

# Cahaba Elementary Student Handbook 2018-2019

301 Parkway Drive  
Trussville, Alabama 35173

205-228-3400 Main  
205-228-3401 Fax  
205-228-3495 Lunchroom  
205-228-3414 Clinic

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## VISION STATEMENT

The Vision of Trussville City Schools is that educators, staff, parents, and the community will work together to help students move forward on a positive path toward college and career readiness.

## MISSION STATEMENT

The Mission of Trussville City Schools is to educate all students using high standards in a safe, nurturing environment fostering academic and career competencies that prepare them to be productive citizens.

## TRUSSVILLE CITY SCHOOLS BELIEFS

### Learning Organization

We believe the school system is a learning organization that teaches academics and develops character and skill.

### School/Community Partnerships

We believe that parent and community involvement is vital to continuous improvement and successful change.

### Collaboration and Communication

We believe in mutual respect in communication and collaboration between and among adults and students.

### Learning Environment

We believe in innovation, creativity, rigor, and equity in a safe, positive learning environment.

### Culture of Success

We believe in fulfilling our designated roles with a logical, enthusiastic, and outstanding work ethic.

## ARRIVAL AND DEPARTURE

The official opening of school each day is 8:00 a.m. Students arriving after 8:00 a.m. will be marked tardy. Please make every effort to arrive at school so that your child is in his/her seat in the classroom when the 8:00 a.m. bell rings. Morning activities begin promptly at 8:00 a.m. for all grades.

Teachers will be on duty to supervise students beginning at 7:20 a.m. Upon arrival, students eating breakfast should report to the cafeteria. All other students should report to the designated wait area for their grade level.

At the end of the school day, all students will dismiss at 2:50 p.m., Tuesday-Friday, and on Mondays at 1:50 p.m. Arrangements should be made for students to leave the campus no later than 3:30 p.m. Tuesday - Friday, and 2:25 p.m. on Mondays. Students should be picked up no later than 30 minutes after the close of the official school day unless they are enrolled in an on-site school child care program, participating in an authorized extracurricular school activity or program, or transported to school by school bus.

In accordance with the Highway Safety Program Guideline No. 17 Pupil Transportation Safety, each school will have restricted loading and unloading areas for school and charter buses which are separate from the established vehicle loading and unloading points.

Parents picking up children by car should have a sign in the window of the vehicle with the student name and teacher name so that your child is promptly loaded. **For the safety of our students, we asked that you refrain from using your cell phone while in the carline.**

**Walkers and Bike Riders:** An important note for those who are considering allowing their children to walk or bike ride to school: There is no off campus supervision of students by school personnel. Students are supervised by school personnel ONLY while they are on Trussville City Schools property.

Your child will be required to return a permission form to their teacher each day they will bike or walk. If your student's normal transportation will be to walk or ride a bike, you may write a blanket note for the entire school year to the teacher stating that will be the normal way home. You also must include an inclement weather plan for transportation home (bus or car rider). The principal will also reserve the right to make a decision from time to time not to allow students to walk or bike home in the afternoon if the threat of heavy rain is a possibility around our dismissal time.

### **Morning Procedures for walkers and bike riders:**

Walkers and bike riders will cross from the flagpole to the historic front porch under the supervision of the teacher who is on duty on the front porch. They will secure their bikes and enter the historic front porch doors to the school.

### **Afternoon Procedures:**

Walkers and bike riders will be given a "pass," a piece of paper with the red sneaker on it, by their teacher. This will be the walker or bike rider's pass to get out the historic front porch door. The teacher on duty will collect the cards and assemble the walkers and bike riders and watch them cross to the flagpole. When these students have gotten to the flagpole, bus riders and car riders will be dismissed.

## ATTENDANCE AND ABSENCES

State law requires that every child enrolled in school (grades K-12), regardless of age, comply with the Alabama Compulsory School Law. Future attendance patterns are developed at a very early age, thus we strongly encourage parents to help children achieve good scholarship and attendance habits during their elementary years.

We urge parents to make routine doctor and dental appointments after school hours. Students who check out before 10:53 a.m. on Mondays and before 11:23 a.m. on Tuesday-Fridays and do not return to school are counted absent for the day.

### **School Absences**

The Board of Education acknowledges that regular school attendance is imperative to each child's learning and educational progress. Accordingly, each student is expected to attend school every day school is in session. However, the Board of Education recognizes that absence from school may occasionally be necessary, but absences from school shall only be allowed for good and justifiable reasons.

### **ABSENCES MUST BE EXPLAINED (EXCERPT FROM TITLE 16, CODE OF ALABAMA 16-28-15.)**

Every parent, guardian or other person having control or charge of any child required to attend public school, private school, denominational school or parochial school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher and a failure to furnish such explanation shall be admissible as evidence of such child being truant with the consent and connivance of the person in control or charge of said child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he has been diligent in his efforts to secure the attendance of such child.

Every student who is absent from school must present to the principal's designee (school office attendance secretary), a written explanation for the absence within three (3) school days upon the student's return to school.

It is not the teacher's responsibility to forward personal emails to the school attendance secretary. You may send parent notes to excuse absences to Mrs. Estell at Nancy.Estell@trussvillecityschools.com

A parent may request from the principal permission for a student to be absent prior to the date of the absence for justifiable reasons as follows:

- Student illness, physician or dental appointment;
- Inclement weather which makes it dangerous for students to attend school as determined by the superintendent of education regarding emergency closings (ref. BOE Policy A-10);
- Legal quarantine;
- Death in the immediate family (obituary notice from local paper may be required);
- Emergency condition as determined by the principal or superintendent of education;
- Absence to observe traditional religious holidays, of a local, national or international origin when written verification is received from the student's minister or religious leader.

The principal will have the opportunity to review any written permission request or the written explanation for the absence to determine whether the absence shall be excused or unexcused.

Any absence not falling into one of the categories listed above, specific to an individual school, or otherwise excused by the principal or the superintendent or his or her designees will be unexcused.

**All excuses must be original. No faxed or scanned copies will be accepted unless it is sent from the agency providing the services. All excuses must be legitimate instances of services provided to a student (i.e. physician treatment).**

**Falsifying and/or forging excuses is punishable through Jefferson County Family Court.**

**Parents may only write up to 6 parent excuses in a school year. Once 6 parents notes have been recorded within a school year, a physician's excuse will be needed to excuse any additional absences for the school year.**

Students sent home with fever by the nurse will be clinic excused for the next 24 hours. After that period, the parent must provide a written excuse for the absence or have a physician's note for the absence to be excused.

In compliance with the Alabama Compulsory School Law, the following Trussville City Schools Truancy Program Steps are currently in effect:

1. **Parent Education-** Alabama Compulsory School Law and Trussville City Schools attendance policies are explained in detail during yearly student online registration and in the student code of conduct available on the

District's website.

2. **Education Letter-** When a student accumulates 3 unexcused absences the parent will receive an education letter from the school explaining Alabama Compulsory Law and Trussville City Schools attendance policies.
3. **Warning Letter-** When a student accumulates 5 unexcused absences, the school will send a parent warning letter regarding unexcused absences with notification that the student will be entered into the Trussville City Schools "**District Watch**" program for a minimum of one calendar school year. This monitoring will be completed by the Student Services department.
4. **Pre-Referral Conference-** In addition to the student's placement into "**District Watch**", a conference will be held with the parent(s) by a school administrator regarding the accumulated truancy. Goals may be discussed to correct future truancy concerns.
5. **District Intervention –** When a student accumulates 7 unexcused absences, the parent(s) will receive a District Intervention letter from Student Services requesting a meeting with the parent(s). District Intervention meetings are held at the Trussville City Board of Education by the Director of Student Services.
6. **Early Warning Court Referral-** When a student accumulates 10 unexcused absences, the family will be referred to Early Warning Court held at Trussville City Municipal Court. A student will only be referred one time to Early Warning Court.
7. **Family Court Referral-** When a student accumulates 12 unexcused absences, the family will be referred to the appropriate county Family Court for *Education Neglect or Truancy*.
8. **District Watch Letter-** Parents will receive a letter at the beginning of a new school year as a reminder that the student's attendance is still under the watch of the District Student Services Department for truancy.

**Perfect attendance** is awarded to students who have met the TCBOE criteria for attendance. These students must have attended school without any absences, tardies, or checkouts during the entire school year.

**Tardies/Check-In:** Morning instruction begins promptly at 8:00 a.m. Students who arrive after 8:00 a.m. are tardy. Please plan your morning arrival so that your child is seated and ready to work when the 8:00 a.m. bell rings. A parent must accompany students who arrive tardy to the office when checking in. Each parent should complete check-in form in the office. We will then issue a tardy slip to the child that must be given to the teacher. Elementary aged students arriving after the tardy bell will be marked as unexcused tardy unless a physician's note is provided. Checking in with a doctor's excuse will be excused and will not count as an accumulated tardy. Students will be counted absent for the day if they arrive after 10:53 a.m. on Monday and after 11:23 a.m. Tuesday- Friday.

**Checkouts:** Students are not to leave the school campus during the school day unless they have been checked out through the school office. Any adult who checks out a student must show a photo ID and be listed on the student checkout list. If a person is not listed on the checkout list, a

written note from the parent or guardian is required in order to release a student. The student must be signed out on the student checkout sheet and office personnel will call for the child. No one will be allowed to take a student from the classroom without filling out the checkout sheet in the office. Students checking out before 10:53 a.m. on Monday and 11:23 a.m. on Tuesday-Friday, who do not return to the school will be counted absent for the day.

**Makeup Work:** A student shall have the opportunity to make up examinations or work that occurred during an absence. Makeup work must be completed as soon as possible after returning to school. It shall be the responsibility of the student or student's parents or guardian to arrange with the teacher to make up work. A teacher may require the student to make up work after school hours in which case advanced notice will be required to allow the student to arrange necessary transportation. If your child is absent **3 or more days**, you may call the school office for your child's makeup assignments between 8:00 and 10:00 a.m. The assignments may be picked up after 2:00 p.m. on the same day.

### **BUS TRANSPORTATION**

Bus transportation services are a privilege, not a right. The school bus is considered an extension of the classroom and all TCBOE rules apply while being transported and while waiting at the bus stops.

1. Students are **not** permitted to ride any bus other than their regularly assigned bus without approval of Permission Forms found in the Transportation Department's section of the TCS website.
2. The location of bus stops shall be determined at the sole discretion of Jim Kirkland or his designee. All requests for a new/changed bus stop location must be submitted to the Department of Support Services. Jim Kirkland or his designee will make the final decision after conferring with the local school principal.
3. Video cameras may be placed on school buses to be used as an aid to monitor behavior.
4. Electronic devices will be allowed on the buses. However, they must not disturb others and the school is not responsible for lost or stolen devices.

Please refer to the Trussville City Schools Code of Student Conduct for a complete listing of the School Bus Code.

*\*Riding the bus is often a new experience for younger students, and for this reason, we try to use bus infractions as opportunities to teach appropriate bus riding behavior. Our procedure for addressing bus infractions differs slightly from the Code of Student Conduct. Please note the following: First and second bus infractions will result in a notice home for a parent's signature. A third bus infraction will result in a three day suspension from the bus. If a pattern of misbehavior continues, a student may be removed from the bus permanently.*

### **CHANGE IN TRANSPORTATION**

Changes in the way a student should go from school will be approved only with a written note from the parent or guardian. Requests to ride a bus other than the home bus requires approval of Permission Forms found in the Transportation Department's section of the TCS website. Any "going home messages" regarding changes in transportation must be received by 2:00 PM Tuesday-Friday, or 1:00 PM on Mondays. Without a note or going home message, students will be sent home their usual way.

### **CHECKS**

Student ID number, the teacher's name, and your driver's license and telephone numbers should be written on all checks. All checks should be made out to the school unless otherwise indicated. Checks for meals should be made out to school lunchroom, and checks for the PTO should be made to the school PTO. Combined checks cannot be accepted. Postdated checks are not accepted. An outside check recovery company, Nexcheck, handles checks returned for any reason. Any issues involving a returned check will need to be directed to the Nexcheck business office at 1-205-945-1126. A \$30 fee will be charged for any check that is returned due to insufficient funds and no further checks will be accepted from the individual until the matter is resolved. Individuals who fail to make payment for the full amount of the worthless check, plus the \$30 Nexcheck NSF processing fee, will be turned over to The District Attorney's Worthless Check Unit.

### **CLINIC**

The school nurse and personnel who have received training manage the clinic. Only first aid treatment is allowed. Medication may be administered to students when requested in writing by parents/legal guardians or physician. Consultation shall be obtained from an attending physician or other appropriate medical or professional personnel when dictated by the circumstances.

**YOU MUST COMPLETE A "SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION" FORM AVAILABLE IN THE CLINIC or at [www.trussvillecityschools.com](http://www.trussvillecityschools.com)** if it will be necessary for your child to receive any medications at school. We **do not** stock over the counter (OTC) medication (i.e. Motrin, Tylenol, cough drops, etc.). If a student requires OTC medication, the parent must see the school nurse. Medications must be delivered to and retrieved from our clinic by an adult. All medications must be in the original container.

The guidelines below will be followed by the clinic employee when contacting parents about illnesses and injuries.

A parent or guardian shall be contacted in the event of:

- temperature of 100 degrees or higher (child must be fever free for 24 hours without taking fever reducing medication before returning to school),
- severe nausea or vomiting,
- unusual or sensitive situation,
- injury or illness which may require medical attention(ex. pinkeye, cuts, contusions),
- evidence of head lice, or
- special request by a parent or teacher.

Temperatures below 100 degrees, general complaints with no apparent symptoms, and minor injuries may not be deemed serious enough to require parental contact. Students sent home with fever by the nurse will be clinic excused for the next 24 hours. After that period the parent must provide a written excuse for the absence or have a physician's note

**Change of clothes:** Occasionally the nurse may "loan" a student a change of clothing. Please wash and return the clothing the next school day.

**HEAD LICE:** Unnecessary absenteeism from school is often caused by head lice. It is very important to check for lice on a regular basis at home because when students are at home with head lice, not only do they miss school, but parents must often miss work to treat their child and clean their home.

Please help us prevent the problem by teaching your child not to share combs, caps, brushes, etc. Please check your child for lice or nits every Friday evening. Notify the school nurse when evidence of head lice are found. [http://www.babycenter.com/2\\_how-to-treat-your-child-for-lice\\_10360033.bc](http://www.babycenter.com/2_how-to-treat-your-child-for-lice_10360033.bc) is an excellent video on how to effectively remove nits from the shaft of the hair. Absences due to head lice after the initial day of treatment will be coded as unexcused.

### CONDUCT

Students are expected to conduct themselves in an orderly manner at all times while under the supervision of school personnel. Please refer to the Trussville City Schools Code of Student Conduct and the local school discipline plan for disciplinary guidelines and procedures.

### CUSTODY PAPERS

A copy of custody papers **must** be on file with the school if a child is residing with a legal guardian or a custodial parent. Please ensure that all parties approved to check out or pick up the child is on file with the teacher and the office.

### COMMUNICATION

The most effective way to receive emergency messages and other communication from our school and the district is to subscribe to "Notify Me." If you did not sign up for this free service during the registration process, you may visit the school or district webpage and click on "Notify Me" to subscribe.

### CONFERENCES / VISITORS

If you wish to discuss your child's progress, please contact the teacher for a conference. Conferences may be requested at any time during the grading period. Visitors and parents are welcomed on our school campus. However, we have several safety procedures in place that all visitors must follow. All exterior doors remain locked during the school day. *ALL VISITORS MUST ENTER THE SCHOOL AT THE OFFICE ENTRANCE. We ask that you not bring siblings or other children with you to work in a teacher's classroom, as it is a disruption to instructional time. Once at the office counter, all visitors must produce their driver's license which will be scanned into a security monitoring system.* A photo ID sticker will be issued for you to wear while you are in the building. You should sign out at the front desk when you exit the building. Video surveillance is used throughout the building and grounds for the safety of our students and staff.

### CRISIS PLAN

Safety is a top priority for Trussville City Schools. All schools have an extensive plan for any emergency situation. Faculty and staff are trained annually on the emergency procedures in the plan. Emergency drills are conducted for fire, tornado and intruder so that students and staff will know how to respond should an actual emergency occur. A School Resource Officer is assigned to each school to help ensure that our students and staff are safe.

### DEFIBRILLATOR

A defibrillator is located in the gymnasium of our school. It is maintained by the Trussville Fire Department. Members of our staff have been trained to use the defibrillator which is designed for children or adults.

### DRESS AND GROOMING

Guidelines for dress are simple for elementary children. Shorts, skirts, and shirts should be appropriate for work and play. All students attend PE and recess; therefore, **no flip flops or open back shoes** are allowed. Students may change into tennis shoes for PE. Students who do not wear appropriate shoes for PE will sit out for safety reasons. To be safe in the gym, we require our students to wear shoes safe for exercise. Please think of the types of shoes that YOU wear when you are exercising!

Shoes must:

- Completely cover the toes
- Completely cover the heel (no straps)
- No heel height
- No boots
- Rubber bottom

If the clothing or grooming of a student is in question, the administration will decide about appropriateness.

The definition of appropriate clothing and grooming will vary with the age of the student and the program of instruction. If a student's dress or grooming violates code, the parent or guardian will be called to help correct the situation. According to Trussville City Schools Code of Conduct, nonconformity to dress code is a Class 1 Offense.

### ELECTRONIC DEVICES

Personal electronic devices are not required for classroom use. However, students may utilize their electronic devices (iPads, laptop computers, cell phones, electronic readers, etc.) during class when encouraged to do so by the teacher. Students should access only approved apps and websites. Failure to use electronic devices according to school and board regulations will result in confiscation of the device. The device may be returned to the parent only. The school is not responsible for lost or stolen electronic devices.

**Cell phones that ring during class are distracting and will be confiscated.**

### FIELD TRIP RULES

Field trips will be offered to the student and are an integral part of our instructional program. Money and permission slips must be turned in to the office in accordance with the letter you receive regarding each individual trip.

School personnel shall supervise all field trips. No children will be permitted on a field trip other than the students of the teacher/class requesting the field trip. **Only students' parents or guardians may assist as chaperones.** Any parent or guardian who agrees to serve as a chaperone will be expected to observe some general guidelines which will be provided by the teacher. The age of the students, regulations involving special needs students, and safety considerations on the field trip shall dictate how many chaperones will be required for a particular trip. Each grade level will determine the number of chaperones needed for a field trip. The principal will have final approval of that number.

Students must be transported to and from school field trips using Trussville City Board of Education buses or any other properly insured, franchised, public transportation company. TCBOE bus rules apply to all field trips. No refunds will be given for field trips since reservations and deposits for admissions and buses are made well in advance of the trip.

### IDENTIFICATION NUMBER

Each student is assigned a unique student ID number upon enrollment which will remain the same throughout their years

in Trussville City Schools. The student will use this ID number to purchase lunches, login to computers, and check-out library books. Please write the ID number and the teacher's name on all checks written to the school.

### **INCLEMENT WEATHER**

The Superintendent of Trussville City Schools makes decisions regarding the closing of school during inclement weather. The most effective way to obtain emergency information is to subscribe to "Notify Me" where you will receive an automated call, text, and/or email should schools be closed or delayed. All local TV and radio stations will broadcast this information as well. In addition, the local school and system websites will post emergency information. In the event that a tornado warning is issued during regular school hours, students will be required to remain in safety position until the warning expires. Parents arriving on campus during a tornado warning will be allowed to check in through the office and we will direct you to the area that is designated as your child's tornado location so that you may wait with him/her until the warning is cancelled. In the event of school cancellation due to weather, a decision regarding school work for the day will be made based on the individual weather event circumstance.

### **INTRADISTRICT TRANSFERS**

Any questions about intradistrict transfers should be directed to our Student Services Department's District Residency Office. The telephone number is 205-228-3782.

### **LIBRARY (MEDIA CENTER)**

Students have regular access to the library. Parents will pay for a library book if lost or damaged. Students with overdue books may not check out another book until the overdue book is returned. End of year report cards will not be released to any student who has not returned all books to the library, or who has not paid for lost library books.

### **LOST AND FOUND**

Please LABEL all clothing and items that are brought from home with the student's first and last name. Labeled items found will be returned to the student. Lost items not be placed in a designated area. At the end of each grading period, items with no identifying label that are left unclaimed will be given to a charitable organization.

### **LUNCHROOM**

Balanced breakfasts and lunches are served each day. Students may purchase ice cream on designated days. Water is also available for purchase, along with extra milk. These items are not considered part of the lunch meal and their cost will be deducted from your child's lunch account.

**Restaurant fast foods and carbonated drinks may not be brought into the lunchroom by anyone under any circumstances.** This is a violation of the Federal Lunch Program guidelines and could jeopardize the receipt of the program monies by our lunchroom. Lunch visitors should sign in at the school office and wait at the lunchroom doors. We ask that you not wait outside classrooms as this distracts the students. A menu listing the breakfast and lunch choices for the month are posted at [www.trussvillecityschools.com](http://www.trussvillecityschools.com).

### **Lunch/Breakfast Purchases**

Lunch and breakfast may be purchased daily, weekly, or monthly.

If you have any questions about your child's lunchroom account, please call the school lunchroom at 228-3495. You

may also elect to participate in the PayPams program. This would allow you to make online deposits into your child's meal account, as well as check account balances. Visit [www.paypams.com](http://www.paypams.com) to set up your account.

### **Lunch Loans**

When a student has no money left in the lunch account, lunchroom staff will stamp the arm to remind parents to replenish the account. Students will not be allowed to charge food items. Trussville Firefighters provide an emergency fund to cover students whose accounts have a zero balance. However there is a \$10 limit per student and all money borrowed from the Fund must be repaid promptly.

### **MESSAGES TO STUDENTS/TEACHERS DURING THE SCHOOL DAY**

Our first and foremost priority is offering a curriculum where maximum learning occurs. Therefore, we ask your cooperation in keeping classroom interruptions to an absolute minimum. Please do not visit any classroom without first checking in at the office. With our phone and computer systems, you will be able to leave a voice message or email directly with the teacher in his/her classroom. However, you should NEVER leave transportation changes on voice or email as the teacher checks messages as time permits, and that could be after dismissal! Should you need immediate assistance, you may call the main office.

### **STUDENT PROGRESS**

A standards-based report card is utilized in kindergarten through second grade to report student progress toward end of year goals. A combination of academic standards and numeric grades is utilized in grades 3 through 5. Students will receive a report card every 12 weeks. The report cards will be sent home on the Thursday after the grading period ends. Parents should review the report card, sign it, and return it promptly. Students who are not successful in their current program may be referred for Response to Intervention (RTI). Teachers, counselors, administrators, students, and/or parents may make referrals. Through this process, the problem(s) may be identified and a plan of intervention devised, implemented, and monitored.

### **HOMEWORK**

Homework assignments are based on one or more of the following purposes:

1. Additional practice to strengthen new skills introduced in the classroom.
2. Practice reading skills by reading books nightly.
3. Complete unfinished classroom assignments.
4. Work on projects of short-term or long-term nature such as book reports, reading assignments, projects, etc.

### **PROMOTION GUIDELINES**

Achievement of minimum knowledge and skills in each grade or course determines a student's eligibility for promotion or retention. A Placement Team (the Response to Intervention Team (RTI) or the Individual Education Plan (IEP) Team, the student's legal custodial parent, the student's teacher(s), the counselor, and the principal or assistant principal) shall consider situations in which students may not be promoted to the next grade.

(TCBOE policy I-22)

**SAFETY PATROL**

Please follow the suggestions of the safety patrol. These students are carefully selected to help with loading and unloading our car riders and with directing our traffic flow in and around the school. They are on duty each morning and afternoon to assist parents and students. If you have business in the school building, your child may walk in with you after you park.

**SCHOOL PARTIES**

Parties will be under the direction of the classroom teacher with assistance from the room mothers. Please remember that school parties are for the students. If you are contacted to help with this activity, please do not bring preschool siblings or other guests. **NO FOOD (cakes/cupcakes) or BALLOONS SHOULD BE BROUGHT INTO THE SCHOOL FOR STUDENT BIRTHDAY CELEBRATIONS** as this interferes with instructional time and causes hurt feelings when all students do not have the opportunity to celebrate at school. Also, party invitations may be distributed at school only if an invitation is given to each member of the class.

**SNACK**

Students will be allowed to eat a small, reasonable snack during the day at the teacher's discretion. Students may bring containers of water to keep at their desk or in their locker. No juices or other drinks are allowed. We suggest fruits, vegetables, cheese/crackers, Granola/cereal bars, Fruit Roll-Ups, yogurt, etc.

**TECHNOLOGY USAGE**

Trussville City Schools provides students with a variety of technology resources to support the educational and instructional environment. Because these resources must be used in ethically and legally appropriate ways, a parent signature is required for a student to have computer/internet access while at school.

**TEXTBOOKS**

Textbooks are the property of the State of Alabama and the Trussville City School System. Students are responsible for books assigned to them and must pay for lost or damaged books. Books that are water-soaked, have pages missing or torn, or which have been physically marked with pen, pencil, etc. are considered damaged. The penalty for lost or damaged books is the full price of the book if issued new or half the price if the book was issued used. If restitution is not made for a lost or damaged book, textbooks will not be issued to the student the following school year.

**WITHDRAWAL FROM SCHOOL**

Parents planning to withdraw children from school should contact the school office at least one day in advance of the withdrawal. Transfer and immunization forms, along with copies of birth certificate and social security card may be picked up at school the last day your child attends. Cumulative records will be sent upon written request to receiving schools

**TOBACCO FREE ENVIRONMENT**

Smoking and other tobacco use is prohibited on buses and on school grounds at all times. This applies to employees, students, and visitors.

**DRUG FREE AND GUN FREE SCHOOL ZONE**

Violators will be prosecuted under local, state and federal laws.

**NON-DISCRIMINATION NOTICE**

It is the official policy of TCS Board of Education that no person on the grounds of race, color, disability, sex, religion, national origin, age, or other legally protected status be

excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Questions, comments, or complaints regarding compliance and/or Title IX issues should be directed to:

Compliance/Minority Affairs/Title IX Coordinator  
Beth Bruno  
Trussville City Schools  
113 North Chalkville Mountain Road  
Trussville, AL 35173

Questions, comments, or complaints regarding compliance with requirements under Section 504 concerning students with disabilities should be directed to:

Beth Bruno  
Homebound/504 Services  
Trussville City Schools  
113 North Chalkville Mountain Road  
Trussville, AL 35173