

# **Parent—Student Code of Conduct**

for

Troy City Schools

2014-2015

Troy City Board of Education  
358 Elba Highway  
Troy, Alabama 36079  
Telephone: (334) 566-3741

**Dr. Lee A. Hicks**  
Superintendent

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# **TROY CITY BOARD OF EDUCATION**

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# Troy City Schools Directory

## Schools and Addresses

Hank Jones Early Childhood Center  
503 Gibbs Street  
P.O. Drawer 708  
Troy, Alabama 36081

Troy Elementary School  
503 Gibbs Street  
P.O. Drawer 708  
Troy, Alabama 36081

Charles Henderson Middle School  
800 Elm Street Road  
P.O. Box 925  
Troy, Alabama 36081

Charles Henderson High School  
150 George Wallace Drive  
P.O. Box 1006  
Troy, Alabama 36081

Troy—Pike Center for Technology  
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Troy City Alternative Learning Center  
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# TROY CITY SCHOOLS CODE OF STUDENT CONDUCT

## INTRODUCTION

The belief of the Troy City Board of Education is that instruction shall occur in an environment that is conducive to learning because effective quality instruction requires orderly procedures and discipline. The intent of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly and business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Furthermore, acting in the best interest of this community, the policy of the Troy City Board of Education is to require the principals, faculties, staffs, students, parents and guardians to adhere to and to comply with this Board of Education-approved Code of Student Conduct.

As students progress in the public schools, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of great responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of student behavior identified in this handbook will apply to all students in grades kindergarten through twelve. Recognizing these differences, disciplinary action shall be divided into elementary, middle and/or high school sections to assist parents and guardians, administrators, faculty members and students in maintaining an environment that is conducive to teaching and learning.

The consensus of the Board of Education is that the regulations in this handbook deal with matters of legitimate interest with the intent of protecting the health, safety and welfare of students and insuring the efficient operation of the schools.

### **The contents of this handbook will:**

- describe roles of the home, student, school and school personnel.
- describe student's rights and responsibilities.
- define student discipline in the context of the Board of Education's philosophy.
- identify formal disciplinary actions.
- identify classifications of violations and describe procedures for disciplinary actions.
- standardize procedures for administering formal disciplinary actions.
- conform to the mandates related to safe and drug free schools as enacted by the same legislature pertaining to education.

## **ROLES OF THE PARENTS AND STUDENTS**

In order for effective teaching and learning to take place in our schools, there must be a cooperative relationship among students, parents/guardians and educators.

### **To foster this relationship, parents and guardians should:**

- communicate regularly with the school authorities concerning their child's progress and conduct.
- insure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials.
- provide their child with the resources needed to complete classwork.
- assist their child in being healthy, neat and clean.
- bring to the attention of school authorities any problem or condition which affects their child or other children.
- discuss report cards and work assignments with their child.
- maintain up-to-date home, work and emergency telephone numbers at the school, including doctor, hospital preferences and an emergency health care form.
- attend scheduled parent-teacher conferences.
- promptly report any change of address by completing a new affidavit.

### **Student Should:**

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

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

Troy City School students are subject to the rules and regulations of the Troy Board of Education during the school day, while in attendance at school-related activities and while being transported to and from school on school-related activities in school vehicles. Jurisdictional control over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have an effect on the health, safety and welfare of the school community.

## ATTENDANCE

### Philosophical Basis:

School administrators are required under state law to enforce compulsory school attendance laws for students 6-17 years of age. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society.

### Student Responsibilities:

To take advantage of educational opportunities by attending all classes daily and on time.

To provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence.

To promptly request make-up assignments for each excused absence.

### Student Rights:

To be informed of Board of Education policies and individual school rules regarding absenteeism and tardiness.

To appeal a decision pertaining to an absence.

To make up classwork within a specified length of time when there is an excused absence.

## STUDENT ATTENDANCE POLICY

It is the belief of the Troy City Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities excused by school personnel) in a regularly scheduled class or activity regardless of the reason for such non-attendance.

Parents or guardians shall send a note of explanation to the school the day the child returns to school.

### Excused Absences

A student shall be excused for absences from school for the following reasons:

1. Illness;
2. Inclement weather which would be dangerous to the life of the pupil if he/she attended school;
3. Legal quarantine, death in the immediate family, emergency condition as determined by Superintendent or principal;
4. Permission of principal and consent of parent.

**In order to meet the required *promotion/attendance policy*, any student having *more than 20 absences (total for grades K-8)*, or more than 10 absences by class or subject per semester (*grades 9-12, whereby students receive credit based on attendance for each class*) will be required to have a *doctor's or legal excuse*.**

**\*A student must be in attendance one-half of the instructional day to be counted present (K-8).**



## **Unexcused Absences/Truancy**

Any absences not excused shall be considered unexcused. Failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court. First truancy/ unexcused absence (warning)-parent/guardian shall be notified by the principal or his/her designee that the student was truant and the date of the truancy. Fifth unexcused absence (conference)-attendance at one of these conferences is mandatory except in case of an emergency or prior arrangements have been made. **Seventh unexcused absence, but within ten (10) school days (court)-a complaint may be filed against the child and/or parent/guardian.**

## **Excuses**

In accordance with state 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 signed by the student's parents/guardians for each absence and present it to the principal or his/her designated representative.

The principal or designee shall ensure the student's teacher(s) is notified as to whether the absence is excused or unexcused. All written excused shall be retained for the remainder of the school year in the principal's office or other location approved by the principal. The principal has the responsibility of making decisions relating to check-outs. Such decision shall be made in the best interest of the student when emergencies or unusual circumstances arise.

## **Make-up Work-Excused Absences**

If a student is absent for any excused reason as defined as above, the student shall be allowed to make up school work and/or examinations missed during said absence or absences. For kindergarten through sixth grade students, the teacher shall be responsible for providing the student with a written list of missed assignments within three (3) days after the absences(s). The student shall be responsible for completing all make-up assignments within a reasonable length of time, not to exceed two (2) weeks.

For seventh through twelfth grade students, the students shall be responsible for contacting the teacher or teachers immediately upon return to school to arrange a reasonable length of time not to exceed two (2) weeks, to make up work and/or examinations. Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn lessons missed due to excused absences.

## **Make-up Work-Unexcused Absences**

Teachers shall not be obligated to provide make-up work and/or examinations for students absent for inexcusable reasons.

## **School Participation Absences**

Students who are away from school because of participation in official school sponsored activities shall be marked present and shall be allowed to make up missed work.

## **Attendance Requirements**

According to school board policy, any student enrolled in grades K-8 who accumulates more than 20 absences during the school year, is subject to being retained in the same grade the succeeding year. **Above 20 absences for the year must be documented with a doctor's or legal excuse.** Partial day absences will be cumulative in computing this total.

## **Attendance Requirements (Continued)**

According to school board policy, a student enrolled in grades 9-12 may not receive credit in classes where the accumulated absences within a semester exceed 10. After a student has accumulated a total of more than 10 absences per semester per class, absences must be documented with a doctor's or legal excuse. Doctors' or legal excuses must be presented to the office within one week of the absences if they are to be considered.

School-sponsored or sanctioned activities are exempt and do not count toward the total absences allowed; however, arrangements must be made for making up work as required.

A student who is suspended from school for disciplinary reasons for any number of days will have that number of days charged against the total number of absences allowed.

A student who has been retained or who has lost credit(s) because of noncompliance with attendance policies shall receive a notation of Noncompliance Attendance (NCA) on his/her report card and cumulative record for that semester year. The principal shall make the determination of retention or loss of credit due to noncompliance with attendance policies (NCA). In such cases, a parent or guardian and/or student may request a hearing with the Principal and Superintendent to appeal such loss of credit or retention. This request must be in writing, dated and signed, within five days of the notification of the loss of credit. Failure of parent or guardian and/or student to request a hearing shall be sufficient basis for sustaining the loss of credit or retention. Credit which is lost because of absences will be made up in the same manner as academic failures.

## **Tardiness**

Students are required to report to their individual schools no later than the beginning of the school day and be punctual to all classes during the day. Tardiness is excused for the same reasons that absence is excused. Tardiness for any other reason is unexcused. Excessive tardiness will result in disciplinary action.

## **Check-ins and Check-outs**

Any student who arrives after school has begun must go to the office of the principal and check-in.

Students who have a valid need to leave school before the dismissal bell shall be checked-out at the office of the principal. Such students must be signed out by the parent or guardian. Notes or telephone calls may be accepted for purposes of checking out a student.

## **Parental Responsibility for Student Attendance and Behavior**

It is the policy of the board to comply with Act 93-672 as adopted by the Alabama Legislature. Parents/guardians or person in charge of children are required to ensure that their children enroll and attend school and conduct themselves properly in accordance with written policy on school behavior adopted by the local board of education.

The failure of a parent/guardian and persons in charge of children to exercise this responsibility is a crime. If convicted said persons shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days.

School principals and the superintendent of education or his/her designee are required to report suspected violations to the district attorney within ten (10) days. Any principal or superintendent or his/her designee intentionally failing to report such suspected violations shall be guilty of a Class C misdemeanor. The local board of education will establish programs to inform parents of school children of their education related responsibilities.

## **Student School Attendance Standards and Operation of a Motor Vehicle (Pertaining to a Drivers License)**

It is the policy of the board to comply with Act 93-368 as adopted by the Alabama Legislature which provides for school attendance standards and the operation of motor vehicles. Any person under the age of 19 at the time of application for, or renewal, or reinstatement of a driver's license or a learner's license must present documentation of graduation or school attendance or qualify for one or more of the following expectations:

- Is enrolled and making satisfactory progress in a course leading to a general education development test (GED) from a state approved institution or organization or has obtained the certificate.
- Is enrolled in a secondary school of this state or any other state.
- Is participating in a job-training program approved by the State Superintendent of Education.
- Is gainfully and substantially employed.
- Is a parent with the care and custody of a minor or unborn child.
- Has a physician certify that the parents of the person depend on him/her as their sole source of transportation.
- Is exempted from this requirement due to circumstances beyond his/her control as provided commencing with Section 16-28-1 Title 16 Code of Alabama 1975 as amended.

## **TRANSFER STUDENTS**

**A student must be in good standing and must have no major disciplinary action pending against him/her by the school he/she is leaving in order to be eligible to enroll in any school in the Troy City School System.** Any parent who desires to place their child in home schooling or return from home schooling should contact the Troy City Board of Education for specific information.

## **GUIDANCE SERVICES**

### **Philosophical Basis:**

Personal concerns of students can seriously limit educational development. Schools have the responsibility to provide a guidance program and to make relevant and objective information available to students in such a manner that it will enhance educational development.

### **Student Responsibilities:**

To use guidance services for their own educational and personal improvement.

To schedule appointments with guidance personnel in advance unless the problem or concern is an emergency.

To work cooperatively with guidance personnel.

### **Student Rights:**

To be informed as to the nature of the guidance services available in school.

To have access to individual and group guidance..

## **SPECIAL EDUCATION**

Any special needs student who **qualifies** under IDEA or NCLB will receive a free and appropriate public education (FAPE)

### **CHILD FIND**

The Troy City School System is committed to providing educational opportunities to all exceptional children. Services are provided to students identified with special needs according to the Alabama Administrative Code to include the areas of Autism, Deaf-Blindness, Developmental Delay, Emotional Disability, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment.

If you live in Troy City and have or know a child who is exceptional between the ages of 0-21 and not in school, call 566-3741 or write.....CHILD FIND, TROY CITY SCHOOLS, SPECIAL EDUCATION DEPARTMENT, 385 ELBA HIGHWAY, TROY, ALABAMA 36079.

### **GIFTED EDUCATION**

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of aptitude, characteristics, and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

For more information contact the Troy City Special Education Department, Mrs. Christie Armstrong, at 566-3741.

### **NONDISCRIMINATORY POLICY STATEMENT**

The Troy City Board of Education believes that gifted students are those who are identified as possessing potential and/or demonstrating gifted behaviors and who, by reasons thereof, require services not ordinarily provided by the regular school program. It is also our belief that gifted students may be found within any race, ethnic group, gender, economic class, or nationality. In addition, some students with disabilities may be found to be gifted. The Troy City School System shall prohibit discrimination against any student on the above basis with respect to their participation in the gifted program.

Adopted by the Troy City Board of Education July 21, 1997  
Amended June 16, 1998

### **FREE SPEECH/EXPRESSION**

#### **Philosophical Basis:**

Citizens in our democracy are guaranteed self-expression under the First (1st) and Fourteenth (14th) Amendments of the Constitution of the United States; therefore, in a democratic society, one of the basic purposes of education is to prepare for responsible self-expression.

#### **Student Responsibilities:**

To respect the rights of others and to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.

To act in a manner which preserves the dignity of patriotic observances.

To plan for, seek approval of, and participate in activities which are consistent with the educational objectives of the school.

#### **Student Rights:**

To form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous, or libelous. These viewpoints should not infringe upon the rights of others nor interfere with the orderly educational process.

To affirm identity with the American ideals, i.e., pledging allegiance to the flag.

To refrain from any activities which violate the precepts of his/her established religion.

### **GRADES**

#### **Philosophical Basis:**

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

#### **Student Responsibilities:**

To become informed of the method of grade determination in each class.

To maintain standards of academic performance equal to ability, and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.

#### **Student Rights:**

To receive a teacher's grading criteria at the beginning of each year or semester course.

To receive periodic progress reports.

## CURRICULUM

### **Philosophical Basis:**

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

### **Student Responsibilities:**

To request participation in academic programs and extracurricular activities that are compatible with ability.

To seek assistance in course selection from informed professionals in the schools.

To contribute to an atmosphere free from bias and prejudice.

To cooperate fully and exert every effort to achieve mastery of the basic skills.

### **Student Rights:**

To have equal access to educational opportunities.

For further information about these services, please contact the Special Education Director at the Troy City School Board of Education or you may call 334-566-3741.

## PRIVACY AND PROPERTY RIGHTS

### **Philosophical Basis:**

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

### **Student Responsibilities:**

Attend school-related activities without having in their possession or under their control any materials or objects prohibited by law or Board of Education policy or which detract from the educational process.

Respect the property rights of the public at large, as well as those of individuals, and to refrain from destruction of, or damage to, such property.

### **Student Rights:**

To attend school in an educational environment in which personal property is respected.

## STUDENT RECORDS

### **Philosophical Basis:**

Student records will be maintained by the school and will be used in making appropriate educational decisions for the students. All information regarding students and their families will be collected, maintained and distributed under safeguards of privacy. These safeguards will be maintained through informed consent, verification of accuracy, limited access, selective discard and appropriate use. The Superintendent of Schools will institute specific procedures for the implementation of this policy as dictated by the Right to Privacy Act.

### **Parent, Guardian or Eligible Student (18 years of age or above) Responsibilities:**

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

To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

### **Parent, Guardian or Eligible Student (18 years of age or above) Rights:**

To inspect, review and challenge the information contained in records directly relating to the student.

To be protected by legal provisions which prohibit the release of personally identifiable information to anyone other than legally authorized persons without the consent of the parent(s), guardian(s) or eligible student (18 years of age or above).

## **STUDENT COUNCIL/STUDENT GOVERNMENT ASSOCIATION**

The Student Council/Student Government Association serves as the voice of the student body and mediator between the student body and the administration. Purposes include providing opportunities for the development of responsibility, initiative and leadership; planning and implementing activities and projects designed to unify the student body and enhance school spirit; and encouraging scholarship and responsible citizenship within the student body.

### **SCHOOL ACTIVITIES**

Co-curricular activities are considered an important part of the total school experience; however, the main emphasis should be on academics. Therefore, a student must be in attendance at school no less than 3.5 hours for student participation in extra-curricular activities unless with **prior** approval of the school principal.

Clubs and organizations will be organized only with the advice and approval of the administration and should evolve from the curriculum needs. When it is determined that formation of a club or organization is in the best interest of the students of Troy City Schools, a time, place and faculty member will be provided. In order for a club to become or remain active, the club must have definite goals, objectives, activities, and a yearly evaluation. In the annual review of the club, if the administration does not feel that it has accomplished its goals, then the club will be disbanded. No club meetings or activities shall be scheduled without advance written approval of the activities coordinator and the school principal.

### **STUDENT PUBLICATIONS**

#### **Philosophical Basis:**

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

#### **Student Responsibilities are:**

To refrain from publishing libelous and/or obscene materials or any matter which is disruptive of the orderly educational process.

To seek full information on the topic about which they write.

To observe the accepted rules for responsible journalism in accordance with local board policy and administrative procedures.

#### **Student Rights are:**

To participate, as part of the educational process, in the development or distribution of publications in accordance with local board policy and administrative procedures.

To receive periodic progress reports.

# **TROY CITY SCHOOLS SCHOOL UNIFORM DRESS CODE**

## **TOPS FOR MALES AND FEMALES**

Solid White, Navy Blue, or Orange oxford, polo, turtleneck, or mock turtleneck shirts/blouses with sleeves (long sleeves or short sleeves)

A small unobtrusive logo that can be covered with a quarter is acceptable for tops only.

All tops must be tucked in as part of the uniform (K-6 preferred but optional).

Undershirts must be solid white, navy blue or orange with no wording or pictures.

## **BOTTOMS**

**MALES:** Khaki or Navy Blue pants or shorts (corduroy fabric permitted)

**FEMALES:** Khaki or Navy Blue pants, shorts, skorts, capris, skirts, or jumpers (corduroy fabric permitted)

All pants, shorts, skorts, skirts and capris must be secured at the waist and cannot "sag".

Shorts, skorts, skirts, and jumpers must be no more than two(2) inches above the knee in the front and back. Two inches above the knee or longer is the rule.

Blouses or shirts must be worn with jumpers.

Belts must be worn with pants and shorts that have belt loops.

## **SHOES**

Tennis shoes(sneakers) and fully enclosed shoes (loafers, boat shoes, oxfords, etc...)

Approved shoe colors are Black, Brown, Tan, Navy Blue, Grey, Orange or White.

The style of shoes must be sensible and appropriate for the school setting and activities.

All shoe straps must be strapped.

All laces must be tied and the same color.

Socks and hosiery (to include tights) must be of the appropriate solid colors of black, white, brown, or navy blue.

## **BELTS**

Black, Brown, Tan, Navy Blue, Grey, or White in the appropriate length, small to medium buckle (Note: All belts must have a buckle.)

## **OUTERWEAR**

Coats, jackets, sweaters, sweater vests and sweatshirts are considered as outerwear and must be worn with a uniform shirt/blouse. Basic, solid colored jackets are preferred. Sweater vests must be white, navy blue, or orange (pullover or cardigan style) with no belt or hood attached. Sweatshirts must be white, navy blue, or orange with the collar of the top on the outside. Sweaters, sweater vests and sweatshirts must not be oversized, bulky or baggy.

Outerwear of school -sponsored organizations is acceptable (athletic jackets, band jackets, FFA).

## **ITEMS NOT ALLOWED TO BE WORN BY STUDENTS**

Wind pants/sweatpants, velour pants and tops, over-sized clothing, excessively tight clothing, overalls, bellbottoms, unhemmed clothing, clothing with cuts, slits, holes or slashes, denim or jean fabric, sleeveless tops, overcoats, trench coats, bicycle shorts, or carpenter's pants. Facial jewelry, excessive jewelry, distracting or over-sized jewelry.

## **EXCEPTIONS TO THE STUDENT UNIFORM DRESS CODE**

(If students do not participate in the activity listed, the approved school uniform dress will be required.)

Spring Picture Day: Style and color of top optional/Uniform Bottoms Required (All Schools)

Week of CHHS Homecoming Activities (Theme Dress-Up Days)

Homecoming Assembly

Senior Class Day

Eighth Grade Recognition Day

Elementary Grades Recognition Day

JROTC Uniform Dress Days

Days for Kindergarten Unit on Colors

(Kindergarten students will be allowed to wear tops the color being taught that day.)

Fifth Grade Chorus and Orff Ensemble will be allowed to wear the "selected top" for performance days.

Spirit shirts or hooded sweatshirts must be Troy City Schools affiliated.

## **GENERAL INFORMATION**

In addition to the dress code requirements previously listed, the following guidelines will also apply.

1. All clothing must be properly fitted. Sagging and excessively tight clothing are prohibited.
2. Sandals, slides, crocs, Heelys or any variations of Heelys are not allowed.
3. Any article that draws undue attention or disrupts classes will not be allowed.
4. Combs and picks are not to be worn in the hair.
5. Males and females are not allowed to wear hoods, sports headbands, or ear muffs inside the buildings. Bandanas and du-rags of any color are not to be worn on any part of the body nor carried in or tied on book bags or other bags.
6. Students who transfer from other school districts will be given five (5) days to come into compliance with the school uniform dress code.
7. A current school designated "spirit shirt" may be worn on days approved by the principal.
8. Any student's dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students' dress.

## **NON-COMPLIANCE DISCIPLINARY ACTIONS**

Schools will use positive reinforcement to encourage compliance with the dress code standards. However, if there is persistent non-compliance with the policy, the following actions will be taken.

- |                          |  |
|--------------------------|--|
| First Violation (K-12):  | Parent notified; must change clothes.  |
| Second Violation (K-12): | Parent notified; change of clothing; in-school disciplinary action: three day detention or Saturday school.                          |
| Third Violation (K-12):  | Parent notified; sent home for remainder of day; assigned three days ISS.  |
| Fourth Violation (K-12): | Parent notified; sent home for remainder of day; one day suspension and parent conference required before student returns to school. |
| Fifth Violation (K-5):   | Parent notified; sent home for remainder of day; and a three day suspension.   |
| Fifth Violation (6-12):  | Parent notified; sent home for remainder of day; assigned to ALC for five days.  |



## **Pregnant/Married Students**

Marital, maternal, or paternal status shall not effect the rights and privileges of students to receive a public education nor take part in any extracurricular activities offered by any school in this school district.

Pregnant students shall be permitted to continue in school in all instances where continued attendance has the sanction of the expectant mother's physician. School principals are to be notified as soon as possible after the pregnancy has been confirmed.

## **Drug Abuse**

The intent of the Troy City Board of Education is to comply and to cooperate fully with the law regarding illegal drug use and drug abuse. The Troy City Board of Education believes in zero tolerance for any illegal controlled substance, paraphernalia and/or alcohol. **If a student in grades 6-12 is in possession of, under the influence of, or attempts to sell a controlled substance, the student will be expelled from school. The Administration of the Troy City Schools has the authority to require a student drug test if there is strong, probable cause.** The Board of Education understands that there are times when prescription drugs may be used by students for medical reasons. Under these circumstances, the student or his/her parent(s) or guardian should register the prescription with the principal or his/her designated person(s) in order to protect the student.

## **AUTOMOBILE USE**

Students shall be required to present a valid Alabama drivers' license and proof of current liability insurance before they are authorized to bring a vehicle on school premises. Students driving cars to school must park them in the approved student parking spaces. Students are not to sit in parked cars after arriving on campus. Cars are not to be moved during the school day without administrative approval. All cars should be locked after arriving in the morning.

Students in middle school will not be permitted to drive cars to school.

## **STUDENT GRIEVANCES**

The belief of the Troy City Board of Education is 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 presentation and review of grievances.

To be granted discussion and consideration of a grievance, any student or group of students should request an appointment with the principal which will not interfere with regularly scheduled classes or school-related activities. The faculty and administration will make an honest effort to resolve student grievances at the most immediate level of supervision.

In the event the principal is unable to resolve a student grievance, the student may then follow the system's grievance procedure as stated in the **Policy Manual** of the Troy City Schools. Policy manuals are available at each school in the library and principal's office.

## **FORMAL DISCIPLINARY ACTIONS AND PROCEDURES**

### **Detention**

The principal or his/her designated person(s) has the authority to assign students to a designated area on campus at the end of the regular day for a reasonable and specified period of time as a disciplinary action. Students in grades K-12 will be given a one-day written notice of their after school detention assignment.

A reasonable attempt will be made to notify the parent(s) or guardian of students prior to the assignment of a student to after school detention.

By mutual agreement of the student and principal, detention assignment may include some type of supervised work activity.

### **In-School Support Program**

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

### **Physical Restraint**

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

### **Corporal Punishment**

If corporal punishment is deemed appropriate under the circumstances, it may be administered only by the principal or vice-principal. Corporal punishment is not to include more than three (3) licks to the flat of the buttocks, and **prior approval must be obtained from the parent/guardian**. No student shall be punished by the corporal method unless it is done in the presence of the principal or his designated professional representative. If a parent does not want corporal punishment used as a disciplinary option, a letter should be written to the building principal.

### **Alternative Learning Center**

The Alternative Learning Center is designed to serve as an alternative to out of school suspension. Students who would normally be suspended for a disciplinary infraction are assigned instead to the Alternative Learning Center for a period of time. All assignments shall be in conformity with the established procedures governing the operation of the Alternative Learning Center. A student at the Alternative Learning Center will be required to complete all assignments and to follow all guidelines. **While assigned to the Alternative Learning Center, a student is not allowed on any campus in the school system. Furthermore, students may not participate in or attend any school sponsored activity either on or off campus until they are readmitted to regular classes.** While attending the ALC, students are not allowed to drive.

Note: Counseling services may be provided for students assigned to ISS; however, it will be provided for all students assigned to ALC.

### **Administrative Hearing**

The Superintendent or his/her designee shall appoint an Administrative Hearing Committee (to consist of not less than 3 members) to review the recommendation from the principal for the consideration of the Superintendent. The Administrative Hearing Committee's composition must be representative of the ethnic population of the school system. The committee will meet within (7) school days from the date of the referral. This committee is charged with the responsibility of reviewing all information and fully discussing the matter in an informal setting with both parents and students afforded the opportunity to attend. Alternative actions other than those recommended

by the principal may be considered/recommended if the evidence so warrants. The Committee, shall notify parents of the action to be taken. If expulsion or suspension (in excess of 10 days) is recommended, the Superintendent will arrange a hearing date for the Troy City Board of Education to consider recommendation for expulsion.

Parents or legal guardians wishing to appeal the decisions of the Administrative Hearing Committee should do so by writing to the Superintendent within 3 days of receipt of said decision.

### **Board of Education Hearing**

The Board of Education hearing involving expulsion recommendations will be conducted in accordance with Board of Education policy.

## **PROCEDURES FOR THE ADMINISTRATION OF OUT OF SCHOOL SUSPENSION AND EXPULSION**

A student recommended for suspension or expulsion will be made aware of the charges and will be given an opportunity to respond. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by the school to either contact the parent(s) or guardian by a telephone call and/or by written notice delivered by the student or U.S. Mail.

The student is responsible for notifying his/her parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary action.

## **SUSPENSION OF STUDENT AND/OR ALTERNATIVE LEARNING CENTER ASSIGNMENTS**

### **Authority**

The school principal or his/her designated person(s) has the authority to suspend students from school.

### **Notification**

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. Written notices will be sent to the Superintendent and parent(s) or guardian stating the reason(s) such action was taken.

Immediate suspension of a student is justified when the student's presence would threaten other students or himself/herself, endanger school property or seriously disrupt the orderly educational process. Principals are given the authority to have the law enforcement agency remove uncooperative students.

### **Length**

The suspension of a student is not to exceed ten (10) days except as follows:

1. Any student who has been determined eligible for special education may be suspended, but all procedural safeguards must be adhered to as set forth in Public Law 105-017 (IDEA - 04).

2. If an incident or violation causes the principal or his/her designated person(s) to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon recommendation for expulsion is taken.

### **Terms or Conditions**

1. If a student attends a parent school and/or special school and is suspended from either school, the suspension will include both schools. The principals of both schools or their designated person(s) must notify each other of all suspensions.
2. During a suspension period, suspended students shall not attend school sanctioned functions on any school system property for any reason.
3. When a student is suspended, his/her teacher must be notified concerning the date of suspension and the number of days suspended.
4. A student who has been suspended from any school, regardless of the school system, is not eligible to enroll in the Troy City School System until such time that he/she is eligible to be reinstated in the school from which he/she was suspended.
5. Any absence, resulting from school suspension will be counted as unexcused.

### **Readmission**

When a student returns to school after suspension and/or Alternative Learning Center assignment, the readmission must be preceded by a conference with the principal or his/her designated person(s). The conference should include the parent(s) or guardian unless otherwise approved by the principal.

The student is readmitted by the principal or his/her designated person(s) and is given a readmission slip to return to class.

## **EXPULSION OF STUDENTS**

In accordance with the Alabama State Compulsory Attendance Law, the Troy City Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as a Class II or Class III offense as defined later. The school principal is initially responsible for determining that an offense has been committed for which expulsion may be warranted.

Any student who is the subject of any expulsion action shall be granted the following rights of due process: a hearing, the right to counsel, the right to hear the alleged charge(s), the right to question all evidence, the right to speak and offer evidence in his/her own behalf.

The following steps of due process shall be observed in all expulsion actions:

1. The local school principal shall consult with the Superintendent concerning the student's infraction(s).
2. If the decision to recommend expulsion is made by the Superintendent, the parents/guardian shall be notified, by letter, of the time and place of the expulsion hearing before the Troy City Board of Education, and the student shall remain under suspension until the hearing is held. This notice shall be given a minimum of five calendar days before the hearing is held.

3. The student or the parent/guardian may request that the hearing be held in private. Failure of the student and/or the guardian to appear shall not nullify the process.
4. If the decision to expel the student is made, the expulsion shall be for any length of time deemed appropriate by the Troy City Board of Education. The Superintendent or his/her designee shall, by letter, notify the parent/guardian of the Troy City Board of Education's decision within ten days after it is made.
5. Any student who has been determined eligible for special education may be expelled, but all procedural safeguards must be adhered to as set forth under IDEA 04 and the Alabama Administrative Code.
6. Any student referred to an Administrative Board Hearing for the third time during a given school year may be subject to expulsion.

## **CLASSIFICATION OF VIOLATIONS**

Violations of the Code of Student Conduct are grouped into three categories: (Class I - minor offenses; Class II - major offenses and Class III - terminal offenses). Before determining the classification of a violation, the principal or his/her designated person(s) will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designated person(s) will implement the disciplinary procedure.

Disciplinary actions for violations of The Code of Student Conduct are divided into three levels: Elementary (K-5), Intermediate (6-8) and Secondary (9-12).

Each classroom teacher will deal with classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. Parents and guardians should be notified by the teacher of students who consistently exhibit poor work habits.

### **CLASS I - MINOR OFFENSES**

- 1.00 Excessive distraction of other students  
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting.
- 1.01 Excessive tardiness  
Repeatedly reporting late to school or class
- 1.02 Non-conformity to dress code (see "Additional Policies: Dress Code")
- 1.03 Inappropriate public display of affection
- 1.04 Intentionally providing false information to a school board employee, including, but not limited to, student information data and the concealment of information directly related to school business
- 1.05 Continued refusal to complete class assignments
- 1.06 Failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.
- 1.07 Littering of school property
- 1.08 Any other violation which the administration may deem reasonable to fall within this category after consideration of extenuating circumstances.

## **DISCIPLINARY ACTIONS - CLASS I OFFENSES K-5 STUDENTS**

### **First Offense**

Conference with student, parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

### **Subsequent Offenses**

Parent conference and in-school disciplinary action such as detention, In-School Support - ISS, corporal punishment, etc. at the discretion of the principal and/or his designated person(s).

## **6-8 STUDENTS**

### **First Offense**

In-school conference and parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

### **Subsequent Offenses**

In-school disciplinary actions such as probation, detention, work assignments before or after school, in-school support, Saturday school, referral to Alternative Learning Center, corporal punishment or suspension, etc. at the discretion of the principal and/or his designated person(s).

## **9-12 STUDENTS**

### **First Offense**

In-school conference and parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

### **Subsequent Offenses**

In-school disciplinary actions such as probation, detention, work assignments before or after school, in-school support, referral to Alternative Learning Center, corporal punishment or suspension, etc. at the discretion of the principal and/or his designated person(s).

## **CLASS II - MAJOR OFFENSES**

### **2.01 Defiance of Board of Education employee's authority**

Any verbal or non-verbal refusal to comply with a lawful direction of order of a Board of Education employee

### **2.02 Possession and/or use of tobacco products**

Possession on the person, in the locker, or in other effects of a student, holding of a lighted cigarette (cigar, etc.), inhaling or exhaling of the smoke of tobacco or the using of any other tobacco products.

### **2.03 Activation of fire alarm or equipment**

### **2.04 Fighting**

### **2.05 Vandalism**

- 2.06 Stealing-Larceny-Petty Theft  
The intentional, unlawful taking and/or carrying away of property valued at less than \$125.00 belonging to or in the lawful possession or custody of another.
- 2.07 Gambling  
The intentional, unlawful participation in gambling activities involving amounts less than \$100.00 or other things of value.
- \*2.08 Possession of stolen property
- \*2.09 Threats-Extortion-Intimidation-Harassment  
Verbally or by written or printed communication, threatening an injury to the person, property or reputation of another, with the intent to extort money or any other pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.  
Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.10 Gangs/Groups/Clubs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property or which disrupt the school environment are deemed harmful to the educational process.
1. The presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group;
  2. Any student displaying dress, behavior, gestures, remarks, symbols or trademarks which indicate or imply membership in a gang, group or club;
  3. Incidents involving initiations, hazings, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harms to students;
  4. Wearing, carrying, or displaying paraphernalia or exhibiting behavior or gestures symbolizing gang/group/club membership or causing or participating in activities which intimidate or affect other students.
- 2.11 Unlawful assembly - organization of any group(s) which might be a hazard to the safety/welfare of students and school officials or which are potentially detrimental to or disruptive of the educational process.
- 2.12 Use of obscene manifestations (verbal, written, gesture) directed toward another person
- 2.13 Directing obscene or profane language to a Board of Education employee
- 2.14 Unauthorized absence, leaving class or campus without permission or being on another school campus without authorization.
- 2.15 Possession of fireworks or igniting material
- 2.16 Truancy
- 2.17 Possession of electronic communication devices (beepers, pagers, phones, etc.)
- 2.18 Possession and/or use of any device emitting laser type light or beam

vv2.19 Any conduct constituting a violation of law which is not a Class III offense.

2.20 Any other offense which the administration may deem reasonable to fall within this category after consideration of the circumstances.

**Any class III offenses may be reported to the designated law enforcement agency.**

## **DISCIPLINARY ACTIONS - CLASS II OFFENSES K-5 STUDENTS**

### **First Offense**

Parent conference, disciplinary action such as detention, corporal punishment, etc.

### **Subsequent Offenses**

1. Parent conference
2. Referral to Alternative Learning Center
3. Development by the principal and the parent of a behavioral management plan to which the parent must agree as a condition of readmittance to the base school.
4. Students may be assigned to the Alternative Learning Center no more than two times for Class II offenses.
5. After two referrals to the Alternative Learning Center, further Class II violations will result in:
  - 5.1 Referral to law enforcement officials and the filing of a formal petition with the juvenile authorities.
6. After referral to Alternative Learning Center for Class II offenses, further violations may result in referral to the Administrative Hearing Committee.

## **6-8 STUDENTS**

### **First Offense**

In-school support, and/or extended work assignments before or after school, referral to Alternative Learning Center and/or suspension, corporal punishment, Saturday school, etc. at the discretion of the principal or his/her designee based on the severity of the problem.

### **Subsequent Offenses**

Parent conferences, referral to Alternative Learning Center, referral to Alternative Learning Center pending Administrative Hearing, referral to law enforcement officials and the filing of a formal petition with juvenile authorities at the discretion of the principal or his designee, or expulsion.

## **9-12 STUDENTS**

### **First Offense**

In-school support, and/or extended work assignments before or after school, referral to Alternative Learning Center and/or suspension, corporal punishment, etc. at the discretion of the principal or his designee.

### **Subsequent Offenses**

Parent conferences, referral to Alternative Learning Center, referral to Alternative Learning Center pending Administrative Hearing, referral to law enforcement officials and the filing of a formal petition with juvenile authorities at the discretion of the principal or his designee, or expulsion. etc. at the discretion of the principal and/or his designated person(s).



## **CLASS III - TERMINAL OFFENSES**

- 3.01 Drugs - Controlled Substance and/or Alcohol  
Unauthorized possession, transfer, use or sale of any controlled substance, controlled substance paraphernalia or alcoholic beverages
- 3.02 Arson  
The unlawful burning of any part of School System property
- 3.03 The unlawful and intentional touching or striking of a School System employee against his/her will or the intentional causing of bodily harm to a School System employee.
- 3.04 Robbery  
The taking of money or other property from the person or custody of another by force, violence, assault, or causing the fear of same
- 3.05 Stealing - Larceny - Theft  
The intentional, unlawful taking and/or carrying away of property valued at \$126.00 or more belonging to or in the lawful possession or custody of another
- 3.06 Gambling  
The intentional, unlawful participation in gambling activities involving amounts of more than \$100.00
- 3.07 Burglary of School System property  
Entering or remaining in a structure or conveyance with the intent to commit an offense there in during the hours the premises are closed to the public
- 3.08 Possession of any type of firearm as defined in Section 921 of Title 18 U.S. Code or reasonable facsimile of a firearm that is presented as a real firearm  
State law requires automatic expulsion of not less than one (1) year for this offense
- 3.09 Discharging of any firearm/air gun or any other device used to expel any type of projectile
- 3.10 Possession of weapons  
A knife, metallic knuckles, clubs, box cutters, etc., or anything which may be used as a weapon and cause bodily harm.
- 3.11 Bomb threat or any other type of threat which is potentially detrimental to or disruptive to the education process
- 3.12 Explosions
- 3.13 Preparing, possessing, or igniting explosives on School System property  
Sexual acts  
Acts of a sexual nature, including, but not limited to, offensive touching, battery, intercourse, attempted rape or rape, and indecent exposure.

- 3.14 Sexual harassment  
Written, verbal or physical sexual harassment
- 3.15 Assault on another person
- 3.16 Assessing or changing information in school computers to endanger or cause harm to another individual
- 3.17 Inciting or participating in major student disorder  
Leading, encouraging or assisting in Class III disruptions which result in destruction or damage of private or public property, personal injury or which is potentially detrimental to or disruptive to the educational process
- 3.18 Any other offense which the administration may deem reasonable to fall within this category after consideration of the circumstances

### **DISCIPLINARY ACTIONS - CLASS III OFFENSES K-12 STUDENTS**

All Class III offenses, including a 'dangerous weapon' as defined in United States Code, will be reported to the designated, appropriate personnel. **The disciplinary action for such offenses will be assignment to the Alternative Learning Center or suspension, AND the initiation of procedures for expulsion, pending final determination of the matter by the Board of Education. The student will remain at the Alternative Learning Center unless his/her behavior as viewed by the Administrative Hearing Committee warrants him/her remaining home pending a Board Hearing and Board decision.**

### **CRIMINAL ACTS**

**(a) If a juvenile age 16 or over is enrolled in school and is charged with a felony pursuant to Section 12-15-34.1, Code of Alabama 1975, or is charged with distribution of a controlled substance, then upon notice or knowledge of the charge, the local public school system shall assign the juvenile to an alternative school, if an alternative school is available, unless good cause is shown that the juvenile should not attend an alternative school. The decision to assign a student to an alternative school shall include a review and consideration of the exceptional status of the student pursuant to Chapter 39 of Title 16, Code of Alabama 1975, if applicable, and any appropriate federal and state statutory and case law.**

**(b) Any person convicted of a felony specified in the above paragraph and/or returning from a DYS facility, readmitted to the public schools of this state shall attend an alternative school until the juvenile meets the requirements set by the local board of education. (School Safety, Discipline and Attendance - Manual of Law and Regulations.)**

**FILE: JCEB**  
**TROY CITY SCHOOLS POLICY**  
**PROHIBITING HARASSMENT AND VIOLENCE**

**I. GENERAL STATEMENT OF POLICY**

It is the policy of this school system to maintain a learning environment that is free from harassment because of an individual's race, color, gender, national origin or disability. The school system prohibits any and all forms of harassment because of race, color, gender, religion, national origin or disability.

It shall be a violation of system policy for any student, teacher, administrator or other school personnel of this school system to harass a student through conduct of a sexual nature, or regarding race, color, religion, national origin, or disability, as defined in this policy.

It shall also be a violation of system policy for any teacher, administrator or other school personnel of this school system to tolerate sexual harassment or harassment because of a student's race, color, religion, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or others engaged in activities, including sporting events and other extracurricular activities, under the auspices of the Troy City Schools.

For the purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school system.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, gender, religion, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

**II. DEFINITIONS**

**A. Sexual Harassment**

For purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school system causes the student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. the unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or created an intimidating, threatening or abusive education environment.

Examples of conduct which may constitute sexual harassment include

- sexual advances
- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same gender or opposite gender
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another
- graffiti of a sexual nature
- sexual gestures

- sexual or dirty jokes
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other students as to sexual activity or performance
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This prohibition does not include legitimate, non sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student
- Other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment

## **B. Harassment because of race or color**

For the purposes of this policy, race or color harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's academic performance

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- threatening or intimidating conduct directed at another because of the others race or color
- notes or cartoons
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color

## **C. Harassment based upon National Origin or Ethnicity or Religion**

For the purposes of this policy, ethnic or national origin or religious harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individuals parents, family members or ancestors or an individual's religion or religious affiliation when:

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's academic performance

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin, ethnicity or religion
- threatening or intimidating conduct directed at another because of the other's national origin,

- ethnicity or religion
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin, ethnicity or religion
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity, national origin or religion
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin, ethnicity or religion

#### **D. Harassment because of disability**

For purposes of this policy, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's academic performance

Examples of conduct which may constitute harassment because of a disability:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability
- threatening or intimidating conduct directed at another because of the others physical or mental disability
- jokes, rumors or name calling based upon an individual's physical or mental disability
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability

### **III. REPORTING PROCEDURES/INVESTIGATION**

1. A student shall immediately report any incident of harassment to any teacher, counselor, or administrator.
2. Any teacher, counselor, or administrator who has received a report, verbally or in writing from a student regarding harassment of any student must forward that report to the principal or designee within twenty-four (24) hours.
3. The parent, legal guardian/legal custodian of the complaining student shall be informed of the complaint promptly.
4. All complaints of harassment shall be investigated promptly.
5. Upon receipt of an allegation of harassment, the principal or designee will serve as an investigator who will initiate an investigation into the complaint within forty-eight (48) hours.
6. The school system will designate a Central Office employee to participate in the investigation of harassment complaints.

7. All reports of harassment will be put in writing either by the complainant or the person who receives the complaint and will be signed by the complainant.
8. The finding of the complaint investigation will be put in writing and will be presented to the Administration Review Committee.
9. The findings of the investigation will be provided to the complainant and his/her parent, legal guardian, legal custodian and to the accused, and if a student, to the parent, legal guardian, legal custodian of said accused student. A written record of these findings will be maintained by the school system.
10. If the results of the investigation are indeterminate, the matter will be recorded as such. If so, a written record of the investigation and findings will be maintained by the School System and apart from any student or personnel file.

The above reporting/investigating procedures apply to any investigation of student harassment complaints by the school system. Nothing in this procedure will relieve any employee of the School System from any reporting obligation under the child abuse reporting laws or regulations.

### **PROTECTION OF COMPLAINT**

No student shall be subject to any adverse action or any form of retaliation for any good faith report of harassment under this policy. To the fullest extent possible, all reports of harassment will be kept confidential.

### **ENFORCEMENT**

Each principal has the responsibility of maintaining a work environment and/or educational environment free of harassment. Principals shall take appropriate actions to reinforce the School System's harassment policy. These actions will include;

1. Prompt removal of any vulgar or sexually offensive words, pictures, drawings, graffiti, and the like.
2. Providing staff in-service at the beginning of the school year.
3. Providing student instruction about harassment.
4. Taking appropriate disciplinary action when warranted.
5. Copies of this policy shall be included in the Code of Student Conduct.

### **DISCIPLINE/CONSEQUENCES**

Any student who engages in the harassment of anyone on school system property or at a school system activity may be subject to disciplinary action up to and including expulsion.

Any school system employee who engages in, assists, encourages, or permits harassment of any student may be subject to disciplinary action up to and including dismissal.

Any school system employee who receives a complaint of harassment from a student and who does not act promptly to forward that complaint to the principal and a central office administrator designated to receive notice of all harassment complaints will be disciplined.

### **NOTIFICATIONS**

A copy of this harassment policy will:

1. Be included in the Code of Student Conduct that is sent to parent/legal guardians/legal custodians at the beginning of each school year.
2. Be displayed in a prominent location in each school.

# **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

Troy City School System  
Alabama Asbestos Management System  
Notification of Parents, Teachers, and Employees

On October 22, 1986, President Ronald Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This law required all educational agencies and school systems to inspect all school buildings and facilities to identify all building materials that possibility contain asbestos. In compliance with the law, the Troy City School System employed a professional AHERA approved and accredited firm to carefully inspect all buildings and identify all asbestos containing materials. At that time, all friable asbestos was removed from all the buildings in the city school system.

To further insure the health and safety of our students and staff, an asbestos management plan was also developed and approved by AHERA to carefully monitor all school buildings to prevent any future asbestos problem. Currently, the only asbestos found in the Troy City School System is non-friable and offers no health risk to students or staff members.

The inspection report and management plan is on file in each school and Central Office for your review. If you have any questions or concerns about these reports, please contact the Maintenance Supervisor at (334) 566-3741.

The Troy City School System probably has less identified asbestos as any system in this nation, and again, it offers absolutely no health risk to our students or staff members.

## **ELECTRONIC COMMUNICATION DEVICE**

### Interaction With Employees

The Board recognizes that text messaging provides a convenient method of communication. However, given the potential for abuse, students are prohibited from communicating with Board employees via text, picture or video messaging for any reason, except in cases of a legitimate emergency that impacts the health and/or safety of the employee or student.

### Inappropriate Images Or Video

Students are prohibited from possessing communication devices which contain sexual images or videos on Board property or during school-sponsored activities. In the event inappropriate images or videos are discovered in a student's possession, disciplinary measures may be taken and, if the material is deemed to be illegal, said possession may be reported to the appropriate law enforcement agency(ies).

### Cell Phone Or Other Electronic Devices

Cell phones or other electronic devices including, but not limited to, digital cameras, camcorders, PDA's, MP3 players, and headphones, must not be visible during the school day from arrival time until 3:30 p.m. and must be turned off completely - no on "silent" or "vibrate" mode. The use of camera cell phones for taking or disseminating pictures is strictly forbidden. Violations of this policy may be treated as intermediate or major offenses.

Any telephone communication during the instructional day will take place on school telephones with permission from office personnel. Parents should continue to call the school for any emergency situation.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or electronic devices. If the cellular telephone or electronic device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that may be imposed. The school principal may also refer the matter to law enforcement if the violation involves an illegal activity. The District is not responsible for preventing theft, loss, damage, or vandalism to cellular telephone or electronic devices brought onto District property.

## **Alabama State Department of Education Policy**

### **Use of Digital Device During the Administration of a Secure Test**

#### Student Policy

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

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.



## Field Trips

### General Information

Field trips are considered an integral part of the education program of the district. Field trips are recognized as means of providing a valuable and enriching learning experience for students outside the school setting. Field trips shall relate to the instructional program. Participation in field trips shall be non-discriminatory and shall provide equal educational opportunities to all students in the District. Field trips are not to be used as a reward/punishment activity. Advance preparation of students and follow up of the field trip are necessary for appropriate learning and safety of the students.

Teachers planning field trips for students must adhere to individual school guidelines and the following procedures:

1. A Field Trip Request Form must be submitted by the teacher to the principal for approval of the field trip. A statement explaining the value of the field trip must be included on the form.
2. All field trips must be approved by the Superintendent. The principal shall submit the Field Trip Request Form to the Superintendent at least 6 weeks prior to the anticipated travel.
3. Teachers should be limited to one trip per semester that removes students from other teacher's classes. Field trips within the class period are encouraged.
4. The Teacher must receive principal's approval for all aspects of the planned field trip, including adequate supervision of students. Particular attention should be given to providing a reasonable number of chaperones to accompany school personnel on such trips.
5. Overnight field trips should be connected to a weekend whenever possible to minimize the number of days out of class.
6. School rules and regulations as stated in the *Code of Student Conduct* and bus safety rules will prevail at all times.

### Parental Approval

1. Prior written approval of parent/guardian is required for student participation on all field trips.
2. Parent/guardian approval must be on District field trip forms. No other means of approval is acceptable.
3. The information on the parent approval form must include a complete description of the trip: departure and return times/dates, transportation arrangements, itinerary (if applicable), trip activities, details of supervision, cost to the student, if any, and student medical information, or medical protocols, if applicable.

### Participation By Students With Disabilities

1. No student should be denied access to a field trip or other activity on the basis of a disability.
2. If a school or general education teacher plans a field trip, special education, Section 504, and any other disabled students attending that class may not be excluded from the trip.
3. All administrators and teachers are directed to provide students with disabilities an equal opportunity for participation, including transportation to and from the destination, and all planned educational and recreational activities that take place at the field trip site(s).
4. All administrators and teachers are directed to provide students with disabilities the opportunity to participate in field trips with students without disabilities to the maximum extent appropriate, in accordance with student's IEPs and Section 504 Plans.

## **Field Trip Transportation**

### **A. Private Transportation**

District buses should be used for local field trips when possible. Private buses/common carriers should be used only if district buses are unavailable and applying the following guidelines:

1. Field trips extending beyond the normal school day and only upon approval by the principal and Superintendent.
2. Private buses/common carriers shall be driven by an adult with a valid commercial driver's license. No students shall be permitted to serve as a driver on such field trips.
3. The owner of the private vehicle must show proof of liability insurance to cover field trips by private buses/common carriers.

### **B. District Owned Buses**

The following provisions will apply when District-owned buses are used:

1. Buses shall be operated according to terms and conditions that apply specifically to such buses. Reservations for the buses must be made through the Director of Transportation by the principal or designee.
2. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
3. All field trip bus passengers must be enrolled in school, be an employee of the district, or be designated as chaperone by the field trip sponsor and approved by the principal.
4. The principal of each school is responsible for handling the scheduling of such trips.
5. The Director of Transportation is responsible for arranging for field trip buses based on contact by the principal, assigning a permit number, employing the driver, and making arrangements for fuel.
6. Only adult drivers with state-approved school bus driver's license will be permitted.
7. The field trip sponsor shall return the District-owned bus in a clean condition as determined by the Director of Transportation.

## SECLUSION AND RESTRAINT FOR ALL STUDENTS

Troy City Schools shall prohibit the use of **Seclusion**- a procedure that isolates and confines the student in a separate, locked area until he or she is no longer in immediate danger to himself/herself or others. The seclusion officers in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving.

Seclusion *does not include*, so Troy City Schools shall allow, the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; in-school suspension; alternative school; detention; or a student requested break in a different location in the room or a different room.

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

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

Troy City Schools shall prohibit the use of **Chemical Restraint** - any medication that is used to control violent or physical behavior or restrict the student's freedom of movement that is not prescribed treatment for the student's medical or psychiatric condition.

Troy City Schools shall prohibit the use of **Mechanical Restraint** - the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student.

Mechanical restraint *does not include*, so Troy City Schools shall allow, an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

Troy City Schools shall prohibit the use of **Physical Restraint that restricts the flow of air to the student's lungs** - any method (face-down, face-up, or on the side) of physical restraint in which physical pressure is applied to the student's body that restricts air flow into the student's lungs.

Troy City Schools shall prohibit the use of **Physical Restraint** - direct physical contact from an adult that prevents or significantly restricts a student's movement except in those situations in which the student is in immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. *Physical restraint shall not be used as a form of discipline or punishment.*

Physical restraint *does not include*, so Troy City Schools shall allow, limited physical contact and/or redirection to promote safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another personal property.

Troy City Schools shall utilize the following procedures for use of Physical Restraint:

- a. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress.
- b. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint.
- c. Annual staff faculty training on the use of physical restraint as well as the Troy City Schools Seclusion and Restraint Policy.
  1. Use of physical restraint
  2. Techniques to prevent the need to use physical restraint
  3. De-escalation techniques
  4. Positive behavioral intervention strategies
  5. Maintain written or electronic documentation on training provided and a list of participants for each training
- d. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint.
- e. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
- f. Annual report to the Troy City School Board of Education for:
  1. Use and document of restraint
  2. Any prohibited use of restraint or seclusion, chemical, mechanical, or physical restraint

Nothing in this policy shall be construed to prohibit and employee of Troy City Schools, any of it's schools, or any of it's program employees, from any of the following:

- a. Use of any other classroom management techniques or approaches, including a student's removal from the classroom, that is not specifically addressed in this policy
- b. The right of school personnel to use reasonable force as permitted under the *Code of Alabama*, 1975, 16-1-14 or modifies the rules and procedures governing discipline under the *Code of Alabama* 1975, 16-28-12.
- c. Reasonable actions to diffuse or break up a student fight or altercation.
- d. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student.
- e. Discretion in the use of physical restraint to protect students or others from an imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Troy City Schools, or program, or it's agents or employees.
- f. In instances in which a student is an immediate danger it becomes necessary to seek assistance from law enforcement and/ or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

## **TROY CITY SCHOOLS INTERNET AND IT RESOURCE ACCEPTABLE USE POLICY**

The Troy City School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Troy City Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Troy City School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Troy City Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Troy City School District-owned equipment or through Troy City School District affiliated organizations.

### **Troy City School District Rights and Responsibilities**

It is the policy of the Troy City School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Troy City School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Troy City School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Troy City School District-owned equipment and, specifically, to exclude those who do not abide by the Troy City School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Troy City School District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.
6. To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet (or other forms of electronic communications) access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed (1) obscene, (2) child pornography, or (3) any material deemed harmful to minors.

### **Staff Responsibilities**

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Troy City School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

## **User Responsibilities**

1. Use of the electronic media provided by the Troy City School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
2. Personal technology-related devices such as, but not limited to laptops, cell phones, smart-phones, isotach/iPods/Ipad, cameras or other eDevices, etc. used on school grounds are subject to all items covered in this policy and other applicable published guidelines. The permission for such personal devices to be brought to school and the use of such devices will be at the discretion of the local school administration. The user should not access local area network or wide area network resources that require authentication without the explicit permission of the technology staff. Public Internet access is available for visiting devices and is subject to the conditions outlined in this policy and all other school system policies and guidelines, as well as local, state, and federal laws

## **Acceptable Use**

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Troy City School District.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using any electronic communication extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Faculty and student email will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, the Troy City School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

## **Unacceptable Use**

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Troy City School District computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local area network is prohibited.
11. Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
12. The Troy City School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Troy City School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Troy City School District.
13. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
14. Use of the network for any unlawful purpose is prohibited.
15. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
16. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
17. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by a teacher and or administrator.

**Disclaimer**

1. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
2. Any violation of this policy will subject the violator to disciplinary action, which shall include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for the Student Code of Conduct and the Troy City Board of Education Policy Manual and; in addition, prohibition of further use of the Internet by the violator.

- NOTES-



## TROY CITY SCHOOL INTERNET USAGE CONTRACT

User Agreement (to be signed by all adult users and student users 2nd grade and above):

I, \_\_\_\_\_ (please print full name), hereby certify that I have received a copy of the Troy City Schools' Internet and IT Resources Acceptable Use Policy and that receipt of said Policy serves as a notice to me and my parents and/or legal guardian of the policy and its provisions. I understand and agree that it is my responsibility to fully inform myself of the provisions of this Policy, and I understand and agree that I will fully comply with and abide by all provisions of this Policy. I understand and agree that any violation of this Policy may result in disciplinary action against me which can include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for in the Student Code of Conduct up to and including expulsion, and, in addition, prohibition of use of the Internet. I hereby release and agree to hold harmless the Troy City Schools, the Troy City Board of Education and all other organizations and persons from any liability, loss, expense, claims, or damages, whether to person or property, arising from my use of the Internet. In addition, I hereby agree to accept full responsibility and liability for the consequences of my use of the Internet.

\_\_\_\_\_  
User Signature & Date

\_\_\_\_\_  
Witness Signature & Date

Parent Agreement (to be signed by parents of all students):

I, \_\_\_\_\_ (please print full name), the parent/guardian of the above student, hereby certify that I have read the Troy City Schools' Internet and Instructional Technology Use Policy. I agree and acknowledge that it is the responsibility of the above student to fully inform him/herself of the provisions of this Policy, and I agree with the requirement that the above student must fully comply with and abide by all provisions of this Policy. I understand and agree that any violation of this Policy by the above student may result in disciplinary action against him/her which can include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for in the Student Code of Conduct up to and including expulsion, and, on addition, prohibition of use of the Internet by that student. I hereby covenant and agree that I accept full responsibility for the use of the Internet by the above student, and I hereby agree to be responsible for all financial and legal liabilities and consequences which may result from the above student's use of the Internet and other technology services provided by the Troy City Schools. I hereby release and agree to indemnify and hold harmless the Troy City Board of Education, and all other organizations and persons from any liability, expense, loss, claims or damages, whether to person or property arising from the use of the Internet by the above student.

For my student in grades 2 – 12, I understand the Troy City School System will issue him/her an email account provided by Gaggle.net. I understand that the Troy City School System has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, blogs, and digital storage lockers. I understand that all email messages and postings will be automatically filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student's email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student's administrator or teacher can view my student's email account and digital locker at any time.

\_\_\_\_\_  
Parent Signature & Date

Check this box if you do NOT want your child to have an email address.



SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

STUDENT INFORMATION			
Student's Name _____	Date of Birth _____		
School _____	Grade _____	Teacher _____	School Year _____
List any known drug allergies/reactions _____		Height (inches) _____	Weight (lbs) _____

PRESCRIBER AUTHORIZATION			
Name of Medication _____		Reason for Taking _____	
Dosage _____	Route _____	Frequency/Time(s) to be given _____	
Begin Medication _____		Stop Medication _____	
Date		Date	
<b>Special Instructions:</b>			
Does medication require refrigeration? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is the medication a controlled substance? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is self-medication permitted and recommended for this student? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, do you recommend this medication be kept "on person" by the student? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Potential Side Effects/Contradictions/Adverse Reactions _____			
Treatment Order in the event of an adverse reaction: _____			
<i>(Attach additional sheet or use the back of this form if necessary)</i>			
<b>I hereby affirm that this student has been instructed in the proper self-administration of the prescribed medication (s).</b>			
Signature of Prescriber <i>(please print)</i> _____	Date _____	Phone _____	Fax _____

PARENT AUTHORIZATION			
I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to delegate to unlicensed school personnel the task of assisting my child in taking the above medication. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the School Nurse to talk with the prescriber or pharmacist should a question come up about the medication.			
Medication must be registered with the principal, his/her designee, or the school nurse. It must be in the original, unopened, sealed container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.			
Signature of Parent _____	Date _____	Phone _____	Cell _____

SELF-ADMINISTRATION AUTHORIZATION			
I authorize and recommend self-medication by my child for the above medication. <i>I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self-administration of prescribed medication(s).</i>			
Signature of Parent _____	Date _____	Phone _____	Cell _____



# Troy City Schools

## Parent Permission for Publication of Student Photo/Video

Dear Parent/ Guardian,

Troy City School District is including photographs and/or video recordings of students and teachers in school and classroom settings on our website. Also, these photographs/recordings will be utilized for professional development activities and for publications related to Troy City Schools. It is our practice to seek parent permission before including a student's photograph or video clip. We must have your signed permission in order to include your student in the media publications. Please review, sign, and return the consent form below.

---

Troy City School District has my permission to take photographs and/or video recordings of my child, \_\_\_\_\_.

Print Student's Name

These photographs and/or video recordings may be used on the district website and in district publications for the 2014-2015 school term.

School \_\_\_\_\_

Student's Grade \_\_\_\_\_

Student's Homeroom Teacher \_\_\_\_\_

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

Print Parent/ Guardian's Name \_\_\_\_\_

Date \_\_\_\_\_

Please cut along dotted line and return to homeroom teacher.



Grade \_\_\_\_\_

**ACKNOWLEDGMENT**

I, \_\_\_\_\_ enrolled in  
(Name of Student)

\_\_\_\_\_ and my  
(Name of School)

**parent(s)/guardian hereby acknowledge by our signature that we have received and read, or had read to us, the forgoing Code of Student Conduct. We also acknowledge that we understand that it applies to all students enrolled in Troy City Schools and school sponsored activities and events, including but not limited to the following:**

- Field trips
- Clubs or organization meetings
- School groups representing the school system in all types of events
- Persons in or on any vehicle located on school property
- Other school sponsored events including but not limited to athletic events (football, baseball, basketball games, etc. on and off campus), dances, plays, etc.

(Signed) \_\_\_\_\_  
Student

(Signed) \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

NOTE: Please detach this page after signing and have the student return it to the homeroom teacher. This ACKNOWLEDGMENT will become a part of the student's cumulative file.

Please cut along dotted line and return to homeroom teacher.

