

Parent-Student Handbook

Thomasville City Schools

2019-2020



Thomasville City Schools
750 Gates Drive
Thomasville, AL 36784

www.thomasvilleschools.org

July 2019						
SU	M	T	W	T	F	SA
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November 2019						
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December 2019						
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THOMASVILLE CITY SCHOOLS	
2019-2020 School Calendar	
Mr. Garth Moss, Superintendent	
www.thomasvilleschools.org	
Aug 1	Institute Day
Aug 2	Professional Development Day
Aug 5	Professional Development Day
Aug 6	First Term Begins - All Students
Sept 2	Labor Day
Sept 25	Early Release/Data Meetings
Oct 10 & 11	Mid Term Exams - End of 1st Nine Weeks
Oct 14	Fall Break
Oct 15	Parenting Day/Professional Development Day
Oct 30	Early Release/Data Meetings
Nov 11	Veterans' Day
Nov 25 - 29	Thanksgiving Holidays
Dec 18 - 20	Final Exams/Early Release for Students
Dec 23 - Jan 3	Christmas/Winter Break
	End of First Term - End of 2nd Nine Weeks
Jan 6	Professional Development Day
Jan 7	Second Term Begins - All Students
Jan 20	Martin Luther King Jr. Holiday
Feb 17	Professional Development Day
Feb 26	Early Release/Data Meetings
March 12 & 13	Mid Term Exams - End of 3rd Nine Weeks
March 23 - 27	Spring Break
April 10	Weather Day (Good Friday)
April 29	Early Release/Data Meetings
May 18	Graduation
May 20 & 21	Final Exams/Early Release for Students
May 21	Last Day for Students
May 22	Professional Development Day
	End of Second Term - End of 4th Nine Weeks
May 25	Memorial Day
180 Student Days / 187 Employee Days	
Holidays - No Students and School Employees	
Professional Development Days	
Student Early Release/Data Meetings	
Student Testing and Exams	
Summer and Weekends - No School	

January 2020						
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February 2020						
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March 2020						
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May 2020						
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June 2020						
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28	29	30				

90 Student Days - Semester 1

90 Student Days - Semester 2

94 Employee Days - Semester 1

93 Employee Days - Semester 2

Approved: February 28, 2019



OFFICE OF THE SUPERINTENDENT

THOMASVILLE CITY SCHOOLS

750 GATES DRIVE
POST OFFICE BOX 458
THOMASVILLE, ALABAMA 36784-0458
www.thomasvilleschools.org

TELEPHONE: (334) 636-9955
FAX : (334) 636-4096

NOTICE

All Thomasville City Schools have been inspected by an EPA-approved asbestos inspector and maintain a management plan file in the school office as required under the AHERA regulations. The file is available to any parent to view.

Most of our asbestos containing materials are in the form of floor tiles and are non-friable. These materials are well maintained and do not pose a threat to the students. The law requires that we make this notice to all employees, students and staff annually.

We are glad to provide a healthy atmosphere for students and staff.

If anyone wishes to have a copy of the management plan, please call the Board office at (334) 636-9955 and a copy will be provided for a small fee.

Thomasville City Board of Education

*Date and place of birth
*Major field of study
*Dates of attendance
*Participation in officially
recognized activities and sports

*Student ID number, user ID, or other
unique personal identifier used to
to communicate in electronic systems
that cannot be used to access education
records without a PIN, password, etc.
(A student's SSN, in whole or in part
cannot be used for this purpose).

The written request should be mailed or delivered to the following address:

**SYSTEM TECHNOLOGY COORDINATOR
THOMASVILLE CITY SCHOOLS
P O BOX 458
750 Gates Drive
THOMASVILLE, AL 36784-0458**

**NOTICE
TO PARENTS OR GUARDIANS OF CHILDREN
IN THOMASVILLE CITY PUBLIC SCHOOLS**

Occasionally representative of the news media seek access to public schools within the Thomasville City Public School System. Quite often, these visits involve filming, taping and interviewing students. Further, students are sometimes photographed, filmed, taped or interviewed in the production of educational or promotional material for use by the Thomasville Public School System. If you object to your child or children being photographed, filmed, taped, or interviewed, you must notify the principal of the school in writing immediately, but no later than **September 1, 2019** or within ten days of the student's admission if the student is admitted after this date. Be advised, while every effort will be made to honor your written request, it is necessary for parents or guardians to ensure their child or children understand that they are not to be photographed, filmed, taped, or interviewed and that they should make teachers, administrators and staff aware of their objections when the need arises.

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS

- I. Each Thomasville City School System principal is encouraged to cooperate with parent and school support groups. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.
- II. Parent-Teacher Groups – The Thomasville City Board of Education considers parent-teacher groups as auxiliaries to the public schools and not as “outside” groups. Whenever a local parent-teacher group is formed, it shall be permitted to hold its regular meetings in the school building, and it shall be the duty of the principal and the teachers of the school to further the work of the group in every way practicable. Meetings of these groups may be held in the school building with the permission of the school principal without the necessity of the lease required of “outside” groups.
- III. Booster Clubs – It shall be the policy of the Thomasville City Board of Education to work with and encourage the support of band, academic, and athletic booster clubs.
 - A. All booster club activities shall be authorized by and coordinated with the school principal.
 - B. All funds shall be accounted for by the school principal; all purchases shall be approved by the school principal.
 - C. Booster clubs shall not directly or indirectly supplement the pay of band directors, coaches, advisors, or any other school employees.
 - D. All decisions concerning personnel employed by the Thomasville City Board of Education shall be strictly reserved as a Thomasville City Board of Education matter and shall not be the prerogative of booster clubs.
 - E. Any person paid solely by a citizen group must be approved by the Thomasville City Board of Education prior to being permitted to work with students in the local schools.

The Thomasville City School System administration shall appoint a federal program advisory council, a career-technical council, and other appropriate parent advisory committees/councils as needed.

TOBACCO USE IN SYSTEM FACILITIES

The Thomasville City Board of Education prohibits the use or possession of tobacco in any form by students, faculty, support personnel, or any other person on school property under the control of the Thomasville City Board of Education. This includes a public school building, Thomasville City Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Thomasville City Board of Education. Parents/guardians and other persons are hereby notified that they are prohibited from use or possession of tobacco in any form on school property at any time.

- A. Residency requirements
- B. Lack of social security number
- C. Lack of birth certificate
- D. Lack of school records or transcripts
- E. Lack of immunizations
- F. Legal custody requirements
- G. Transportation
- H. Language barriers
- I. Disabilities

NON-RESIDENTIAL STUDENT ADMISSION

The Thomasville City School System, upon the Superintendent's recommendation, may allow students residing outside the area served by the school system to attend Thomasville City Schools in certain situations as discussed herein.

Admission Criteria of Non-resident Students:

Requests for admission by parents, guardians, or custodians of students who do not reside in Thomasville City School's district, but who wish to enroll their children in the school system as Non-Resident Students should be made in writing to the Superintendent.

The superintendent will consider the application if:

1. The non-resident enrollment is for educational reasons;
2. The parents, guardians, or custodians provide transportation to and from school; and
3. The parents, guardians or custodians pay the non-resident student tuition fee in a timely manner as established by the Thomasville City Schools Board of Education.

A student requesting a transfer shall complete the application for Transfer of Non-Resident Student Admissions – Form (See Attachment A) and submit it to the Thomasville City Schools Superintendent's Office on or before July 1st, with respect to requests for admissions for the following school year. Applications submitted after July 1st may be considered in the Superintendent's discretion. Transfers shall be reviewed on a yearly basis by the building principal and recommended to the Superintendent.

The transfer request application will be reviewed by the superintendent or his designee.

Following the review of the application, the superintendent or his designee will schedule an interview (in person or by phone) with the parent and student.

Once the interview has been conducted a recommendation will be developed by the superintendent or designee as to whether or not to accept the transfer student based upon

policy and the application of the policy after the interview. The Superintendent and board have the discretion to accept or deny the request for enrollment of Non-Resident Students.

The superintendent (or designee) may deny any transfer request without presenting the same to the board. Once the Superintendent and/or Board of Education makes the final determination, the student's parent and/or legal guardian will be notified.

Non-Resident Student Tuition

Where tuition is applicable to the non-resident student:

As of July 1st, 2019, the tuition will be due thirty (30) days prior to the students first day of each semester and no later than ten (10) days prior to the students first day of each semester.

A late fee will be assessed after the late fee date. The fee will correspond with the LEA's bank of record's late fee for personal loans.

- (\$100.00 due before each semester)
- Annually or bi-annually

Thomasville City Schools will not discriminate concerning non-resident student transfers on the basis of race, color, religion, sex, national origin, age, or handicapping conditions, including limited English proficiency, in its decision, nor will it enforce this policy in such a manner that would otherwise violate state or federal law or court order.

WITHDRAWAL OF STUDENT

If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will ensure that there is sufficient time to complete the necessary paperwork.

SEVERE WEATHER (School Closing)

The Superintendent will close schools when weather conditions are too hazardous for safe operations.

PARENT CONFERENCE

Parent conferences with teacher and staff members are encouraged and may be arranged through the school office. Conferences with classroom teachers should be scheduled during the individual teacher's planning period.

SCHOOL VISITORS

All visitors to the school must report to the school office. Every visitor must have a visitor's pass. This is to ensure the safety of all children.

MESSAGES

There are times when an emergency arises which necessitate a message to or from a parent. The school is happy to cooperate, but this becomes very time consuming and difficult for the

office staff at times. Please limit your messages to an emergency situation only. Delivery of messages cannot be guaranteed during the last 30 minutes of school. All transportation changes need to be in writing and delivered to the school office in the morning.

HALL PASS

No student should leave a teacher's room without a hall pass during class time.

Each pass must be filled out completely containing the following information:

- Student's name
- Class from which he/she is leaving
- Destination
- Time leaving
- Date
- Teacher's signature

Students should show their hall passes to any teacher or others in charge upon request. Passes from class to the bathroom should be kept at a minimum. **Students should not be given passes to use lockers or the telephone during class time.**

- Students have four (4) minutes between classes to get materials.
- If there is something they need to turn in, they can wait until the end of the period when the bell rings. **(ON THEIR TIME).**
- Our security plan indicates no student should be out the first 15 minutes of class and the last 15 minutes of class.
- Students who do not have what they need for class (books, paper, pencil, etc.) will have a referral for inadequate supplies and the teacher will contact the parent/guardian and document such communication.

NUISANCE/NUISANCE ACTIVITIES

Any activity occurring on the campus of Thomasville High School which interferes with the orderly operation of the school can and will be considered a nuisance. Examples of, but not limited to this list, include pranks, loud music from vehicles, large flags displayed on vehicles, group or collective dress not previously approved.

TEXTBOOKS/ MATERIALS

The Thomasville City Board of Education shall hold each student responsible for all textbooks and other educational materials issued to him/her. It shall be understood that the parent, guardian or other person having custody of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse or damage in excess of that which would result from the normal use of such materials.

BUS TRANSPORTATION

Transportation shall be provided for eligible students from an assigned bus stop adjacent to their home location or their assigned school and back to their assigned bus stop. Each student shall be assigned a specific bus stop and required to adhere to this schedule unless otherwise approved by the local school administrator.

Students shall be ready to board the bus upon the scheduled arrival time.

Students shall adhere to System discipline policies while on bus. Any violations shall be reported to the local school administrator for appropriate action. The Board approved bus rules are as follows:

THOMASVILLE CITY SCHOOL SYSTEM BUS RULES FOR STUDENTS

- a. All rules of the Student Code of Conduct apply to conduct while waiting for boarding, riding, or disembarking any school system vehicle.
- b. The Bus Driver is in charge and shall be respected and obeyed at all times.
- c. Students shall observe classroom conduct at all times.
- d. Use of Tobacco and any other products or substance prohibited by the Student Code of Conduct are prohibited.
- e. Possession or use of weapons or dangerous objects is forbidden.
- f. Students shall not be involved in disruptive behavior. Disruptive behavior includes but not limited to:
 1. Disturbing the Bus Driver
 2. Yelling on the bus
 3. Rude, discourteous or annoying behavior
 4. Entering or leaving the bus improperly
 5. Disturbing other students
- g. Students shall not fight or scuffle.
- h. Students shall not damage/vandalize the bus.
- i. Students shall not use profane language.
- j. Students shall not put body parts out of windows.
- k. Students shall not eat, drink or litter while on the bus.
- l. Students shall not be involved in disruptive behavior at bus stop.

Students shall be required to observe the order of seating determined by the driver.

Transportation Supervisor shall assist drivers in requiring all students to participate in a bus emergency evacuation drill on the school campus during the month of September and again during the month of January of each school term.

TRANSPORTATION CHANGE

When a change in transportation is necessary, the parent should send a note to the child's teacher. This note must be approved and signed by the principal. A bus note is required if a student is to ride a bus that he/ she does not usually ride. **No transportation changes will be made by phone.**

TES TRAFFIC

Morning traffic (7:20 a.m.—7:45 a.m.) cars will use 1 (one) lane. Students may not be dropped off in the parking lot.

THOMASVILLE ELEMENTARY SCHOOL FIRST CLASS OSR PRE-K PROGRAM

Morning Take-In for Pre-K students is from 7:20 A.M. – 7:50 A.M. Students must be signed into class by an adult upon arrival to school.

Dismissal for Pre-K students is at 2:35 P.M. Students who will be walking home with an adult will be released to parents from the west end of the school building. Students who will be transported by parents must be picked up in the car rider line. Car rider decals must be displayed in the passenger's side window of the vehicle for clear visibility by school staff.

Pre-K students are not allowed to ride school- provided buses due to safety regulations. Parents of Pre-K students must provide the following items:

- Extra change of clothing: shirt, pants/shorts, panties/underwear, and socks
- Breakfast/lunch money
- Snack

Pre-K staff will appreciate donations of any of the following items:

- baby wipes
- Germ-X
- Clorox wipes
- tissues/Kleenex
- Paper towels

Specific program requirements for Pre-K students will be discussed in parent orientation sessions prior to the beginning of school.

Afternoon Traffic (2:35 p.m. —2:50 p.m.) cars will use the 2 (two) lanes closest to the school. Decals must be visible.

THS MORNING TRAFFIC

Please read carefully and follow the procedures for dropping off students at THS:

Morning Traffic:

Lane 1: School Buses Only

Lane 2: Drop off, Pick-up, and Movement

Lane 3: Moving Cars Only

REFUND OF CAFETERIA ACCOUNTS

Parents/Guardians may submit a written request for refund of funds remaining in withdrawn or graduated students account. Refund request may be submitted to the school cafeteria manager or guidance counselor. After receipt of a refund request, Thomasville City Schools' will issue you a refund check within thirty days.

UNCOLLECTED CHARGED MEALS

- I. Students at all Thomasville City schools are to be notified prior to the depletion of their lunch account. The parent/guardian is to be notified, and the student is to be given lunch money from a discretionary fund. Any uncollected funds at the end of the fiscal year must be reimbursed with non-public funds. The local PTO or other organization may also wish to provide donations to such a fund in the event that an elementary child does not have meal money.
- II. All adult meals will be paid for unless the meals are part of a special incentive program or the meals are for school food service employees. Parents or other visitors may eat in the cafeterias upon invitation from the school administrators.

Child Nutrition Program Additional:

Thomasville City Schools will be serving school meals that meet federal nutrition standards, ensuring that meals are healthy, well-balanced and provide students all the nutrition they need to succeed at school.

School meals offer students milk, fruit, vegetables, proteins and grains, and they must meet strict limits for saturated fat and portion size. School lunches and breakfast will meet additional standards requiring:

- Age-appropriate calorie limits
- Larger servings of vegetables and fruits (students must take at least one serving of product)
- A wide variety of vegetables, including dark green and red/orange vegetables and legumes
- Fat-free or 1% milk (Flavored milk must be fat-free)
- More whole grains
- And less sodium

"We're always working to offer Thomasville City School students healthier and tastier choices". In addition to meeting the United State Department of Agriculture nutrition standards, we're also participating in the USDA Fresh Fruit & Vegetable program at Thomasville Elementary School. Elementary School students are provided a variety of free fresh fruits and vegetables for snack during the school year. The goal of the program is to expand the variety of fruits and vegetables children experience and increase children's fruit and vegetable consumption. The ultimate goal of the program is to make a difference in

LIBRARY MEDIA CENTERS

The Thomasville City Board of Education believes that the school library media center is a fundamental part of the educational program. It adheres to the premise that an effective library media program will provide:

1. Equal and maximum access to information resources which extend the limited content of textbooks.
2. Instruction for students in acquiring the research skills necessary for independent learning.
3. Motivation for students to read and enjoy good literature.
4. Encouragement for students to use a variety of media for a lifetime of learning and pleasure.

Each school in the Thomasville City School System shall maintain a library media center under the direction of a state certificated library media specialist in accordance with accreditation standards. The responsibility for coordinating the selection and purchasing of instructional materials rests with the library media specialist with the final responsibility being vested in the Board. Since the library media program is an integral part of the total school program, the school's philosophy and goals help establish direction for library media services. Programs may vary somewhat based on different school characteristics; however, some functions will be common in all schools. Those functions include

1. Equal access to information in the school collection.
2. Provision of supplementary materials to enhance the school curriculum.
3. Integration of information skills instruction with classroom activities.
4. Assistance to teachers in using a variety of media formats to improve instruction.
5. Motivation for students to enjoy good literature and other worthwhile resources.
6. Access to the use of current technologies to improve instructional effectiveness.

The Thomasville City School System library media specialists and teachers should collaborate to insure that all students have adequate and equal access to the library media center and its collection.

TELEPHONE

The office telephone is for official business only. If a student is ill, the nurse/secretary (by order of the administration) will call a parent or guardian. In case of an emergency, an exception can be made by the principal or assistant principal. If a student is staying after school for any reason, prior arrangements must be made with parents to pick the student up.

USE OF CANINE LAW ENFORCEMENT

In order to maintain drug-free schools and deal with problems associated with drug use and drug trafficking, the Thomasville City Board of Education allows law enforcement officials to make random, unannounced visits to any public school in the school system to detect the presence of illegal drugs or weapons. The superintendent and the principal shall be given prior notice. In implementing the use of drug-sniffing dogs, the following guidelines will be followed:

1. Although reasonable cause is not necessary under law in using dogs to sniff unoccupied automobiles, buses, and lockers, principals will use reasonable care in the search process.
2. Only the principal or designee with approval from the superintendent or designee shall implement the use of drug-sniffing dogs in Thomasville City schools.
3. In the search for drugs, drug-sniffing dogs will be handled by trained dog-handlers under the supervision of the principal or designee and an appropriate law enforcement official.
4. Dogs will not be allowed to sniff students or employees.
5. Dogs will not be brought into the school while large numbers of students are occupying the halls or other gathering places such as lobbies, buses, cafeterias, restrooms, and auditoriums.

DEADLY WEAPONS

Possession of a deadly weapon on school property or on a school bus with the intention to do bodily harm is a class C felony. All persons, other than authorized law enforcement personnel, are prohibited from bringing or possessing any deadly weapon or dangerous instrument on school property and specific penalties for students and school personnel who violate this policy, notwithstanding any criminal penalties, may also be imposed. The Thomasville City Board of Education authorizes the Superintendent or designee to immediately and automatically suspend any student found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by students on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. A student determined to have brought to school or have in his/her possession a firearm defined in Section 921 Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be expelled for a period of one (1) year. The Board and the Superintendent may modify the expulsion requirement on a case-by-case basis. The Thomasville City Board of Education directs the Superintendent to provide the State Department of Education a description of the circumstances surrounding each expulsion pursuant to this policy. This description shall include:

- I. The name of the school concerned;
- II. The number of students expelled;
- III. The types of weapons concerned.

No person found guilty of violating a weapons policy may be readmitted to the public schools of this state without psychiatric or psychological counseling and an accompanying report in writing to the Board that the person does not represent a threat to the safety of any student or

employee of the school system. Discipline of Thomasville City School System students with disabilities who violate this deadly weapons policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Any person who violates the provisions of this policy may be arrested on the appropriate warrant signed by the principal or appropriate school authority.

If pursuant to a Thomasville City Board of Education hearing, any person is found guilty of violating this policy, such person shall not be admitted to school until any criminal charges or offenses arising from such conduct have been disposed of by proper authorities, and such violator(s) have satisfied all other requirements imposed by the Board as a condition for readmission.

EXPULSION

- I. A Thomasville City School System principal may recommend to the Superintendent, the expulsion of any student who has committed a serious breach of conduct according to the Code of Student Conduct.
- II. Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:
 - A. Written copy of the charges against the student;
 - B. The offer of a hearing at which the student may call witnesses and present evidence in the student's own behalf;
 - C. The right to cross-examine witnesses;
 - D. The right to defend the student's actions;
 - E. Legal counsel at the student's expense to assist the student in presenting a defense; and
 - F. A written copy of the Thomasville City Board of Education's findings or action.
- III. Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct; however, the dismissal of an exceptional education student shall not result in a complete cessation of educational services. The Thomasville City School System is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).

BOOK BAGS

Students may select an appropriate book bag at their choice. **Bookbags are not to be stored in teachers' classrooms or left in the office.**

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

- I. Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Thomasville City School System students.
- II. The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Thomasville City School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

PARENTAL INVOLVEMENT

- I. The Thomasville City School System and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The Thomasville City School System will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title III, Title IV, Title VI, community involvement programs, business partnerships, and other community involvement activities. Parents will be afforded substantial and meaningful opportunities to participate in the education of their children.
- II. The Thomasville City School System will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs which include the following:
 - A. Communication between home and school is regular, two-way and meaningful.
 - B. Communication between home and school includes conferences, telephone conversations, parent involvement meetings, written resource materials, community and system-wide surveys and needs assessments.
 - C. Responsible parenting is promoted and supported.
 - D. Family literacy and parenting skills are emphasized.
 - E. Parents play an integral role in assisting student learning.
 - F. Parents help their children meet challenging state and local content and achievement standards.
 - G. Parents are welcome in school and their support and assistance are sought.
 - H. Opportunities to volunteer are frequently communicated.
 - I. Parent participation on advisory committees strengthens program review, planning and improvement.
 - J. Parents are full partners in the decisions that affect children and families.
 - K. Community resources are utilized to strengthen school programs, family practices and student learning.

- III. The Thomasville City School System will communicate parental choices and responsibilities to parents.
- IV. The Thomasville City School System will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the professional development plan.
- V. The Thomasville City School System will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy
 - A. To determine the effectiveness of increasing parent participation;
 - B. To identify barriers to greater parent participation; and
 - C. To report the findings to the State Department of Education.
- VI. The Thomasville City School System will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

FEE SCHEDULE 2019-2020

<u>Description</u>	<u>Amount</u>
<u>Elective Fees</u>	
• ACCESS (On line course)	5.00
• Cooperative Education	20.00
• Driver ED (when offered)	45.00
• American Red Cross CPR Fee (optional)	30.00
<u>Band Fees</u>	
• Color Guard	650.00
• Dance Line	1220.00
• Majorette	840.00
• Winds and Percussion	200.00
<u>Club Fees</u>	
• FBLA	15.00
• HOSA	16.00
• National Honor Society	15.00
• MU ALPHA THETA(Full)	5.00
• MU ALPHA THETA (New)	10.00
• MU ALPHA THETA (Cord for Graduation- Seniors Only)	5.00
• National Technical Honor Society	31.00
<u>Drama Fees</u>	
• Theatre 1	10.00
• Theatre 2	10.00
• Independent Studies	10.00
• Graduation Honor Cords (if earned)	10.00

Other Fees

• Beauty Review	25.00
• Parking	20.00
• Prom Fee (This will increase throughout the year)	50.00
• Senior Fee	40.00
• Thespian Honor Society (only if attend competition)	30.00
• T-Slate (Laptop Fee)	50.00
• Activity Fee*	20.00

*Students who paid a parking fee are exempt from paying activity fee.

VEHICLE REGULATIONS

Students driving vehicles to school must have a valid driver license and proof of insurance to obtain a parking space number from the office. Parking permit is \$20.00. Student parking is expressly limited to the student lot located on the east end of the building. Students entering and exiting the parking lot are to drive cautiously at 15 mph. Violation of this rule may result in a suspension of school driving privileges. After arriving at school, students should proceed immediately to classes and not sit in their vehicles. The parking lot is off limits to all students during school hours. If a student needs to return to his/her vehicle, he/she should receive permission from the administration.

ARRIVAL AND DISMISSAL

I. Thomasville High School

- Any students arriving before 7:35 am should report directly to the coke lobby or the cafeteria.
- Students should not go to any other part of the school building until the bell rings for dismissal to 1st block.

II. C-Building: Grades 7th-8th (Former TMS Building)

- Grades 7th –8th doors will be unlocked at 7:20 a.m. each day. Students will not be allowed to enter the building until 7:20 a.m.
- Seventh and eighth grade students should report to the cafeteria and be seated in their assigned areas.
- We encourage parents to try and schedule health care appointments around school hours. If this is not possible, parents should visit the main office to check out students. Students will be released only to parents or guardians unless prior arrangements have been made with the school. Parental permission to leave school may **not** be given by phone.
- Students may not leave school grounds during the school day without permission from the principal's office. **No early dismissals after 2:00 p.m.**

III. Thomasville Elementary

- Students who walk to school or arrive in vehicles may enter the building at 7:20 a.m. but may not be dropped off or left unattended before this time. Students are tardy after 7:50 a.m. and must be signed in by an adult to receive a tardy slip to class. **All tardies are turned into the attendance officer.**

- All students will be dismissed at 2:35 p.m. Students riding in cars should be picked up by 2:45 p.m. **No dismissals after 2:00 p.m.**

STEPS TO FOLLOW IF A STUDENT IS NOT PICKED UP ON TIME BY A PARENT/GUARDIAN

1. The parent/guardian and/or ALL emergency contacts in the student's INOW information.
2. Local law enforcement will be contacted.
3. Local law enforcement will call DHR for inappropriate supervision, neglect, and/or abandonment by the parent/guardian.

STUDENT CHECK-OUT

- I. Students may not leave campus during school hours without prior approval from administration or consent from a parent/guardian.
- II. Administrators or designees should verify the identity and authority of any person who requests the release of a student. If the person is not the custodial parent/guardian, the student should not be released without authorization from the parent/guardian.

COMPULSORY SCHOOL ATTENDANCE AGE

Every student residing in the area served by the Thomasville City School System between the ages of six (6) and seventeen (17) shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day proceeding the seventeenth (17th) birthday. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

REVOCAION OF DRIVER'S LICENSE OR LEARNER'S PERMIT

In compliance with Alabama Code 16-28-40, the Thomasville City Board of Education endorses the Alabama Department of Public Safety requirement of regular school attendance as a prerequisite for obtaining a driver's license or a learner's permit to operate a motor vehicle.

I. Requirements

School officials will verify enrollment status by completing Part I of the Student Enrollment/Exclusion Status form. Students who are age 17 - 19 who drop out of school will be reported to the Department of Public Safety, and their driver's license will be subject to revocation. The driver's license or learner's permit of any enrolled student who accumulates 10 or more consecutive absences or 15 or more cumulative unexcused absences in a given semester will be reported and will be subject to revocation.

II. Exemptions

Students who are suspended or expelled from school or imprisoned do not qualify for an exemption. However, students who are exempt from attending public school due to circumstances beyond the control of the student, as set out in **Alabama Code 16-28-6**, are exempt from the application of this policy. The superintendent or his/her designee is the sole judge of whether or not the evidence presented satisfies legal requirements for exemption. Exemptions are allowed for:

- I. Students unable to attend school due to mental or physical limitations.
- II. Students who are gainfully employed under the provisions of the Child Labor Laws.
- III. Students who lack transportation and live beyond a two-mile radius from the school.
- IV. Students enrolled in a General Educational Development Program.
- V. Students who are participating in a job-training program approved by the state superintendent.
- VI. Students who are parents with custody of a minor or unborn child.
- VII. Students who have a certified statement from a physician stating that for medical reasons their parents depend on them as their sole source of transportation.

Appeal Process

The appeal of a decision regarding the enrollment status of a student shall be submitted to the local school. To appeal, the student shall submit to the school principal, within five (5) days of the issuance of enrollment status, written notification of intent to appeal, including a statement of reasons for the appeal. Except as otherwise provided herein, the appeal process shall follow the procedures stated in Thomasville City School System Student Attendance Policy.

STUDENT ATTENDANCE

- I. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's approval shall have his/her parent(s)/legal guardian report such absences or tardiness to the school center in the manner prescribed by the Code of Student Conduct.
- II. A school day absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present more than fifty (50%) percent of the scheduled school day.
- III. A class absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled class. To be counted present, a student must be present more than fifty (50%) percent of the scheduled class.
- IV. In accordance with state law, a parent/guardian must explain the cause of every student absence, check-in/check-out, or tardy of students under his/her control or charge. Every

student must bring a written excuse signed by his/her parent/guardian or a physician's excuse, the day that he/she returns to school. The written excuse must contain a telephone number where the parent/guardian can be reached. If a student fails to bring a written excuse, the absence is recorded as unexcused. The student must clear the unexcused status of the absence with a written note three (3) days after returning to school, or the absence will remain unexcused.

- A. Grade K-8: Parents/guardians may excuse six (6) absences per year for students in grades K-8. Any absence in excess of six (6) per year must be accompanied by a physician's excuse. Students in grades K-8 who accumulate more than six (6) absences per year, without a physician's excuse, may be denied promotion. -
 - B. Grades 9-12: Parents/guardians may excuse three (3) absences per term for students in grades 9-12. Any absence in excess of three (3) per term must be accompanied by a physician's excuse. Students in grades 9-12 who accumulate more than three (3) absences per term in a class, without a physician's excuse, will be denied passing status for that class/subject. Special circumstance will be granted review by the principal.
- V. All student absences shall be designated as either excused or unexcused by the principal or designee. Absence for reasons other than those identified below shall be considered as unexcused. Unexcused absences shall be treated as truancy. A student shall be excused for an absence from school for any one of the following reasons:
- A. The student is too ill to attend school;
 - B. Inclement weather that would be dangerous for students to attend school as determined by the Superintendent or principal;
 - C. Legal quarantine;
 - D. Death in the immediate family;
 - E. Emergency conditions as determined by the Superintendent or principal;
 - F. Religious holidays approved in advance by the principal/designee upon written notification of the student's parent/guardian;
 - G. Prior permission of the principal or designee upon consent of parent/guardian.
- VI. The provisions of this policy and its related procedures shall be included in the student handbooks and distributed to students and parents/guardians in a timely manner.

- VII. Teachers shall refer all cases of known truancy, parental neglect, and chronic absenteeism to the principal/designee. The principal/designee shall refer any such student to the attendance officer.
- VIII. When a student is absent for any excused reason as defined above, the student shall be allowed to make up all major assignments and other work missed during the absence at a time agreeable to the teacher(s). Teachers shall not be required to re-teach lessons, but student shall be given a reasonable opportunity to learn the lessons missed due to excused absences.
- A. In grades 7-12, the student shall be responsible for contacting the teacher(s) to arrange to make up the work.
 - B. In grades K-6, the parent/guardian or student shall be responsible for consulting with classroom teacher(s) to arrange for make-up work.
 - C. Arrangements for make-up work must be made within two (2) days after the student returns to school from an excused absence.
 - D. Normally, arrangements and make-up work must be completed within a total of five (5) school days; however, for long-term absences, additional days to make up the work may be approved by the principal.
- IX. Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, class work, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeroes to students absent for unexcused reasons on an automatic basis. Zeroes may be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.
- X. A tardy is defined as a student's arrival after the official time set for the commencement of the respective school's regular daily activities, i.e., homeroom, roll call, or instruction. Individual schools may implement published procedures, consequences, and disciplinary action associated with tardiness. Official starting times shall be published by the principal or designee in student handbooks and other appropriate means.
- XI. Students who leave school for any reason must check out through the school office. Upon returning to school, the students must also check in through the school office. Check-in/check-outs shall be considered unexcused absences from those class periods missed until evidence is presented to the principal/designee that the check-in/check-out was for an excused reason. Students must bring a written explanation the day after he/she checks out to explain the reason for checking in or out. Students who accumulate five (5) unexcused check-ins/check-outs (within the school year) will be referred to the attendance officer.

- XII. Senior students who take a college day must bring a note, written on college letterhead, verifying the visit to the college. Seniors may use two (2) days for college visitations.

TARDINESS

Students are required to report to their individual schools no later than the beginning of the school day (Thomasville High School 7:43a.m.) “(Thomasville Elementary School 7:50a.m.)” and to be on time for all classes during the day. A tardy is defined as a student’s arrival after the official time set for school or class.

PERFECT ATTENDANCE AWARD

A Perfect Attendance Certificate will be awarded to students in grades K-8, who have attended school **EVERYDAY** for the **ENTIRE DAY** during the school year. Students, who have spent time during that school year in In-school Suspension shall **NOT** be eligible for this award.

STUDENT CONDUCT AND SUPERVISION

All students enrolled in the Thomasville City School System shall be subject to federal and state laws, regulations of the State Board of Education, the rules and policies of the Thomasville City Board of Education and the Code of Student Conduct, and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school- sponsored activity, and during the time they are on Thomasville City Board of Education premises for school attendance and authorized activities.

- I. The principal or the principal’s designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal’s designated representative and shall keep good order in the classroom or other places where in charge of students.
- III. The Thomasville City Board of Education’s authority and responsibility do not extend to students while they are being transported by private vehicles not affiliated with a school-sponsored activity or on school property.
- IV. The Code of Student Conduct and any revisions shall be approved and adopted by the Thomasville City Board of Education. The Code of Student Conduct shall:
 - A. Be developed with input from Thomasville City Board of Education members, appropriate grade level teachers, school personnel, school administrators, students, and parents.
 - B. State grounds for disciplinary action procedures and the rights of students.
 - C. Be distributed to all Thomasville City School System teachers, school personnel, students, and students’ parent(s)/legal guardian(s) at the beginning of each school year or upon

enrollment.

- D. Be filed in the Superintendent's office and in the office of the school principal.
- V. The Code of Student Conduct shall be discussed with students, parents and teachers at the beginning of each year. Students who enroll after the beginning of the school year shall be given an orientation to the Code of Student Conduct upon enrollment.
- VI. The principal shall use the Code of Student Conduct to familiarize students with Thomasville City Board of Education rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he or she deems it necessary.
- VII. Wearing apparel, jewelry, make-up, or any mannerisms related to styles which are determined by the principal or designee to be disruptive to the educational process of the school or harmful to the safety of any student shall be prohibited.

Student shall be notified of the unacceptable wearing apparel, jewelry, make-up, or mannerisms related to style and shall be given a reasonable amount of time to make proper alterations.

CORPORAL PUNISHMENT

To maintain discipline or to enforce Thomasville City School System rules, the principal or his/her designee may administer corporal punishment. Such punishment should never be in the presence of other students. A parent or guardian may make a written request that a student be exempted from corporal punishment and that an alternative punishment be made. The procedures listed below must be followed to guarantee proper and legally required due process on behalf of the student.

- I. The student must have been informed previously that his/her behavior could bring about the use of corporal punishment.
- II. Prior to corporal punishment, initial efforts and/or alternative methods should be taken in an attempt to modify the student's behavior.
- III. The administration of corporal punishment must occur in the presence of another professionally certified Thomasville City school official but only after:
 - A. The school official is informed about the reason for punishment in the presence of the student.
 - B. The student is given the opportunity to defend his/her position.
 - C. It has been determined that the instrument to be used to implement corporal punishment is appropriate for the aged and physical size of the student being punished.

JAMARI TERRELL WILLIAMS PREVENTION ACT

Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

Section 2: Definitions

In this policy, these terms shall have the following meanings:

- (a) "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of a school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- (c) "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (d) "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school

environment. The intention may be expressly stated or implied, and the person communicating the threat has the ability to carry out the threat.

- (e) "Threat of Violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (f) "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- (g) "Student" as used in this policy means a person who is enrolled in Thomasville City Schools.

Section 3: Description of Behavior Expected of Students

- (a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
 - Disability
 - National Origin
 - Race
 - Religion
 - Sex

Section 4: Consequences for Violations

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

Section 5: Reporting, Investigating, and Complaint Resolution Procedures

- (a) Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

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

designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

- (a) Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- (b) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, shall be included in the student handbook that is distributed to each student at the beginning of each school year.

STUDENT POSSESSION AND USE OF CELLULAR PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

The Thomasville City School System prohibits the student use of all electronic communication devices, including cellular phones and pagers/beepers, at all schools during the school day. This is to include using cellular phones to make voice calls, to take photos, and/or to send/receive text messages. Students shall be allowed to possess such electronic devices; however, such devices must be turned off (meaning all functions not operative) when a student arrives on campus and must remain turned off until the end of the school day. Devices are not to be visible during the school day. Exceptions may be granted by the school principal or his/her designee.

Students involved in before or after school academic programs shall observe school hour rules during these programs.

Student use of cellular phones/electronic communication devices shall be allowed on school buses on regular routes before and after school provided they are not causing any disruption.

Photos may not be taken on the bus utilizing camera phones or other type imaging products due

to student confidentiality regulations and safety concerns. Violations on regular bus routes shall be referred by the bus driver to the principal or assistant principal of the school the student attends.

Student use of cellular phones/electronic communication devices, etc. during school hours or before or after school hours will be at the discretion of the principal and the sponsor/coach.

Violations of this policy shall result in disciplinary action. Specific consequences shall be stated in student handbooks provided to students at each school.

The school/system will not be responsible for the loss, damage, or theft of any electronic device brought to school or a school event.

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

Alabama State Department of Education Policy **Use of digital Device during the Administration of a secure Test**

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

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

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.

TCS cell phone policy will take effect and in addition the device will be held until the State Testing window closes

CLASSIFICATION OF VIOLATIONS

Violations of the Code of Conduct are grouped into these three classifications of minor (Class I), intermediate (Class II), and major (Class III) offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

PROCEDURES FOR THE ADMINISTRATION OF FORMAL DISCIPLINARY ACTION

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

Class I Offenses

Disobedience/Disruptive behavior/ Distraction of students
Tardiness
Non-conformity to dress code
Inappropriate public display of affection
Intentionally lying to a Board employee
Repeated failure to complete assignments
Repeated failure to bring instructional materials to class
Vehicular violations
Cheating
Eating in class/chewing gum
Other Incidents

Administrative Responses - Class I

Administrative responses for Class I violations include but are not limited to the following:

Student conference
Parent contact(s)/conferences(s)
After-school detention
Suspension from school bus
Out-of-school suspension - not to exceed three (3) days, (not to exceed a cumulative total of
10 days per term for special education students)
Corporal punishment
Assignment to in-school suspension

Class II Offenses

Defiance of Authority
Disobedience
Electronic devices

Electronic devices/pagers/Cell Phones
Act of Physical Aggression
Leaving the premises without permission
Profanity/Vulgarity: (written, spoken, gestured)
Truancy

Administrative Responses - Class II

Administrative responses for Class II violations include but are not limited to the following:
Parent contact(s)/conference(s)
Corporal punishment
Out-of-school suspension
Assignment to in-school-suspension

Class III Offenses

Drugs and alcohol (possession, sale, use)
Arson
Assault
Bomb threats
Burglary
Bullying
Criminal mischief
Disruptive demonstrations
Fire Alarm (tampering with/setting off)
Gambling
Harassment
Homicide
Inciting other students to create a disturbance
Kidnapping
Larceny/Grand theft/possession of stolen property
Theft/unauthorized use of motor vehicle
Robbery
Sexual battery
Sexual harassment
Sexual offenses (other)
Tobacco products (possession-sale-use)
Weapons (possession-sale-use)
Possession of firearms/weapons/weapon components.
Any other offense which the principal may deem reasonable to fall within this category

Administrative Responses - Class III

Administrative responses for Class III violations include but are not limited to the following:
Out-of-school suspension
Expulsion
Legal action

BULLYING

Bullying will not be tolerated. In the event a student is caught bullying at school the following steps will be taken:

Step 1: 5 Days of In-School Suspension (bullying prevention activities will be completed while serving ISS)**Parent Letter is sent home by student**

Step 2: 10 Days of In-School Suspension

Step 3: 3 Days of Out of School Suspension

Letter the Parent will receive: Your child has been referred to the office for bullying his/her peers. He/she has been punished accordingly and has been advised to stop this unacceptable behavior. Please discuss this with your child.

1. Administrators will maintain a notebook with the names of those students (and the step in which the student has reach.) identified as bullying others.
2. Each time a student is referred for bullying his/her peers, then the student will advance in steps 1 through 3.

Student Grievance Procedure

The proper channeling of complaints or grievances is as follows:

The classroom teacher
The principal or his/her designee
The superintendent or designee
The Board of Education

Please refer to TCS Board Policy 5.33.1 for more specific instructions

ALTERNATIVE EDUCATION (Alternative School; In-School Suspension)

Alternative Education refers to students assigned to **Alternative School** (6 days or more) and **In-School Suspension** (1-5 days). Its main purpose is to allow students with disciplinary infractions to continue their education in a more restrictive setting.

Program Goals

- To provide students with disciplinary issues with an alternative placement to out-of-school suspension or expulsion
- To continue the educational services of students with disciplinary issues
- To improve student outcomes and conduct through behavior management and intervention.

Program Guidelines and Procedures

- 1) Students assigned to Alternative Education must report directly to the alternative building upon arrival to school (7:43 a.m.) and remain in placement until dismissal (3:00 p.m.).
- 2) A parent/guardian must accompany the student on the first day of placement for registration with the Alternative Education Administrator.
- 3) Attendance is mandatory. Students are required to present a valid written excuse for any absence while assigned to Alternative Education and must also make up days missed. Any time not completed in one school year will resume the following school term.
- 4) Students are responsible for bringing school materials and completing classwork from teachers.
- 5) Students are not allowed to attend school events while in alternative placement, but students may attend practice for extra-curricular activities.
- 6) Students not meeting expectations will be removed from placement, parents will be notified, and a parent conference with the Principal will be scheduled to determine next steps.

Out-of-School Suspension

- Students suspended out-of-school are not allowed on campus for any reason, may not travel with a team or group representing the school, and may not attend any school-sponsored event on or away from the campus.
- After an out-of-school suspension has been served, the student and parent must meet with the Principal at 8:00 a.m. the following day in order to be reinstated to school.

Conferences

Teachers are available to conference with parents during their planning periods or at another time agreed upon by the parent and teacher. Parents may email teachers or call the front office to schedule conferences with teachers.

DRESS CODE

The Board and Administration recognizes the importance of personal rights and privileges of each individual student in the school system. However, the Board equally recognizes that individual rights stop where the rights of the group (the school) begin and no student has the right to dress or appear in such a manner that becomes disruptive to the teaching-learning process.

The Thomasville City Schools Uniform Dress policy became effective in 2002-2003.

- Each school will be allowed to participate in “Spirit Days.” On spirit days’ students will be required to wear the **current** year’s spirit shirt or the required uniform shirt.
- Each school will maintain an area for uniform donations to accommodate individual needs for students.
- Reasonable accommodations will be made for religious or medical reasons if such accommodations will not unduly interfere with the effective functioning of the school day or the dress policy.
- Disciplinary action will be taken to enforce the Uniform Dress Code Policy and insure that teaching-learning process is not disrupted.

Thomasville City Schools’ Mandatory Uniform Dress Policy (approved 3-08-01)

SHIRTS

- Long or short sleeve polo style knit with collar
- Long or short button down with a collar, Button front
- Solid color: white, maroon, grey, and black
- No writing (except school name or logo)
- T-Shirts may be worn if they are school related
- Undershirts must be white with no writing
- All shirt (undershirts and outer shirts) tails must be tucked into student’s pants at all times.

PANTS OR SHORTS

- Solid color: Khaki, or Black must fit properly
- No baggies, no corduroys, no cargoes
- Pant legs cannot be rolled, banded or tucked into socks or shoes at the ankle
- No Leggings
- No Jeggings

SHIRTS, SKORTS, JUMPERS and DRESSES

- Solid color: Khaki or Black must fit properly
- Must wear a uniform shirt underneath jumper dress
- No baggies or wrap skirts
- **Length:** All shorts, skirts and dresses must be an appropriate length for school wear.
(Administrators discretion)

VEST/ SWEATERS/SWEATSHIRTS

- Cardigan, v-neck, crew neck, or “hoodie” (hoodie may not be worn on head inside the

building)

Colors: white, maroon, gray, or black

No writing (except school name or logo)

Must wear a uniform shirt underneath

JACKETS OR COATS

- School-related jackets may be worn (athletic, band, etc.)
Solid color: white, maroon, gray, or black
No writing (except school name or logo)

SHOES

- Any color
- No open toes
- Closed heel only
- Boots
- Tennis shoes
- No house slippers may be worn to school.

SOCKS

- Any color

STOCKINGS

- Neutral pantyhose
- Tights may be worn
- Solid color: maroon, white, khaki or black

BELTS

- Optional (but if worn must be black or brown)
- No over sized belt buckle

JEWELRY

- Pierced jewelry is limited to the ears.
- Necklaces, if worn, must tucked inside the shirt collar.

DARK GLASSES

- May be worn only with a doctor's prescription.

HEAD COVERINGS

- Hats, caps, bandannas and headbands are not part of the school uniform and will not be allowed at school.
- Hair bands in school colors are acceptable.

OTHER

- No overalls of any kind

EMERGENCY INFORMATION

It is extremely important that each student maintain an up-to-date file in the school office **and with the student's teacher**. The following information should be included:

Individual Data

- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address
- Home phone number and parent(s) work phone number
- Emergency phone number of a friend or relative
- Physician's name and phone number
- Medical alert information

This information should be updated immediately whenever there are changes.

NURSE

Students are allowed to see the school nurse when needed. Students must receive a nurse pass from the teachers before seeing the nurse.

Illnesses

If a student becomes too ill to remain in class, school personnel will call the parent (**By authorization of the school nurse or the administration**). A student who needs to take medication during school hours should have his/her parents come to or call the school office to arrange for the medication to be dispensed by the school nurse or other school personnel.

Medication

Medication, prescription or over-the-counter, cannot be administered by the school without written permission. Students who need to take prescribed medication must have a medication authorization form on record with the school nurse with the parent's and physician's signature. Over-the-counter medication must also be accompanied with a medication authorization form signed by the parent and will be administered by directions on the label. These forms can be found on the TCS website under "Health Services."

The Thomasville City Schools Board Policy states:

"The parent/guardian or parent designated responsible adult person should deliver no more than one-month supply to the school. Each medication should be in a pharmacy-labeled container that includes the student's name, prescriber's name, and name of medication, strength, dosage, and time interval. The parent/guardian should request two containers from the pharmacist, with one labeled for school use."

MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

- Meningococcal disease Meningococcal disease is any illness caused by the bacteria *Neisseria meningitides*.
- It is the leading cause of bacterial meningitis in children 2-18 years of age in the U.S.
- Meningococcal disease can be very serious, even life-threatening in 48 hours or less.
- The two most severe and common illnesses caused by meningococcal bacteria include;

- Meningitis—an infection of the fluid and lining around the brain and spinal cord
- Septicemia—Bloodstream infection

What are the symptoms?

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

How does meningococcal disease spread?

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

Who should get the meningococcal vaccine?

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

Who should be vaccinated because they are at increased risk?

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

What are the vaccine side effects and risk?

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

Where can I find more information?

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

INFLUENZA DISEASE

What is influenza disease?

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

What are the symptoms?

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

How does influenza disease spread?

- Flu is spread by:
 - An infected person's droplets from droplets from cough, sneeze or talk enter the mouth, eye or nose.
 - Touching a surface or object with flu virus on it and then touching mouth, eyes or nose.

- An infected person can infect others 1 day before symptoms start and up to 5 to 7 days after symptoms start.
- Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

How do I prevent the flu?

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

Where can I find more information?

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

INFLUENZA VACCINE

Who should get the influenza Vaccine?

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

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

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

What are the common vaccine side effects and risks?

- Flu vaccines are safe, but some side effects can occur.
- Minor problems following the flu vaccine include soreness, redness, and / or swelling from the shot, hoarseness, sore, red or itchy eyes, cough, fever, aches, headache, itching, and fatigue.
- More serious problems may include Guillain-Barré syndrome (GBS) in fewer multiple

vaccines slightly increase in fever with seizure.

- People who should not get the flu vaccine include anyone with severe, life threatening allergies, had GBS before, or not feeling well the day of vaccination.

Where can I find more information?

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

BACKPACK SAFETY

Administrators, teachers, parents and students should be educated about the potential health impact of heavy backpacks and take proactive measures to avoid injury. Please go to www.bacsupport.com for more information.

REPORT CARDS

Report cards will be sent home at the end of each nine weeks. The report card should be examined and signed by the parent or guardian and returned to school the following day. The report card and progress reports can also be viewed on the iNOW Parent/Home Portal. **Anyone requesting a reprint (and additional copy) of a report card and or a progress report will be charged \$1.00.**

GRADING SCALE

The following scale should be used in determining letter grades:

- K—1:
Standards Base
- Grades 2-12:
90—100 = A
80—89 = B
70—79 = C
60—69 = D
59 and below = F

PROGRESS REPORTS

Progress reports will be sent home mid quarter during each grading period. Parents/Guardians will be given INOW codes during the First Quarter in order to access student grades using the INOW Home Portal. Parent will be provided information on how to access the parent portal.

PARENTAL CONTACT PLAN

- I. Teachers will contact each student's parent/guardian at least once per 9 weeks period that the student is in the teacher's class. Teachers are free to contact parents as often as they would like on a case by case basis.
- II. Teachers will record this communication on the given parental contact log provided by

each school.

- III. Teachers with students who are failing are required to contact the parent/guardian of said student to discuss the student's situation and efforts to assist the student. These calls are to be made biweekly and also recorded on the parental contact log.
- IV. Teachers are required to call a parent/guardian on each discipline referral that they write unless otherwise instructed by the building administrator.

STUDENT ASSIGNMENT

The Thomasville City Board of Education shall establish residential attendance zones for each school. All students, unless otherwise provided by Thomasville City Board of Education rule or authorized by the Thomasville City Board of Education's order, shall attend the school serving the student's residential attendance zone. A student's residence is defined as the residence of his/her parent(s), legal guardian, legal custodian, or other such person as defined by any order issued by a court of competent jurisdiction of the state of Alabama. Any student residing in the school system shall be assigned to a school for attendance by the Superintendent or designee.

- I. A student residing with a person who is not the student's parent(s), legal guardian, legal custodian, or other such person designated by any order issued by a court of competent jurisdiction of the state of Alabama to be responsible for the student shall be allowed to attend a system school under these conditions:
 - A. The person with whom the student resides shall complete a notarized statement as required by the Superintendent.
 - B. No student shall be permitted to transfer, enroll, or be admitted to a school when he/she has been expelled from another school system. This prohibition shall be effective for the period of time in which the student was expelled from another system.
- II. A student may be permitted to attend a school in another residential attendance zone pursuant to guidelines adopted by the Thomasville City Board of Education.
- III. Any student whose legal residence is outside the boundaries of the system may not be enrolled in any system school without the approval of the Thomasville City Board of Education, except under the provisions of Alabama statutes.

PROCEDURES FOR OUT OF DISTRICT STUDENTS

In order for a student who lives outside of the Thomasville City School District to attend a school within the district, the student must adhere to the following conditions:

- 1) Receive clearance from the sending school's principal concerning discipline, attendance, and academics before enrollment.
- 2) Maintain a minimum of a C average in all academic classes at all times.
- 3) Maintain a clear behavior record.

If the out of district student engages in any behaviors that disrupt the orderly operation of the educational process, the parents of the student will be notified and the student will be withdrawn from the school immediately.

These behaviors include, but are not limited to disrespect to faculty/staff, harassment/bullying of other students, fighting or physical aggression, truancy, defiance of authority, or refusal to complete class assignments.

In the event the student engages in any of the aforementioned behaviors or other behaviors deemed to be significantly disruptive, he/she will be required to enroll in a school located in the district in which he/she resides.

PROMOTION/RETENTION

See TCS Board Policy 4.72, Promotion and Retention on TCS website.

GUIDANCE COUNSELOR AND COUNSELING PROGRAM

The Thomasville City School System seeks to provide students with the knowledge, attitudes, values, and techniques needed which enable students to become productive members of a highly advanced, technological society. The guidance and counseling service is a support service which is designed to assist all students in grades K through 12 with individual developmental needs. The purpose of the program is to provide services that will enable students to make intelligent personal/social, educational, and career/vocational decisions.

The purpose for the services provided by school counselors is based on the following tenets adopted by the State Board of Education:

- Each person has the right to respect and dignity as a human being and to counseling services without regard to person, character, belief, or practice.
- Each person has the right to self-direction and self-development.
- Each person has the right of choice and the responsibility for decisions reached.
- Guidance and counseling is for all students, and its purpose is to facilitate maximally personal/social, educational, and career/vocational developmental.

The guidance and counseling program of the Thomasville City Schools is designed to provide a sequential program in guidance and counseling to all students in grades K-12. A Comprehensive Counseling and Guidance State Model for Alabama Public Schools includes a comprehensive school counseling and guidance program must ensure that every student has multiple opportunities to acquire competencies in the three domains of Academics Development, Career Development, and Personal/Social Development. The role of the school counselor is to provide a planned, purposeful, and sequential program of services which is designed to help students with their developmental needs and personal problems as they seek to attain self-fulfillment.

The purpose for the guidance and counseling program is adopted by the State Board of Education: Counseling should be facilitative as well as rehabilitative, active as well as reactive, preventive as well as remedial, and skill additive as well as problem reductive.

CAREER PLANNING SYSTEM

In today's competitive, fast-paced work environment, it is important for students to begin thinking about their future career. Every Alabama student deserves a chance to participate and excel in the global workplace. The Alabama Career Planning System provides the Kuder Administrative Database Management System to assist parents, students and educators with connecting directly with students and making informed, real-time educational program decisions. Students begin planning as early as grade eight (8) by learning about their interests, skills, and work values and exploring their options using a variety of interactive tools using the Alabama Career Planning System. Counselor(s) continue to work with students throughout each school year to ensure the plan fits the needs and interests of each student. For more information on the Alabama Career Planning System, please contact the Director of Career Technical Education and/or a counselor at Thomasville High School.

ALABAMA'S CAREER AND TECHNICAL EDUCATION (CTE)

Alabama Career and Technical Education (CTE) is a statewide program designed to prepare students for college and a variety of career opportunities in the fields of Business/Marketing, Family and Consumer Sciences, Health Science, and Technical Education. This is accomplished by providing hands-on experience, internships, apprenticeships, and cooperative education.

The CTE programs develop the talents and skills of students in classroom settings that are rigorous, progressive and certified to international standards. Students have an opportunity to explore career options in more than 2015 courses offered statewide and can earn advanced diplomas and college credits.

For more information on Alabama's Career and Technical Education and a detailed list of CTE opportunities available at Thomasville High School, please contact the Director of Career Technical Education and/or a THS counselor.

RESPONSE TO INSTRUCTION (RTI)

Response to Instruction (RTI) refers to an instructional framework that promotes an integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards based instruction and intervention that is matched to students' academic, social/emotional, and behavior needs. The purpose of the RTI framework is to combine core instruction, assessment, and interventions within a multi-tiered system to increase student achievement and to reduce behavior problems. RTI ensures that all students have access to high quality instruction. Simply put, RTI involves:

- Doing what is needed to teach students.
- Teaching students using scientifically validated methods.
- Checking regularly to see how well students are learning
- Adjusting instruction as needed to improve students' outcomes

If you have questions about RTI, please call the individual school office.

REMEDIATION PROGRAM

Tutoring will be available at Thomasville High School each week between 3:15-4:15 PM. The start date, location, and staff on duty will be announced in September. Adult and student tutors are available to assist students with homework and subjects of difficulty.

CREDIT RECOVERY/GRADE RECOVERY/NEW CREDIT PLAN

In accordance with the guidelines of the Alabama Department of Education, the Thomasville City Schools System will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Along with Credit Recovery, the Thomasville City Schools system will offer students an opportunity to recover current grades and missing credits through two methods called Grade Recovery and New Credit. Such students must meet eligibility requirements to apply, and the Credit Recovery/Grade Recovery/New Credit Program must be operated under the guidelines established by this document.

Credit Recovery is a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion.

Grade Recovery is a course-specific, skill-based learning opportunity for students who are currently at risk of failing a course or part of a course, have previously failed a semester or part of a semester, or are struggling to meet the more rigorous academic demands of Common Core State Standards.

New Credit is a course-specific, skill-based learning opportunity for students who are short credits for graduation, are falling behind on credits, or have missed course requirements due to illness or schedule conflicts.

Student Eligibility, Admission, and Removal

Students are eligible to apply for Credit Recovery if the final grade earned in a course required for graduation was between **40% and 59%**. **Identification, selection, and notification of eligible students will be conducted by the school guidance counselors.** Alternatively, such a student can choose to repeat a course in its entirety during the next regular school term.

Students must complete a High School Credit Recovery application to request placement in a Credit Recovery Program. The **student and parent/guardian** must sign the application to consent to placement in the program and to acknowledge agreement with the terms of admission and program requirements.

Students may be removed from a Credit Recovery Program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements.

Students who are working toward receiving an Advance Academic Endorsement are not eligible for Credit Recovery.

GIFTED EDUCATION

Intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with other of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. As a measure to locate these students, Second Grade Child Find is conducted, which means children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. "In addition, some students with disabilities may be gifted.

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

For each student referred, information is gathered in the area 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. If you have any questions concerning the gifted process, please contact the Gifted Education Specialist at your child's school.

SPECIAL EDUCATION

Thomasville City Schools provide services for hearing impaired, deaf-blind, intellectual disability, orthopedically impaired, other health impaired, emotional disability, speech language impaired, visually impaired, specific learning disabilities, autism, traumatic brain injury, developmentally delayed, multiple disabilities, and gifted. All students are identified as special needs.

CHILD FIND

What is Child Find?

Child Find is an effort by the Thomasville City Schools and the State Department of Education to locate, identify, and evaluate children with disabilities from birth to age 21.

How Does Child Find Work?

Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities. A toll-free number is provided for parents or other persons interested in information about referring a child from birth to age 21.

Disability Areas: Hearing Impaired, Deaf-Blind, Intellectual Disabilities, Multiple Disabilities, Orthopedically Impaired, Other Health Impaired, Speech/Language Impaired, Visually Impaired, Specific Learning Disabilities, Autism, Traumatic Brain Injury, Developmentally Delayed, and Emotional Disabilities.

Section 504-IDEA: School system have an affirmative responsibility to refer students when a disability is suspected and believe to need special education or related services because of a disability.

For more information, contact:

(800) 392-8020 (Ages 3-21); (800) 543-3098 (Birth through Age 2); or
(334) 636-9955 (ext.8606) - Local Special Education Office.

USE OF VIDEO SURVEILLANCE EQUIPMENT

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Thomasville City Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the Thomasville City School System.

Equipment shall not be used where there is an expectation of privacy, i.e. bathrooms, gym/locker rooms, private offices, and classrooms. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment.

Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only.

All Thomasville City School System personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes.

TECHNOLOGY USAGE POLICY AND GUIDELINES PURPOSE:

The purpose of the Thomasville City Schools is to provide an effective, challenging, and engaging education for every one of our students.

POLICY STATEMENT:

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

INTRODUCTION:

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Thomasville City Schools to provide all students and employees with access to a variety of technology resources. All Thomasville City Schools' students and staff must acknowledge and adhere to this policy.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Purpose Statement and instructional goals of the Thomasville City Schools. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge.

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

responsible for establishing specific practices to enforce this policy at individual schools.

Aspects of this policy may specifically address technology equipment personally owned by school system employees and/or students and brought into school facilities or onto school campuses to access school resources and/or personal resources. All personal technologies used on any Thomasville City Schools campus are subject to this policy and may be used only if such usage is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. No technologies may be purchased, brought on campus, or used to access school system resources that interfere with or adversely affect functions or operations of school system technology resources/infrastructure.

All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a Thomasville City Schools campus is subject to all school system policies and guidelines, as well as local, state, and federal laws. Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen or if the security of this data is believed to have been breached in any way, the Technology Director should be notified immediately.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Technology Director before proceeding. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

The Thomasville City Schools Technology department issues further specific guidelines detailing appropriate and legal use of copyright, email, technology resource purchasing and disposal, web page creation and maintenance, and the publication of student work. These guidelines are updated as best practices dictate and as case law emerges. These guidelines are considered appendices of the Thomasville City Schools Technology Usage Policy. Students and staff are expected to be aware of and follow the guidelines which are updated annually and posted on the Thomasville City Schools web site and referenced in the Employee Handbook and/or the Parent-Student Handbook.

****See Technology Usage Policy Appendix A and B.**

****See Data Governance and Security Policy including Appendix A**

I. ACCESS:

- A. The use of all Thomasville City Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- B. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
- C. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.

- D. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Thomasville City Schools.
 - E. Individuals identified as a security risk may be denied access.
 - F. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
 - G. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.
 - H. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or an attempt to breach any technology resources security system, either with or without malicious intent.
 - I. District/Local Technology Coordinators and/or school administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts. Their decision will be final.
- **See Data Governance and Security Policy**

II. PRIVACY:

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

III. DATA SECURITY:

- A. Students and staff are expected to follow all local, state and federal laws and system policy regarding the protection of student and staff confidential data.
- B. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but Thomasville City Schools cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.
- C. Individuals must take all reasonable precautions to prevent unauthorized access to

accounts and data and any other unauthorized usage within and outside Thomasville City Schools. Any such unauthorized usage shall be reported immediately to the local school Technology Coordinator and/or the district Technology Director.

- D. All employees shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.
- E. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, specific software packages, or the Internet.
- F. Reasonable steps and procedures will be taken to secure student records, media center collections, child nutrition, and accounting information, and such information shall be backed up in a routine manner, with such information being maintained in secure offsite storage.
- G. The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

[**See Data Governance and Security Policy](#)

IV. COPYRIGHT:

- A. Illegal copies of software may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the District and/or Local Technology Coordinator.
- C. The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).
- D. Copyright is implied for all information (text, data, and graphics) published on the Internet. Web page authors will be held responsible for the contents of their pages. Do not "borrow" icons or graphics from other pages without documented permission.
- E. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then, should occur only under the supervision and direction of the Technology department.
- F. A backup copy of all purchased software programs should be made and, thus, become the working copy and a record of its purchase must be maintained.
- G. All original copies of software programs, including those donated or purchased with departmental funds will be stored in a secure place with a record of the transaction.
- H. Programs written by School System employees or students for the specific purpose of being used in the classrooms of the Thomasville City School System must be approved by the District Technology Coordinator.
- I. For security and insurance purposes, the District and Local Technology Coordinators will be the only people with access to original software disks at a given school location with the exception of CD-ROMs. System-wide software originals will be housed at the District Technology Coordinator's office.
- J. If a single copy of given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (Section 117 of 1976 Copyright Act as amended in 1980) is NOT allowed.
- K. If more than one copy of a software package is needed, a site license, lab pack, or

network version must be purchased. The District or Local Technology Coordinator and the person requesting the software will be responsible for determining how many copies should be purchased.

- L. Either the District or Local Technology Coordinator in each school is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the District Technology Coordinator and/or Superintendent and distributed to all schools that will use the software.
- M. The District Technology staff or Local Technology Coordinator is responsible for installation of all software in use on the local area network and/or individual workstations within the Thomasville City Schools.
- N. Users should not purchase software without consulting the technology staff.
- O. It is the responsibility of the principal at each school site to establish practices which will enforce the School System copyright policies.
- P. All employees will be expected to abide by the provisions of this policy.
- Q. The Board by this presentation hereby notifies all employees of the intent of this policy.

****See Data Governance and Security Policy**

V. EMAIL:

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

****See Technology Usage Policy**

****See Data Governance and Security Policy**

VI. INTERNET USE:

- A. The intent of Thomasville City Schools is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet.
- C. Teachers should screen all Internet resources before projecting them in the classroom.
- D. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- E. Students are allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.

- F. Permission is not transferable, and therefore, may not be shared. Existing permission forms are valid until new forms are received. Students are required to have new forms signed when changing schools.
- G. Students who are allowed independent access to the Internet have the capability of accessing material that has not been screened.
- H. Internet activity can and will be monitored, along with other aspects of technology usage.
- I. Internet access for all users is filtered through one central point by URL (web address) and by IP address and may be filtered by keyword.
- J. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Technology Director.
- K. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking, must list specific URLs.
- L. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy.
- M. Internet use refers to internet access via all Thomasville City Schools private and public networks.

****See Data Governance and Security Policy**

VII. INTERNET FILTERING:

- A. Internet access for all users is filtered, through one central point, by URL and IP address.
- B. Internet searches are filtered by keyword.
- C. URLs and IP addresses may be added to or deleted from the filtered list by the District office.
- D. Staff members may request review of filtered sites.

****See Data Governance and Security Policy**

VIII. WEB PUBLISHING:

- A. Thomasville City Schools' web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
- B. Pictures and other personally identifiable information will be used unless it is otherwise in writing from the parent/guardian of the student involved.
- C. Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
- D. No written permission is required to list faculty/staff and their school contact information (phone extension, e-mail address, etc.)
- E. Employees not wanting personal photographs posted on the system website must request so in writing.
- F. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

****See Technology Usage Policy**

****See Data Governance and Security Policy**

IX. PARENTAL PERMISSIONS:

The TCS Technology Director will inform the administration of each school of any written

notification from a parent regarding posting students information on the web.

**See Technology Usage Policy

**See Data Governance and Security Policy

X. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

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

- A. Using another user's password or attempting to discover another user's password
- B. Sharing passwords
- C. Trespassing in another user's files, folders, home directory, or work
- D. Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location
- E. Downloading, installing, or copying software of any kind onto a computer, laptop, home directory, network drive, or other device (except for approved updates or apps)
- F. Harassing, insulting, embarrassing, or attacking others via technology resources
- G. Damaging/abusing technology resources, including, but not limited to, printers, telephones, computers, computer systems, any e-device, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
- H. Intentionally wasting limited resources such as Internet bandwidth, disk space and printing capacity
- I. Accessing inappropriate material stored on resources such as, but not limited to, digital cameras, flash drives, iPods, online storage, cell phones, web sites, etc.
- J. Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked (Examples: information that is violent; illegal; satanic; sexual; demeaning; racist; inflammatory; and/or categorized as a social networking, blogging, or journaling sites, etc.)
- K. Sending, displaying, or downloading offensive messages or pictures
- L. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- M. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate, harassing, and/or embarrassing pictures
- N. Editing or modifying digital pictures with the intent to embarrass, harass or bully is prohibited
- O. Participating in unsupervised or non-instructional on-line chat rooms without the permission/supervision of an adult staff member
- P. Posting any false or damaging information about other people, the school system, or other organizations
- Q. Posting of any personal information as defined previously in this document
- R. Broadcasting network messages or participating in sending/perpetuating chain letters
- S. Violating copyright laws
- T. Plagiarism of materials
- U. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- V. Use of any Thomasville City Schools Technology resource for personal gain, commercial or political purposes

- W. Accessing any website or other resources by falsifying information
 - X. Downloading games or playing games on-line that are not instructional in nature
 - Y. Streaming video or audio not related to the core business of the School System
- **See Data Governance and Security Policy*

MCKINNEY—VENTO ACT

According to Federal Law, Thomasville City Schools provides assistance under the McKinney-Vento Act to students in the Thomasville City Schools District. McKinney-Vento is designed to render assistance to those students affected by catastrophic events or other events beyond their control. For more information regarding the criteria and/or assistance provided under The McKinney-Vento Act, please contact Donna Calhoun at (334) 636-9955 ext. 8606.

ENGLISH AS A SECOND LANGUAGE

Theory and Goals

Thomasville City Schools is committed to providing all students equal opportunity to benefit from educational programs and services. TCS is committed to promoting life-long learning for all of our students. Therefore, the district will use scientifically research-based and effective instructional programs and practices to ensure that all students can become proficient in English and can achieve the state’s academic content and student academic achievement standards.

The goal of TCS is to increase the English language proficiency in students identified as English Learners (EL) to a maximized degree, which will allow these students to function independently in a traditional general education classroom. The instructional goals include:

- All EL students will become proficient in English, at a minimum attaining proficiency or better in reading/language arts and mathematics.
- All EL students will be taught by highly-qualified teachers.
- All EL students will be taught using a curriculum that fosters college and career readiness
- All EL students will be provided instruction in a safe, drug-free environment.

THS CLUB AND ACTIVITIES

A. AFTER-SCHOOL HOURS

Students who remain after school must report to their activity immediately. Students who participate in after-school hours’ activities must leave immediately after the activity, and they must make all transportation arrangements prior to taking part in the activity.

Steps to follow if a Student is not picked up by a Parent

1. Schools must provide written notice to parents (ex. student handbooks) of the proper steps followed when a student is not picked up by the parent or legal

guardian.

2. Parents will receive notification of time to pick up the student (ex. after-school detention, fieldtrips, sports activities, etc.) in either a written message and/or school phone messenger.
3. The school employee in charge of the student must call the parent/guardian, and ALL emergency contacts listed in the student's profile.
4. Employee calls local law enforcement.
5. Local law enforcement will call DHR for inappropriate supervision, neglect, and/or abandonment by the parent/guardian.

B. CLUBS

- SGA: Student Government Association
- Drama/Thespians
- FBLA – Future Business Leaders of America
- National Honor Society
- National Technical Honor Society
- Mu Alpha Theta (Math Club)
- Leo Club

C. PROGRAMS / ASSEMBLIES / AWARDS

For any special activities where parents or special guests are invited, all students are expected to be on their best behavior. **Students with any type suspension or Alternative School placement will not be able to attend.**

D. EXTRA-CURRICULAR ACTIVITIES

Thomasville High School offers both competitive and performing activities in which students can participate: Football, Basketball, Baseball, Volleyball, Fast Pitch Softball, Golf, Soccer, Track, Wrestling, Choir, Drama, Marching Band, and Concert Band.

E. AFTER-SCHOOL TUTORING

Tutoring will be scheduled after school begins. Adult and student tutors will be available to assist students with homework, subjects they may be having problems in, and remediation. Students who misbehave will not be able to attend. **It is the responsibility of the parent to pick up their child on time after tutoring ends.**

ATHLETIC ELIGIBILITY RESPONSIBILITIES

The Thomasville City Board of Education, the Thomasville City Virtual School and its employees are not making, and expressly disclaim, and representation or assurance as to any student's National Collegiate Athletic Association (NCAA) eligibility or compliance in connection with a student's enrollment in the Thomasville City Virtual School. It is the student and guardian's responsibility to ensure that they meet NCAA eligibility and compliance standards as a condition to enrollment in the Thomasville City Virtual School. The student and guardian are responsible for following all NCAA guidelines including those related to course selection and course completion at the standard pace as set forth in applicable NCAA standards, including, without limitation, the NCAA's non-traditional course requirements. Monitoring appropriate course progress and course selection is the sole responsibility of the student and guardian, THS staff will facilitate documentation requests to assist in the eligibility process as required by NCAA. Potential Virtual School Athletes are subject to the eligibility requirements of the AHSAA.

Drug Free Atmosphere for Student Athletes, Student Drivers and Students Participating in Extra Curricular Activities Procedures

I. Policy Objectives

- a. To create and maintain a safe, drug-free environment for all students.
- b. To encourage any student with a dependence on, or addiction to, alcohol or other drugs to seek help in overcoming this problem.
- c. To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
- d. To minimize the likelihood that school property will be used for illicit drug activities.
- e. To protect the reputation of the school system and its students.

Student drug abuse can be a serious threat to the school system, its students, visitors, and employees. Practical experience and research indicates that appropriate precautions are necessary. It is the belief of the Board that the benefits derived from the policy objectives outweigh the potential inconveniences to students. The Board earnestly solicits the understanding and cooperation of all students and parents in implementing this policy. The Board requires that all students report to school, practices, and competitive events without any alcohol or illegal substances in their systems. Further, outside conduct of a substance abuse related nature that affects a student's sports or academic performance, or reflects badly on the school, is prohibited.

II. Enforcement

In order to enforce the provisions of this policy, the Board reserves the right to require all students to submit, at any time prior to, during or following a sport, practice, or competitive event, or while under the supervision or care of this school system, to drug tests in order to determine the presence of prohibited substances.

Pursuant to Board policy and regulations, students applying to participate in athletics, extra-curricular student clubs/organizations and/or driving a motor vehicle may be tested prior to beginning a seasonal activity, or during the season of the activity, or any time during the school year, on a random basis without advance notice and will be assessed an annual fee. When Board officials, who have been trained in observation skills, have reasonable suspicion to believe a student has violated its Alcohol and Drug Policy, they may require the student to undergo testing.

No student testing positive, refusing to test, refusing to cooperate with testing or being in violation of this policy will be penalized academically. Information, including testing positive, will not be released to criminal or juvenile authorities absent compulsion by valid state or federal laws. This policy is developed to be of non-punitive nature and the Board will work with the student and his/her parents/guardians when there is a violation of this policy and procedure.

III. General Policy

Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs, or alcohol can impair judgement and reflexes that can create unsafe conditions for students, especially those involved in sports. For this reason, Thomasville City Schools has adopted a policy that all students must report to any and all activities completely free from the effects of alcohol and/or the presence of drugs, unless used as prescribed by a physician.

IV. Drug Use/Distribution/Impairment/Possession

All students are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their system while at any and all activities under the care of Thomasville City Schools System.

V. Prescription Drugs

The proper use of medication prescribed by a physician is not prohibited; however, TCS prohibits the misuse of prescribed (or over the counter) medications and requires all students using drugs at the direction of a physician to notify their coach, director, or sponsor where these drugs may affect their performance, cause drowsiness, etc.

VI. Testing Procedure

- a. Random Testing – The Board will conduct random, unannounced screening of students. The drug-testing agency will provide computerized random sample lists to the Drug Program Coordinator. The list of students in the random pool will be updated periodically. Students will be required to report to the Board designated collection site for testing as soon as possible, but in no case later than 4 hours following notification. All random testing procedures shall be conducted in accordance with a drug program management plan.
- b. Return to Program Testing – All students suspended for abuse of substance covered under this policy will be subject to unannounced testing following return to student activities for no less than 12 months and no more than 60 months.
- c. All students will be tested regularly on a random basis for amphetamines, cannabinoids, cocaine, and opiates plus others. Students may be tested for any other substance, such as, but not limited to, steroids, barbiturates, and benzodiazepines without advance notice as part of tests performed by the Board for safety purposes.
- d. Testing procedures – Urinalysis will be used in random testing.
- e. Collection sites – Collections will be conducted on site at the appropriate designated school.
- f. Evaluations and return of results – The medical review agency will report positive results to the Drug testing coordinator. The coordinator will then schedule a conference with the parents/guardians. The head coach, sponsor, or director will be the only other person notified.
- g. Request for Retest – A retest of a positive result may be granted upon written

request. The student will be required to pay for the retest but would be reimbursed if the retest is negative.

- h. Reasonable suspicion testing – A student may be required to submit to screening if identified by trained personnel to be a reasonable suspicion. The recommending school official should fill out a written, signed request explaining circumstances and evidence.

VII. **Violations**

- a. First Violation – Suspended from activity, sport, or privileges for 14 school calendar days beginning no earlier than opening game or day of that activity, sport, or privilege. If not participating, or not applicable to the students' activity, sport, or privilege, suspension begins on opening game or activity of the next season they participate in. In either case, student is also required to attend one counseling session with high school counselor.
- b. Second Violation – Suspended from activity, sport, or privileges for 8 school weeks and shall carry over to next school year if necessary.
- c. Third Violation – Suspended permanently from activities, sports, and privileges.

1:1 INITIATIVE (T-SLATE)

Thomasville Students Learning. Achieving. Transforming. Empowering!

The mission of Thomasville City Schools 1:1 Technology Initiative is to enhance individualized life-long learning through technology by empowering students with the skills needed to succeed in an ever changing world.

By providing students with technology tools and skills, Thomasville City Schools 1:1 Technology initiative will equip students with the digital knowledge needed to be successful, self-directed, productive global citizens.

For the 2019-2020 school year, all students grade 5th- 12th will have the opportunity to be issued a laptop computer with the 1:1 initiative. There is a \$50.00 user fee per school year and each parent and student must have attended an orientation session prior to obtaining the laptop.

T-S LATE Policy Violations and Consequences:

1. Failure to transport the laptop as instructed
2. If the laptop dies during class, the student will receive a discipline referral for not being prepared for class.

THS:

- First Offense: Warning

- Second Offense: Students will be assigned to ISS

STUDENT LAPTOP

Terms of the Computer Agreement

Terms:

Non-refundable user fees of \$50, annually, must be paid prior to taking possession of the property. Student/Parent will comply at all times with the Thomasville City Schools District's *Student/Parent Laptop Agreement*. Any failure to comply ends your right of possession effective immediately.

If this fee creates a financial hardship on the student or parent from obtaining a laptop, please contact the school administration about payment options. Upon proof of financial hardship, the administration may elect to create a payment plan for the student to pay out fees over time.

Title:

Legal title to the property is with the district and shall at all times remain in the district. Your right of possession and use is limited to and conditioned on your full and complete compliance with the *Student/Parent Laptop Agreement*. The student in whose name a system account and/or computer hardware are issued will be responsible at all times for its appropriate care and use.

License Agreements:

Thomasville City Schools is the sole licensee of the software included with the laptop computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

Liability:

The permission granted to the student ceases on the last calendar day for the current school year (unless terminated earlier by TCS). Failure to return the said laptop on or before this date to the campus principal or his/her designee may result in criminal charges being sought against the student and/or the person who has the laptop. Thomasville City Schools reserves the right at any time to demand return of the laptop forthwith.

In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.

If laptop is stolen, the student must file a police report. The student will not be charged for the cost of the unit if it is not recovered.

Student will be charged the full cost to replace the laptop if deliberately damaged or vandalized. **Please note – price is subject to change.**

Current Replacement Cost to the District is \$1155.00
Current Replacement Cost for Chromebook is \$294.50

Students/Parents are responsible for reasonable cost of repair for damaged laptops (see Repair Pricing chart below). The costs of any other parts needed for repairs will be based on manufacturer's current price list.

Table of Estimated Repair Pricing -		Chromebook
Display Enclosure	\$110.00	\$39.00
LCD Screen	\$249.00	\$39.99
Motherboard	\$525.00	\$99.99
Battery	\$99.00	\$39.99
AC Adapter	\$44.00	\$29.99
Keyboard	\$44.00	\$74.99
Top Cover Enclosure with pad	\$109.00	\$39.99
Base/Bottom Cover	\$69.00	\$49.99
Carrying Case / Back Pack	\$45.00	Chromebook Case \$40.00

Repossession:

If you do not timely and fully comply with all terms of this agreement and the *Student/Parent Laptop Agreement*, we have the right to notify the authorities to come to your place of residence to pick up the property.

Use of Computers and Laptops on the Network:

Thomasville City Schools is committed to the importance of a student being able to continue with his work when his/her laptop is experiencing problems. To assist with this problem, the district is providing the following:

Network Student Drives:

Student logins will provide access to a backup drive, which can only be accessed at school.

Students can save important items on this backup drive keeping an alternate copy that they can access from anywhere on the network.

Internet Resources:

Online assignments may be posted through the school website. Talk with your student's teachers about the availability of coursework and assignments.

General Laptop Rules

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No headphones should be used except for instructional purposes.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades. Do not tamper with computer hardware or software installation.

Music, Games, or Programs

- Music and games may not be downloaded unless assigned/approved by a classroom teacher or administrator. This may be a violation of copyright laws. **ANY GAMES OR OTHER DOWNLOADS FOUND ON STUDENT LAPTOPS WITHOUT APPROVAL FROM ADMINISTRATION WILL RESULT IN DISCIPLINARY ACTION.**
- All software loaded on the system must be district approved.

No Loaning or Borrowing Laptops

- Do not loan laptops to other students or non-students.
- Do not borrow a laptop from another student or non-student.
- Do not share passwords or usernames.

Unauthorized Access

Access to another person's account or computer without his/her consent or knowledge is considered hacking and is in violation of Section 13A-8- 103[Alabama Computer Crime Act].

Transporting Laptops

Laptops must be transported and properly secured in the laptop bag provided by the school. The laptop bag must be in good working order.

Laptop Care

- Do not loan your laptop, charger, or cords.
- Do not leave the laptop in vehicle.
- Do not leave your laptop unattended.
- Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- Do not allow pets near your laptop.
- Do not place the laptop in the floor or in sitting area such as couches or chairs.
- Do not leave the laptop near table or desk edges.
- Do not stack objects on top of your laptop, such as textbooks, notebooks, etc.
- Do not leave the laptop outside or use near water such as a pool.
- Do not check the laptop as luggage at the airport.
- Do not use excessive force when handling the laptop/bookbag, which can cause device damage. Example: Dropping a bookbag instead of placing the bookbag down carefully.
- Back up data and important files regularly! TCS will at times perform imaging maintenance on the laptops. All files not backed up will be deleted during this process. Students are ultimately responsible for backing up all personal files.

Section 13A-8-101

Definitions.

When used in this chapter, the following terms shall have the following meanings, respectively, unless a different meaning clearly appears from the context:

- (1) DATA. A representation of information, knowledge, facts, concepts, or instructions which are being prepared or have been prepared in a formalized manner, and is intended to be processed, is being processed, or has been processed in a computer system or computer network, and should be classified as intellectual property, and maybe in any form, including computer printouts, magnetic storage media, punched cards, or stored internally in the memory of the computer.
- (2) INTELLECTUAL PROPERTY. Data, including computer program.
- (3) COMPUTER PROGRAM. An ordered set of data representing coded instructions or statements that, when executed by a computer, cause the computer to process data.
- (4) COMPUTER. An electronic magnetic, optical or other high speed data processing device or system which performs logical, arithmetic, and memory functions by manipulations of electronic magnetic or optical impulses, and includes all input, output, processing, storage, computer software, or communication facilities which are connected or related to the computer in a computer system or computer network.
- (5) COMPUTER SOFTWARE. A set of computer programs, procedures, and associated documentation concerned with the operation of a computer, computer system or computer network.
- (6) COMPUTER SYSTEM. A set of related, connected or unconnected, computer equipment, devices, or computer software.
- (7) COMPUTER NETWORK. A set of related, remotely connected devices and communication facilities, including more than one computer system, with capability to transmit data among them through communication facilities.
- (8) COMPUTER SYSTEM SERVICES. The utilization of a computer, computer system, or computer network to assist an individual or entity with the performance of a particular lawful function which that individual or entity has been given the right, duty, and power, together with the responsibility to perform.
- (9) PROPERTY. Anything of value as defined by law, and includes financial instruments, information, including electronically produced data and computer software and computer programs in either machine or human readable form, and any other tangible or intangible items of value.
- (10) FINANCIAL INSTRUMENT. Includes any check, draft, warrant, money order, note, certificate of deposit, letter of credit, bill of exchange, credit or debit card, transaction authorization mechanism, marketable security, or any computer system representation thereof.
- (11) ACCESS. To instruct, communicate with, store data in, or retrieve data from a computer, computer system or computer network.

(Acts 1985, No. 85-383, §2, p. 326.)

Section13A-8-102

Offenses against intellectual property.

- (a) Whoever willfully, knowingly, and without authorization or without reasonable grounds to believe that he or she has such authorization, attempts or achieves access, communication, examination, or modification of data, computer programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- (b) Whoever willfully, knowingly, and without authorization or without reasonable grounds to believe that he or she has such authorization, destroys data, computer programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- (c) Whoever willfully, knowingly, and without authorization or without reasonable grounds to believe that he or she has such authorization, discloses, uses, or takes data, computer programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- (d)(1) Except as otherwise provided in this subsection, an offense against intellectual property is a Class A misdemeanor, punishable as provided by law.
 - (2) If the offense is committed for the purpose of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a Class C felony, punishable as provided by law.
 - (3) If the damage to such intellectual property is greater than two thousand five hundred dollars (\$2,500), or if there is an interruption or impairment of governmental operation or public communication, transportation, or supply of water, gas, or other public or utility service, then the offender is guilty of a Class B felony, punishable as provided by law.
 - (4) Whoever willfully, knowingly, and without authorization alters or removes data causing physical injury to any person who is not involved in said act shall be guilty of a Class A felony, punishable as provided by law.

(Acts 1985, No. 85-383, p. 326, §3,; Act 2003-355, p. 962, §1.)

Section13A-8-103

**Acts constituting offense against computer equipment or supplies;
punishment.**

- (a)(1) Whoever willfully, knowingly, and without authorization or without reasonable grounds to believe that he has such authorization, modifies equipment or supplies that are used or intended to be used in a computer, computer system, or computer network commits

an offense against computer equipment or supplies.

- (2) a. Except as provided in this subsection, an offense against computer equipment or supplies as provided in subdivision (a)(1) is a Class A misdemeanor, punishable as provided by law.
 - b. If the offense is committed for the purpose of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a Class C felony, punishable as provided by law.
- (b)(1) Whoever willfully, knowingly, and without authorization or without reasonable grounds to believe that he has such authorization, destroys, uses, takes, injures, or damages equipment or supplies used or intended to be used in a computer, computer system, or computer network, or whoever willfully, knowingly, and without authorization or without reasonable grounds to believe that he has such authorization, destroys, injures, takes, or damages any computer, computer system, or computer network commits an offense against computer equipment and supplies.
 - (2) a. Except as provided in this subsection, an offense against computer equipment or supplies as provided in subdivision (b)(1) is a Class A misdemeanor, punishable as provided by law.
 - b. If the damage to such computer equipment or supplies or to the computer, computer system, or computer network is \$2,500.00 or greater, or if there is an interruption or impairment of governmental operation or public communication, transportation, or supply of water, gas, or other public utility service, then the offender is guilty of a Class B felony, punishable as provided by law.

(Acts 1985, No. 85-383, §4, p. 326.)

You can find out more information about district issued laptops and any updates to the Student Laptop Handbook at: www.thomasvilleschools.org.

GRADUATION REQUIREMENTS

See Graduation Requirements 5.22 in current Board Policy on the TCS website.

VALEDICTORIAN, SALUTATORIAN

See Valedictorian and Salutarian 5.23 in current Board Policy on the TCS website.

ACADEMIC HONOR SOCIETY AND THS CLUBS REQUIREMENTS

National Technical Honor Society

- Student in tenth (10th), eleventh (11th) or twelfth (12th) grades are eligible for membership.
- Students must maintain a 3.0 or higher grade point average.

- Enrolled in a career tech class or have been in one.

National Honor Society

- Student must have a 3.8 GPA (Weighted but rounded)
- Must be at THS a full semester and the earliest they are eligible is the second semester of their sophomore year.
- Students must be evaluated on character, service, and leadership.

Mu Alpha Theta

- Students must be enrolled in advanced math classes beginning with Algebra 1.
- Students must maintain an 88 average in all math classes.
- Students must be an associate member for one school year, before they can apply for full membership.

Student Government Association (SGA)

- Student officers and student class representatives are elected by student body.
- Students must maintain a B average and no major discipline infractions.

High School Thespian Club

- Students must earn ten (10) points. Five (5) points should be awarded for work done at the school where he or she was inducted. One (1) point represents approximately 10 hours of excellent work.
- Students must maintain a 2.5 grade point average.

Family, Career, Community Leaders of America (FCCLA)

- Students in grades ninth (9th), tenth (10th), eleventh (11th) or twelfth (12th) are eligible for membership.
- Students must be presently enrolled or have taken a Family and Consumer Science (FACS) course.

Future Business Leaders of America (FBLA)

- Students in grades ninth (9th), tenth (10th), eleventh (11th) or twelfth (12th) are eligible for membership.

Health, Occupation Students of America (HOSA)

- Students in grades ninth (9th), tenth (10th), eleventh (11th) or twelfth (12th) are eligible for membership.

VIRTUAL SCHOOL (EDUCATIONAL OPTIONS)

The Thomasville City School System will provide a virtual pathway or virtual education option for students in grades 9-12. Students enrolled in the virtual school will complete all coursework virtually from their school issued 1:1 laptop. The coursework allows student scheduling flexibility to complete the course requirements.

Students must meet the eligibility criteria to participate in the virtual pathway as described in

the Thomasville City Virtual Schools Student Benefits, Expectations, and Requirements.

Students must meet the established attendance criteria to participate in the virtual pathway. Attendance and academic progress will be monitored.

All quarterly and state-mandated testing will be conducted at Thomasville High School. All fulltime students enrolled in the virtual school will be counted in the average daily membership. All full-time students enrolled in the virtual school will participate in all state testing and accountability requirements or credit may be denied. Upon satisfying all graduation requirements, students enrolled in the virtual school will receive a Thomasville City School System diploma.

Students enrolled in Thomasville City Virtual School are eligible to participate in extracurricular activities in the school district in which they reside, and are subject to the same requirements, including Alabama High School Athletic Association rules.

Thomasville City Virtual School shall be exempt from any provision of general law, local law or administrative rules that apply to the traditional delivery of instruction, including, but not limited to, requirements to the physical presence of a student, student monitoring and security, staff requirements, transportation obligations, facility requirements, space and location requirements, time requirements and physical education requirements, to the extent any of the forgoing conflict with the delivery of the virtual program.

Any online course delivery that is not supported by the Alabama State Department of Education shall be accredited by an institution recognized pursuant to administrative rule adopted by the ALSDE. Course work offered through the virtual program shall contain the requirement content as identified in the applicable Alabama Course of Study.

Student Benefits, Expectations, and Requirements

Virtual Schooling offers students numerous benefits in terms of time flexibility and program customization. Along with these advantages, students also assume increased responsibility in time management, Organizations, self-direction, and self-regulation.

Benefits

- Early graduation option upon meeting eligibility criteria.
- Flexibility to pursue interests intensively.
- Self-pacing and opportunity for accelerated advancement

- Flexibility and personalized learning experiences.
- Individualized academic and career preparation plan.
- Instruction from Alabama-certified teachers.
- Minimal fees.
- Accredited diploma upon satisfying all requirements for graduation.

Expectations

- Technology

- Participate in the one-to-one initiative, which provides 24-hour access to a school system owned device and other digital resources.
- Acquire and maintain consistent Internet access.
- Attendance
 - Adhere to Thomasville City Board of Education’s attendance policy.
 - Attend class daily in accordance with Thomasville City School calendar. Attendance requirement is satisfied by logging into each ACCESS course daily.
- Course Progression
 - Students are required to progress through online courses at a rate comparable to the progression of a traditional class.
 - Students are permitted to work ahead of the standard course progression and finish courses early.
 - Students who fall behind comparable course progress will be subject to Academic Probation.
- Academic Probation (Intervention strategy)
 - Through mid-quarterly and quarterly grade monitoring, students are expected to maintain a 70% overall average in their courses. When students fall below this overall average, they will be placed on Academic Probation which requires the following:
 - Attendance will be taken two days a week by being physically present at Thomasville High School as long as they are on Academic Probation.
 - Weekly grade counseling with principal or designee.
 - Students remain on Academic Probation until average is above 40%.
- Proctored Examinations
- All tests, exams, and Alabama mandated tests must be taken in the presence of a proctor at Thomasville High School. Students are responsible for scheduling testing appointments with the Thomasville High School facilitator.
- Scores earned on exams that are not taken at an approved testing site with a proctor are subject to invalidation and review by the Thomasville High School principal or designee.
- Students must provide their own transportation to the testing site.

Minimum Requirements to Remain Enrolled

- Reside in Thomasville City Schools’ district.
- Participate in the one-to-one initiative.
- Maintain consistent, daily access to the internet.
- Maintain overall GPA of 2.0 in courses taken during the current academic year.
- Accumulate no more than 5 unexcused, full-day absences during the current semester.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and/or test.
- Adhere to the Academic Integrity Contract.
- Remain in good standing as a student of the Thomasville City Virtual School.

Academic Integrity Contract

The Academic Integrity Contract of the Thomasville City Virtual School combines the existing Academic Integrity Policy of ACCESS Distance Learning and additional requirements posed by Thomasville City Schools.

ACCESS Distance Learning

ACCESS Distance Learning students must sign a commitment form attesting to academic integrity regarding each of the following topics. If a student fails to abide by these policies, the student will be removed from the course with a failing grade and will be subject to other consequences as determined by ACCESS and local school system administrators.

- All work must be completed by the student alone.
- Any collaboration among students must be pre-approved by the teacher.
- Plagiarism will not be allowed in any form. This will include copying or using the ideas or words of others and presenting them as one's own.
- Students will not allow others to copy their work.
- Content from the Internet will not be misused or misrepresented.

All ACCESS Distance Learning teachers utilize a variety of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by ACCESS Distance Learning administrative staff, the distance learning teacher, and the local school system, and will be subject to removal from the course with a failing grade.

Thomasville City Virtual School students must take all mid-term and final exams in the presence of a facilitator unless otherwise noted. Students are responsible for the following:

- Completing unit tests and course examinations without the use of study aids or computer help unless so allowed by the online teacher.
- Provided reliable transportation to and from the testing site(s) designated by the Thomasville City Virtual School staff.
- Verify the proctor records the student's test title, assigning teacher, test date, start time, and end time.

Scores earned on tests or exams not taken at an approved testing site with a proctor are subjects to invalidation and review by the Thomasville High School Principal or designee. Additional, in accordance with ACCESS Distance Learning policy, the student may be removed from the course with a failing grade and may be subject to dismissal from the Thomasville City Virtual School.

CREDIT RECOVERY/GRADE RECOVERY/NEW CREDIT PLAN

Credit Recovery is a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion.

Grade Recovery is a course-specific, skill-based learning opportunity for students who are

currently at risk of failing a course or part of a course, have previously failed a semester or part of a semester, or are struggling to meet the more rigorous academic demands of Common Core State Standards.

New Credit is a course-specific, skill-based learning opportunity for students who are short credits for graduation, are falling behind on credits, or have missed course requirements due to illness or schedule conflicts.

These three options can help to reduce dropout rates by enabling students to recover/earn the credits they need to graduate. A full standards-aligned curriculum allows students to recover/earn entire levels in one or more subject areas and allow them to graduate with their cohort.

Student Failure Reports for Credit Recovery/Grade Recovery

Teachers who assign failing grades to students in courses that are necessary for graduation will be required to submit a student-specific report which identifies course standards that were met, not met, or not covered in the applicable grading term.

These reports may be used in combination with course and skill-specific diagnostic tools provided through software vendors and/or school or school-system assessments, all of which must be aligned with the Alabama Course of Study content standards for the course being pursued through the Comeback Academy.

Student Eligibility, Admission, and Removal

For **Credit Recovery**, the final grade earned in a course required for graduation must fall between **50% and 59%**. Alternatively, such a student can choose to repeat a course in its entirety during the next regular school term.

Students are eligible for **Grade Recovery** if the current grade in a course required for graduation or promotion is below 70%. Students are also eligible for Grade Recovery if the grade for a previous grading period during the course is below 60%.

Students are eligible for **New Credit** if they are short credits for graduation, falling behind on credits, have missed course requirements due to illness or schedule conflicts, or are participating in early completion.

Students must complete an application to request placement in a Credit Recovery/Grade Recovery/New Credit Program. The student and parent/guardian must sign the application to consent to the placement in the program and to acknowledge agreement with the terms of admission and program requirements.

Students may be removed from the Comeback Academy at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements.

Comeback Academy Process

- 1) Comeback Academy Request/Referral Form
- 2) Parent/Student Contractual Agreement for Participation Form

Once the forms are received by the school counselor, and proper signatures are obtained, the counselor will then complete the Comeback Academy Request/Referral Form.

This application packet, along with the Student Course Failure Report (completed by the teacher who assigned the failing grade), will be submitted to school Administration.

- 3) Verification by School Administration
 - Verify signatures
 - Verify student eligibility
 - Sign the Program Referral Form
- 4) Send package to Credit Recovery facilitator for enrollment

The Comeback Academy Program Authorization and Operation

The Comeback Academy program may operate during the school day. The Comeback Academy program may operate during the summer term or outside the normal school hours and must be supervised by an administrator.

Teachers working with students in the Comeback Academy program must be certified in the content area they are teaching or in one content area if they are facilitating a software-based program. In situations where online courses are being utilized, a facilitator may be used, who is an approved adult employee of the school system.

The Comeback Academy's offerings may be limited by the availability of space, teachers, or appropriate computer-based content for specific courses.

DUAL ENROLLMENT

See [Dual Enrollment 4.17](#) in current Board Policy on the TCS website.

CLASSIFICATION OF GRADES

Each graduating class will be required to have 26 Carnegie units (credits) to graduate from Thomasville High School. The total number of credits earned determines homeroom placement. The number of credits required for homeroom placement is as follows:

- 10th grade homeroom – 7 credits
- 11th grade homeroom – 14 credits
- 12th grade homeroom – 21 credits

DIPLOMA PROGRAM

Thomasville High School offers with endorsements:

- Alabama High School Diploma
 - Essentials and Life Skills Pathway
- Career and Technical Education (CTE) Endorsement

- Alternate Academic
 - Standard Pathway
- Advance Academic Endorsement

EARLY COMPLETION (Graduation)

Thomasville City Schools recognizes that some students qualify for graduation for a variety of reasons before the typical end of the school year. Those students that are identified by the THS principal or his/her designee may graduate early. Thomasville High School will host two graduation ceremonies. The first ceremony will be held at the January board meeting. The second ceremony will be the usual graduation ceremony held in May. Students who graduate before January 1 must graduate at the January ceremony. All other completers will participate in the May ceremony.

Any student who graduates early cannot participate in May graduation unless extraordinary circumstances are approved by the THS principal or his/her designee.

Alabama State Department of Education Required Student Assessments

DIBELS	Grades K—2
Alabama Comprehensive Assessment Program	Grades 2—8
Alabama Alternate Assessment	Grade 3-8, 10
Pre ACT	Grade 10
ACT Plus Writing	Grade 11
ACT Work Keys	Grade 12
Alabama Civic Exam	Grade 12

Student Exemption Criteria for Grades 7-12

All students in grade 7-12 are required to take midterm exams. Students who meet the following guidelines may choose to exempt final exams.

Allowed Exemptions

Grade 7-8	1 exemption second semester
Grade 9	1 exemption per semester
Grade 10	2 exemptions per semester
Grade 11	2 exemptions per semester
Grade 12	3 exemptions per semester

Criteria for Exemptions

Overall A average with no more than 3 excused absences in the class.

Overall B average with no more than 2 excused absences in the class.

Overall C average with no more than 1 excused absence in the class.

Senior students may exempt the corresponding exam for a CCR qualifying score on the ACT or WorkKeys test. (Student must have an overall Platinum/Gold/Silver Workkeys score on all parts of the test to use this for a corresponding exam exemption.)

Students will lose their exemption privilege for any of the following:

1. Any unexcused absence from school
2. Any unexcused tardies
3. Any suspension (In-school and out of school)
4. Student placed in the alternative school
5. Any office referral for skipping class.
6. More than one (1) office referral during the school year.

THOMASVILLE CITY SCHOOLS' POLICY CHANGES

Please see the TCS Policy Manual for any updates/changes to policy.



Thomasville City School District
STUDENT/PARENT LAPTOP AGREEMENT
2019-2020

Homeroom Teacher: _____ Grade: _____

*Receipt of this signed form and \$50 required before laptop will be issued.

Student Name: _____ Home Phone: _____
Last Name, First Name

Home Address: _____
Address, City, State, Zip Code

Guardian Name: _____ Cell Phone: _____

Guardian Email Address: _____

Guardian Name: _____ Cell Phone: _____

Guardian Email Address: _____

Non-refundable user fees of \$50, annually, must be paid in full prior to taking possession of the property. You will initials comply at all times with the Thomasville City Schools District's Student/Parent Laptop Agreement. Any failure to comply ends your right of possession effective immediately.

Acceptable Use Policy Agreement

I have read the Student Acceptable Use Policy (in the Student Laptop Handbook located on the TCS website). I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I agree that Thomasville City Schools does not control the content of these Internet networks. I understand if my child violates the Acceptable Use Policy, his/her access privilege to the District Internet may be revoked and is subject to disciplinary action. Thomasville City Schools has my permission to give Internet access to my child. I understand that my child will maintain this privilege as long as the procedures described in the Thomasville City Schools Parent- Student Handbook are followed.

Terms of Agreement

Thomasville City Schools grants permission to the student to have limited use of the laptop described in this agreement. The student is responsible at all times for the care and appropriate use of this laptop. The laptop remains the property of Thomasville City Schools and cannot be loaned, sold, bartered, leased, rented or given to any other person or persons without the express, written consent of Thomasville City Schools. The district insurance AND the permission granted to the student ceases on the last calendar day of the current school year (unless terminated earlier by Thomasville City Schools) and failure to return the said laptop on or before that date to the campus principal or her designee will result in criminal charges being sought against the student and/or the person who has the laptop. Thomasville City Schools reserves the right at any time to demand return of the laptop forthwith.

Signatures

Parent or Guardian Signature Student Signature Date

Fixed Asset Number _____

Student will initial for parts upon receipt of laptop. I have received the following components on this date ____/____/2019.

Laptop Back Pack Charger
initials initials initials

**PARENT'S RIGHT-TO-KNOW
2019-2020**

Dear Parents/Guardian:

We are pleased to notify you that in accordance with the Every Student Succeeds Act of 2015, you have the right to request information regarding the professional qualifications of your child's teacher. Specially, you may request the following;

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

If you would like to receive this information, please complete the top portion of the form on the back of this page and return the form to your child's school. Should you have any questions, feel free to contact Federal Programs at 334-636-9955, and we will be happy to assist you.

Sincerely,
Federal Program Coordinator

Parent's Right-To-Know • Request Teacher Qualifications

Title I, Part A, Section 1112(c)(6), *Every Student Succeeds Act*, Public Law 114-95

I am requesting the professional qualifications of _____

who teaches my child, _____ at _____
Child's Name (Please Print) School (Please Print)

My mailing address is _____
Street (Please Print) City Zip

My telephone number is _____.

My name is _____.
Name (Please Print)

Signature Date

This Section to be completed by School/Central Office

Date Form Received: _____ Received by: _____

Teacher's Name: _____ Subject: _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches?
Yes _____ No _____

Is the teacher teaching under emergency or other provisional status?
_____ Yes _____ No

Undergraduate Degree _____ (University/College)
Major Discipline _____

Graduate Degree _____ (University/College)
Major Discipline _____

Does a paraprofessional provide instructional services to the student?
_____ Yes _____ No

If yes, what are the qualifications of the paraprofessional?

High School Graduate _____ (Year)

Undergraduate Degree _____ (University/College)
Major/Discipline _____

College/University Credit_(Hours) Major/Discipline

Signature of Person Completing Form Date Returned to Parent

Parent/Student Acknowledgement Form

School: _____

As the parent(s)/guardian(s) of the student named below, I acknowledge that I have received and read the 2019-2020 Thomasville City Schools' Parent-Student Handbook which also included the following.

- TCS Student/Parent Laptop Agreement
- Parents Right-To-Know

Parent/Guardian Signature: _____

As a student at _____, I acknowledge that I have received and read 2019-2020 Thomasville City Schools' Parent-Student Handbook and will abide by procedure and guidelines.

.

Grade: _____

Homeroom: _____

Date: _____

Student Signature: _____

Please return completed form to homeroom teacher.

