PARENT-STUDENT INFORMATION GUIDE

2012-2013 SCHOOL YEAR

TUSCALOOSA COUNTY SCHOOL SYSTEM

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PARENT- STUDENT INFORMATION GUIDE FOR TUSCALOOSA COUNTY SCHOOL SYSTEM

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WELCOME TO THE TUSCALOOSA COUNTY SCHOOL SYSTEM

Our schools bear the great responsibility of educating young minds. We spend at least six hours a day, 180 days a year, for 13 years with children who are willing and able to complete their education in the Tuscaloosa County School System. Our goal is to prepare these young people for their first big step into an adult world, a world that demands self-discipline and social skills as well as academic and work skills. This *Parent-Student Information Guide* is designed to assist parents and students to better understand the daily operations and policies of the Tuscaloosa County School System so that they may effectively use all the resources our schools offer. Copies of Board policies are available in your local school office and library or on the system website at www.tcss.net.

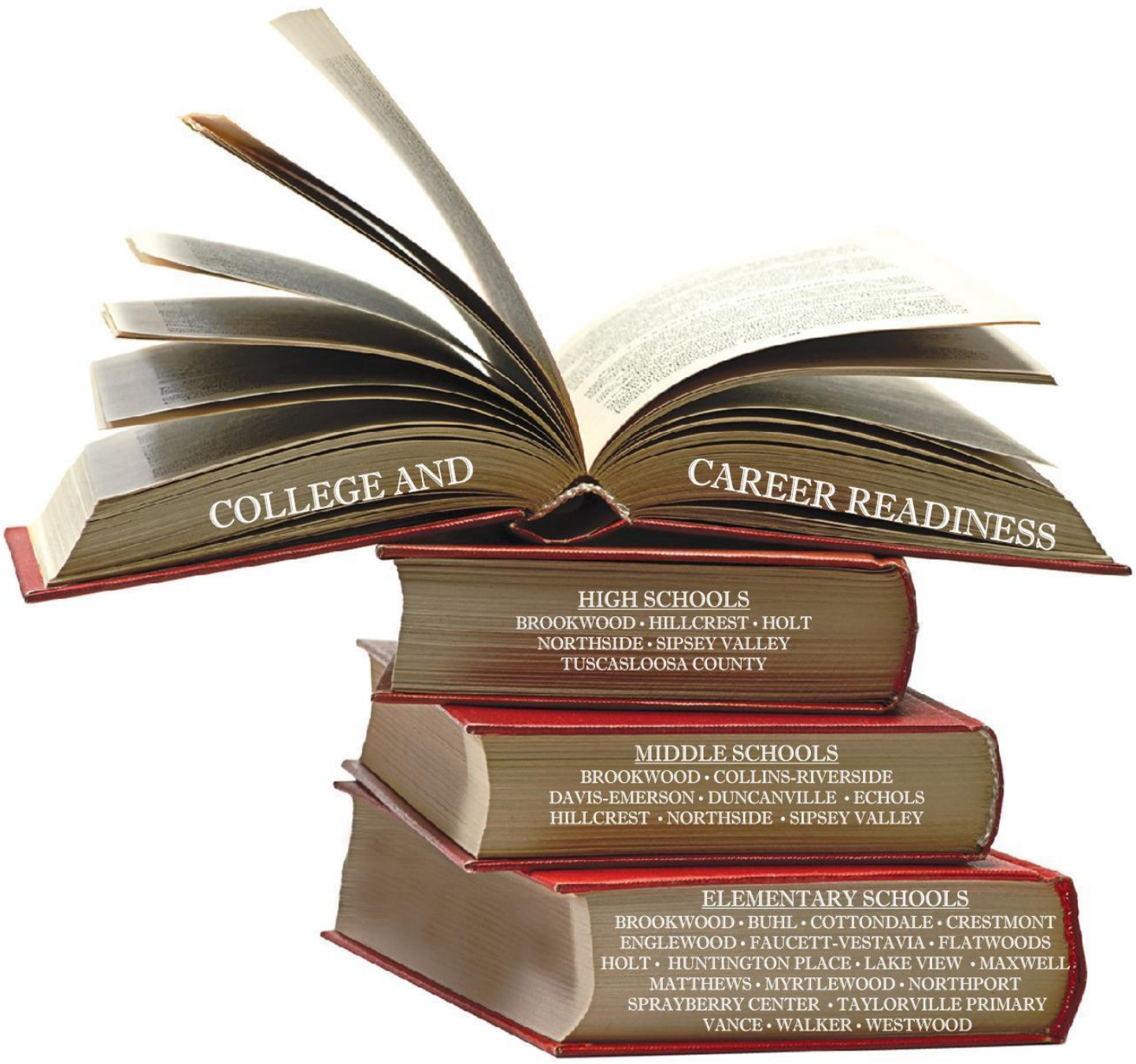
VISION

Tuscaloosa County School System

Where Students Learn, Grow, and Achieve

MISSION

The Tuscaloosa County Board of Education is committed to meeting the educational needs of all students in a safe learning environment.



2012 – 2013 SCHOOL CALENDAR/IMPORTANT DATES

AUGUST 2012	AUGUST 14	TEACHER INSTITUTE
	AUGUST 15	TEACHER PROFESSIONAL DEVELOPMENT DAY
	AUGUST 16	TEACHER PROFESSIONAL DEVELOPMENT DAY
	AUGUST 17	TEACHERS' WORK DAY
	AUGUST 20	FIRST DAY OF SCHOOL FOR STUDENTS
SEPTEMBER 2012	SEPTEMBER 21	PROGRESS REPORTS
	SEPTEMBER 17 – 21	FALL AHSGE FOR ELIGIBLE STUDENTS
OCTOBER 2012	OCTOBER 17	PSAT – QUALIFYING TEST FOR NATIONAL MERIT SCHOLARSHIPS (GRADES 9-11)
	OCTOBER 17 – 24	ADMINISTRATION OF EXPLORE AND PLAN (GRADES 8 AND 10)
	OCTOBER 19	END OF FIRST NINE-WEEK GRADING PERIOD
	OCTOBER 26	REPORT CARD DISTRIBUTION
NOVEMBER 2012	NOVEMBER 12	VETERANS' DAY HOLIDAY
	NOVEMBER 16	PROGRESS REPORTS
	NOVEMBER 21 – 23	THANKSGIVING HOLIDAYS
DECEMBER 2012	DECEMBER 3 – 7	MIDYEAR AHSGE (SENIORS ONLY)
	DECEMBER 21	END OF SECOND NINE-WEEK GRADING PERIOD (WINTER HOLIDAY BEGINS)
JANUARY 2013	JANUARY 3	TEACHERS' PROFESSIONAL DEVELOPMENT DAY
	JANUARY 4	TEACHERS' PROFESSIONAL DEVELOPMENT DAY
	JANUARY 7	FIRST DAY OF THIRD NINE-WEEK GRADING PERIOD FOR STUDENTS (WINTER HOLIDAY ENDS)
	JANUARY 11	REPORT CARD DISTRIBUTION FOR STUDENTS
	JANUARY 21	MARTIN LUTHER KING JR. BIRTHDAY HOLIDAY
FEBRUARY 2013	FEBRUARY 8	PROGRESS REPORTS
MARCH 2013	MARCH 8	END OF THIRD NINE-WEEK GRADING PERIOD
	MARCH 15	REPORT CARD DISTRIBUTION FOR STUDENTS
	MARCH 18 – 22	SPRING AHSGE FOR ELIGIBLE STUDENTS
	MARCH 25 – 29	SPRING BREAK
APRIL 2013	APRIL 9 – 20	ALABAMA READING AND MATH TEST+ (GRADES 3-8)
	APRIL 19	PROGRESS REPORTS
MAY 2013	MAY 24	LAST DAY OF SCHOOL FOR STUDENTS
	MAY 27	MEMORIAL DAY
	MAY 28	LAST DAY OF SCHOOL FOR TEACHERS
SUMMER 2013	JULY 8 – 12	SUMMER AHSGE (RISING SENIORS ONLY)

*If one or more weather day(s) is/are required, the additional make-up day(s) will be re-scheduled on Saturday(s).

SCHOOL OPENING AND CLOSING TIMES

The times established for the opening and closing of the schools of the school system are 15 minutes prior to the time students are to report to first class and 15 minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise and care for students. However, school system personnel should not be and are not expected to assume responsibility for students whose parents permit them to arrive at school before the time noted above and/or to remain at school after the time noted above.

By presentation of this policy, the Board hereby notifies parents/guardians that school personnel are not available to assume responsibility for students who arrive on a school campus before and remain after the times noted above, except that school personnel shall be on duty to assume responsibility for students transported via school system-owned buses.

Parents/guardians are expected to take responsibility for assuring that their child arrives before the opening of school and is picked up after the closing of school within the time frames noted above. If, for any reason, parents are not able to comply with the times noted, a conference should be scheduled with the Principal to discuss the matter (File: JGFB/IEBAC).

WEATHER UPDATES AND INFORMATION CONCERNING EMERGENCY SCHOOL CLOSINGS

For weather updates and information concerning emergency school closings, parents and/or guardians will receive notice from the **Parent Notification System**. In addition, information may be obtained by calling the Tuscaloosa County School System Weather Line at (205) 342-2900 or checking on-line weather information at www.tcss.net. In the event of a school closing for any reason, the Tuscaloosa County School System's Central Office will notify the media to broadcast details of the situation. Necessary details will be broadcast or televised as information is available.

Alabama's ABC 33/40	**WTTO – Channel 21**	**WQLW – Q104 FM**	**WTXT – 98.1 FM**
WBRC – Fox 6	**WVTM – NBC 13**	**WDJC – 93.7 FM**	**WTSK – 790 AM**
WBMG – CBS 42	**WVUA – Channel 7**	**WZZK – 105.5 FM**	**WUAL –91.5 AM**

Tuscaloosa County School System Weather Line – (205) 342-2900 **www.tcss.net for on-line weather information**

As a result of the advanced technology currently utilized by EMA, the National Weather Service, and the Tuscaloosa County Board of Education, the decision to dismiss school by zones is now an available option.

THE TUSCALOOSA COUNTY BOARD OF EDUCATION

Superintendent (Interim) ..... Mr. Dan Butler
Deputy Superintendent ..... Dr. Walter Davie
Chief School Financial Officer ..... TBA
Board President ..... Reverend Schmitt Moore
Board Vice President ..... Mr. Gary Bonner
Board Members ..... Mr. James Barnett
..... Mr. Joe Boteler
..... Mr. Bill Copeland
..... Dr. John Hinton
..... Mr. Mark Nelson

CENTRAL OFFICE ADMINISTRATION DIRECTORY

Directors

Senior Director of Human Resources ..... Dr. Steve Benson—(205) 342-2711
Director of Elementary Instruction ..... Dr. Kathy Hilliker—(205) 342-2741
Director of Operations and Construction ..... Mr. David Sellers—(205) 342-2893
Director of Secondary Instruction ..... Mrs. Amanda Cassity—(205) 342-2899
Director of Special Education ..... Mrs. Ruth Graves—(205) 342-2789

Coordinators

Coordinator of Accountability ..... Mrs. Gwen Harper —(205) 342-2739
Coordinator of Accounting ..... Mr. Danny Higdon—(205) 342-2767
Coordinator of Assessment ..... TBA—(205) 342-2743
Coordinator of Career and Technical Education ..... Mrs. Jan Hudson—(205) 342-2744
Coordinator of Child Nutrition Program ..... Mr. Stanley Hord—(205) 342-2752
Coordinator of Library Media Services ..... Mrs. LeeAnna Mills—(205) 342-2840
Coordinator of Student Services ..... Mr. Greg Hurst—(205) 342-2754
Coordinator of Technology ..... Mr. Tom Perrymon—(205) 342-2784
Coordinator of Transportation ..... Mr. Allen Walker—(205) 342-2707

Officers and Specialists

Attendance Officer ..... Ms. Suzette Wyatt—(205) 342-2749
Elementary Special Education Specialist ..... Mrs. Pam Stanley—(205) 342-2758
Secondary Special Education Specialist ..... Dr. Patricia Powell—(205) 342-2728

DIRECTORY OF THE TUSCALOOSA COUNTY SCHOOL SYSTEM

SCHOOL	PRINCIPAL	TELEPHONE
Brookwood Elementary School	Mrs. Sally Wells	(205) 342-2668
Brookwood High School	Mrs. Laura McBride	(205) 342-2777
Brookwood Middle School	Mr. Mark Franks	(205) 342-2748
Buhl Elementary School	Mrs. Linda LaFoy	(205) 342-2640
Collins-Riverside Middle School	Mr. Bryant Williams	(205) 342-2680
Cottondale Elementary School	Mrs. Cindy Montgomery	(205) 342-2642
Crestmont Elementary School	Mrs. Katrina May	(205) 342-2695
Davis-Emerson Middle School	Mrs. Coneta Guinn	(205) 342-2750
Duncanville Middle School	Mrs. Kaye Ridgway	(205) 342-2830
Echols Middle School	Mrs. Nancy Terry	(205) 342-2884
Englewood Elementary School	Mrs. Jo Ann Bassett	(205) 342-2644
Faucett-Vestavia Elementary School	Mrs. Genea Monroe	(205) 342-2646
Flatwoods Elementary School	Mrs. Tiffany Kennedy	(205) 342-2648
Hillcrest High School	Mrs. Allison Mays	(205) 342-2800
Hillcrest Middle School	Mr. C'Kiimba Hobbs	(205) 342-2820
Holt Elementary School	Mrs. Debbie Crawford	(205) 342-2650
Holt High School	Mr. Neal Guy	(205) 342-2768
Huntington Place Elementary School	Mrs. Andrea Hamner	(205) 342-2652
Lake View Elementary School	Mrs. Martha Roop	(205) 342-2951
Matthews Elementary School	Dr. David Scott	(205) 342-2654
Maxwell Elementary School	Mrs. Connie Cooley	(205) 342-2656
Myrtlewood Elementary School	Mrs. Sheila Stromberg	(205) 342-2658
Northport Elementary School	Mrs. Lucy Sellers	(205) 342-2862
Northside High School	Mr. David Patrick	(205) 342-2755
Northside Middle School	Mr. Bobby Beasley	(205) 342-2740
Sipsey Valley High School	Mr. Dennis Alvarez	(205) 342-2850
Sipsey Valley Middle School	Mr. Frank Kelley	(205) 342-2870
Sprayberry Center	Mr. John Barnacastle	(205) 342-2660
Taylorville Primary School	Dr. Steve Lamon	(205) 342-2939
Tuscaloosa County High School	Mrs. Reba Caldwell	(205) 342-2670
Vance Elementary School	Mrs. Karla Griffin	(205) 342-2697
Walker Elementary School	Mrs. Pat Johnson	(205) 342-2664
Westwood Elementary School	Mrs. Cindy Merrill	(205) 342-2666

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY STATEMENT

In compliance with applicable outside agency guidelines, statutory and judicial requirements, and Board policy, the Tuscaloosa County Board of Education shall place an equal emphasis upon the non-discriminatory provision of educational opportunities for students. It shall be the policy of the Board that no person in the school system shall, on the basis of race, color, creed, religion, sex, age, national origin, disability, homeless status, marital status, non-English speaking ability, or migrant status be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity offered by schools within the School System.

For more information:
504 Coordinator &Homeless Liaison – Mr. Gregory Hurst – (205) 342-2754
Sexual Harassment & ADA Coordinator – Dr. Steve Benson – (205) 342-2711
Special Education Director – Mrs. Ruth Graves – (205) 342-2789
Title IX/Gender Equity – Dr. Walter Davie – (205) 342-2731

SCHOOL VISITORS

All school visitors are required to report to the Principal's office upon arrival at a school campus. All visitors will be required to sign in and secure a visitor's pass.

STUDENT VISITORS

Students enrolled in the school system are not permitted to bring student visitors to school during regular school hours without prior approval by the Principal.

CHECKING STUDENTS OUT OF SCHOOL

All parents/guardians or other authorized persons coming to school to check a student out of school must do so through the Principal's office via the school's approved checkout plan. Such persons are not to go directly to classrooms for this purpose (File: JFAD).

EXTENDED DAY PROGRAM

The Extended Day Program is an extension of the regular school day designed to offer enrichment programs for students in elementary schools and to meet after-school childcare needs of working parents. All Extended Day Programs operate from the time students are dismissed from school until 5:45 p.m. for 5 days a week throughout the school year on those days when school is in session. If there is a need in your area, your school may elect to offer a morning program before the regular school day begins. Contact your local school to register and for specific information regarding cost.

PARENT INVOLVEMENT POLICY

The Board recognizes that involving parents at all levels in the school is essential to improved student achievement. The extent of parent involvement in a child's education is more important to student success than family income or education. *Parent* refers to any caregiver who assumes responsibility for nurturing and caring for children, including parents, grandparents, aunts, uncles, foster or stepparents. The Board supports the development and implementation of a comprehensive parent involvement program, which will involve parents at all grade levels in a variety of roles, in every school. Local school plans will include, but not be limited to, the following components of successful comprehensive parent involvement programs:

- Regular, two-way, meaningful communication between home and school;
- Promotion and support of responsible parenting;
- Recognition that parents play an integral role in assisting student learning;
- Recognition that parents can be provided techniques and strategies for assisting their children with learning activities at home;
- A welcoming atmosphere for parents in the school and active solicitation of parents' support and assistance for school programs;
- Inclusion of parents as full partners in the decisions that affect children and families;
- Recognition that different types of parent/family involvement produce different gains; and
- Availability of community resources to strengthen school programs, family practices, and student learning and development.

The Board supports and encourages professional development opportunities for teachers and administrators to enhance understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parent participation. Parent involvement is most effective when it is comprehensive, supportive, long-lasting, and well-planned. Schools, in collaboration with parents, teachers, students, and administrators, must establish and develop efforts that enhance parent involvement and reflect the needs of students and families in the communities they serve (Tuscaloosa County Board of Education Parent Involvement Policy, File: JFABC and IHAB).

BOARD MEETINGS

The Tuscaloosa County Board of Education meets regularly on the second Monday of each month at 5:00 p.m. at the Central Office, which is located at 2314 9th Street, Tuscaloosa, Alabama 35401.
Website: www.tcss.net

ENROLLING IN A TUSCALOOSA COUNTY SCHOOL

GENERAL REQUIREMENTS

- The compulsory attendance law requires all children between the ages of six and seventeen (6 to 17) to attend school.
- Children entering KINDERGARTEN must be FIVE YEARS OLD ON OR BEFORE SEPTEMBER 2.
- Children entering FIRST GRADE must be SIX YEARS OLD ON OR BEFORE SEPTEMBER 2.

All students who seek to enroll in a school of the school system for the first time must present to the Principal the following documents:

- an official birth certificate
- proof of residence (falsification of residency is prohibited by Alabama Law [Section 13A-10-109])
- recent report card or release from last school attended
- copy of current immunization form
- valid social security number
- custody papers or probated guardianship papers, if applicable
- verification from Principal of transferring school that the student is not currently suspended or expelled
- completed enrollment/transfer form

Note **Any student seventeen (17) years of age or older who has not registered within five (5) school days of the beginning of a new school term/semester will be denied admission unless extenuating circumstances are approved by the Superintendent or his/her designee. An exception can be made for a Special Education student in an Individual Education Plan (IEP) meeting. (File: JBD-R)**

RESIDENCY REQUIREMENTS

A parent/guardian MUST have a legal residence within the area served by the school system for his/her child to be eligible for enrollment in a school in the school system. An adult student (at least 19 years of age) may establish a legal residence based on applicable state laws (File: JBCA). Falsification of residency is prohibited by Alabama Law (Section 13A-10-109).

HOMELESS, MIGRANT, NON-ENGLISH SPEAKING, OR DISABLED

Children who are zoned to attend the Tuscaloosa County School System and who are homeless, migrant, non-English speaking, immigrant, or disabled will have access to a free, appropriate education. McKinney-Vento homeless students and/or their parents/guardians should contact the school system's homeless liaison at (205) 342-2754. Migrant or non-English speaking students and/or their parents/guardians should contact the school system's Director of Elementary Education at (205) 342-2741 or the Director of Secondary Education at (205) 342-2899. Disabled students and/or their parents/guardians should contact the system's Director of Special Education at (205) 342-2789.

DISPUTE RESOLUTION PROCEDURES FOR MCKINNEY- VENTO STUDENTS

Parents/guardians/unaccompanied youth who disagree with the decision of the principal/his or her designee have a right to initiate a dispute resolution process on a matter related to McKinney-Vento eligibility and related procedures, procedural safeguards, and/or receipt of McKinney- Vento services. Requests by parents/guardians/unaccompanied youth for a review must be submitted in writing within five working (5) days of the notice of action appealed to the Tuscaloosa County School System's McKinney-Vento Liaison. He may be reached at (205) 342-2724. The information needed in the dispute is listed below:

- it must be stated in writing and signed
- it must identify the alleged violation or violations
- it must describe the facts upon which the dispute is based.
- it must include a recommendation for resolving the grievance

The McKinney-Vento Liaison shall review relevant facts and render a written decision on the issue presented to the parent/guardian/unaccompanied youth within ten (10) working days of the receipt of the dispute. If the parent/guardian/unaccompanied youth disagrees with the decision of the McKinney-Vento Liaison, the parent/guardian/unaccompanied youth have a right to request an impartial due process hearing with the Tuscaloosa County School System's Deputy Superintendent within five (5) working days of the notice of action appeal. Requests by parents/guardians/unaccompanied youth for a review must be submitted in writing to the Deputy Superintendent. He/she may be reached at 205-342-2731. As the due process hearing officer, the Deputy Superintendent will notify the parent/guardian/unaccompanied youth in writing of the date, time, and place for the hearing. (The parent/guardian/unaccompanied youth will have the right to participate in the hearing and to be represented by counsel if they choose.) As the impartial hearing officer, the Deputy Superintendent will preside at the due process hearing and will conduct the proceedings in an impartial manner to the end that all parties involved have the opportunity to present evidence, and produce outside expert testimony. The hearing officer shall review relevant facts and render a written decision on the issue presented for review within five (5) working days of the conclusion of the hearing. If the parent/guardian/unaccompanied youth disagrees with the decision of the impartial hearing officer, the parent/guardian/unaccompanied youth has the right to request a review of the decision with the Alabama State Department of Education. The contact information is listed below.

State Homeless Liaison
Alabama Department of Education
5348 Gordon Persons Building
50 North Ripley St.
Montgomery, AL 36130-2101
Phone: (334) 242-8199
Fax: (334) 242-0496

IMMUNIZATIONS

Immunization certificates, required by Alabama law, must be presented to the Principal before a child can enroll in public school. Certificates are available from local physicians or local health departments. Only students presenting a Certificate of Medical Exemption or a Certificate of Religious Exemption are excused from this requirement.

THE HEALTH AND SAFETY OF OUR STUDENTS

THE CHILD NUTRITION PROGRAM

Information on how to qualify for the Child Nutrition Program will be distributed to all students on the first day of school. Lunch will be served to students beginning on the first of day of school. Breakfast will be served in ALL elementary schools and in some secondary schools. Breakfast service will begin on the second day of school, unless otherwise announced by the school Principal. Free and reduced price meals will be available for qualifying students in accordance with the policy adopted by the Board of Education and regulations of the U.S. Department of Agriculture. Limited a la carte items also are available during the lunch period. Cashiers will utilize computers to maintain lunch accounts. This will enable them to accept payment by the day, week, month, or term/semester.

Elementary School Breakfasts for Students	$1.00	Elementary School Lunches for Students	$2.15
Middle School Breakfasts for Students	$1.00	Middle School Lunches for Students	$2.30
High School Breakfasts for Students	$1.00	High School Lunches for Students	$2.30
Reduced Price Breakfasts	$ .30	Reduced Price Lunches	$ .40
Faculty/Staff Breakfasts	$1.35	Faculty/Staff Lunches	$3.00
Visiting Adult Breakfasts	$1.50	Visiting Adult Lunches	$3.25

Parents may select the method of payment which best suits their needs. For additional convenience, parents may chose to pay for lunch on-line at www.paypams.com. The website allows parents to perform the following:

- Pay for your child's meals from the convenience of your home or office 24/7.
- View your child's meal account balance.
- Schedule automatic payments based on account balance.
- Receive low balance email reminders.
- View a report of daily spending and cafeteria purchases.

SCHOOL HEALTH SERVICES AND SCHOOL HEALTH INFORMATION

Health promotion and academic achievement go hand in hand in allowing students to reap the most from their educational experiences. School nurses support the educational process by assisting students to attend school in optimal health. The Tuscaloosa County School System employs both Registered Nurses and Licensed Practical Nurses.

All students must have a completed *Health Assessment Record* form on file in the school health office. This form must be updated each school year, or sooner, if the student's health information/condition changes. Any student who suffers from chronic or severe health problems (diabetes, asthma, seizures, heart problems, etc.) must have a completed *Medical Alert Card* on file in the school office. This form must be updated each school year and SHOULD be accompanied with information from the student's doctor that defines the condition, notes any limitations placed on the student and provides an emergency care plan. When appropriate, a signed *Medical Release of Information* form and/or authorization for the school nurse to speak with the student's physician may be required.

MEDICATION

School personnel shall not administer medication (including over-the-counter medications) to a student except in accordance with policy. Parents/guardians are encouraged to administer medications to their children at home to the greatest extent possible. In such cases as it is medically necessary to administer medication during school hours, a completed *School Medication Prescriber/Parent Authorization* form is required. The form must be completed by the prescriber and signed by both the prescriber and the parent for each prescription medication. Parents may complete the form for each non-prescription (over-the-counter) medication. All prescription and non-prescription medications must be delivered to the school nurse or designated school personnel by the student's parent/guardian or the parent-designated responsible adult, in the original container. All prescription medication must be in a correct labeled container (which includes student's name, licensed prescriber'(s) name, name of medication, strength of medication, dosage, time interval, route, and the date of drug's discontinuation when applicable. All medication must be approved by the school's nurse (RN) prior to being given at school. Students are not allowed to possess or self-administer medications without prior approval and documentation by the school's RN. The school's RN may permit a student with a chronic illness to possess and self-administer approved medication provided that there is proper authorization by the licensed prescriber and parent/guardian on the *School Medication Prescriber/Parent Authorization* form. Students are not to have in their possession any prescription medication or non-prescription medication on school grounds including school buses and school sponsored events. Failure to follow the Medication Administration Policy will be considered direct violation of the Student Drug and Alcohol Policy (File:JCDAB). Parents will be notified to pick up any unused portion of medication when a course of medication is complete, out of date, and/or at the end of the school year. Medication not picked up by the parent will be destroyed in accordance with policy (File: JGCA-R1).

SCHOOL HEALTH SCREENINGS

In order to ensure that all students are able to benefit optimally from their educational experiences, school nurses may perform health screenings (vision, hearing, spinal, etc.) routinely or by referral from parents and/or teachers. At times, nursing students from approved nursing programs may observe and/or assist school nurses with screenings. If a parent does NOT authorize the school to screen his or her child, the parent must notify the child's school nurse in writing.

HOMEBOUND SERVICES

For a student to be classified as *Homebound*, he or she will have an expected absence from school for at least four weeks; present a physician's note verifying the illness; provide a signed *Medical Release of Information* form; and request the services of a homebound teacher by completing the school system's *Homebound Student Referral* form. A student approved for homebound study will be counted present for the purpose of attendance (File: IDDC).

COMMUNICABLE DISEASES AND PARASITES

A student with a communicable or contagious disease or a parasite shall be ineligible to attend schools in the School System until such time as appropriate treatment has been administered and/or the student is declared safe to return to school by the school Principal or his/her designee.

REMOVAL FROM SCHOOL—When a student is determined to have head lice or viable nits, the student should be removed from class and the parent called to take the student home for treatment as approved by the Principal or other health official. Care should be taken by school personnel not to embarrass the student.

RETURN TO SCHOOL—The student may return to school when accompanied by the parent/guardian. The student may return to class when it has been determined by the Principal and/or his/her designee that (1) appropriate treatment has been administered, and (2) no viable nits are present (File JGCC).

MENINGOCOCCAL DISEASE AND VACCINE

Meningococcal disease is a serious illness caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream and cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord. Symptoms of the disease include fever, headache, stiff neck, red rash, drowsiness, nausea and vomiting. The meningococcal vaccine MCV4 is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Parents should consult the family physician or the local health department for more information. Information on MCV4 and other vaccine recommendations may also be obtained at www.adph.org/immunization.

IMMUNIZATION REQUIREMENT FOR STUDENTS ENTERING SIXTH GRADE (REVISED MAY 2010)

The Alabama Department of Health Immunization Division announced revisions for immunization requirements for 2012-2013 sixth graders. All students (11 or 12 years of age) entering the sixth grade require a booster dose of tetanus-diptheria toxoid and acellular pertussis vaccine prior to enrollment. This replaces the tetanus-diptheria toxoid vaccine requirement for entry into the eleventh grade.

Parents should contact the family physician or the local health department for more information. The Lead Nurse for the Tuscaloosa County School System, may be contacted at (205) 342-2798.

STUDENT PREGNANCIES

A female student who is or becomes pregnant while enrolled in the schools of Tuscaloosa County shall notify either the counselor, the school nurse, the assistant Principal, or the Principal as soon as the pregnancy has been confirmed. The student will be given a copy of the pregnancy policy at the time she notifies school authorities of her pregnancy. The student must take a copy of this policy to her parents/guardians and return a verification of receipt signed by parent(s)/guardian(s) before returning to school (File: JQH).

STUDENT ACCIDENT INSURANCE PROGRAM

The Board of Education provides an opportunity to purchase low-cost student accident insurance for all students enrolled in the schools of the school system. The insurance program is a service to the students and may be participated in by all students on a voluntary basis. Nothing herein shall be construed about the adequacy of this coverage for any and all accidental injuries that a student may suffer including injuries sustained while participating in athletics. Neither the Board nor its Superintendent, Principals, teachers, coaches, or other school personnel are affiliated with the insurance provider. The Board may require a student in certain curricular or extracurricular areas to participate in the school accident insurance program or to file with the school Principal a notarized statement from the student's parent/guardian that said student is protected adequately against accidents that may occur while participating in said activities. Insurance is also made available for all students participating in athletics sponsored by the school. (See policies JHCA). The student athlete shall pay his/her own insurance. No student athlete shall be allowed to participate in practice or games prior to providing written evidence of the school-sponsored insurance plan or the notarized parental statement form as noted above (File: JGA).

ABSTINENCE EDUCATION PROGRAM

A comprehensive HIV prevention and age-appropriate abstinence education curriculum has been implemented for students in grades 5-12. The selected lessons, which contain medically accurate information, encourage students to make healthy choices and to avoid risky behavior. Key components of the program include risks of teen sexual behavior; rewards of abstinence; dangers of alcohol; relationship education; refusal skills and peer pressure; character development; and building self-esteem. Parent involvement is encouraged through parent interview exercises. Parents may contact the Lead Nurse for the Tuscaloosa County School System, may be contacted at (205) 342-2798 for more information about the abstinence education program.

FIELD TRIPS AND EXCURSIONS

Field trips and excursions are extensions of classroom instruction and provide worthwhile learning opportunities for students to participate in unique and enriching educational experiences. School administrators and teachers shall develop systematic procedures for ensuring that all trips away from the school provide optimal learning opportunities for students. The following minimal procedures shall be adhered to when conducting field trips and excursions away from school:

- Students shall be expected to exhibit good behavior and shall be subject to the same Student Code of Conduct applicable to regular classroom activities.
- Students must have a *Field Trip Parental Permission* form (see policy IFCB-R1) signed by their parents/guardians on file with school officials prior to departing on each school-sponsored field trip, except that a "blanket" permission form will be applicable for such trips that are scheduled in advance and on specific dates (i.e., athletic events, etc.). Students not submitting a signed permission form SHALL NOT be permitted to participate in such activity (File: JSA).

COMPREHENSIVE SAFE SCHOOL/CRISIS MANAGEMENT PLAN

All schools in the Tuscaloosa County School System, with the assistance of the State Department of Education, the Tuscaloosa County Sheriff's Department, the Tuscaloosa County Emergency Management Agency, and other community agencies, have provided contingency plans to enable their staff members to manage a crisis situation and minimize the negative effects. We are dedicated to providing schools that have a strong academic focus in which safety and order are expected. All staff, students, parents, and members of the community must be a part of creating a safe school environment.

MESH OR CLEAR BOOK BAGS

All student book bags must be made of non-lined mesh or clear material. Book bags made of colored mesh, tinted clear material and bags having solid back panels will be accepted.

FIRE DRILLS

Fire drills are conducted in all schools throughout the school year. Fire exit plans are posted in each school in all rooms.

LOCKDOWN DRILLS

Lockdown drills are conducted in all schools throughout the school year. Procedures for lockdown drills are developed and conducted in accordance with local and state guidelines.

TORNADO DRILLS

Tornado drills are conducted in all schools throughout the school year. Procedures for tornado drills are developed and conducted in accordance with local Emergency Management Agency (EMA) guidelines.

THUNDERSTORM/TORNADO WATCH

In the event a thunderstorm watch or a tornado watch is issued for areas in which a school of the school system is located, the Principal or his/her designees of that school shall take all actions as specified in the approved EMA Plan. When a thunderstorm watch or a tornado watch is in effect at the conclusion of the normal school day, students will be released via regular dismissal and transportation plans.

THUNDERSTORM/TORNADO WARNING

In the event a thunderstorm warning or a tornado warning is issued for areas in which a school of the school system is located, the Principal or his/her designees of that school shall take all actions as specified in the approved EMA Plan. Under a thunderstorm warning or a tornado warning, students shall NOT be released via regular transportation plans (i.e., car pools, private vehicles, etc.) provided the warning is in effect at the time set for concluding normal school day activities, except that a student may be released during a thunderstorm warning or tornado warning ONLY to his/her parents/guardians at the end of the school day, provided said parents/guardians come to the school and assume custody of their child (File: JGFA).

ASBESTOS MANAGEMENT PLAN

In compliance with Title II, Section 206, of the *Toxic Substance Control Act of the United States*, each school is required to have on file an Asbestos Management Plan. This plan is located in the school office and is available for review upon request.

CURRICULUM AND INSTRUCTION

EDUCATIONAL PHILOSOPHY

The Board subscribes to the premise that the central purpose of public school education is to provide each student the opportunity to develop to his/her maximum potential. To this end, the Board will encourage the development and implementation of educational programs that will educate the total student: mentally, physically, socially, emotionally, culturally, and morally. Thus, the guiding philosophical tenet of the Board in instructionally related matters will be to operate educational programs in which each student will have the opportunity to learn and to grow based on his/her abilities, interests, and motivation. The Board understands that, though all students will not learn all things equally well, all should have an equal opportunity in the pursuit of education; thus, the Board will make every attempt to balance the school system's educational programs to provide for the varied interests and needs of all students and to provide the appropriate courses required by law and by the State Board of Education policies and resolutions.

ACCREDITATION

The Tuscaloosa County School System is accredited by the Southern Association of Colleges and Schools through AdvancED.

KINDERGARTEN

Kindergarten is available to ALL children who meet the legal age requirement. Kindergarten students are expected to follow the attendance policies of the school system.

ELEMENTARY SCHOOL CURRICULUM

Reading	Science	Health	Literacy Skills
Language Arts	Social Studies	Music	Computer Awareness
Mathematics	Geography	Physical Education	Guidance Services

MIDDLE SCHOOL CURRICULUM

Language Arts	Social Studies	Computer Awareness	Fine Arts
Mathematics	Physical Education	Drug Education	Exploratory ProfessionalTechnical Skills
Science	Career Exploration	Health	Guidance Services

*Students may participate in extracurricular activities of athletics and clubs.

HIGH SCHOOL CURRICULUM

All high school class schedules are based on a four-period day with students taking a maximum of eight (8) courses during the regular academic year. Students in grades 9-12 are required to take English, mathematics, science, and social studies each year. In addition, students are to select courses that earn the required number of Carnegie units for their chosen diploma type. Teacher recommendations and approval determine placement in the four academic areas. Courses in English, mathematics, science, and social studies are part of the general curriculum. The academic program offers advanced mathematics, science, social studies, and English courses, foreign language, and computer science. Electives in art, drama, music, physical education, and career/technical training are available.

CAREER CLUSTERS, PATHWAYS, AND COURSEWORK

Career clusters in Alabama's curriculum include courses that identify academic and technical knowledge and skills needed for students to pursue a wide range of career opportunities. Courses provide rigor and relevance for students by linking school-based learning with career-related experiences. Career clusters provide the framework for what students need to know and be able to do. The sixteen clusters are agriculture, food, and natural resources; architecture and construction; arts, audio-visual technology, and communications; business management and administration; education and training; finance; government and public administration; health science; hospitality and tourism; human services; information technology; law, public safety, corrections, and security; manufacturing; marketing; science, technology, engineering, and mathematics; and transportation, distribution, and logistics. In Tuscaloosa County, career exploration begins in kindergarten and continues through students' senior year in high school. **All students who are employed through the Work-Based Learning/COOP Programs &/or leave the school campus to participate/enroll in a learning environment with business/industry must be prepared to adhere to industry required/OSHA standards or drug testing.**

GRADING AND PROMOTION POLICIES

PROMOTION AND RETENTION POLICY (GRADES K – 5)

The process for making decisions about promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The decision-making process should involve the Principal and teacher(s) with THE AUTHORITY FOR DETERMINING PROMOTION AND RETENTION RESTING ENTIRELY WITH THE TEACHER(S) AND PRINCIPAL, except that a kindergarten student may be retained only upon approval/agreement of the student's parents/guardians. If a student needs to be retained based on the teacher's opinion of the student's academic performance and/or other factors, the parents/guardians of that student should be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

PROMOTION AND RETENTION POLICY (GRADES 6 – 8)

Students in grades 6, 7, and 8 must pass all four (4) courses/subjects (English, mathematics, science, and social studies) and one additional subject. Students who do not pass the required courses/subjects each year will be retained at their current grade level with the following exceptions:

1. A student who does not meet the established criteria for promotion may be retained one time in grades 6 – 8 if the student has been previously retained in grades K – 5;
2. A student who does not meet the established criteria for promotion may be retained twice in grades 6 – 8 if the student has not been previously retained in grades K – 5;
3. A student should not be retained in middle school if the student will reach his/her sixteenth birthday during the following academic year.

Students will be provided an opportunity to recover up to two courses/subjects during a summer program. Students who do not pass the required core courses/subjects for promotion are strongly encouraged to attend the summer program to pass the required course(s) for promotion. Students may be promoted only at the end of the school year or after summer school. No students will be promoted at midyear.

PROMOTION AND RETENTION POLICY (GRADES 9 – 12)

Students in grades 9 – 12 must earn the minimum number of Carnegie units (credits) necessary for grade placement **above grade 9** as indicated below:

10th Grade – 5 **11th Grade – 12** **12th Grade – 20** **Graduation (Total) – 28**

Students will be promoted only at the end of the school year or after summer school. No students will be promoted at midyear.

ENGLISH REQUIREMENT

A student in grades 9-12 must make satisfactory progress by passing courses in a logical and sequential fashion (i.e., passing 9th grade English before taking 10th grade English). A student in grades 9-12 will not be permitted to enroll in English courses that span more than two (2) consecutive grade levels; for example, a student may be enrolled concurrently for 9th and 10th grade English but NOT 9th and 11th grade English. Further, a student may not be enrolled in more than two (2) English courses in any given term/semester.

SUMMER SCHOOL

Summer school courses are intended for makeup work only. Failed courses in grades 9-12 must be retaken on a course-by-course basis. A student who does not pass course work may attend a State Department of Education approved summer school. Prior to enrolling in a summer school course, the student must obtain written permission for each class from his or her Principal. Credits earned without prior approval of the Principal will not be recognized. The Tuscaloosa County School System will not offer a formal summer school program in 2013. Credit Recovery may be offered at individual schools during the summer. Each eligible high school student who does not pass course work in a logical and sequential order is strongly encouraged to participate in the Credit Recovery program to earn the required Carnegie unit(s) necessary for orderly progression through the courses required for graduation (Files IDCA and JFH).

CREDIT RECOVERY

In accordance with guidelines released by the Alabama State Department of Education, the Tuscaloosa County School System will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring students to repeat the entire course. Students who qualify may apply to their school counselors to enroll in the Tuscaloosa County School System Credit Recovery program. In order to be accepted into the Tuscaloosa County School System Credit Recovery program, students will

- Have an overall average of 40 or higher in the course they seek to recover credit;
- Not have lost credit due to violation of the non-compliance policy (excessive unexcused absences);
- Complete an application signed by both students and parents/guardians;
- Provide their own transportation to Credit Recovery classes when attending the after-school sessions;
- Pay $100.00 course fee. (Note: Fees are subject to change.)

Transfer students from non-SACS accredited schools who fail the validation tests with a score of 40-59 for any core courses are also eligible for Credit Recovery.

CORRESPONDENCE/INDEPENDENT STUDY

Students in grades 9-12 may be approved to take correspondence or independent study courses for credit. Such courses must be offered through institutions recognized by the State Department of Education or from institutions accredited by a national accrediting agency recognized by the U.S. Office of Education. Prior written approval for each correspondence/independent study course must be granted by the school Principal. Correspondence work may be taken only when the curricular offerings deny a student a course he/she particularly needs. (File: JFHF/IDCCA).

ACCESS DISTANCE LEARNING PROGRAM

Alabama's ACCESS (Alabama Connecting Classrooms, Educators and Students Statewide) is a statewide distance learning initiative that allows schools to help other schools by offering advanced level courses, Advanced Placement courses, electives, and remediation or supplemental resources that might not otherwise be available at an individual school. Instruction is provided through Internet-delivered courses as well as through videoconferencing.

PROMOTION OF SPECIAL EDUCATION STUDENTS

Promotion of any student in a special education program with the exception of gifted students must be based on the student's accomplishments of goals stated in the Individualized Education Program in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; that is, for a special education student to be placed at the sixth-grade level, he/she must have been enrolled in school for at least 5 years (File: IHE).

UNIFORM GRADING SCALE

A numerical system will be used as the uniform grading scale. The key to grades should be listed on the report cards and permanent records. Each teacher should have a minimum of one grade per week (homework, daily work, tests, etc.) for each week in a grading period. Grades may not vary from this scale (File: JFAA/IHA).

***A* = 90 – 100%** ***B* = 80 – 89%** ***C* = 70 – 79%** ***D* = 60 – 69%** ***F* = 0 – 59%**

REPORT CARDS

Reports cards are for transmitting an evaluation of student progress to the student and his/her parents/guardians. Report cards and progress reports for elementary, middle, and high schools will be issued at least four (4) times during the scholastic year. (File: JFAA/IHA). Evaluation Procedures for students in grades K-2 (primary grades) shall reflect developmentally appropriate practice and the understanding that the time required for mastery of basic skills may vary due to many developmental factors. Therefore, Primary Progress Reports indicating the degree of mastery of identified skills and academic content shall be issued to students in grades K, 1 and 2. Letter grades shall not be assigned to students in grades K, 1 and 2.

INOW PARENT PORTAL

The INOW Parent Portal provides parents and students with a way to check grades, assignments, attendance, and discipline using the internet. To use the program you must first obtain a user name and password, which will be sent home from the schools. To access the program, go to https://inow.tcss.net/informationnow. INOW Parent Portal can be accessed through any device with internet access, including smartphones and iPads. If your child's information is not available, please contact the school for assistance.

REQUIRED EXAMINATIONS

The periodic use of teacher-made examinations assists school system personnel in evaluating student learning and achievement and provides a means for assessing the effectiveness of the teaching-learning process in the schools. Therefore, the Board encourages teachers to ensure that students are provided with meaningful opportunities to engage in the preparation for and completion of comprehensive examinations. Comprehensive assessments must be administered at the end of each grading period. Tuscaloosa County School System will offer half credit nine-week grading period courses during the 2012-2013 school year which will require mandatory comprehensive assessments to be administered at the end of the nine week grading period. Written examinations or other assessment techniques which measure student mastery of the content may be used. Assessments may include portfolios, products, performances, research papers, or projects. Further, teachers should have a minimum of one weekly grade (homework, daily assignments, tests, etc.) for each student in each grading period.

EXAM EXEMPTION POLICY (GRADES 9 – 12)

In order to be exempt from a final exam at the end of a half credit, one nine-week grading period course or full credit, two nine-week grading period course, a 9-12 grade student must

- Possess an A (90-100) average with 3 or fewer absences, or
- Possess a B (80-89) average with 2 or fewer absences, or
- Possess a C (70-79) average with 1 or fewer absences,

AND

- Have no discipline referrals that result in detention or suspension during the term/semester.

The final course grade for students in grades 9-12 who meet exemption criteria will be determined from the average of the one nine-week grading period for a half credit course or the average of the two nine-week grading period for a full credit course

As an incentive for Tuscaloosa County School System students to successfully complete the Alabama High School Graduation Examination (AHSGE), all students who pass all five parts of the AHSGE will be exempt from all of their final, comprehensive course exams during the spring of their sophomore year. (File: JFAAB).

FINAL COURSE GRADE (GRADES 9 – 12)

For half-credit, one nine-week grading period courses, comprehensive final exams will count twenty percent (20%) of the final grade. For full-credit, two nine-week grading period courses, a mandatory comprehensive assessment will be administered at the end of the first nine-week grading period and a comprehensive final examination at the end of the second nine-week grading period will count twenty percent (20%) of the course final grade. Comprehensive final exams for all courses are to be weighted twenty percent (20%) of course final grade. The sum of the two nine weeks' averages will be multiplied by two and added to the course final exam grade. This total will be divided by five to get the course final grade. Mandatory comprehensive final examinations are administered to all students except those students meeting the exemption criteria. The final course grade for students in grades 9-12 who meet exemption criteria will be determined from the average of the two nine weeks' grades.

DROPPING COURSES

A student may withdraw from an elective course during the first four (4) days of the term/semester with the permission of the Principal. Schedules will not be changed after the fourth day of the term/semester. A fee of $10.00 is required for any schedule change initiated by the student, including changes made second term/semester. No schedule changes will be made in contradiction to teacher recommendations. No schedule may be obtained by a student until all monies owed to the school (e.g., lost textbooks, library fines) are paid.

COURSE TEXTBOOKS AND FEES

RESPONSIBILITY FOR TEXTBOOKS

All textbooks are furnished free of charge to all students and are the property of the State of Alabama and the Board. A receipt shall be signed by each student upon textbook issuance by school officials. Parents/guardians are responsible for every free textbook and other materials issued to their children. **Parents/guardians of any student to whom free textbooks or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks and materials.**

SCHEDULE OF PAYMENT FOR LOST OR DAMAGED TEXTBOOKS

The amount of payment for lost or damaged textbooks will be determined by the following schedule:

1st year ..... Original cost
2nd year ..... 75% of original cost
3rd year ..... 50% of original cost
4th year ..... 25% of original cost
5th year and beyond ..... 25% of original cost

When unusual or excessive damage to a textbook is evident, charges may be assessed up to but not to exceed the original cost (File: JHAD/IFAB).

FEES FOR ELECTIVE COURSES—AUTHORIZED BY THE TUSCALOOSA COUNTY BOARD OF EDUCATION

Fees for elective courses must be paid at the time of schedule pick-up. Some schools may allow for prepayment of fees or the payment of a deposit on fees at the time schedule cards are returned or before school is out for the current year. Contact the school Principal to discuss any difficulty with fee payments. Current fees approved by the Tuscaloosa County Board of Education are listed in the current course catalog.

FEE REFUND SCHEDULE

Reason for Refund	Percentage Refunded Based on Length of Time Enrolled in Course		
	1 to 3 Weeks	4 to 6 Weeks	7 to 9 Weeks
Course Dropped	100%	0	0
In-System Transfer	100%	75%	50%
Out-of-System Transfer	100%	75%	50%
NOTE: No refunds are granted for last 6 weeks of course (both one term/semester and yearlong courses).			

FEE ASSESSMENT SCHEDULE

Enrollment Status	Percentage Assessed Based on Length of Time Enrolled in Course		
	1 to 3 Weeks	4 to 6 Weeks	7 to 9 Weeks
In-System Transfer	100%	75%	50%
New Student to System	100%	75%	50%
NOTE: No fee is charged for last 6 weeks of course (both one term/semester and yearlong courses).			

PROGRAMS AND ACTIVITIES

GIFTED SERVICES

Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations across all economic strata and in all areas of human endeavor. A student may be referred and considered for gifted services by school personnel, parents/guardians, or self. All second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referral, information is gathered in the following three areas:

Aptitude – Aptitude is assessed through an individual or group test of intelligence or creativity.

Characteristics – A behavior rating scale designed to assess gifted behaviors is completed.

Performance – At least three indicators of performance at a gifted level must be evaluated. These may include, but are not limited to, achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessments used are entered on a matrix where points are assigned according to criteria established by the Alabama State Department of Education. The total number of points earned determines if the student qualifies for gifted services.

Gifted services for elementary students in grades K-2 in the Tuscaloosa County School System consist of regular classroom accommodations with consultation from a gifted teacher. The general education teacher will consult with the gifted teacher for differentiation to meet the special needs of gifted students. Gifted services for elementary students in grades 3-5 in the Tuscaloosa County School System will be school-based. Pullout services will be provided by certified teachers in gifted education for a minimum of 3 hours per week.

Gifted services for middle school students in the Tuscaloosa County School System consist of a seminar class five days per week for a minimum of one term/semester per year. Teachers are certified in gifted education and provide a range of curriculum enrichment suited to the middle school learner. Advanced math and English classes will also be offered.

Gifted services for high school students in the Tuscaloosa County School System are student selected and may include any or all of the following: dual enrollment or early admission, advanced level classes, Advanced Placement (AP) courses, electives, extra-curricular activities, independent study, and cooperative education placements.

For more information about gifted services for students in the Tuscaloosa County School System, please contact any school Principal, the Elementary Special Education Specialist at (205) 342-2758, the Secondary Special Education Specialist at (205) 342-2728, or the Director of Special Education at (205) 342-2789.

SPECIAL EDUCATION SERVICES

Special education services are provided for exceptional students in accordance with the federal and state mandates concerning education for students with disabilities. Procedures for evaluation and eligibility are provided to each school within the system. State Department of Education criteria is used to determine a student's eligibility in one of the following areas of special education:

Autism	Gifted	Other Health Impairment
Deaf/Blindness	Specific Learning Disability	Speech and Language Impairment
Developmental Delay	Intellectual Disability	Traumatic Brain Injury
Emotional Disability	Multiple Disabilities	Visual Impairment
Hearing Impairment	Orthopedic Impairment	

Cooperative agreements and contracts are made with other service agencies to provide services that enhance the educational progress of exceptional students. Information regarding referral procedures and/or classes may be obtained from the Department of Special Education by telephoning (205) 342-2775.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The intent of the law is to keep students and parents fully informed concerning decisions about identification and placement and to inform students and parents of their rights.

Mr. Greg Hurst (Tuscaloosa County Board of Education, P.O. Box 2568, Tuscaloosa, AL 35403) is responsible for assuring that the school system complies with requirements outlined in Section 504 concerning students with disabilities. Under Section 504 of the Rehabilitation Act of 1973, students with qualifying disabilities have the right to receive a free appropriate public education, which includes the right to an education with students without disabilities to the maximum extent appropriate.

In particular, the enabling regulations for Section 504, as set out in 34 CFR Part 104, provide parents and/or students with the following rights:

- Your child has the right to an appropriate education in the least restrictive environment that is designed to meet his/her individual education needs as adequately as the needs of nondisabled students are met.
- Your child has the right to free educational services, except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
- Your child has a right to nondiscrimination and to facilities, services, and activities that are comparable to those provided for nondisabled students.
- Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent significant change of placement.
- Placement decisions must be made by a group of persons (i.e., the Section 504 committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
- You have the right to examine relevant records prior to any action by the District in regard to the identification evaluation, or placement of your child upon request.
- You have the right to an impartial hearing with respect to the District's actions regarding your child's identification, evaluation, or educational placement. You have the right to participate and be represented by an attorney at your expense.
- You have the right to obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- You have the right to receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
- You have the right to request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child.
- You may challenge the actions of the District's Section 504 Committee in regard to your child's identification, evaluation, or educational placement, by filing a complaint with the District's Section 504 Coordinator, Mr. Gregory Hurst within 30 calendar days from the time you received written notice of the Section 504 Committee's actions(s). A due process hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing. You have the right to participate in the hearing and to be represented by counsel if you choose. If you disagree with the decision of the impartial hearing officer, you have a right to request a review of the decision in a court of competent jurisdiction.
- On Section 504 matters other than your child's identification, evaluation, and/or placement, you likewise have a right to file a complaint with the District's Section 504 Coordinator, who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
- You have a right to file a complaint with the Office for Civil Rights. The contact information is as follows: Office for Civil Rights, U.S. Department of Education, 61 Forsyth Street S.W., Suite 19T70, Atlanta, GA 30303-3104. Telephone: (404)562-6350. Fax: (404)562-6455. Email: OCR.Atlanta@ed.gov.

ENRICHMENT PROGRAMS

The Tuscaloosa County School System expands the learning options available to intellectually gifted and highly motivated students by offering additional opportunities for creative and analytical educational experiences. These opportunities include electives, the Advanced Placement courses, and Early Admission/Dual Enrollment College Credit Programs (File: IDCBA/JFHAA).

The senior high students are served through advanced level courses. The Advanced Diploma curriculum offers exciting options for students who want, and need, the most challenging courses available. Academically talented students may take college-level courses for college credit upon recommendation. Some college-bound students may choose to take these courses as an intensive preparation for college work. Advanced Placement examinations are provided for students whose goal is college credit. Examination results are sent to individual colleges or universities for use in determining student placement. Dual enrollment and dual credit opportunities are available to eligible senior high students. Senior high students with special talents in fine arts, sports, leadership, or other areas may select from among a variety of elective courses according to their individual needs and preferences (File: IDCAA/JFHA).

COLLEGE-LEVEL COURSES

ADVANCED PLACEMENT (AP) AND PRE-AP COURSES

Advanced Placement (AP) and Pre-Advanced Placement (Pre-AP) coursework provides students with an opportunity for learning that goes beyond just the facts and figures. The rich course material, classroom discussions, and demanding assignments typical of AP and Pre-AP courses will help students develop the content mastery and critical thinking skills expected of college students. AP and Pre-AP courses help students improve their writing skills, sharpen problem-solving abilities, and develop time management skills. Additionally, by participating in AP, students have the opportunity to earn college credit and to stand out in the college admission process.

Students who choose Pre-AP and AP coursework can expect the following:

- Significantly increased rigor – content is covered much more extensively
- Additional outside class responsibilities – increased homework, reading, research, study, and participation in study groups (which will meet outside school hours)
- Frequent writing assignments – essays, research papers, etc.
- Additional resources required – calculators, outside reading materials, etc.
- Testing in a timed AP format
- AP testing fees – amount varies based on grant fund availability
- Weighted GPA credit (1 point for AP courses and .5 point for Pre-AP). Students are required to take a comprehensive final exam in each Pre-AP course to receive the weighted credit and are required to take the National AP Exam in each AP course to receive the weighted credit.
- Students who take year-long AP courses may not drop the class after the first semester.

Students and parents should carefully weigh the unique demands of the Pre-AP and AP coursework with the student's demonstrated ability, extracurricular obligations, motivation, and work ethic to determine whether or not the Pre-AP/AP coursework is the right course choice. Additional information about the AP program can be found at www.collegeboard.com.

CONCURRENT COLLEGE ENROLLMENT

Dual Enrollment: Eligible students may enroll at post secondary institutions in order to earn credits for a high school diploma and/or a post secondary degree. A student must have a 3.0 GPA to apply. Courses approved for this policy must either be those that are not offered on the high school campus or those that are appropriate substitutions for courses offered on the high school campus. Students must earn six hours of college credit (generally two courses) to earn one high school credit. **Prior approval is required for dual credit to be granted.** High school credit will be recorded on a student's transcript when the central office receives grades verifying that the student has earned six hours in the approved college courses. Weighted credit is not awarded for dual enrollment courses. Application forms are available in the high school's guidance office. Signed applications must be submitted to the Coordinator of Accountability at least three weeks prior to the start of the class. (Policy IDCAA)

Early Admission/Early College: Opportunities exist for students who may benefit from enrollment in higher education institutions prior to graduation from high school. If approved for early admission, a student may enroll, with the permission of the principal, in college-level courses that provide enrichment or accelerated learning. In order to enroll in academic courses, the student must have an overall 3.0 GPA. A student who has an overall 2.5 GPA may enroll in technical programs. The college may use its discretion and enroll students who have a GPA less than 2.5, but not lower than 2.0, after a thorough review of each student's high school transcript has been conducted. The student receives only college credit for courses taken through the early admission program. Contact your school counselor for more information. (Policy JFHAA)

ACADEMIC TOURNAMENT ACTIVITIES

All secondary schools participate in tournaments throughout Alabama as well as within the school system. These tournaments test students' knowledge of academics. Such activities have affected positively both the attitudes toward learning of participating students and the knowledge base to which they are exposed. Forensics and debate are also available.

ACADEMIC AND INSTRUCTIONAL SUPPORT SERVICES

TITLE I PROGRAM

Tuscaloosa County School System receive funding through the No Child Left Behind Act to provide additional resources for students at risk of failure. Schools are determined to be eligible for Title I funding assistance annually by the percentage of students in poverty. Title I funding allows participating schools to employ additional personnel, to purchase extra instructional equipment and supplies, and to implement parent involvement and professional development programs to improve student achievement. As required by NCLB Section 1119 of Title I, Part A, all schools and the Tuscaloosa County Board of Education have attestations regarding highly qualified status of teachers and paraprofessionals. These attestations are available to any member of the general public upon request. The 2012-2013 schools participating in the Title I Assistance Program are the following:

Brookwood Elementary	Davis-Emerson Middle	Holt High	Myrtlewood Elementary
Buhl Elementary	Flatwoods Elementary	Matthews Elementary	Taylorville Primary
Cottondale Elementary	Holt Elementary	Maxwell Elementary	Vance Elementary
Crestmont Elementary			

SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES

The primary goal of the Safe and Drug-Free Schools and Communities Program is to prevent alcohol and other drug use among youth by promoting a "no use" message—through all of its programs. The Safe and Drug-Free Schools and Communities Program focuses on prevention by encouraging safe, health activities that build necessary life skills and develop students' highest capabilities. Key components of the drug education program include:

- Recognizing, assessing and monitoring the program
- Implementing and enforcing a no-use policy
- Developing and implementing a drug education and prevention program
- Educating and training staff
- Promoting parent involvement and providing parent education and training
- Working with community groups and agencies

A comprehensive health education curriculum that contains a strong substance abuse component is implemented at each grade level; however, special emphasis is placed at the, 6th, 7th, 8th, and 10th grade levels. Through all of these efforts, the Safe and Drug-Free Schools and Communities Program is committed to the mission of a drug-free future for our young people. Through collaboration, maximization of resources, and sharing information and ideas with others in the community, this mission can be a reality.

LIBRARY MEDIA CENTERS

Each school in the Tuscaloosa County School System has a library media center that houses a comprehensive collection of books, audiovisual materials, and instructional equipment. Each school in the Tuscaloosa County School System provides the appropriate number of library books per student as required by the Alabama State Department of Education. Each library media center is staffed by a certified library media specialist. A variety of services is offered in the centers including the provision of materials to support the instructional program; collaboration with teachers; activities designed to increase literature appreciation and a love for reading; instruction in accessing information through both print and technological resources; reader advisory services; and a wide range of enrichment activities. The Library Media Centers use ***Destiny***, a Follett software product, as the automated management system. ***Destiny*** provides TitlePeek™, which gives students a chance to preview books on line; One Search™, which lets students get information from the school library and the internet as a whole with a single search; and WebPath Express™, which limits student searches to approved grade-appropriate web sites. Since the *Alabama Course of Study* standards are included in the program, teachers are able to align lesson plans using ***Destiny.*** Students and teachers have home access to ***Destiny*** via the internet. The State Department of Education publication "Alabama's Library Media Handbook for the 21st Century Learner" and "Empowering Learners: Guidelines for School Library Media Programs," published by the American Association of School Librarians, a division of the American Library Association, serve as guides for library literacy instruction.

CIRCULATION PROCEDURES

Elementary students may check out books for a one-week period after they have become familiar with the procedures for checking out books as determined by their teachers and the library media specialist. Secondary students may check out books for a two-week period. The library media specialist will determine the number of books a student may check out at a given time. Books may be rechecked as many times as needed; however, circulation privileges will be withheld from students with overdue books or fines. Reference books and other items are subject to circulation procedures available in each school's library. Any of these circulation procedures may be adjusted at the discretion of the librarian to meet local school needs and policies.

OVERDUE BOOKS

Books are considered to be overdue on the first school day after they are due and fines will accrue as applicable. In the elementary schools, an overdue list will be sent to the classroom teacher. If books are still overdue at the end of a reporting period, a notice is included in the individual student's report card stating that the book or a replacement charge is due in the library. In the secondary schools, overdue notices are sent directly to the student. The secondary overdue list is submitted to the Principal at the end of the school year for collection.

OVERDUE FINES

In the elementary schools, fines are not charged on a regular basis. In the secondary schools, a fine of 10 cents per day is charged to a maximum of $12.50.

LOST MATERIALS

Elementary students will be charged $20.00 for each lost hardback library book. If the book is found and returned within the same school year, $10.00 will be refunded to the student upon proof of payment. Secondary students will be charged $7.50 for any paperback and $25.00 for any hardback for each lost library book. If the book is found and returned within the same school year, $12.50 will be refunded to the student upon proof of payment. Refunds will not be made for books returned in subsequent years. The cost of a lost elementary or secondary reference book will be determined by the replacement cost of the book. All students will be charged the replacement cost (minimum of $7.50) for a lost paperback book; this fee is nonrefundable.

GUIDANCE SERVICES

Guidance and Counseling personnel help students become independent problem solvers. Counselors care, listen, guide, and support. Every Tuscaloosa County school will receive the services of a counselor. Nineteen counselors serve elementary schools and twenty counselors serve secondary schools. Counselors work with students in the areas of personal, social, educational, and career development individually, in small groups, and in the classrooms. Counselors consult with parents and teachers and coordinate services with school resource personnel and community agencies. Parents, who have questions/concerns regarding the personal, social, educational, or career development of their child, are encouraged to contact the school counselor.

TESTING SCHEDULE FOR TUSCALOOSA COUNTY SCHOOL SYSTEM

TEST	TESTING PERIOD	DAYS NEEDED
Fall *AHSGE*—Grade 12 and Makeup for Grades 10-11	September 17 – 21, 2012	5 days
PSAT-NMSQT—Grades 9-11 (Optional test with fee)	October 17, 2012	1 day
EXPLORE—Grade 8	October 17 – 24, 2012	2 days
PLAN—Grade 10	October 17 – 24, 2012	2 days
Midyear *AHSGE*—Grade 12	December 3 – 7, 2012	5 days
National Assessment of Educational Progress (NAEP)	Dates to Be Announced	1 day
ACCESS for English Language Learners—Grades K-12	February 18 – March 29, 2013	2-3 days
Alabama Alternate Assessment (IEP Evaluation)—Grades K-8 and 11	March 4 – 22, 2013	1day
Spring *AHSGE*—Grades 10-12 (plus eligible students in grade 9)	March 18 – 22, 2013	5 days
Alabama Reading and Mathematics Test+ (ARMT+)—Grades 3-8	April 8 – 19, 2013	4 days (5 days for Grades 5 and 7)
Summer *AHSGE*—Grade 12	July 8 – 12, 2013	5 days

*PSAT is the National Merit Qualifying Test. Juniors who wish to be considered for National Merit Scholarships must participate in this assessment.

NOTE: No student takes all tests listed above; nor is all day devoted to testing on the specified number of days.

NATIONALLY STANDARDIZED TESTS

ACT

Students planning to attend college should be aware that many colleges require an entrance exam for admission and/or scholarship selection. The entrance examination most used by colleges in the Southeast is the ACT Assessment. The ACT contains four curriculum-based tests which measure academic achievement in the areas of English, mathematics, reading, and science reasoning. An optional writing test (ACT Plus Writing) is available as a fifth test for students taking the ACT. The tests are measures of academic development that rely largely on students' skills in applying the content knowledge and reasoning skills acquired in their course work. The ACT is given in a four-hour morning session on various test dates. Those registered for the ACT Plus Writing will test for thirty additional minutes. Students may register online, review sample test questions, and obtain more information concerning the ACT at www.act.org. Parent information is also available on ACT's website.

ACT Test Dates	Registration Deadlines
September 8, 2012	August 17, 2012
October 27, 2012	September 21, 2012
December 8, 2012	November 2, 2012
February 9, 2013	January 11, 2013
April 13, 2013	March 8, 2013
June 8, 2013	May 3, 2013

School Codes for ACT and SAT	
Brookwood High	010-530
Hillcrest High	012-685
Holt High	011-460
Northside High	012-365
Sipsey Valley High	010-549
Tuscaloosa County High	012-005

PSAT

The *Preliminary SAT (*PSAT) is a standardized test that measures critical reading skills, math problem-solving skills, and writing skills that the student develops over many years, both in and out of school. This test does not require students to recall specific facts from classes. By taking the PSAT, students can become familiar with the SAT and see how their scores on a college entrance exam compare nationally with other students applying to college. **Most importantly, the PSAT is the National Merit Scholarship Qualifying Test (NMSQT).** Students in grades nine and ten may take the test for practice. Students must test during their junior year (grade eleven) to be considered for National Merit Scholarships. The national test date for the 2012-2013 school year is Wednesday, October 17, 2012. Students must register with their school counselors at least six weeks prior to the test date. Payment is required at the time the student registers for the test. More information about PSAT/NMSQT, including sample test questions, can be found at www.collegeboard.com.

DIGITAL DEVICE POLICY IN A STANDARDIZED TESTING SETTING

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is **strictly prohibited** during the administration of a secure test. If a student is **observed in possession** of a digital device during the administration of a secure test, the device will be confiscated. If a student is **observed using** a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the school system.

GUIDELINES FOR THE SEARCH OF DIGITAL DEVICE SEIZED DURING THE ADMINISTRATION OF A SECURE TEST:

- Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to help prevent any remote-access data-wipe.
- The test administrator should deliver the device as soon as practicable to a school administrator.
- A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
- For the purposes of determining whether a search of a digital device should take place, the school administrator should:
  - Learn the facts regarding the seizure of the device from the test administrator, and
  - Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.
- If the school administrator determines that the student was merely in possession of the digital device then it may be returned to the student in accordance with the Tuscaloosa County School System's procedure.
- If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule.
- The school administrator should follow the local policy requirements regarding the search of student property.
- If no wrongful activity is discovered on the device then it may be returned to the student in accordance with the Tuscaloosa County School System's procedure.
- If wrongful activity is discovered on the device regarding the test at issue or, if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device by storing it in a locked and secure location, then notify the Coordinator of Assessment or Superintendent as appropriate.
- Following a search in which wrongful activity is discovered, and when the device is a "smart phone," the device should be turned off after the search to help prevent a potential remote-access data-wipe.
- Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
- Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.

COMPUTER OPPORTUNITIES, SOFTWARE APPLICATIONS, AND WEBSITES

In each school, students have the opportunity to have hands-on experiences using computers and telecommunications technology. Opportunities for student access to Internet resources and other technology-based materials are provided. Library Media Centers, teachers, and the Central Office have acquired a variety of first-quality software to enhance computer education in the schools. Each student at all grade levels is presented with opportunities to become computer literate.

A list of software applications, resource websites and individual school websites are accessible on the district website at www.tcss.net.

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

Access to the Tuscaloosa County School System's networked information resources allows students to explore thousands of libraries, databases and bulletin Boards and exchange messages with Internet users throughout the world. The intent in providing access is to further the educational goals and objectives of the Tuscaloosa County School System. Users of the Internet, email, and electronic resources are accountable for their behavior and communications over the System's networks. Access is a privilege—NOT a right—and entails responsibility. Completion of a Student/Parent Technology Usage Agreement Form will be required before students have access to networked resources. These forms will be available in all schools and the district website. Violations may result in a loss of access, as well as other disciplinary or legal action. All students must abide by the district's technology acceptable use policy.

SCHOOL RELATED WEBSITES	PERSONAL HEALTH AND SAFETY WEBSITES
www.tcss.net – Tuscaloosa County Board of Education's official website	www.thecoolspot.gov – supports causes, prevention, treatment of alcohol problems
http://destiny.tcss.net – connects to Alabama Virtual Library and school libraries	www.family.samhsa.gov – a family guide for keeping youth healthy and drug free
www.act.org – provides practice test questions and activities for success	www.teacher.scholastic.com – resources for teachers, parents, and students
www.kudernavigator.com – resources for educational and career planning	www.drugabuse.gov – InfoFacts developed by National Institute on Drug Abuse
www.usatestprep.com – AHSGE practice tests and activities	www.missingkids.com – the Nation's Resource Center for Child Protection
www.alsde.edu – Alabama State Department of Education's official website	www.theantidrug.com – parenting tips and strategies for keeping teens drug free
www.collegeboard.com – provides information for SAT, PSAT, and AP	www.tobaccofreekids.org – campaign for tobacco free kids
www.fastweb.com –scholarship facts and opportunities	www.netsmartz.org – interactive educational safety resource
www.jobcorps.org – educational resource for job and career search	www.ncpc.org – a parent's guide to cyber safety for kids
www.fafsa.ed.gov – federal financial aid information and forms	www.cdc.gov/family/kids – health and safety tips for kids and families

GRADUATION REQUIREMENTS: DIPLOMAS AND CERTIFICATES

Upon completion of high school, a student may be eligible to earn a diploma or other exit document. The type of diploma or certificate a student can receive is dependent upon his/her successful completion of the required number of Carnegie units and achieving a passing score on required sections of the *Alabama High School Graduation Exam* (AHSGE). **ALL REQUIREMENTS MUST BE MET FOR PARTICIPATION IN THE GRADUATION CEREMONY.**

Colleges, universities, and post-secondary technical schools have varying entrance requirements; therefore, it is the responsibility of the student to determine from the specific post-secondary institutions the appropriate high school courses needed. Students are encouraged to consult school administrators, guidance counselors, teachers, and post-secondary institutions to determine best course selections. **Credits earned to fulfill graduation requirements must be earned in grades 9-12**. All students earning a high school diploma in the Tuscaloosa County School System must have a minimum of 28 units. **The implementation of the 2010 Mathematics Course of Study during the 2012-2013 school year, affects the math requirements for graduation for students in the graduating class of 2016 and beyond (students who entered ninth grade for the first time during or after the 2012-2013 school year).**

ONLINE EXPERIENCE FOR GRADUATING CLASSES OF 2013-2016

The online experience requirement for students will be fulfilled through a variety of class-directed activities throughout their high school careers. Activities include, but are not limited to, Kuder, Internet-based research projects, particularly through core classes, and teacher-directed online instructional materials. Examples of student work evidencing this requirement will include research papers, PowerPoint and other multimedia presentations.

FOUR-YEAR SCHEDULE PLANNING CHART

COURSE	GRADE 9	GRADE 10	GRADE 11	GRADE 12
ENGLISH				
MATHEMATICS				
SOCIAL STUDIES				
SCIENCE				
FINE ART				
LIFE/PHYSICAL EDUCATION				
COMPUTER				
HEALTH/SAFETY				
FOREIGN LANGUAGE				
ELECTIVE				
ELECTIVE				
ELECTIVE				
ELECTIVE				
ELECTIVE				
ELECTIVE				
ELECTIVE				

NOTE: Requirements for the student's selected diploma option must be used to complete the appropriate four-year plan.

COURSE REQUIREMENTS	ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ACADEMIC ENDORSEMENT FIRST CHOICE DIPLOMA *Students may receive an Alabama High School Diploma with Advanced Career/Technical Endorsement. Students must fulfill ALL requirements for the Advanced Academic Endorsement (excluding foreign language) in addition to the Career/Tech Endorsement requirements.	ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ACADEMIC ENDORSEMENT WITH HONORS *Students may receive an Alabama High School Diploma with Advanced Career/Technical Endorsement with Honors. Students must fulfill ALL requirements for the Honors Endorsement in addition to the Career/Tech Endorsement requirements.	ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ACADEMIC ENDORSEMENT WITH HIGH HONORS Minimum requirements for the Alabama High School Diploma with Advanced Academic Endorsement with High Honors are the same as those required for the Alabama High School Diploma with Advanced Academic Endorsement with Honors and must include at least two (2) credits of Advanced Placement. *Students may receive an Alabama High School Diploma with Advanced Career/Technical Endorsement with High Honors. Students must fulfill ALL requirements for the High Honors Endorsement in addition to the Career/Tech Endorsement requirements.	ALABAMA HIGH SCHOOL DIPLOMA Those students who feel that the First Choice Diploma is not the most appropriate diploma choice to meet their individual academic and learning needs may choose to pursue the Alabama High School Diploma option. Parental permission is required for students to opt out of the Alabama High School Diploma with Advanced Academic Endorsement (First Choice Diploma option). *Students may receive an Alabama High School Diploma with Career/Technical Endorsement. Students must fulfill ALL requirements for the Alabama High School Diploma in addition to the Career/Tech Endorsement requirements.	ALABAMA OCCUPATIONAL DIPLOMA The Alabama Occupational Diploma option is designed for students with mild to moderate disabilities who, in the opinion of the IEP committee, are appropriate candidates. This option provides for meaningful inclusion of students with disabilities in the community and the workplace. Students must earn the course credits described below in order to be awarded the Alabama Occupational Diploma.
English 4 credits	English 9, 10, 11, and 12	Highest Level or AP English			Employment English 1, 2, 3, and 4
Mathematics 4 credits	Possible options include, but not limited to: Option 1 - Algebra IA, Algebra IB, geometry A, geometry B, and Algebra II w/ Trig Option 2 - Algebra IA, Algebra IB, geometry, and Algebra II w/ Trig Option 3 - Algebra I, geometry A, geometry B, and Algebra II w/ Trig Option 4 - Algebra I, geometry, Algebraic Connections, and Algebra II w/ Trig Option 5 - Algebra I, geometry, Algebra II w/ Trig, and mathematical investigations Option 6 - Algebra I, geometry, Algebra II w/ Trig, and discrete math Option 7 - Algebra I, geometry, Algebra II w/ Trig, and analytical math Option 8 - Algebra I, geometry, Algebra II w/ Trig, and pre-calculus	Algebra I or equivalent geometry or equivalent Algebra II w/ Trig pre-calculus or analytical math		Possible options include, but not limited to: Option 1 - Algebra IA, Algebra IB, geometry A, geometry B, and Algebra II** Option 2 - Algebra IA, Algebra IB, Geometry, and 1 additional math credit** Option 3 - Algebra I, geometry A, geometry B, and 1 additional math credit** Option 4 - Algebra I, geometry, and 2 additional math credits** **For class of 2016, Algebra II is required. REMINDER: Algebraic Connections must be taken prior to Algebra II	Essential Mathematics 1 and 2 Algebraic Exploration 1 and 2
Science 4 credits	biology a physical science 2 additional sciences	Class of 2013 - advanced biology, chemistry, physics, and 1 additional advanced or AP science Class of 2014 - advanced biology, advanced chemistry, physics, and 1 additional advanced or AP science unit Class of 2015 - advanced or honors/pre-AP of the following: biology, chemistry, and physics; and 1 additional advanced or AP science Class of 2016 - advanced or honors/pre-AP of the following: biology and chemistry; and 2 additional advanced, honors/pre-AP, or AP science credits		biology a physical science 2 additional sciences	Life Skills Science 1, 2, 3, and 4
Social Studies 4 credits	World History since 1500 U.S. History to 1877 U.S. History since 1877 U.S. Government and Economics	(advanced or honors/pre-AP levels) World History since 1500 U.S. History to 1877 U.S. History since 1877 OR AP U.S. History U.S. Government and Economics OR AP U.S. Government and Politics		World History since 1500 U.S. History to 1877 U.S. History since 1877 U.S. Government and Economics	Social Studies for Life 1, 2, 3, and 4
Fine Arts	½ or 1 credit	½ or 1 credit		½ or 1 credit	½ or 1 unit credit
Health	½ or 1 credit	½ or 1 credit		½ or 1 credit	½ or 1 unit credit
Computer	½ or 1 credit	½ or 1 credit		½ or 1 credit	1 unit credit
Foreign Language	*2 units (See Career/Tech Endorsement Exclusion)	2 credits		NA	NA
*Career/Tech Endorsement Requirements AOD Career/Tech Requirements	*3 career/tech program courses (2 career/ tech program courses and another course related to the student's career choice)	*3 career/tech program courses (2 career/ tech program courses and another course related to the student's career choice)		*3 career/tech program courses (2 credits in an occupational program plus the Advanced Cooperative Education work-based experience)	Career/Technical Education – 2 credits (Includes BTA) Workforce Essentials – 1 credit Cooperative Education Seminar - 1 credit
L.I.F.E.	1 credit	1 credit		1 credit	1 credit
Electives	remaining credits	remaining credits		remaining credits	remaining credits
Total	28 credits	28 credits		28 credits	28 credits

ALABAMA HIGH SCHOOL DIPLOMA USING ALTERNATE REQUIREMENTS	Using alternate requirements, a standard diploma may be issued to any student with a disability as defined by the *Individuals with DisabilitiesEducation Act* (IDEA) who has taken the AHSGE through the twelfth grade, has passed all except one subject-area test of the AHSGE, and has met all other graduation requirements. Documentation of alternate requirements must include evidence of having earned all required credits for graduation, of possessing a disability in the area where a subject-area test of the AHSGE has not been passed, of having participated in *AHSGE* remediation, of having fulfilled attendance requirements, and of having acquired a cumulative C average in Grades 9-12. Minimum requirements for the Alabama High School Diploma are listed above.
ALABAMA HIGH SCHOOL DIPLOMA WITH CREDIT-BASED ENDORSEMENT	Following the spring administration of the AHSGE, seniors who earn the required Carnegie units (credits) for graduation and pass at least three of the five sections of the AHSGE, with mathematics and reading being two of the three sections, may choose the Alabama High School Diploma with Credit-Based Endorsement. It will serve as the **final endorsement** to the Alabama High School Diploma. A student cannot decide after passing three of the subject tests that he/she will not continue to take the other two. Any senior who has not passed all parts of the AHSGE prior to the fall administration is required to take an AHSGE Review class. A Credit-Based Endorsement Request form must be completed and signed by the graduating senior and the parent or guardian and submitted to the high school counselor in order to receive an Alabama High School Diploma with the Credit-Based Endorsement. Any student with a disability as defined by the *Individuals with Disabilities Education Act* who has taken all sections of the AHSGE through the twelfth grade can substitute another area of the AHSGE in lieu of the reading or mathematics if the student qualifies for the exemption based on the established disability. Documentation must include evidence that the student possesses a disability in the area in which a subject-area test of the AHSGE has not been passed. The *Alabama Administrative Code* mandates that students who earn a Credit-Based Endorsement must have one credit in a Career/Technical course.
GRADUATION CERTIFICATE	Based on the State Board of Education's mandate requiring students to pass ALL required sections of the AHSGE and earn the required Carnegie units to receive a State-approved diploma, the Board authorizes the issuance of a GRADUATION CERTIFICATE based on the following provisions: **Special education students**, with the exception of the gifted, shall follow the objectives established for them at the annual IEP meeting by the IEP Committee in reference to the AHSGE. If the Committee, after examining all pertinent data, decides that the student is not capable of attempting and/or passing the AHSGE, and that his/her time should be directed toward other objectives, then the senior student will be issued the GRADUATION CERTIFICATE instead of the State-approved diploma for having pursued those goals established by the IEP Committee. The student will have the same opportunities to participate in all other activities associated with graduation from high school. If the IEP Committee, after reviewing all pertinent data, decides that the student should attempt the AHSGE, then he or she will receive the same opportunities, including remediation, as any other student taking the AHSGE. After unsuccessfully attempting the AHSGE, the student may elect to receive the GRADUATION CERTIFICATE in lieu of a diploma and proceed through the graduation ceremony. The Graduation Certificate is available to students with disabilities as defined under IDEA. It certifies completion of an Individualized Education Program. A student who receives a Graduation Certificate may continue to work toward the Alabama High School Diploma or the Alabama Occupational Diploma to age 21 with IDEA services. The Graduation Certificate is not generally accepted by post-secondary institutions or military recruiters and may not be accepted by some employers.

GENERAL INFORMATION FOR SENIORS

OPTIONS FOR STUDENTS WHO DO NOT MEET GRADUATION REQUIREMENTS

REGULAR PROGRAM STUDENTS classified as seniors and who have NOT earned the Carnegie units necessary for graduation but who have passed ALL sections of the AHSGE may continue to pursue the Carnegie units needed for graduation until the age of 21. When the required number of Carnegie units has been earned the student will be issued the earned diploma and be eligible to participate in the next scheduled graduation ceremony. If the required number of Carnegie units needed for graduation has not been earned before the student has reached the age of 21, the student may pursue the GED through the Adult Education Program.

REGULAR PROGRAM STUDENTS who are classified as seniors who have earned the required number of Carnegie units, but have failed ANY section of the AHSGE may retake the AHSGE when it is offered in the fall, midyear, spring, and summer. Students are eligible to receive remediation until the age of 21. Written communication will include specific information about the student's test performance as well as remediation and additional test-taking opportunities. Upon successful completion of the AHSGE, the student will be issued a diploma and be eligible to participate in the next scheduled graduation ceremony. Students may also pursue the GED through the Adult Education Program.

VALEDICTORIANS, SALUTATORIANS, AND HONOR GRADUATES

In an effort to encourage academic excellence and achievement of students throughout the school system, the Board directs each high school Principal, with the assistance of appropriate staff members, to select a valedictorian, a salutatorian, and honor graduates to recognize those students who have pursued and attained high academic goals. This policy was revised on January 12, 2009. The first class affected by this revised policy is the graduating class of 2013.

SELECTION CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN—CLASSES OF 2013-2016

The following criteria are used to determine eligibility for valedictorian and salutatorian in the schools of the school system:

- The student with the highest numerical grade average who qualifies for the Advanced Academic Endorsement with Honors or High Honors shall be the class valedictorian;
- The student with second highest numerical grade average who qualifies for the Advanced Academic Endorsement with Honors or High Honors shall be the class salutatorian;
- In the case of a tie (after carrying the grade average to 4 decimal places and rounding to 3 places), students having the same average will be recognized as co-valedictorians or co-salutatorians;
- The numerical grade average for the candidates shall be computed on course work taken beginning with the freshman year through the second term/semester of the senior year; in calculating the numerical grade average, all final grades for half-credit and full credit courses will be used;
- Advanced Placement (AP) grades will be weighted by adding 10 points to each term grade earned in an AP class;
- In the case of a transfer student who has AP grades, only those courses recognized as AP by The College Board will be weighted;
- The candidates for valedictorian and salutatorian must have been enrolled at the high school for one full school year prior to the date of their graduation;
- If letter grades are present on a candidate's transcript, the candidate must have the respective school(s) attended submit grades in numerical form;
- If officials of the school that the student attended cannot or will not convert the letter grades to numerical grades, then the letter grades will be converted to numerical grades as follows:

***A+* = 99**	***A* = 95**	***A-* = 90**	***B+* = 89**	***B* = 85**	***B-* = 80**	
***C+* = 79**	***C* = 75**	***C-* = 70**	***D+* = 69**	***D* = 65**	***D-* = 60**	***F* = 55**

- Any extraordinary situations or circumstances that may arise will be resolved by the school Principal in consultation with the Director of Secondary Instruction or the Coordinator of Accountability.

SELECTION CRITERIA FOR HONOR GRADUATES—CLASSES OF 2013-2016

- The honor graduates are graduating seniors who have completed coursework for the Advanced Academic Endorsement with Honors or High Honors, passed the *Alabama High School Graduation Exam*, and have an overall grade point average (GPA) of 4.0 or higher (on a 4.0 scale) on all courses taken during the freshmen year through the second semester of the senior year.
- Advanced Placement courses approved by The College Board will be weighted when calculating grade point averages: A = 5; B = 4; C = 3; D = 2 (File: JFF).

EXTRACURRICULAR ACTIVITIES

STUDENT CLUBS AND ORGANIZATIONS

School-sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization which denies membership on the basis of race, creed, color, or political beliefs. All school-sponsored clubs and organizations shall be sponsored by a member of the faculty approved by the school's Principal and shall have a constitution approved by the Student Council (Student Government Association) or by the school's Principal (File: JHC).

STUDENT GOVERNMENT

Effective student governments are the forums for the training and involvement of students in the democratic processes. Members of the school community share the responsibility for shaping governments into positive instruments for student involvement.

STUDENT RESPONSIBILITIES ARE TO:

- elect student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs;
- become knowledgeable of School Board and individual school policies governing the actions of students;
- conduct election campaigns in a positive, mature manner, with all due respect provided their opponents;
- attend regularly scheduled meetings, if an elected student representative, and exhibit appropriate conduct at all times.

STUDENT RIGHTS ARE TO:

- form and operate a student government within the respective schools under the supervision of a faculty advisor;
- have access to policies of the School Board in the individual school;
- seek office in student government, or any school organization, regardless of race, sex, color, creed, or political beliefs;
- attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school Principal.

STUDENT PUBLICATIONS

Education is the process of inquiry and learning, acquiring and imparting knowledge, and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the student body.

STUDENT RESPONSIBILITIES ARE TO:

- refrain from publishing libelous and obscene materials;
- to seek full information on the topics about which they write; and
- observe normally accepted rules for responsible journalism under the guidance of the faculty advisor.

STUDENT RIGHTS ARE TO:

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

STUDENT ABSENCES AND PARTICIPATION IN SCHOOL ACTIVITIES

Students who are away from school because of participation in official school sponsored activities shall be marked present and allowed to make up missed work. Students who are absent from school for an excused or unexcused reason shall **not** be allowed to participate in any school extracurricular or co-curricular activities that day (athletic contest, cheerleading, band, scholars' bowl, beauty walk, etc.).

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

The Tuscaloosa County Board of Education recognizes the value of athletics and other extracurricular activities as they relate to the total education of students. The Tuscaloosa County Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to assess annually the progress of each student who participates in athletics or extracurricular activities toward graduating from high school on schedule with his/her class. The Tuscaloosa County Board of Education prescribes the following regulations for eligibility:

1. **Students must be enrolled in a school of the school system**
2. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school that are not related to a student's academic requirements or success in a course.
3. Regular curricular activities are defined as those that are required for satisfactory course completion.
4. Students entering grades 10 - 12 must, for the last two (2) terms/semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a numerical composite average of 70. Students entering grades 8 and 9 must, for the last two terms/semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70. Students promoted to the seventh grade for the first time are eligible. (A term/semester is defined as one-half of a school year as defined by the local Board of Education adopted school year calendar.)
5. Physical education may count as only one (1) unit per year.
6. No more than two (2) Carnegie units may be earned during summer school. If a unit or subject is repeated in summer school, the higher numerical grade for the unit or subject may be used to compute the composite grade average for eligibility determination purposes.
7. Eligibility shall be determined on the first day of the local school year and shall remain in effect for one (1) complete school year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in item #3 may regain their eligibility at the end of the first term/semester by meeting the requirements for eligibility in the two most recently completed terms/semesters, including summer school. Eligibility restoration must be determined no later than five (5) days after the beginning of the succeeding term/semester.* An ineligible student may not become eligible after the fifth day of each term/semester.
8. Bona fide transfers may be handled according to rules of the Alabama High School Athletic Association for sports and rules to be developed by the local Board of Education as they pertain to other extracurricular activities.
9. Each eligible student must have a minimum composite numerical average of 70 on six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
10. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
11. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on track for graduation with his/her class and the grade was not previously used in calculating eligibility.
12. Sixth grade students are eligible for non-athletic extra-curricular activities. Students promoted to the seventh grade for the first time are eligible for all extra-curricular activities.
13. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the Principal, Superintendent, and the local Board of Education for approval.
14. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the Principal, Superintendent, and the local Board of Education approve participation in the activity as an extension of a course requirement and it is an event sanctioned by a state/national subject matter association.
15. Not withstanding anything to the contrary in this regulation, activities offered by the school through mathematics, science, band, choral music, and other courses at events such as athletic events (pre-game, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

*Unit calculations for regaining eligibility at the end of the first term/semester may not coincide exactly with units for graduation for students in schools on six- and seven-period days (File: JHCA).

STUDENT RIGHTS AND RESPONSIBILITIES

A student's individual rights and associated responsibilities must be viewed in relationship to the health, safety, and welfare of the majority of students in each school. It is our intent to develop, with our students and parents, a better understanding of some of the rules and regulations of the Tuscaloosa County School System.

FREE SPEECH/EXPRESSION

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

STUDENT RESPONSIBILITIES ARE TO:

- respect the rights of other individuals;
- to express disagreements in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process;
- act in a manner which preserves the dignity of patriotic observances;
- respect the religious beliefs of others;
- plan for, seek approval of, and conduct activities which are consistent with the educational objectives of the school.

STUDENT RIGHTS ARE TO:

- form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous, or libelous;
- affirm their identity with American ideals (i.e., pledging allegiance to the American Flag);
- refrain from any activity which violates the precepts of their religion.

DUE PROCESS

A student must know what conduct is appropriate and what is forbidden; therefore, the rules and regulations of the Board of Education governing student conduct shall be distributed to the students and parents and posted in a conspicuous place. Prior to any suspension the Principal or his/her designee shall advise the student in question of the particular misconduct and the basis for accusation; provide the student an opportunity to explain his/her version of the situation; and immediately remove from the school premises without benefit of the above procedures any student whose continued presence in the school poses a danger to persons or property or an ongoing threat of disruption to the academic process. The necessary procedure shall follow as soon as practicable [REF: Goss v. Lopez, 95 S. Ct. 729 (1975) Tuscaloosa County]. Student rights are to

- be informed of rule violations and given the opportunity to present evidence in their defense;
- appeal disciplinary actions. (All appeals should be made in accordance with the appeals and grievance procedures.)

PRIVACY AND PROPERTY RIGHTS

Federal and State laws and recent court rulings uphold the authority of school officials to conduct reasonable searches and seizures of property when there are "reasonable grounds." The law permits the Tuscaloosa County Board of Education, its employees, agents, or designees to conduct reasonable searches of students and to seize student property to protect the health, safety, and welfare of all students.

STUDENT SEARCHES BY SCHOOL OFFICIALS

SCHOOL PROPERTY

School officials shall inspect or search lockers or desks only if there is a reasonable cause to believe that articles are kept there that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations of the Board.

INDIVIDUALS

School officials (school Principal or approved designee under the direction of the school Principal only) may make searches of a student and/or personal belongings, if there is reasonable cause to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations of the Board. If a student is searched, it shall be in private by a school official of the same sex with a certified staff member of the same sex present. In any case in which the Principal or designee determines that a search of more than a student's pockets, jacket, cap, outer shirt, shoes, socks, belt, purse, book bag, other outer garments and articles, and electronic devices is justified by sufficient reasonable cause, the Principal or designee shall notify the student's parent/guardian prior to the search and the parent/guardian shall be given a reasonable opportunity to be present.

AUTOMOBILES

School officials may search selected vehicles while on school property when there is plain view evidence or reasonable cause to believe that the vehicle contains articles that may endanger other individuals or are contrary to law or regulations of the Board.

IMPOUNDMENT

If a search as noted above reveals items specifically prohibited by law, Board policies/regulations, or school regulations, such items shall be impounded. A receipt shall be given to the student for impounded items, with notification of such action given to the student's parent(s)/guardian(s) (File: JCAB).

STUDENT SEARCHES BY LAW ENFORCEMENT OFFICIALS

To provide and maintain a safe and secure environment for students, staff, and visitors, the Board may permit law enforcement agencies to make periodic, unannounced visits, as applicable law allows, to any public school in the Tuscaloosa County School System for the purpose of detecting the presence of illegal drugs or weapons. The possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s). In addition, staff and visitors are subject to possible criminal charges if found in possession of illegal drugs, alcohol, or weapons. These visits by law enforcement officials should be conducted with the knowledge and cooperation of the local school Principal and Superintendent or designee (File: JCAB).

INTERROGATIONS BY LAW ENFORCEMENT OFFICIALS

INTERROGATIONS AT THE REQUEST OF SCHOOL OFFICIALS

When the Principal or his/her designee has evidence and/or reasonable cause to believe that a crime has been committed on-campus by one or more students, law enforcement officials, to include juvenile authorities, may be requested to come to the school to investigate the incident. Such investigations may include interrogation of students. In the event a student is to be interrogated about a crime committed on-campus, the law enforcement official must read the Miranda rights pertaining to the student being interviewed. The juvenile Miranda rights are distinguished from the adult Miranda rights based on the student's right to contact a parent/guardian through the provided reasonable means. The decision to contact a parent/guardian is solely up to the student to be interviewed. A waiver of the Miranda rights is available to the student who agrees to an immediate interview. School officials have no duty to notify the parent/guardian of any student to be interviewed. If the parent/guardian cannot be contacted by the student through reasonable means or cannot be present within a reasonable time, the law enforcement official may proceed with the interview in the absence of the parent (Attorney General Ruling, December 9, 1974). School officials have no duty to intervene in the interview process on the ground that the parent cannot be reached. A school official must be present at the interview, but cannot refuse the law enforcement officer permission to conduct the interview.

INTERROGATIONS AT THE REQUEST OF LAW ENFORCEMENT OFFICIALS

When law enforcement officers make it known that they wish to talk to a student concerning an off-campus crime while under the supervision of the school, the student will be called to the office of the Principal. The law enforcement officer must read the student the juvenile Miranda rights from which the student becomes aware of the distinguished right to notify a parent/guardian of the impending investigation. Neither the law enforcement officer nor the school Principal or his/her designee has the duty to contact the student's parent/guardian. The decision to communicate with a parent/guardian is a decision to be made only by the student to be interviewed. The student may exercise the right to communicate with a parent/guardian through provided reasonable means. If the parent/guardian cannot be contacted through the provided reasonable means or cannot be present within a reasonable time, the law enforcement officials may proceed with the interview (Attorney General ruling, December 9, 1974). The student may sign a waiver to the Miranda rights and agree to an immediate interview with a law enforcement officer. If the parent wants to be present, then the law enforcement officer can take the student in custody and conduct the interview with the parent present.

METAL DETECTORS

To provide and maintain a safe and secure environment for students, school personnel, and authorized visitors, metal detectors may be employed by trained school Board employees and/or law enforcement officials with the knowledge and approval of the local school Principal and Superintendent or designee (File: JCABB).

SURVEILLANCE CAMERAS

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Tuscaloosa County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the school system. Equipment shall not be used where there is an expectation of privacy (i.e., bathrooms, gyms, locker rooms, private offices, and classrooms). All school personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes [*The Code of Alabama*, 16-4-7, 16-6B3, -4, -6 (1975); *Alabama Administrative Code* 290-4-1-.01(4, 5) State Department of Education, September 2, 1997; (Tuscaloosa County: November 13, 2000)].

STUDENT RECORDS

A well-developed student record file contains information needed for making appropriate educational decisions for the students. Student records are to be treated confidentially and should contain information that is relevant, accurate, and appropriate.

RESPONSIBILITIES OF STUDENTS, PARENTS, AND GUARDIANS ARE TO:

- inform the school of any information that may be useful in making appropriate educational decisions;
- authorize the release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student; release of records of students 17 years of age or younger who attend an elementary or secondary school requires the signature of the parent/guardian except when released to other educational institutions or when subpoenaed by the courts.

RIGHTS OF STUDENTS, PARENTS, AND GUARDIANS ARE TO:

- inspect, review, and challenge the information contained in records directly relating to the student;
- be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent, guardian, or eligible student; eligible students are those 18 years of age or older.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The *Family Educational Rights and Privacy Act* (FERPA) is a federal law designed to protect the privacy of a student's education records. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's records; however, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need-to-know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations doing certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and

- State and local authorities, within a juvenile system, pursuant to specific state laws.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. **Should parents decide not to release directory information for their child, they must notify the school Principal in writing within ten (10) days of the beginning of the school year or within 10 days of enrollment for transfer students. A new request for non-release must be completed each school year.**

STUDENT GRIEVANCES

The Tuscaloosa County Board of Education believes that the students have both the right and responsibility to express school-related concerns and grievances to the faculty and the administration. Therefore, students shall be assured the opportunity for an orderly review of grievances. Students should request an appointment with the Principal or his/her designees which will not interfere with the regularly scheduled classes or school activities. The faculty and administration will strive to resolve student grievances at the most immediate level of supervision. In all cases when the student's grievance cannot be resolved at the local school, students shall follow the system's grievance procedure.

MARRIED STUDENTS

Married students are eligible to attend the schools of the school system and participate in regular school programs. Such students must maintain a responsible relationship to the school and other students and shall be expected to abide by all rules and regulations applicable to all students (File: JQF).

STUDENT USE OF MOTORIZED VEHICLES

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. The privilege to operate a private vehicle on school property will be revoked if safety rules are violated. Students may be required to present evidence of an Alabama driver's license before they are authorized to bring a vehicle on school premises. In an effort to maintain order and safety in and on school parking facilities, school personnel are authorized to secure and require students operating motorized vehicles on campus to purchase parking decals, numbers, etc.
Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials (File: JGFF).

ANTI-HARASSMENT OF STUDENTS

It is the policy of the Board that no student shall engage in or be subjected to harassment, violence, threats of violence, humiliation, ridicule, or intimidation by any other student or group of students that is based on any of the specific characteristics that have been identified by the Board in this policy. The Board is committed to providing an academic environment that is free of any kind of harassment. Students who violate this policy will be subject to disciplinary sanctions.

The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, at a school-sponsored function, or results in the creation of a hostile environment at school, 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, and which has the intended effect or otherwise results in any of the following:

- places a student in reasonable fear of harm to his or her person or damage to his or her property;
- has the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
- has the effect of substantially disrupting or interfering with the orderly operation of the school;
- has the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function;
- has the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student; or
- has the effect of subjecting the target student to humiliation and/or ridicule by other students in the school setting.

Complaints alleging violations of this policy should be made on Board approved complaint forms available at the Principal's and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the Principal or the Principal's designee either by mail or personal delivery. In the sole discretion of the Principal or the Principal's designee, or 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. If the Principal or the Principal's designee determines that the complaint alleges a serious violation, an investigation will be made. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the Principal or the school system. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions. 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 Code of Student Conduct. 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 (File: JCDAC).

SEXUAL HARASSMENT OF STUDENTS

It is the policy of the Board that sexual harassment of a student by other students or employees is unlawful behavior and will not be permitted in the school setting. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic progress or completion of a school-related activity; or
- submission to or rejection of such conduct is used as a basis in evaluating the student's performance in a course of study or other school-related activity; or
- such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment.

A student who feels that he or she has been sexually harassed should report the incident to the school Principal and the designated reporting officer.* The student may request that the school Principal appoint a designee of the same sex to hear his/her complaint. The complaint should be made within ten (10) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made to the Principal in person or may be made in writing, signed by the complainant and then delivered to the reporting officer by the Principal. If such report is first made verbally, then it will be the responsibility of the Principal or reporting officer to reduce the same to writing and to have the complainant sign the written complaint (File: JN). *The Tuscaloosa County School System's Sexual Harassment Officer may be contacted at 205-342-2711.

IMPACT (INTERVENTION, MEDIATION, PARENT INVOLVEMENT, ACHIEVEMENT, CHANGING TOMORROW)

A collaboration between the Tuscaloosa County School System, the Tuscaloosa County District Attorney's Office, and the Tuscaloosa County Sheriff's Department has been formed to establish an early warning disciplinary program for the school/system. Members of the three agencies will collectively attempt to foster a positive, nurturing environment for the students and parents of this school system. The intent of the new early warning program will be to help decrease the number of disciplinary infractions and make a positive impact on the number of students dropping out of school. The following explains how the program will be implemented.

- The Principal will send a letter home to the parents when a student is suspended from school the first time.
- The Superintendent will send a letter home to the parents when a student is suspended from school for the second time.
- When a student is suspended for the third time, a member of the sheriff's office will deliver a letter to the parent(s) or guardian(s), and the Coordinator of Student Services for the Tuscaloosa County School System will set up the Early Warning Disciplinary Hearing at the Tuscaloosa Municipal Court.

State law, Code of Alabama (1975), 16-28-12-7 and 22, requires parents to ensure that their children are enrolled in school, attend school on a regular basis and **conduct themselves appropriately while in attendance.** The law holds parents accountable for their child's behavior in the school setting. A violation of this law is a Class C Misdemeanor and is punishable by up to 90 days in the Tuscaloosa County Jail.

STUDENT CONDUCT

It is the belief of the Tuscaloosa County School System that a uniform code of conduct for students is important to the pursuit of academic excellence in order that the students may have meaningful learning experiences. This can only be accomplished in schools where the environment is free from distraction caused by disruptive behavior. Creating such an environment requires the cooperation of the parents/guardians, students, Board of Education, and all employees of the school system. It is important that each person connected with the school understands the importance of a consistent set of behavior standards in order that a positive environment can be established and maintained. As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures identified shall apply to all students in grades K - 12. For effective instruction to occur, there must be a cooperative relationship among student, parent, and educator. This relationship may be described as follows:

PARENTS/GUARDIANS SHOULD:

- maintain regular communication with the school authorities concerning their children's progress and conduct;
- insure that their children are in daily attendance and promptly report and explain an absence or tardiness to the school;
- provide their children with the resources needed to complete class work;
- bring to the attention of school authorities any problem or condition which affects their children or other children of the school;
- discuss report cards and work assignments with their children;
- maintain up-to-date work and emergency telephone numbers at the school, including doctor, hospital preferences, and emergency health care form;
- attend scheduled parent/teacher conferences.

STUDENTS SHOULD:

- attend all classes daily and be punctual in attendance;
- be prepared to come to class with appropriate working materials;
- be respectful of all individuals and property;
- refrain from profane or inflammatory statements;
- conduct themselves in a safe and responsible manner;
- be clean, neat, and appropriately dressed;
- be responsible for their own work;
- abide by the rules and regulations of the school and each classroom teacher;
- seek changes in an orderly and recognized manner.

SCHOOLS SHOULD:

- encourage the use of good guidance procedures;
- maintain an atmosphere conducive to good behavior;
- exhibit an attitude of respect for students;
- plan a flexible curriculum to meet the needs of students;
- promote effective training or discipline based upon fair and impartial treatment of all students;
- develop a good working relationship among staff and with students;
- encourage the school staff, parents/guardians, and students to use the services of community agencies;
- promote regular parental communication with the school;
- encourage parent participation in affairs of the school;
- seek to involve students in the development of policy;
- endeavor to involve the entire community in the improvement of the quality of life within the community;
- notify parents, if possible, when students are absent;
- bring to the attention of parents any problem or condition which exists with their children.

PARENTS'/GUARDIANS' RESPONSIBILITY FOR THEIR CHILDREN'S CONDUCT

The Board hereby advises parents/guardians of their responsibility for the conduct of their children based on *Legislative Act 93-672* which amends Section 16-28-12, *Code of Alabama*. The Act has important implications for parents and students of the school system. Section I Title 16, *Code of Alabama*, 1975 is amended to read:

(A) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local Board of Education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

(B) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local Board and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the Principal to the Superintendent of the school system in which the suspected violation occurred. The Superintendent or his/her designee shall report such suspected violations to the district attorney within 10 days. Any Principal or Superintendent or his/her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public schools.

OPERATIONAL PROCEDURES

In an effort to implement and communicate the basic principle of the Act, parents/guardians and students shall be informed of the intent of Act 93-672 and Section 16-28-12, **Code of Alabama** through the printing of its basic principles in student handbooks and/or in school newsletters. Such information should be communicated at the beginning of each school year.

BASIC PRINCIPLES

Parents/Guardians

- must enroll their child in school (i.e., all children between the ages of 7 and 17 shall be required to attend school);
- are responsible for the regular attendance of their child;
- are to compel their child to properly conduct himself or herself in accordance with the policies of the Board related to student behavior;
- should be informed that inappropriate conduct or behavior on the part of their child may result in suspension from school and such suspensions will be reported to the Superintendent and District Attorney by school administrators;
- will be subject to prosecution by the District Attorney on the third suspension of their child pursuant to Section 16-28-12, **Code of Alabama.**
- may be referred to the District Attorney's office on the first or second suspension if, in the opinion of the Principal, the offense committed by their child warrants such action.

School Principals and the Superintendent are responsible for reporting violations of this Act to the District Attorney's office. School Principals and the Superintendent are hereby informed that the intentional failure to report a suspected violation of this Act could result in being declared guilty of a Class C misdemeanor. Such reports shall be made using the school system's *Notification of Suspension* form (File: JCDA-R).

JURISDICTION OF THE SCHOOL BOARD

Students enrolled in the Tuscaloosa County School System are subject to the policies of the Tuscaloosa County Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including but not necessarily limited to:

- regular school activities;
- transportation on school buses;
- field trips;
- athletic functions;
- activities during which appropriate school personnel have supervisory responsibility for students.

All school regulations and prohibitions pertain to motorized vehicles driven or parked on school property. In addition to the foregoing, jurisdictional control over the student may be extended to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school. The authority of the school officials to control student conduct off school grounds and outside school hours is well settled in the law. When the students are engaged in a school-sponsored activity, the authority of the school officials is the same as if the activity took place on school property.

STUDENTS' RESPONSIBILITIES FOR THEIR CONDUCT

Students enrolled in the Tuscaloosa County School System are to

- obey all school policies, rules, and regulations;
- become familiar with the contents of the ***Parent-Student Information Guide***.

CHEATING AND PLAGIARISM

Students are responsible for their own work. Students who share homework assignments are often unprepared for classroom assignments and exams. Cheating in any form is unacceptable. Prevalent use of the internet among students has made plagiarism easier than ever before. Students must understand that plagiarism is not only a form of cheating but it is also against the law.

CORPORAL PUNISHMENT

To establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools (File: JDA).

DETENTION

A student may be detained either after school or on Saturday for disciplinary purposes at the discretion of the local school Principal and certified staff of individual schools (File: JDB).

IN-SCHOOL INTERVENTION PROGRAM (ISI)

The In-School Intervention Program (ISI) is designed to provide a structured disciplinary atmosphere in which students who are in violation of Board policy and/or school rules and regulations may be isolated or removed from their regular classroom activities. The fundamental purposes of ISI are to:

- ensure a calm and safe climate in all regular classrooms where all students are afforded the opportunity to learn and achieve at their maximum rates;
- provide unruly students the opportunity to remain in the school setting and to continue their education, while at the same time impressing on them the need to accept standards of conduct that are in their best interest and the best interest of all students;
- keep all students enrolled in and attending school;
- provide an alternative to out-of-school suspension and to attempt to modify disruptive behavior by isolating disruptive students from their classmates.

SUSPENSION POLICY

Suspension is defined as the temporary removal of a student from school for violation of school policies, rules, regulations or for interfering with the orderly operation of the school. A suspension shall not exceed 10 school days per term/semester for non-special education students and 10 days per YEAR for special education students. Only the Superintendent or his/her designee, Principal, or assistant Principal shall have the authority to suspend students. Parents or legal guardians must attend a reinstatement conference following out-of-school suspension. Students shall be given notice of the charges against them and shall have the opportunity to present their explanation of the situation before any action is taken. If a student's behavior is so serious and disruptive that expulsion is recommended, the student may be suspended upon the Superintendent's or his/her designee's approval, until an expulsion hearing can be scheduled before the Board of Education. When a student has been suspended for an accumulated total of 10 days during the school year, an administrative hearing with the Superintendent or his/her designee shall be held (File: JDD).

ATTENDANCE POLICY AND REGULATIONS

The Tuscaloosa County Board of Education believes that regular school attendance is important to students and to the school system. Regular attendance by students facilitates development of the skills and knowledge necessary to function in a democratic society. Therefore, the Board endeavors to secure, in compliance with Alabama law, the prompt and regular attendance of students and to secure their proper conduct, and to hold the parents, guardians, or other persons in charge or control of students responsible and liable for such students' nonattendance and improper conduct. (File: JBD).

ABSENTEEISM

An absence is defined as nonattendance in a regularly scheduled class or activity. To be counted present, a student must be present more than 50% of the allotted time period.

EXCUSES

In accordance with Alabama law, parents/guardians MUST explain the cause of every absence of students under their control or charge. Every student, upon return to school, MUST bring a written excuse from home within two (2) days following the absence signed by the student's parent/guardian for each absence and present it to the Principal or his/her designee. After a total of 10 absences in a school year for elementary and middle school students, the parent/guardian of student will be required to provide medical or legal documentation for absences to be excused. After a total of 5 absences per term/semester for high school students, the parent/guardian of student will be required to provide medical or legal documentation for absences to be excused. All written excuses shall be retained for the remainder of the school year in the Principal's office or other approved locations.

EXCUSED ABSENCES

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

- personal illness of the student
- death in the immediate family
- inclement weather which would be dangerous to the life or health of the student as determined by the Principal
- legal quarantine or subpoena
- with prior permission of the Principal and consent of parent
- emergency conditions as determined by the Principal
- prior permission of the Principal and consent of the parent/guardian
- official religious holidays

UNEXCUSED ABSENCES

Absence for reasons other than those defined above shall be considered as unexcused. Any student seventeen (17) years of age or older who has not registered within five (5) school days of the beginning of a new school term/semester will be denied admission unless extenuating circumstances are approved by the Superintendent or his/her designee. An exception can be made for a special education student in an Individualized Education Program (IEP) meeting.

MAKE-UP WORK: EXCUSED ABSENCES

If a student is absent for any excused reason as defined above, the student will be allowed to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. **At the secondary level, the student shall be responsible for contacting the teacher or teachers to arrange to make up the work. At the elementary level, the parent/guardian shall be responsible for arranging necessary make-up work. Arrangements for make-up work must be made within two (2) days after returning to school from an excused absence.**

MAKE-UP WORK: UNEXCUSED ABSENCES

Teachers will 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 noncredit basis in order to help such students maintain academic pace. Teachers will 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.

NONCOMPLIANCE OF ATTENDANCE AND LOSS OF CREDIT (GRADES 9 – 12)

Students enrolled in grades nine through twelve who are absent from one (1) or more courses for ten (10) consecutive days for unexcused reasons or fifteen (15) days total for unexcused reasons during a full-credit, two nine-week grading period course, shall be denied credit for the course(s) in which the unexcused absences have occurred. These students will receive a Noncompliance/No Credit (NC) designation on all records. Students enrolled in grades nine through twelve, who are absent from one (1) or more courses for 5 consecutive days for unexcused reasons or 8 days total for unexcused reasons during a half-credit, one nine-week grading period course, will be denied credit for the course(s) in which the unexcused absences have occurred. They will receive a Noncompliance/No Credit (NC) designation on all records. Further, students seventeen (17) years or older will be withdrawn from school for the remainder of the term/semester if they are absent from school ten (10) consecutive days for unexcused reasons or fifteen (15) days total for unexcused reasons during a term/semester. An exception may be made for a special education student in an Individualized Education Plan (IEP) meeting. An appeal may be made in writing to the local school Principal within three (3) days from the date of notification of the loss of credit. The decision of the local school Principal may be appealed to the Superintendent or his/her designee in writing within three (3) days after the hearing at the local school.

STUDENT ACCOUNTABILITY AND ATTENDANCE AWARDS

- A student must be present more than fifty percent (50%) of the school day to be counted present;
  - Elementary students must **check in prior to 11:15** to be counted present for the day; elementary students must **check out after 11:30** to be considered present for the day.
  - Secondary students (middle school and high school students) must **check in prior to 11:30** to be counted present for the day; secondary students must **check out after 11:45** to be considered present for the day.
- Students who have been present (more than 50%) every day during the school year will be recognized for *Outstanding Attendance*.
- Students who have attended school every day for the entire day during the school year with **no tardies and no check-ins or check-outs** will be recognized for *Perfect Attendance.*

STUDENT TARDINESS PROCEDURE

A tardy is defined as a student's arrival after the official time set for the commencement of the respective school's regular daily activities (i.e., homeroom, roll call, etc.). Tardiness is a Class I Offense in the Student Code of Conduct. Students who are tardy to school or to class will be assigned the following administrative responses:

PROCEDURES FOR TARDIES IN ELEMENTARY SCHOOLS

6th tardy per semester.....After School Detention, Saturday Detention, or In-School Intervention (if available)
8th tardy per semester.....After School Detention, Saturday Detention, or In-School Intervention (if available)
10th tardy per semester.....After School Detention, Saturday Detention, or In-School Intervention (if available)
Each additional tardy per semester .....Parent conference required

PROCEDURES FOR TARDIES IN HIGH SCHOOLS AND MIDDLE SCHOOLS FOR FULL TERM/SEMESTER OR TWO NINE-WEEKS COURSES

4th tardy.....After School or Saturday Detention
6th tardy.....After School or Saturday Detention
8th tardy.....After School or Saturday Detention
10th tardy..... 1 day of Out-of-School Suspension
Each additional two (2) tardies ..... 1 day of Out-of-School Suspension

PROCEDURES FOR TARDIES IN HIGH SCHOOLS AND MIDDLE SCHOOLS FOR ONE NINE WEEKS COURSES

3rd tardy .....After School or Saturday Detention
4th tardy.....After School or Saturday Detention
5th tardy.....1 day Out-of-School Suspension
Each additional tardy ..... 1 day Out-of-School Suspension

Note: Tardies begin new each nine-week grading period for half-credit courses.

TRUANCY

Truancy is the habitual and unlawful absence from school. In accordance with the ***Code of Alabama***, the parent/guardian is responsible for requiring any student under his/her control or charge and under 16 years of age to attend school (File: JBDC).

EARLY WARNING TRUANCY PREVENTION PROGRAM

The Early Warning Truancy Prevention Program (EWTPP) requires that a weekly report be submitted to the attendance office for all students between the ages of 7 and 16 having unexcused absences. It further recommends that the parents/guardians be notified of their child's third unexcused absence. Upon the occurrence of a fifth unexcused absence, the parents/guardians and student are required to attend an EWTPP conference at the Juvenile Court. At the conference, the parents/guardians and student are informed of the State's compulsory attendance laws, court procedures, and consequences of further unexcused absences (File: JBDE/IDDDB).

SCHOOL ATTENDANCE AND DRIVER'S LICENSE/LEARNER'S PERMIT

PURPOSE OF ACT

The purpose of Legislative Act 93-386 as enacted by the Alabama Legislature is to require school attendance by persons 16 - 19 years of age as a prerequisite for the issuance of a driver's license/learner's permit by the State of Alabama for the operation of a motor vehicle. School attendance standards may be met by enrollment in a school, General Educational Development (GED) program, or job training program approved by the State Superintendent of Education.

PENALTY PROVISIONS OF THE ACT: ENROLLMENT, SCHOOLING, EMPLOYMENT

Section I of the Act states, "The Department of Public Safety shall deny the issuance of a driver's license/learner's permit or the renewal of a driver's license to operate a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation from a secondary high school or documentation that the person is enrolled in a secondary school; or is enrolled and making satisfactory progress toward the GED certificate; or is participating in an approved job training program approved by the State Superintendent of Education; or is gainfully and substantially employed; or is a parent with care and custody of a minor or unborn child; or has a physician's statement that the parents of the person depend on him or her as their sole source of transportation; or is exempt from this requirement based on Section 16-28-1 of the ***Code of Alabama***."

SUSPENSION OF CURRENT DRIVER'S LICENSE/LEARNER'S PERMIT

Further, persons 16 years and older who have a driver's license/learner's permit who withdraw or who are absent from school for 10 consecutive days or 15 days total for unexcused reasons during a term/semester shall be reported by the school authorities to the Department of Public Safety. The Department of Public Safety shall notify persons that their driver's licenses/learner's permits will be suspended on the 30th day following notification unless re-enrollment occurs or one of the other conditions is documented.

OPERATIONAL PROCEDURES: PRINCIPALS' RESPONSIBILITIES

Principals or their designees shall provide students with information relative to the Act and procedures for compliance. Principals or their designees shall complete Part 1, Section I of the "Student Enrollment/Exclusion Status Form" at the request of students enrolled in their schools. Principals or their designees should provide students with information relative to completing Part 1, Section 2, and Part 2 sections of the form; however, it is the responsibility of the student/parent/guardian to secure signatures, documentation statements, etc., for the GED and Exclusion Status Sections. Principals or their designees shall complete and transmit the *Department of Public Safety Notification* form on each student who drops out or is absent from school for 10 consecutive days or 15 days total for unexcused reasons during a term/semester.

OPERATIONAL PROCEDURES: STUDENTS' RESPONSIBILITIES

Students, 15 - 19 years of age, who are enrolled in a school of the school system and desire to acquire their driver's license or learner's permit, should obtain a *Student Enrollment/Exclusion Status* form at the office of the school in which they are enrolled prior to going to the Department of Public Safety. Students should complete the name and personal information portion of the form and request the Principal or his/her designee to complete Section I of the form.

OPERATIONAL PROCEDURES: FORMER STUDENTS' RESPONSIBILITIES

Persons, 15 - 19 years of age, who are not enrolled in a school of the school system and desire to acquire a driver's license or learner's permit, should obtain a *Student Enrollment/Exclusion Status* form at the office of the school they previously attended or at the Central Office prior to going to the Department of Public Safety. Such individuals must contact their former Principal and the appropriate agency/individual to complete other applicable sections (File: JBDB).

POSSESSION OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Possession of cell phones and other electronic communication devices are addressed in the Technology Usage Policy. Students in violation of this policy are subject to formal disciplinary action.

DRESS CODE

The Board and administration recognize the effects which student dress and grooming have upon student behavior and commitment to learning. The Board and administration further recognize the importance of personal rights and privileges of each individual student in the school system; however, individual rights stop where the rights of the group (the school) begin; no student has the right to dress or appear in such a manner that disrupts the teaching-learning process. The Board strongly believes it is the responsibility of students and parents /guardians to use reason, good judgment, and common decency in the choice of dress and physical grooming in the school setting. Therefore, it is believed that the following dress and appearance standards are essential to the orderly operation of the schools of the School System on the basis of health, sanitation, safety, and prevention of disruptive appearances at school:

- Students must wear shoes; shoes that mark or damage floors will not be permitted; shoes that have wheels or other attachments may not be worn;
- Hats/caps/toboggans/sock caps/bandannas are not to be worn inside buildings;
- Dark glasses may be worn only with a doctor's prescription;
- Shorts, skirts, and dresses must be appropriate for school; those that are tight fitting and/or unreasonable in length may not be worn;
- Belts and pants must be fastened at the waist; overalls must be properly fastened and buttoned;
- Clothing or personal items associated with gang affiliation or gang activity are prohibited;
- Clothing should be in good taste for the age, maturity, and size of the student; apparel which renders one's appearance as suggestive or indecent is prohibited; no midriffs may be exposed at any time; no undergarments are to be exposed;
- Slogans, symbols, patches, and obscene writings which are disruptive or suggestive are prohibited.

The Principal or his/her designee has the authority to determine inappropriate or unacceptable dress. When the dress or appearance of the individual student disrupts the teaching-learning process, the Principal has the authority to take disciplinary action.

STUDENT TRANSPORTATION AND TRANSPORTATION FOR STUDENTS WITH DISABILITIES (IDEA)

In an effort to provide students with safe and secure transportation to and from home, the Tuscaloosa County Board of Education has set procedures and guidelines every parent and student must follow. These procedures are applicable to any school activity in which buses are used.

- The Coordinator of Transportation or his/her designee shall authorize all bus routes and stops;
- Bus stops shall be established at points that are a minimum distance of two-tenths (2/10th) of a mile apart, unless otherwise justified by extenuating circumstances or safety factors;
- The distance off a main road must be at least five-tenths (5/10th) of a mile in order to provide service;
- Buses shall not be routed over roads that are not maintained by federal, state, or local government;
- School buses shall only be used for the transportation of students to and from school and other educational purposes;
- Only authorized employees of the school system or students shall be permitted to ride buses to and from school;
- Special transportation will be provided for any student with disabilities whose IEP (Individualized Education Program) requires it;
- Transportation for students with disabilities may include travel to and from school, between schools, and with additional personnel assigned.

SCHOOL BUS CONDUCT

The following regulations will apply to all students riding school system-owned or leased buses:

STUDENTS SHOULD ADHERE TO THE FOLLOWING RULES WHILE RIDING SCHOOL BUSES:

- Students must be on time at the designated pickup sites (at least five minutes prior to arrival time);
- Students must stay off public roads while waiting for the bus;
- Students must wait for the bus to stop before attempting to board;
- Students are responsible to the bus driver while riding the bus;
- Students are subject to the student code of conduct and dress code while riding school buses;
- Students will sit in seats assigned by the driver;
- Students must wear seat belts on all buses on which seat belts are installed;
- Students must keep all body parts inside the bus at all times;
- Students must assist in keeping the bus safe and clean;
- Students must refrain from loud talking or behavior which may divert the driver's attention;
- Students must refrain from damaging the bus;
- Students must pay for any damage caused to seats, windows, etc.;
- Students may not eat or drink on the bus on regular routes;
- Students may not bring glass bottles or containers onto the bus;
- Students may not bring laser pointers and other prohibited items onto the bus;
- Students may not leave books, lunches, etc., on buses;
- Students must keep aisles of the bus unobstructed at all times in order to allow easy passage for all students; book bags, band instruments, athletic equipment, etc., must be kept with the students in their seats; if an item is too large to sit on a student's lap or by his/her feet, the bus driver shall be the judge as to whether it may be transported at all;
- Students must help with the comfort and safety of smaller students;
- Students may not throw anything out of bus windows; (student will be responsible for damages incurred by such action);
- Students must remain in seat while the bus is in motion;
- Students must remain quiet when the bus is approaching a railroad crossing stop;
- In case of a road emergency, students must remain in the bus or follow the driver's instructions;
- Students will not ride school buses on trips other than regular runs without filing permits with the Principal that have been authorized by their parents/guardians for such trips;
- Students will be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the Principal;
- Students will not be picked up or dropped off at transfer points.

STUDENTS SHOULD ADHERE TO THE FOLLOWING REQUIREMENTS WHEN EXITING AND CROSSING IN FRONT OF THE BUS:

- Students must make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended;
- Students must cross in front of the bus within sight and hearing of the driver, look both ways, and stay out of the line of traffic until the roadway is free from danger;
- Students must proceed across the roadway upon signal from driver or bus patrol;
- Students will not cross four-lane roadways; they will be picked up and dropped off on their side of the four lane roadway (File: JGG-R).

CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

ATTENDANCE AND CONDUCT (ACT 94-782)

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

TEACHER ASSAULT (ACT 94-794)

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his/her duty (Code of Alabama Section 13A-6-21).

DRUG DEALING (ACT 94-783)

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

DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATENED PHYSICAL HARM (ACT 94-784)

The school Principal will notify appropriate law enforcement officials when a person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the Principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days. If a person is found to have violated a local Board of Education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local Board of Education as a condition for readmission.

WEAPONS IN SCHOOLS (ACT 94-817)

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

VANDALISM (ACT 94-819)

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

PISTOL POSSESSION/DRIVER'S LICENSE (ACT 94-820)

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

DROPOUT/DRIVER'S LICENSE (ACT 94-820 Which Amended ACT 93-368 as Codified In Section 16-28-40, Code of Alabama 1975)

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

FIREARMS AND WEAPONS

It is a violation of Board policy for any student to have in his/her possession weapons or firearms of any kind at any time and at any place on school property. Students who are found in violation of this policy may be placed on immediate suspension from school. In addition, the authorities from the criminal justice and/or juvenile delinquency system will be notified. If a student is determined to be in possession of a firearm, he or she will be expelled from the school system for a period of not less than one (1) year. In accordance with the *Gun-Free School Act*, the Superintendent may modify the expulsion requirement on a case-by-case basis to meet the requirements of IDEA and Section 504 of the Rehabilitation Act (File: JDEAB).

ITEMS FORBIDDEN INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- knives of any kind and any length
- razors or razor blades
- box openers
- firearms
- explosive devices including fireworks of any description
- any items which may be used as clubs
- all sharp/pointed objects designed for use as weapons, including weapons used for recreation
- tear gas or other chemical weapons or devices

STUDENT ALCOHOL AND DRUG USE (SUBSTANCE ABUSE)

It is the policy of the Board that each student shall be specifically prohibited from being under the influence of, having consumed prior to arriving, bringing onto school grounds, or having in his or her possession on a school bus, on school premises, or at any school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, marijuana, steroids or any mind-altering drug or material, including prescribed medications or over-the-counter medication including any violation of the Board's medication policy. Failure to follow the procedures outlined in the Medication Guidelines JGCA-R1 will constitute violation of the Student Alcohol and Drug Policy (File: JCDAB).

Any alcohol or drug-related violation of criminal law, state or federal, committed on school property shall be prosecuted as provided by law. Provided students are apprehended possessing, using, being under the influence of, or dispensing any substance as described above, school officials, teachers, and/or other Board employees will report all such students to their immediate supervisor who shall cooperate with the proper law enforcement agency and the prosecuting attorney's office.

The Principal also will immediately notify the parent or guardian by telephone of any student found in violation of this policy. If the parent or guardian cannot be reached by phone, the Principal will then notify the parent or guardian of the action by sending a certified letter within twenty-four (24) hours. Care will be given to afford due process to all students.

APPLICABLE PROCEDURES – SUBSTANCE ABUSERS

A school staff member will be expected to accompany any student to the Principal's office or to the administrator in charge when there is reasonable cause to believe the student is currently in possession of, has previously been in possession of, has used or previously used, is under the influence of, or has transmitted above substances while on school property or while on a school bus, or while attending a school sanctioned/sponsored function or activity. Additionally, this designee will comply with the following procedures in order to safeguard the student and the total school environment:

1. Keep the student in a secured area of the building away from other students.
2. Notify, if possible, the parent or guardian of the student and request he/she come to the school immediately.
3. Notify the juvenile authorities.
4. Place in the possession of the Principal or designee any suspected illegal or prohibited substance surrendered by the student and seal it in an envelope in the presence of another school staff member with both persons verifying that the substance is contained in the sealed envelope.
5. Place the envelope in which the substance is contained in the possession of law enforcement authorities in the presence of a witness.
6. Upon weighing all available information and evidence, the Principal, based on reasonable belief that the student is in violation of the school System's substance abuse policy or applicable laws, may suspend the student from school for up to ten (10) days pending an expulsion hearing before the Board. If the initial information and evidence is inconclusive relative to the student's violation of the School System's drug policy, the Principal may permit the student to remain in school until such time as any conclusive test information is received from law enforcement officials. In the event that conclusive evidence is subsequently obtained through law enforcement officials or other sources that the student was in violation of the School System's substance abuse policy, the student then may be subject to suspension for up to ten (10) days with a recommendation for expulsion. In all cases the Principal will ensure that all due process procedures are accorded the student.
7. Inform the student and his/her parent(s) or guardian(s) of appropriate substance abuse treatment facilities.

NOTE: In the event a student sells or distributes or proposes to sell or distribute a substance represented to be an illegal substance, all of the above procedures will be followed up to and including suspension with a recommendation for expulsion.

APPLICABLE PROCEDURES – SUBSTANCE ABUSE EMERGENCIES

Provided a student experiences a substance abuse emergency while under the supervision of school authorities, the Principal or his/her designee will comply with the following procedures to safeguard the student and the total school environment:

- obtain appropriate licensed medical assistance for the student; school authorities, if possible, will provide the medical assistants with (a) the name of the substance, (b) the amount of the substance consumed, and (c) the time of consumption;
- notify, if possible, the parents/guardians of the student and inform them of the emergency.

If confirmation is received that the medical emergency is related to substance abuse that is in violation of the school system's substance abuse policy or applicable laws, the Principal may suspend the student for up to ten (10) days (see policy JCAA for definition of days) pending a hearing before the Board for expulsion. In all cases, the Principal will ensure that all applicable due process procedures are accorded the student (File: JCDAB).

STUDENT USE OF TOBACCO PRODUCTS

It is the policy of the Board that students will not be permitted to possess, smoke, or use tobacco products in any form while in school buildings, on school grounds, or in school buses during the school day or during any school sponsored activities. Possession, control, or use of tobacco products is a Class II/Intermediate Offense in the Student Code of Conduct. Administrative responses to this violation may include by are not limited to the following: parent contact(s) conference(s), corporal punishment, out of school suspension (not to exceed five days) and legal action.

STUDENT CODE OF CONDUCT: CLASSIFICATION OF VIOLATIONS

Violations of the **Student Code of Conduct** are grouped into three classifications of MINOR, INTERMEDIATE, and MAJOR offenses. Each classification is followed by a disciplinary procedure to be implemented by the Principal or his/her designees. In addition, the Board of Education authorizes the administration at the local school to develop specific local school rules and regulations which will assist in enforcing the **Student Code of Conduct.**

ITEMS PROHIBITED AT SCHOOL AND ON SCHOOL BUSES

Any item which may interfere with school operations or the safety of others is prohibited on school grounds and buses. These items include, but are not limited to, the following: pocket knives, laser pointers, pepper spray, mace, pornography, cigarette lighters, matches, playing cards, chewing gum, glass bottles, games, and toys. Valuable student property does not belong at school. The school is not responsible for lost or stolen items, and no attempt to recover these items will be made by school personnel.

PROCEDURES FOR THE ADMINISTRATION OF FORMAL DISCIPLINARY ACTION

Each classroom teacher will handle general classroom disruption by taking in-class disciplinary action by making a personal call to the parents/guardians when feasible or by scheduling conferences with the parents/guardians and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the Principal or his/her designee. Parents/guardians of students who consistently exhibit poor work habits should be notified by school personnel. In the following classes of violations and disciplinary procedures, it is understood that the Principal or his/her designee will hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

CLASS I VIOLATIONS MINOR OFFENSES

- excessive distraction of other students;
- littering of school property;
- gambling;
- tardiness;
- use of profane or obscene language;
- nonconformity to dress code (see File: JCDB);
- minor disruption on a school bus;
- inappropriate public display of affection;
- unauthorized absence from class or school;
- out of assigned area;
- possession of pornographic material;
- repeated refusal to complete class assignments and failure to bring required instructional materials to class;
- vehicular violations;
- any other offense which the Principal may reasonably deem to fall within this category.

ADMINISTRATIVE RESPONSES FOR CLASS I VIOLATIONS (INCLUDING BUT NOT LIMITED TO)

- student conferences;
- parent contacts/conferences;
- after-school detention;
- suspension from class/bus;
- corporal punishment;
- out-of-school suspension not to exceed 3 school days (not to exceed a cumulative total of 10 days per term/semester for non-special education students and 10 days per academic year for special education students);
- assignment to in-school intervention (where available) or Saturday school (alternative to suspension).

CLASS II VIOLATIONS INTERMEDIATE OFFENSES

- defiance of Board employee's authority;
- possession, control or use of tobacco products, matches or lighters
- battery upon students
- fighting
- vandalism
- stealing - larceny - petty theft
- possession of stolen property with the knowledge that it is stolen
- threats – extortion
- trespassing
- possession of fireworks or firecrackers
- offensive touching of another person
- cheating - serious or repeated violations
- sexual harassment including but not limited to written or verbal propositions to promote sexual acts;
- use of obscene manifestations (verbal, written, physical) toward another person
- directing obscene or profane language to a Board employee or visitor
- leaving school premises without permission
- threat, harassment, or intimidation of a student
- intentionally providing false information to a Board employee
- any misuse or abuse of cellular and/or telecommunication devices
- any misuse or abuse of any computer or computer program
- violation of Alabama's criminal statutes
- illegal organizations: fraternities, sororities, gangs, and secret societies
- any other offense reasonably deemed by the Principal to fall within this category

ADMINISTRATIVE RESPONSES FOR CLASS II VIOLATIONS (INCLUDING BUT NOT LIMITED TO)

- parent/guardian contacts or conferences
- corporal punishment
- legal action
- assignment to in-school intervention (where available)
- assignment to Saturday school or after-school detention (where available)
- out-of-school suspension not to exceed 5 school days (not to exceed cumulative total of 10 days per term/semester for non-special education students and 10 days per academic year for special education students)

CLASS III VIOLATIONS MAJOR OFFENSES

- possession of drugs, drug paraphernalia, and alcohol, or substances represented to be illegal
- arson
- battery upon Board employee
- robbery
- stealing - larceny - grand theft
- burglary of school property
- criminal mischief
- possession of firearms
- possession of weapons
- possession of explosives
- discharging of any pistol, rifle, shotgun, air gun, pellet gun, BB gun, or any other device on school property
- bomb threats
- aggravated battery
- sexual acts
- inciting or participating in major student disorder
- unjustified activation of a fire alarm system
- igniting fireworks and/or firecrackers
- any other offense reasonably deemed by the Principal to fall within this category

ADMINISTRATIVE RESPONSES FOR CLASS III VIOLATIONS (INCLUDING BUT NOT LIMITED TO)

- out-of-school suspension not to exceed 10 days (cumulative total of 10 days per term/semester for non-special education students and 10 days per academic year for special education students)
- expulsion
- legal action

Due to the serious nature of Class III violations, it may be necessary to remove a student immediately from school property. In such event, procedures in the out-of-school suspension policy should be followed (File: JDEA).

EXPULSION

Expulsion is defined as any denial of school attendance for a period longer than 10 school days (defined as 10 days per term/semester for non-special education students and 10 days per year for special education students). The authority to expel a student is vested only in the Board. The Board will have the duty to review the evidence advanced by the Principal, other school system personnel, and other interested parties in support of the recommendation for an expulsion and to hear and review any rebuttal advanced by the student, parents, guardians, or representative. The Board and its administrators may consider mitigating circumstances before imposing punishment, including risk of harm, intent, age and grade of student. Expulsion may be for the remainder of the school year or for a definite period of time extending beyond the remainder of the school year, or it may be permanent. The Board may require that at the end of an expulsion period, the student and his/her parents/guardians appear before the Superintendent and/or Board to determine if changes in behavior on the part of the student have occurred which indicate a willingness and ability to function in the school setting. Moreover, the Board may require that the expelled student participate in activities which would reasonably be assumed to change his/her behavior in a positive direction as a condition for re-admittance to school (File: JDE). Students with disabilities who are receiving special education services other than gifted may not be expelled from school for any misbehavior that has a direct and significant relationship to that student's area of disability. If the IEP Committee determines that the behavior in question does not have a direct and significant relationship to the student's areas of disability, the public education agency may expel the student; however, a complete cessation of education service is not permissible (File: JDE).

ADMINISTRATIVE HEARING

An administrative hearing with the Superintendent and/or his/her designee will be conducted on proposed expulsions when a student has accumulated a total of 10 days suspension, or when other circumstances dictate the need for a hearing. Administrative hearings are considered non-adversarial; therefore, there will be no need for legal counsel to represent the parent or school system. Should a parent opt for legal representation at any administrative hearing, the parent must notify the Office of Student Services at least one school day prior to the hearing to ensure the presence of the Board Attorney. Failure to provide proper notification shall necessitate the rescheduling of the administrative hearing.

ALABAMA'S SCHOOL BUS STOP LAW

The driver of a vehicle upon meeting or overtaking from either direction any school bus which has stopped for the purpose of receiving or discharging any school children on a highway, on a roadway, on school property, or upon a private road shall bring the vehicle to a complete stop before reaching the school bus. The driver of a vehicle upon a divided highway having four or more lanes which permits at least two lanes of traffic to travel in opposite directions need not stop the vehicle upon meeting a school bus which is stopped in the opposing roadway; however, when a school bus stops for passengers on four-lane roadways without a median separation or with a center turning lane, all traffic from both directions must stop. Violations of the school bus passing law are as follows:

- 1st Offense – $150 to $300 Fine
- 2nd Offense – $300 to $500 Fine, 100 hours community service, and 30 day license suspension
- 3rd Offense – $500 to $1000 Fine, 200 hours community service, and 90 day license suspension
- 4th Offense – $1000 to $3000 Fine, Class "C" Felony, and one year license suspension

For more information, contact the Alabama Department of Education, Pupil Transportation Section, at (334) 242-9730 or www.alsde.edu.

PARENT-STUDENT INFORMATION GUIDE

NOTE: The *Parent-Student Information Guide* is official Board Policy and the contents therein are based on policies and procedures published in the three official volumes of the *Tuscaloosa County Board of Education Policy Manual.* It is a valid resource regarding school system policies and procedures; however, it is not intended to replace the *Policy Manual.* Detailed documentation of official school Board policies is available for review at each local school, the Central Office, and the system website at www.tcss.net (File: JDEA-R).

LOCAL SOURCES OF ASSISTANCE

AL-ANON Family Group and ALA-TEEN	**(205) 759-2497**	**Indian Rivers Substance Abuse Insight Center**	**(205) 391-0132**
Alcoholics Anonymous (AA)	**(205) 759-2497**	**Poison Control**	**(205) 345-0600**
American Cancer Society	**(205) 758-0700**	**PRIDE (Parents' Institute for Drug Education)**	**(205) 764-0351**
Bradford Health Services	**(205) 750-0227**	**Red Cross**	**(205) 758-3608**
Child Abuse Prevention Services	**(205) 758-1159**	**Turning Point**	**(205) 758-0808**
Crime Stoppers	**(205) 752-7867**	**Tuscaloosa County Health Department**	**(205) 345-4131**
DCH North Harbor	**(205) 330-3000**	**Tuscaloosa's One Place**	**(205) 462-1000**
Drug-Free Schools Program	**(205) 342-2743**	**Tuscaloosa Treatment Center**	**(205) 752-5857**
Family and Children's Services (DHR)	**(205) 554-1100**	**Washington Insight Center**	**(205) 391-0132**
Family Counseling Service	**(205) 752-2504**	**West Alabama Aids Outreach**	**(205) 759-8470**
Hotline for Minor Sales	**(800) 392-8011**		