 | \$1,589 |
| Each additional person:                                    | \$8,399  | \$700   | \$162   |

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Kathy Ledbetter at 256-825-0746, ext.14** or [kathy.ledbetter@tallapoosak12.org](mailto:kathy.ledbetter@tallapoosak12.org)

3. Do I need to fill out an application for each child? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Jenny Knox 679 East Columbus Street Dadeville, AL 36853.**

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Jenny Knox at 256-825-0746 ext. 34 or jenny.knox@tallapoosak12.org** immediately.

5. CAN I APPLY ONLINE?

Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **family.titank12.com** to begin or to learn more about the online application process. Contact **Jenny Knox at 256-825-0746 ext. 34 or jenny.knox@tallapoosak12.org** if you have any questions about the online application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **[date]**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals , your child will be charged the full price for meals.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Raymond Porter 256-825-0746 raymond.porter@tallapoosak12.org**.

11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

14. DO I HAVE TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last 4 digits of the social security number of the household's primary wage earner or another adult household member (or an indication of "none") is required.

15. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not

include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

16. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Jenny Knox at 256-825-0746 ext. 34 or at [jenny.knox@tallapoosak12.org](mailto:jenny.knox@tallapoosak12.org)** to receive a second application.

17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **[AL SNAP]** or other assistance benefits, contact your local assistance office or call **1-800-382-0499**.

If you have other questions or need help, call **256-825-0746 ext. 34**.

Sincerely,

**Jenny Knox**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or  
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS**

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Tallapoosa County School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact [jenny.knox@tallapoosak12.org](mailto:jenny.knox@tallapoosak12.org), or 256-825-0746 ext.34.

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

### **STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12**

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Tallapoosa County Schools, regardless of age.

|   |   |  |  |
|---|---|--|--|
| <p>A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</p> | <p>B) Is the child a student at Tallapoosa County School District? Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend Tallapoosa County School District.</p> | <p>C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4.</p> | <p>D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. If you are applying for both foster members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</p> |
|---|---|--|--|

### **STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?**

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or AL-SNAP
- Temporary Assistance for Needy Families (TANF) or AL-TANF.
- The Food Distribution Program on Indian Reservations (FDPIR).
- If no one in your household participates in any of the above listed programs:
  - Leave STEP 2 blank and go to STEP 3.
  - Go to STEP 4.

### **STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

**How do I report my income?**

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes.
  - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been

### STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

#### 3.A. REPORT INCOME EARNED BY CHILDREN

- A)** Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

**What is Child Income?** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

#### 3.B REPORT INCOME EARNED BY ADULTS

##### Who should list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.

##### Do NOT include:

- People who live with you but are not supported by your household's income AND do not contribute income to your household.
- Infants, Children and students already listed in STEP 1.

#### B) List adult household members'

names. Print the name of each

household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any

household members you listed in **STEP 1**.

If a child listed in **STEP 1** has income, follow the instructions in **STEP 3, part A**.

**C) Report earnings from work.** Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

**D) Report income from public assistance/child support/child support/Alimony.** Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

**E) Report income from pensions/retirement/all other income.**

Report all income that applies in the "Pensions/R/etirement/ All Other Income" field on the application.

**F) Report total household size.** Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in **STEP 1** and **STEP 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

**G) Provide the last four digits of your Social Security Number.**

An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

### STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

*All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.*

- A) Provide your contact information.** Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.

Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

#### B) Print and sign your name and write today's date.

Print the name of the adult signing the application and that person signs in the box

"Signature of adult."

#### C) Mail Completed Form to: 679 East Columbus Street Dadeville, AL 36853

(optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

**D) Share children's racial and ethnic identities**



## TALLAPOOSA COUNTY BOARD OF EDUCATION

Raymond C. Porter  
Superintendent



### Right to Know Parental Notification

This notice is to meet the requirements to notify parents of their right to request the teacher qualifications or paraprofessionals qualifications of personnel who are working directly with their child(ren).

Under ESSA, Section 1112 (c) (6), each local education agency (LEA) supported with Title I funds will ensure that all teachers and paraprofessionals working in a program are within certification requirements and State requirements that are applicable, including requirements for certification obtained through alternative routes to certification.

Under ESSA, SED. 1112 (e) (1) (A). At the beginning of each school year in Tallapoosa County, parents may request, and Tallapoosa County provided upon request and in a timely manner, information about the professional qualifications of the student's teachers, including:

1. If the student's teacher:
  - Has met state qualifications and licensing criteria for the grades and subjects in which the teacher provides instruction
  - Is teaching under emergency or other provisional status through which there are waived state requirements or licensing criteria
  - Is teaching in the field of discipline of teacher certification
2. If the child is receiving services from paraprofessionals and if so, their qualifications, including state requirements:
  - High school diploma or its recognized equivalent
  - Has completed two years of study at an institution of higher education
  - Has an associate's degree (or higher)
  - WorkKeys evaluation
3. ESSA, Sec. 112 (e) (1) (B). Additional information. In addition to the information that parents may request in subparagraph (A), a school that receives funds under this part shall provide to each individual parent of a child who is a student at school such, with respect to such student:
  - Information on the level of academic achievement and student growth, if applicable and available in 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 the requirements for state certification or licensing applicable to grade level and subject in which is assigned the teacher.

If a parent is interested in requesting information regarding their child's teacher(s), they may contact the Director of Personnel Tallapoosa County Schools. Information can be requested over the phone or by letter.

679 East Columbus Street, Dadeville, AL 36853 (256) 825-0746 Fax 825-8224  
Matilda Hamilton \* Martin Johnson \* Linda Daniel \* Michael Carter \* Carla Talton

Web Site <http://www.tallapoosa.k12.org>

Accredited by the Southern Association of Colleges and Schools  
Advance Ed/CASI

## **PARENT'S RIGHT TO KNOW ACT**

### **The McKinney-Vento Homeless Act**

This federal law ensures that the educational needs of homeless children and youth are met through immediate enrollment, comparable services, and supplemental services. All homeless children and youth must have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths and afforded the opportunity to meet the same challenging state student academic achievement standards to which all students are held. If the school enrollment decision is contrary to the wishes of the child or youth or youth's parent/guardian, the school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision (within 5 school days). The parent must file a School Enrollment Dispute with the school in which the student is presently enrolled within 10 working days if the explanation/placement is not satisfactory. The principal of the school will notify the district's Homeless Liaison of the dispute immediately upon the written notice that there is a dispute. The principal will take steps to resolve the dispute within 5 working days.

### **EL, Foster Care, Migrant, Immigrant and Homeless Students**

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

### **Parents' Right to Know Procedure and Notice**

Part A: Under the provisions of the No Child Left Behind legislation {Title I Section 1111 (h)(6)}and the Every Student Succeeds Act (ESSA) of 2015, Section 1112(e)(l)(B) under subparagraph (A) the Tallapoosa County Board of Education will notify the parents of each student attending any school in the system that the parent/guardian may request information regarding the professional qualifications/certifications of the student's classroom teachers. The notice will include, at a minimum, the following:

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

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

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

## 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:**

1. The use of all Tallapoosa County Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending an investigation.
2. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
3. 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.
4. 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.
5. Individuals identified as a security risk may be denied access.
6. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
7. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming, or by any other means.
8. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

The Local and/or District Technology 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:**

To maintain network integrity and to ensure that the network is being used responsibly, Local and District Technology Coordinators reserve the right to review files and network communications. Users should not expect that files or electronic emails stored on the Tallapoosa County Schools' technology resources would always be private.

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

## **III. COPYRIGHT:**

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

--Any questions about copyright provisions should be directed to the District and/or Local Technology Coordinator.

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

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

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

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

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

--For security and insurance purposes, the District 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.

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

- If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The District or Local Technology Coordinator and the person requesting the software will be responsible for determining how many copies should be purchased.
- 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.
- 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.
- Users should not purchase software without consulting the technology staff.

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

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

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

- The intent of the Tallapoosa County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.
- All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
- Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.
- Permission is not transferable, and therefore, may not be shared.
- Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

#### **VI. INTERNET FILTERING:**

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

**VII. WEB PUBLISHING:**

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

**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.

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

**1 to 1 Chromebook INITIATIVE**

**Parent and Student Handbook for  
Device Procedures and Information**

**Tallapoosa County Schools  
Dadeville, Alabama**

***SECTION 1 - Background Information***

**The Digital Transformation**

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

**The One-to-One Model of Instructional Technology**

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

- Leaving a Positive Digital Footprint

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

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

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

## ***SECTION 2 - Receiving and Using Your Device***

- **Using Google Suite**

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

- **Receiving and Returning Your Device**

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

At the end of the school year, the device and charger must be returned in the same condition in which they were provided. Students owing fees and Seniors must turn their device in by the date set by the school district. If the student has purchased a personal case, the student will keep their case. If a student withdraws or is expelled from Tallapoosa County Schools, the device, and charger must be immediately returned at that time. When returned, each device will be inspected. If any damage has occurred, payment must be made in order for the item to be repaired or replaced at that time. Parents/guardians assume sole financial responsibility for these damages regardless of the circumstances.

- **Device Inventory and Asset Tag Information**

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

- Taking Care of Your Device

General Precautions:

1. Keep the laptop/device secure and damage free.
2. Please be sure to carefully and considerately store your device in your locker, book bag, and at home.
3. Do not allow others to use the laptop/device, charger or cords.
4. **Devices must come to school with a full battery charge.**
5. Please do not use your device around food, liquids or drinks. Avoid getting any moisture or crumbs in any opening.
6. Do not use household cleaners to clean your device- only a soft lint-free cloth on the screen.
7. Never throw, slide, drop, or press harshly on your device.
8. Do not use a 1:1 device that has not been issued to you.
9. Do not leave your device out in the sun or extreme cold (either outside or in a hot or cold car).
10. Devices are uniquely inventoried. At no time should the inventory numbers be tampered with in any way or removed. Such actions constitutes damage to the device.
11. Do not leave the laptop/device in a vehicle.
12. Do not leave the laptop/device unattended at school or away from school.
13. Do not allow pets near the laptop/device.
14. Do NOT let anyone else borrow or use your device (because you are responsible for any damage that may occur to your device, no matter the circumstances!).
15. Do NOT attempt to contact any other service provider with repair questions. All questions and concerns must be directed to the school district.
16. Do not place the laptop/device on the floor or on a sitting area such as a chair or couch.
17. Do not leave the laptop/device near table or desk edges.
18. Do not stack objects on top of the laptop/device.
19. Do not use the laptop/device near water such as a pool.
20. Do not check the laptop/device as luggage at the airport.
21. Move your device with two hands with the lid closed. Never throw, drop, or slide your device.  
Never lift it by the screen.
22. Keep your device in new condition. Do not mark on, write on, or otherwise alter the device, or district tags.
23. Store your device in a safe place at school when eating in the cafeteria, during PE, during after school activities, and outdoor learning times. Devices are not allowed in the cafeteria, gym, or outside spaces except with teacher permission. Teachers will work with students to identify/provide safe spaces.
24. Carefully connect and disconnect cords, cables, etc. Place cords and cables out of walkways.  
People can be injured by tripping. Devices, cables, and cords can be damaged.
25. Do not plug in your device during a lightning storm and always use a power strip with surge protection.

26. Students may not install applications, add-ons, or extensions without specific permission to do so from the technology department.
27. All files, including music and video, used on Chromebooks should comply with all TCS policies including being appropriate for students to use at school.
28. Ask a media specialist or teacher if there is a problem with your device. Do not attempt to access the internal electronics of the device. Do not seek assistance with a problem from anyone other than a teacher or the technical support system.
29. Use of extensions on student-issued Chromebooks should be age-appropriate and contribute positively to their educational experience.
30. Use of social media and instant messaging on student-issued Chromebooks should be age-appropriate and contribute positively to their educational experience. Special attention should be paid by students, parents, and educators to help students make good digital citizenship decisions. Students safety is a top priority.
31. Without specific permission from teachers and/or school administrators, students should not use streaming media services. These services require significant network and Internet bandwidth. Use of these services should be connected with a specific learning goal. All use of such services should follow all legal and policy requirements including copyright.
32. Many peripheral devices can be connected to the Chromebook devices including mice, secondary monitors/TV's, USB flash drives, etc. The Technology Department will not provide support for devices not distributed with the Chromebook devices or provided by the Technology Department.
33. Abide by the TCS Responsible Use Policy and TCS Code of Conduct at all times. This includes but is not limited to using school-appropriate images and text on personalized screensavers and background pictures; interacting with classmates, staff, and others as you would in a classroom; and maintaining the privacy of your login information.

- Using Your Device at School

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

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

- Using a Device Outside of School

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

- Repairing or Replacing a Device
- 

#### **Normal Wear and Tear**

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

#### **Damage**

**When damage to a Chromebook or charging cable issued to a student results from lack of care or intentional damage, the full cost of the repair must be paid for by the student's parent/guardian.**

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

#### **Loss or Theft**

If a Chromebook or charging cable issued to a student is lost or stolen, the student's parent/guardian must file a report with the police department or school resource officer and provide a copy of the police report to the school media specialist. The student's family must pay the full cost of replacing the Chromebook or charging cable. Once one-half of the replacement cost has been paid, a replacement device will be ordered and a loaner device will be issued to the student. The full cost of any replacement will be determined by market value at the time of replacement.

**Current Costs** - At this time, the cost of a replacement Chromebook is \$225. The cost of a replacement charging cable is \$51, an LCD is \$58 and a keyboard is \$14. These costs are subject to change depending on what it costs TCS to purchase replacements.

All repairs and replacements must be arranged through Tallapoosa County Schools. If your device is lost, damaged, or having technical issues, please report this to your teacher, media specialist or an administrator immediately. We cannot guarantee the device to be repaired will be the device you

receive back. We also cannot guarantee the type of device you will receive after repair to be the same type of device due to inventory numbers.

### ***SECTION 3 - Acceptable Use Information***

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

#### **Network Safety and Acceptable Use Guidelines**

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

- What is Acceptable Use?

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

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

- What is Unacceptable Use?

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

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates Board policy, the Acceptable Use guidelines, this User Agreement, the Student Code of Conduct, or federal/state law.
3. Using any other Google account other than the Tallapoosa County Schools-sponsored Google student accounts on the Chromebook.
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
6. Messaging services-EX: Snapchat, ICQ, etc.
7. Spamming-Sending mass or inappropriate emails.
8. Gaining access to other student’s accounts, files, and/or data.
9. Use of the school’s internet/Email accounts for financial or commercial gain or for any illegal activity.
10. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
11. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
12. Bypassing the Tallapoosa County Schools web filter through a web proxy.

Notes to Parents/Guardians Regarding Use of Personal Devices

Tallapoosa County Schools provides a guest wireless network for devices that do not belong to the Tallapoosa County Schools. This network is subject to be disabled from time to time if it places a burden on the school networks. Any attempt to connect a device to any other network will be considered a violation of the Acceptable Use agreement and the device may be blocked from accessing any network provided by the Tallapoosa County Schools. The school’s network filters will be applied to personal devices connected to the Tallapoosa County Schools network and any attempt to bypass the network filter is prohibited.

Technicians will be available during the school day for minimal technical assistance. The district is not responsible for personal charges for accessing other wireless connections or other data charges. School-based consequences will be administered for misuse of technology or violation of acceptable use agreement.

- Consequences for Improper Use

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

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

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

- Expectation of Privacy

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

#### ***SECTION 4 - Parent / Guardian Information***

- Protecting My Student's Device

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

Any malfunction or damage that is determined by Tallapoosa County Schools technology staff to be a manufacturer's defect **will not be charged** to the student and will be replaced. However, if the damage is determined to be intentional or malicious, the protection plan policy will not cover the cost of repair and the full amount of repair/replace will be due. Disciplinary action may follow.

\*\*\* The \$40.00 usage fee is non-refundable. In the event the device is taken because of disciplinary measures or otherwise, the fee for the policy or any other fees will not be refunded.

#### **Frequently Asked Questions**

Q: How does a new student obtain a device?

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

Q: How do I get my Chromebook repaired?

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

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

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

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

A: A police report **MUST** be filed for any lost or stolen Chromebooks. After you file a police report, the school media specialist fill out a service request. The fee for a stolen Chromebook is \$100 for the first event. Any additional events will cost the full replacement value of the Chromebook (currently \$225.00). Once the fee has been paid, we can issue the student a new device.

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

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

**Tallapoosa County Schools**  
**Student/Parent Chromebook Use Agreement**

NOTE: This form only applies to the student to whom the Chromebook was issued.

Student Name: \_\_\_\_\_

First

Last

Student ID #

Parent Name: \_\_\_\_\_

First

Last

Driver's License #

Homeroom: \_\_\_\_\_ Grade: \_\_\_\_\_ Parent Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Terms and Conditions**

1. I agree to pay a non-refundable annual use/maintenance fee of \$40 per year before taking possession of the Chromebook and its accessories (i.e., charger).
2. I agree to practice digital citizenship and responsible social networking.
3. I agree to comply at all times with the Tallapoosa County School District's Acceptable Use Policy and Chromebook Procedures Manual incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate my rights of possession immediately, and the school system may repossess the Chromebook and its accessories.
4. I agree that I will not deface the Chromebook or its accessories in any way, including the addition of decals, markings, etc.
5. I understand that I will be assigned the same Chromebook each year.
6. I agree that I will not alter (i.e., install VPNs) the Chromebook, nor software configuration or functionality installed by Google or the Tallapoosa County School District.

**Title**

Legal title to the Chromebook and its accessories is in the name of Tallapoosa County Schools and shall at all times remain so. My possession and use is limited to and conditioned upon my full and complete compliance with this Agreement, the Acceptable Use Policy, and the Chromebook Procedures Manual.

**Loss or Damage**

If the Chromebook is damaged beyond repair, or is lost or stolen, I am responsible for a \$100 fee for a 1 time replacement. If the Chromebook is reported stolen, a police report must accompany the \$100 fee. Additional replacements, even if in a different school year, will cost me or my parent/guardian the full value of a Chromebook.

If the Chromebook is damaged but repairable, I am not responsible for a repair fee for the first occurrence. I am responsible for the actual repair cost for each additional occurrence of the Chromebook being damaged during a current school year.

Note: Seniors must clear all records and pay fees before participating in graduation ceremonies. Any senior not returning their assigned Chromebook, whether due to loss or theft, will be responsible for the full replacement cost.

**Repossession**

If I do not timely and fully comply with all terms of this Agreement, including the timely return of the Chromebook and its accessories, the school system shall be entitled to declare me in default and local law enforcement will be contacted to come to my place of residence, or other location of the Chromebook and its accessories, to take possession of the Chromebook and its accessories.

**Term of Agreement**

My right to the use and possession of the Chromebook and its accessories terminates no later than the last day of the school year unless earlier terminated by the Tallapoosa County School System or upon my withdrawal from the Tallapoosa County School System. Appropriation: My failure to timely return the Chromebook and its accessories and my continued use of it without the school system's consent may be considered unlawful appropriation of property that legally belongs to the Tallapoosa County School System.

Signatures: \_\_\_\_\_  
Student \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**MUST BE SIGNED AND RETURNED FOR GRADES WHO RECEIVE CHROMEBOOKS**

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

**(MUST BE SIGNED AND RETURNED)**

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

**To the Parent/Guardian:**

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

**AGREE TO ACCEPT AUTOMATED PHONE CALLS**

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

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

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

**Mobile Phone Number:** \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

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

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

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

**(MUST BE SIGNED AND RETURNED)**

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

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

1. Third truancy/unexcused absence (warning)

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

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

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

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

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

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

4 Child under probation.

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

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

### **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:

Student is too ill to attend school;

1. As determined by the superintendent or principal, inclement weather which would make school attendance dangerous for students;
2. Legal quarantine;
3. Death in the immediate family;
4. 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
5. Absence with prior permission of the principal or designee and consent of the parent(s) /guardian(s) / custodian(s). This request must be in writing at least one (1) week prior to the expected absence. When the absence involves a trip, the principal may require a written report from the student detailing the educational benefits of the trip.

#### **UNEXCUSED ABSENCES**

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

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

**Parents may access their students grades, attendance and discipline at anytime by login the STI Parent Portal at**

<https://sistallapoosaco.chalkableinformationnow.com/InformationNow/Login.aspx?ReturnUrl=%2fInformationNow>

**Your password can be obtained from your school office at anytime. You can also access this site by visiting [www.tallapoosak12.org](http://www.tallapoosak12.org) and going under the parent tab and selecting STI.**

**Parent Name (please print):**

---

**Parent Signature:**

**Date** \_\_\_\_\_

**(MUST BE SIGNED AND RETURNED)**



**INSTRUCTIONS**

**Sources of Income**

| Sources of Income for Children                                      |   | Sources of Income for Adults   |   |
|---|---|--|---|
| Sources of Child Income   | Example(s)  | Earnings from Work   | Public Assistance / Alimony / Child Support   |
| - Earnings from work  | - A child has a regular full or part-time job where they earn a salary or wages   | - Salary wages, cash bonuses   | - Unemployment benefits   |
| - Social Security<br>- Disability Payments<br>- Survivor's Benefits | - A child is blind or disabled and receives Social Security benefits<br>- A Parent is disabled, retired, or deceased, and their child receives Social Security benefits | - Net income from self-employment (farm or business)<br>- Supplemental Security Income (SSI)   | - Social Security (including railroad retirement and black lung benefits)   |
| - Income from person outside the household                          | - A friend or extended family member regularly gives a child spending money   | - Cash assistance from State or local government   | - Private pensions or disability benefits   |
| - Income from any other source                                      | - A child receives regular income from a private pension fund, annuity, or trust  | - Attorney payments<br>- Child support payments<br>- Veteran's benefits<br>- Strike benefits<br>- Allowances for off-base housing, food and clothing | - Regular income from trusts or estates<br>- Annuities<br>- Investment income<br>- Earned interest<br>- Rental income<br>- Regular cash payments from outside household |

**OPTIONAL Children's Racial and Ethnic Identities**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one):  Hispanic or Latino  Not Hispanic or Latino  
 Race (check one or more):  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

**Do not fill out For School Use Only**

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24 Monthly x 12

Total Income

How often?  
Weekly   Bi-Weekly   2 Months   Monthly

Household Size

This institution is an equal opportunity provider.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.asc.usda.gov/complaint\\_filing\\_cust.html](http://www.asc.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410  
 fax: (202) 690-7442; or  
 email: program.intake@usda.gov.

Eligibility:

Free  
Reduced  
Dental

Categorical Eligibility

Date

Determining Official's Signature

Date



## ALABAMA STATE DEPARTMENT OF EDUCATION



### HEALTH ASSESSMENT RECORD

School Year: \_\_\_\_\_ - \_\_\_\_\_

To Parent or Guardian:

The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The school nurse may contact you for further information. The information requested is essential for the school nurse to meet the health needs of your child.

*This information will be kept confidential.*

**PLEASE complete both sides of this form (Return to the School Nurse)**

|                                       |            |     |        |
|---------------------------------------|------------|-----|--------|
| Name of Student (Last, First, Middle) | Birth Date | Sex | School |
|---------------------------------------|------------|-----|--------|

Address (Street)

|                        |                    |                          |       |                  |
|------------------------|--------------------|--------------------------|-------|------------------|
| Home Telephone Number: | Cell Phone Number: | Additional Phone Number: | Grade | Teacher/Homeroom |
|------------------------|--------------------|--------------------------|-------|------------------|

Name of Parent/Guardian (Last, First Middle) Work Phone Number:

Transportation

Bus Rider Bus Number:       Car Rider       Special Needs Bus       After School

#### Part I – Health Information

Place your child receives health care:

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone:

- Community Health Center
- Health Department
- Hospital Clinic
- No Regular Place
- Private Doctor /HMO

Your child's Insurance Information:

- ALL KIDS
- Medicaid
- No Insurance
- Other \_\_\_\_\_
- Private Insurance

Place your child receives dental care:

Dentist's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone:

- Community Health Center
- Health Department
- Hospital Clinic
- No Regular Place
- Private Dentist /HMO

Preferred Hospital:

#### Part II – Medical History Medical Equipment /Procedures Required at School

- |   |                                       |   |  |                                       |
|---|---------------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Catheter                     | <input type="checkbox"/> Gastric Tube | <input type="checkbox"/> Nebulizer Treatments | <input type="checkbox"/> Oxygen Supplement | <input type="checkbox"/> Tracheostomy |
| <br>  |                                       |   |  |                                       |
| <input type="checkbox"/> Vagal Nerve Stimulator (VNS) | <input type="checkbox"/> Ventilator   | <input type="checkbox"/> Wheelchair           | <input type="checkbox"/> Walker            |                                       |
| <br><i>Other Please explain:</i>                      |                                       |   |  |                                       |

Medications and Procedures at School require a Prescriber/Parent Authorization Form (one for each medication or procedure) Please see your school nurse.

**Please Complete Back of Form (Signature Required)**



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## ALABAMA STATE DEPARTMENT OF EDUCATION



### HEALTH ASSESSMENT RECORD

School Year: \_\_\_\_\_ - \_\_\_\_\_

#### Part III – Medical History

| <input type="checkbox"/> YES <input type="checkbox"/> NO | KNOWN HEALTH PROBLEMS<br>If NO, go directly to the bottom of the page and provide parent/guardian signature<br>If YES, and diagnosed by a physician, answer each question below.  |   |  |
|--|---|---|--|
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Attention Deficit Disorder (ADD)<br>Attention Deficit Hyperactivity Disorder (ADHD)<br>Requires medication <input type="checkbox"/> At school <input type="checkbox"/> At Home  |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Allergies:<br><input type="checkbox"/> Food _____<br><input type="checkbox"/> Insects _____<br><input type="checkbox"/> Environmental _____<br><input type="checkbox"/> Medications _____   | <input type="checkbox"/> Hives/rash<br><input type="checkbox"/> Breathing difficulty<br><input type="checkbox"/> Other:   | <input type="checkbox"/> Medications<br><input type="checkbox"/> Epi-pen |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Asthma <input type="checkbox"/> Uses an inhaler at school   | <input type="checkbox"/> Uses an inhaler at home  |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Blood/Bleeding Problems: <input type="checkbox"/> Hemophilia,<br><input type="checkbox"/> Requires medication <i>Please explain:</i>  | <input type="checkbox"/> Von Willebrand's, <input type="checkbox"/> Other   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Frequent Nose Bleeds: <i>Please explain</i>   |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Cancer/Leukemia: <i>Please explain</i>  |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Cerebral Palsy: <i>Please explain</i>   |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Cystic Fibrosis: <i>Please explain</i>  |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Dental Problems: <i>Please explain</i> :  |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Diabetes <input type="checkbox"/> Type 1 Diabetes <input type="checkbox"/> Monitors Blood Sugars at school<br><br><input type="checkbox"/> Type 2 Diabetes <input type="checkbox"/> Managed with diet   | <input type="checkbox"/> Requires Insulin at school<br><input type="checkbox"/> Insulin pump<br><input type="checkbox"/> Glucagon order<br><input type="checkbox"/> Oral medication |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Emotional/Behavioral/Psychological: <i>Please explain</i> :   |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Gastrointestinal/Stomach Problems: <i>Please explain</i> :  |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Genetic / Rare Disorders: <i>Please explain</i> :   |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Headaches: <i>Please explain</i> .  |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Hearing Problems: <input type="checkbox"/> Right Ear <input type="checkbox"/> Left Ear <input type="checkbox"/> Both ears <input type="checkbox"/> Hearing loss <input type="checkbox"/> Hearing aid<br><input type="checkbox"/> Tubes <input type="checkbox"/> Cochlear Implant  |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Heart Condition: <input type="checkbox"/> Activity restrictions: <input type="checkbox"/> Medications taken at home:<br><i>Please explain</i> :   |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Hypertension (High Blood Pressure): <i>Please explain</i> :   |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Juvenile Arthritis/Bone/Joint Problems: <i>Please explain</i> :   |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Kidney/ Bladder/ Urinary Problems: <i>Please explain</i> :  |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Scoliosis: <input type="checkbox"/> No Treatment <input type="checkbox"/> Wears Brace <input type="checkbox"/> Surgery <input type="checkbox"/> Family History  |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Seizures/Convulsions: Type of seizure: _____<br>Medications: <input type="checkbox"/> Diastat <input type="checkbox"/> Klonopin <input type="checkbox"/> Versed <input type="checkbox"/> Medication taken at home <input type="checkbox"/> Other _____<br><i>Please explain</i> : |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Sickle Cell: <input type="checkbox"/> Anemia <input type="checkbox"/> Trait   |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Shunt: <input type="checkbox"/> VP shunt <i>Please explain</i> :  |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Spina Bifida:   |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Special Diet: <i>Please explain</i> :   |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Vision Problems: <input type="checkbox"/> Wears glasses <input type="checkbox"/> Wears contacts <input type="checkbox"/> Other  |   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Other Medical Conditions: <i>Please include any medications taken at home only.</i>   |   |  |

#### Required Signatures

Signature of parent(s) or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of school nurse: \_\_\_\_\_ Date: \_\_\_\_\_