

## IV. General Administration

### 4.01 Admissions and Enrollment

#### 4.01.1 Admission to Schools

##### a. *Age Requirements –*

1. *Kindergarten Age Requirement* – A student must be five years old on or before September 1, the date set by State guidelines, to be admitted for kindergarten for the current school year.
2. *First Grade Age Requirement* – A student must be six years old on or before December 31st, the date set by the State guidelines, to be admitted to the first grade for the current school year. A student who has successfully completed a qualified out-of-state kindergarten, according to that state's entrance code, during the past year and is not six years old by the date set by the State guidelines can attend Grade 1 in the Trussville City Schools. Appropriate documentation must be presented. A student who started Grade 1 in another state, according to that state's entrance code, and is not six years old by the date set by the State guidelines, is considered a transfer and admitted to school to continue in Grade 1. A student transferring to Trussville City Schools from private schools within Alabama may enter first grade only if the state age requirement for entry has been met.
3. *Calculating Age Requirements* – Under the common law one's age is computed by including the day of birth so that a given age is obtained the day before the birthday anniversary. Therefore, a child whose sixth birthday falls on January 1 is entitled to attend the public elementary schools at the opening of school for that school year. A child whose fifth birthday falls on September 2 is entitled to attend kindergarten.

##### b. *School Attendance Zones* – The Board, in accordance with all legal mandates, hereby establishes the parameters within which students may attend the schools under its jurisdiction.

1. Students who reside in the corporate city limits of Trussville may attend Trussville City Schools.
2. See Agreement between Trussville City Board of Education and Jefferson County Board of Education dated and signed April 15, 2005.

3. Students may be eligible to attend Trussville City Schools according to the Board's Inter-District Student Transfer Policy.

- c. *Student Residence Verification* – All students must have proof of residence on file.

Families in the process of building a house within the corporate city limits will be allowed to enroll by presenting satisfactory proof of the building process, provided that they pay tuition until legal residence is established in the semester in which the student is enrolling.

Students who move from the corporate city limits may complete the current semester by paying tuition. The Superintendent has the authority to waive this tuition based on hardship cases.

- d. *Students Moving from the Corporate City Limits of Trussville*– Students whose families move from the corporate city limits of Trussville during the school year may complete the current semester by paying tuition (prorated by month and due in full) with approval by the Principal and Superintendent/designee.

High school students who have achieved senior status, completion of the second semester of grade eleven, may complete their 12<sup>th</sup> grade year in Trussville City Schools by paying tuition for the entire year. Tuition must be paid in full before registration. The Superintendent has the authority to waive this tuition based on hardship cases.

Students whose families move from the corporate city limits of Trussville will have fourteen (14) days from the date they move to notify the schools of their new address. Students whose families do not notify the school of the move within the fourteen (14) day time frame will lose their right to continue attending Trussville City Schools. Principals should notify the Superintendent/designee when this situation arises.

- e. *Admission Policy for Homeless, Migrants, Immigrants, Students in Foster Care and ELL Students* – Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the 2001 No Child Left Behind Act and the McKinney-Vento Homeless Assistance Act. All homeless children, migrants, immigrant, students in Foster Care and English language learners must have equal access to the same free appropriate public education, including public preschool education, provided other children and youth. This shall be the policy of the Trussville City School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrants, students in Foster Care and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Unaccompanied; no guardian

A student in foster care will enroll or remain in the student's school of origin, unless it is determined that remaining in the school of origin is not in such student's best interest. If it is not in a student's best interest to stay in the school of origin, a student in foster care may be enrolled in any school in the system that serves the attendance area in which the student is living, even if the student is unable to produce records normally required for the enrollment. The school system will immediately contact the school last attended by the student to obtain relevant academic and other records.

f. *Homeless Students –*

- (i) *Enrollment.* Homeless students will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Homeless students may also be entitled to other accommodations under federal law.

Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for the remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

- (ii) *Dispute Resolution.* When a dispute arises regarding school placement, the system will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the placement decision. The principal of the school will notify the Board's Homeless Liaison of the dispute.

(iii) The Homeless Liaison will expeditiously carry out the system's dispute resolution procedures as detailed in the Board's homeless student plan.

- g. *Students Expelled or Suspended from Other School Systems* – Any student who is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board.
- h. *Required Documentation* – Students entering the school system for the first time, regardless of grade level, are not required to submit a birth certificate, but may be requested to submit a birth certificate or another form of acceptable documentation to verify the student's age. A social security number may also be requested, but such request is voluntary and is not a requirement of enrollment.

In addition, students may also be required to submit other registration materials as school officials may reasonably require including, but not limited to, a certificate of immunization or an exemption as prescribed by the Department of Public Health and signed by a private physician or appropriate health department official. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, limited English proficient or homeless students.

- i. *Placement of Students* – The Board will determine the placement of newly enrolled students in accordance with state law. The newly enrolled student's eligibility to participate in extracurricular activities will be determined in accordance with applicable state law and terms and conditions as may be approved by the Board and or any athletic association of which the Board is a member.

[Approved: August 18, 2016]

(Amended: December 12, 2016)

(Amended: October 16, 2017)

## **4.02 Transfers**

- 4.02.1 Inter-District Student Transfers – The transfer policy of Trussville City Board of Education meets state and federal law in accordance with the United States District Court. All transfer applications must be submitted on the appropriate form, completed in full, and signed by the student who wishes to transfer and his or her parent/legal guardian. All applications must be received on or before **June 1<sup>st</sup>** for the fall term of any particular school year. The application may be mailed or otherwise delivered to the following: **Trussville City Board of Education, 113 N. Chalkville Road, Trussville, AL 35173.**

**Late applications will not be accepted. Two possible exceptions will be considered:**

- a. Substantial hardships which arise after the application deadline, or
- b. A Board employee or a City of Trussville employee hired after the application deadline.

Delays due to U.S. mail or unforeseeable circumstances will not excuse a late application. The application must be received at the Board of Education by the due date and thus should not be delivered to a local school.

The parent/guardian should complete the application in full and designate the category of the requested transfer. Transfers may include:

- 1. *Substantial Hardship Transfer* – Substantial hardship transfers are granted as a result of a substantial, extraordinary, and compelling hardship that is unique to the student or his or her family. Situations that justify a hardship transfer are exceedingly rare. Possible examples: students displaced by fire, tornado or natural disaster, medical emergencies or other family crises. Hardship transfers are not available to those experiencing problems shared by many such as transportation difficulties, daycare, housing issues, social issues, or the desire to attend a school to be with family, friends, or for a change of environment. Hardships must be supported by detailed documentation, and will be evaluated by the Director of Student Services. *Substantial Hardship transfers* will be subject to tuition and space available.
- 2. *Racial Desegregation Transfers* – Racial desegregation transfers help the school district increase its minority population. Hence, these transfers will only be accepted if the student will be in the racial minority at the school where he or she will attend. Parents are encouraged to contact the Director of Student Services for information regarding the availability of racial desegregation transfers. *Racial Desegregation Transfers* will be subject to tuition and space available.
- 3. *Trussville City School Board Employee Transfer* – Employee transfers are available to children of full-time Board employees. The employee must be the child's legal and custodial parent or guardian, and the child must reside with the employee. If an employee of Trussville City Schools retires with 25 years of service or more and the employee has a student(s) in the Trussville School zone on Transfer, the employee may still be considered for a student Transfer upon completion of Transfer application each year and meeting the conditions specified below pertaining to

grades, attendance, and behavior. *Trussville City Board Employee Transfers* will not be subject to tuition.

4. *City of Trussville Employee Transfer* – Transfers are available to children of full-time City of Trussville employees. The City of Trussville employee must be the child’s legal and custodial parent or guardian, and the child must reside with the employee. If an employee of the City of Trussville retires with 25 years of service or more and the employee has a student(s) in the Trussville School zone on Transfer, the employee may still be considered for a student Transfer upon completion of Transfer application each year and meeting the conditions specified below pertaining to grades, attendance, and behavior. *City of Trussville Employee Transfers* will not be subject to tuition.

The Superintendent’s designated representative will evaluate transfer applications. Transfers may not be approved by local school personnel and may not be appealed to local school personnel. **Transfer applications require the applicant to submit a written release from the school system where the student is assigned.** Trussville City Schools Board of Education/Central Office Building must receive the application and release by **June 1** before the applicable school year. Any application submitted without a release is not complete and will not be accepted. In addition, all tuition payments must be received at Trussville City Schools Finance Department by **August 1<sup>st</sup>** before the applicable school year. Personal checks will not be accepted. If tuition is not received, the transfer will not be subject to final approval and the student may not attend Trussville City Schools.

All approved transfers are good for one year and one year only. All transfers will be re-evaluated every year. Transportation is not provided for any transfer students. Moreover, all approved transfer students are subject to immediate revocation or denial if the student does not meet all of the following:

1. Regular attendance – student may not exceed the number of absences allowed per semester to receive credit for the semester.
2. Satisfactory grades – student must not receive “D” or “F” for the school year in any class.
3. Satisfactory behavior – student must not be determined to have committed a Class III and/or Class IV offense.

The School System has a Student Transfer Appeal Committee. The Superintendent’s designated representative will be available to answer questions about transfer procedures.

[Approved: August 18, 2016]

4.02.2 Intra-District Student Transfers – The Intra-District (cross boundary) transfer policy of Trussville City Board of Education meets state and federal law in accordance with the United States District Court. The Intra-District Transfer allows students currently living within the City of Trussville and zoned for an elementary school in their zone of Trussville to request a cross boundary transfer to attend outside their attendance zone. All transfer applications must be submitted on the appropriate form, completed in full, and signed by the parent/legal guardian. All applications must be received on or before **July 10<sup>th</sup>** for the fall term of any particular school year. The application may be mailed or otherwise delivered to the following: **Trussville City Board of Education, 113 N. Chalkville Road, Trussville, AL 35173.**

**Late applications will not be accepted. Three possible exceptions will be considered:**

- a. Moving during the school year,
- b. Substantial hardships which arise after the application deadline, or
- c. A Board employee or a City of Trussville employee hired after the application deadline.

Delays due to U.S. mail or unforeseeable circumstances will not excuse a late application. The application must be received at the Board of Education by the due date and thus should not be delivered to a local school.

The parent/guardian should complete the Cross Boundary Intra-District application in full and designate the category of the requested transfer. Cross boundary requests are approved based on good and sufficient reasoning, programmatic needs of the child, and space availability at the receiving school. Parental requests based on the best interest of the child are considered on a case by case basis.

The Superintendent's designated representative will evaluate transfer applications. Transfers may not be approved by local school personnel and may not be appealed to local school personnel. Trussville City Schools Board of Education/Central Office Building must receive the application by **July 10** before the applicable school year.

Faculty/staff shall be allowed to enroll their children as students in the school or the feeder school in which they work on a space available basis. There will be no guarantee that space will be available for them to continue in that school in subsequent years.

All approved transfers are good for one year and one year only. All cross-boundary transfers must reapply every year. Transportation is not provided for any transfer students. Moreover, all approved transfer students are subject to immediate revocation or denial if the student does not meet all of the following:

1. Regular attendance – student may not exceed the number of absences allowed per semester to receive credit for the semester.
2. Satisfactory grades – student must not receive “D” or “F” for the school year in any class
3. Satisfactory behavior – student must not have repeated discipline problems or a Class III and/or Class IV offense.

The School System has a Student Transfer Appeal Committee. The Superintendent’s designated representative will be available to answer questions about transfer procedures.

[Approved: August 18, 2016]

#### **4.03 Tuition**

Tuition will be based on the following formula:

Local Revenue (sales tax, ad valorem tax, etc.) from the previous fiscal year divided by the number of students on the 40th day of the previous school year equals tuition for the current school year. This amount will be divided by the number of student days as needed for a partial year’s tuition.

[Approved: August 18, 2016]

#### **4.04 Security / Access to Schools**

4.04.1 Security Measures Authorized – The Superintendent, principals, and facility administrators are authorized to take reasonable and lawful measures to protect against personal injury, trespass, vandalism, theft, and like threats to personal safety, property damage, and financial loss to or on Board property or at school functions and activities. The Superintendent should be made aware of any extraordinary or special measures that may be proposed in anticipation of or in response to any unusual security threat or risk (e.g., unusual surveillance, assignment of additional security personnel).

[Approved: August 18, 2016]

4.04.2 Access Restrictions Authorized – The Superintendent, principals, and facility administrators are authorized to regulate and restrict access to Board schools, buildings, and facilities in order to maintain appropriate security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to a student or employee. To that end, the Superintendent, principals, and facility administrators are authorized to implement building-level requirements and procedures governing access to Board owned or controlled buildings, grounds, property, events, and activities by school and non-school personnel, including family members and relatives, vendors, attorneys, and other

visitors, and to adopt “check-in” and “check-out” requirements and procedures for students and employees.

[Approved: August 18, 2016]

- 4.04.3 Visitors to Schools –All visitors are required to report to the main office upon entering a school building and provide information regarding who they are and their purpose for being in said school to respective school staff. School officials, parents of school children, and other officials shall be welcomed in a cordial manner. Appropriate identification badges are to be worn in full view by all visitors.

Conduct by any visitor which creates interference with maintaining proper atmosphere for learning shall not be permitted. Visitors are required to observe appropriate decorum at all times and to respect administrative requirements and restrictions regarding their activities and interaction with faculty, staff, and students while on Board property. School officials are authorized to revoke permission to be on school property to noncompliant visitors; to limit, condition, or prohibit their future access to school property as deemed necessary to ensure safety and order; and to enlist the assistance of law enforcement agencies if and as necessary to accomplish these objectives.

[Approved: August 18, 2016]

- 4.04.4 Adult Sex Offenders – Adult sex offenders who have been convicted of a sex offense involving a minor must:

- a. notify the principal of the school or his designee before entering school property or attending the K-12 school activity;
- b. immediately report to the principal of the school or his designee upon entering the property or arriving at the K-12 school activity; and
- c. cooperate with any efforts undertaken by the principal of the school or his designee to discreetly monitor their presence on school property or at the K-12 school activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience including, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

Adult sex offenders have a duty to comply with this policy, and it shall not be construed as imposing an affirmative duty of any kind on the school principal, his designee, or any other employee, agent, or representative of the school or school system.

#### **4.05 Safe Schools Policy (Drugs, Alcohol, Tobacco, and Weapons)**

4.05.1 Prohibition on the Possession of Firearms – The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel and as provided by law. For purposes of this policy, the term “firearm” has the same definition as is found in 18 U.S.C §921.

a. *Penalties for violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of firearms:

1. *Students* – Students will be expelled for a period of one year. The expulsion requirement may be modified in writing by the Board upon recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes, but may be permitted to attend alternative schools or education programs established by the Board. Discipline of students with disabilities who violate the firearm possession policy will be determined on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy will also be notified by the principal of violations.
2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
3. *Other Persons* – Other persons may be denied re-entry to school property.

b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

[Reference: ALA. CODE §16-1-24.1, 24.3 (1975); Ala. Admin. Code 290-3-1-.02; Federal Gun Free Schools Act, 20 U.S.C. 7151; Federal Gun Free School Zone Act of 1995 (18 U.S.C. §922(q)) [Approved: August 18, 2016]

4.05.2 Prohibition on the Possession of Weapons – The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel. For purposes of this policy, the terms “deadly weapon” and “dangerous instruments” include but are not limited to explosives, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm,

provided that the terms “deadly weapon” and “dangerous instruments” will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.

- a. *Penalties for Violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of deadly weapons or dangerous instruments:
  1. *Students* – Students will be disciplined in accordance with the Board’s Code of Student Conduct.
  2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
  3. *Other Persons* – Other persons may be denied re-entry to school property.
- b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)] [Approved: August 18, 2016]

4.05.3 Illegal Drugs and Alcohol – The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited.

- a. *Penalties for Violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of illegal drugs or alcohol:
  - a. *Students* – Students will be disciplined in accordance with the Board’s Code of Student Conduct.
  - b. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
  - c. *Other Persons* – Other persons may be denied re-entry to school property.
- b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

[Approved: August 18, 2016]

4.05.4 Tobacco – The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation.

a. *Penalties for Violation*

1. Students – Students who violate the tobacco prohibition will be disciplined in accordance with the Board’s Code of Student Conduct.
2. Employees – Employees who violate the tobacco prohibition will be subject to adverse personnel action, which may include termination.
3. Other Persons – Other persons who violate the tobacco prohibition may be denied re-entry to school property.

b. *Parental Notification* – Parents and guardians may be notified of actual or suspected violations of the tobacco prohibition whether or not the student is charged with a violation of Board policy, which includes the Code of Student Conduct.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)] [Approved: August 18, 2016]

4.05.5 Searches – Law enforcement agencies are permitted to make periodic visits to all schools to detect the presence of illegal drugs or weapons and may use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced to anyone except the Superintendent and principal.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)] [Approved: August 18, 2016]

4.05.6 Drug and Alcohol Free Environment – All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any Board sponsored or sanctioned event, program, activity, or function. Persons who are intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any Board sponsored or sanctioned event, program, activity, or function.

[Reference: ALA. CODE §16-1-24.1, 25-5-330 (1975)] [Approved: August 18, 2016]

4.05.7 Adoption of Statutory Penalties and Consequences – Persons who violate the Board’s prohibition of firearms, weapons, illegal drugs, or alcohol will be subject to all notification, referral, suspension, placement, re-admission, and other provisions set forth in ALA. CODE §16-1-24.1 and 24.3 (1975).

[Approved: August 18, 2016]

#### **4.06 Accreditation**

The Board will implement and adhere to such accreditation policies, principles, standards, and procedures as may be established or required by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (“SACS CASI”) accreditation division of AdvancED as a condition to receiving or maintaining accreditation.

[Approved: August 18, 2016]

#### **4.07 Board Property**

**4.07.1 Equipment, Supplies, Materials, Vehicles** – Equipment, supplies, materials, vehicles, and other movable or consumable property owned by or under lease to the Board may not be used by or made available to persons or entities for private or personal use, benefit, or consumption, or for any non-Board related use or purpose. Such property may not be removed from Board premises except as necessary to serve a school or Board-related function or purpose, and with the knowledge and approval of the appropriate supervisor, administrator, or the Superintendent.

[Approved: August 18, 2016]

**4.07.2 Public Gifts to The Schools** –The Board may receive gifts which may serve to enhance and extend the work of the schools pursuant to the following:

- a. Individuals or organizations desiring to contribute supplies, services, or equipment to a local school or the school system will consult with school officials regarding the acceptability of such contributions in advance of the contribution.
- b. If the contribution is deemed acceptable, but may involve major costs for installation or maintenance or initial or continuing financial commitments from school funds, it shall be presented by the Superintendent to the Board for consideration and approval.
- c. Equipment or supplies contributed to the schools becomes the property of the Board and is subject to the same controls and regulations that govern the use of other school-owned property.
- d. Equipment or supplies purchased by booster clubs, parent-teacher associations and other affiliated organizations to be used by the school system or a local school becomes property of the Board.
- e. A list of supplies and equipment contributed primarily for school use shall be reported to the Board by the Superintendent at least annually.

- f. Neither school board members nor employees may accept personal gifts or gratuities from any person, agency, or company doing or desiring to do business with the School Board which might be interpreted as influencing future business decisions.

[Approved: August 18, 2016]

4.07.3 Use of Board Facilities – Schools and other Board owned or controlled facilities may be made available for use by sanctioned or generally recognized school support organizations if the use of the facility will not disrupt school operations or be inconsistent with the purpose and mission of the school system, and if adequate advance provision is made for security, supervision, maintenance, damage prevention, post-event clean-up, liability insurance, and other risk management measures appropriate to the proposed use. Use of Board facilities for non-school organizations may be approved if the foregoing conditions are satisfied and a rental contract (or the equivalent thereof) that includes a reasonable fee or rental charge and other appropriate terms and conditions is approved by the Board.

[Approved: August 18, 2016]

4.07.4 Advertising – Board property will not be used for commercial advertising except upon such terms and conditions as may be expressly approved by the Board. Those terms and conditions will include a requirement that any advertising on Board property will not be allowed if it is inappropriate for school-aged children or if it is for a product or activity that is prohibited on campus by Board policy or procedure.

[Approved: August 18, 2016]

#### **4.08 *Donor/Naming Policy***

This policy sets guidelines for the Trussville City Board of Education to name buildings and facilities and is designed to define the terms under which any room, building or facility, furniture, and equipment within the Trussville City School system may be named.

Naming opportunities may be granted to individuals or organizations of outstanding reputation that have made a major monetary gift in accordance with the terms of this policy.

[Approved: August 18, 2016]

4.08.1 Overview – All donor solicitations must be approved in advance by the Fundraising Committee of the Trussville City Schools Foundation (TCSF) to avoid duplication of effort and donor fatigue.

The Board must approve the naming of any room, building or facility, and the design and wording of the recognition in conjunction and cooperation with the Trussville City Schools Foundation (TCSF) Board of Directors.

The TCSF approves the policies and procedures governing naming opportunities. A Donor Gift Agreement may be put in place when the donor places restrictions on their gift. Donor Gift Agreements will reflect the policies and procedures contained here.

All naming opportunities shall involve major gifts as outlined in specific naming opportunities documents. The names of areas and physical spaces that involve naming should be worded in a manner that will not restrict the future use of the space.

Uniformity and wording for signage or plaques designating a named area, building or physical space should be developed accordingly. A commitment to name any physical space, furniture, or equipment does not permit the honoree to exploit the naming opportunity in any trade, business, advertising, marketing, or other commercial purpose.

Naming opportunities and monetary thresholds for such consideration will be set forth as Addenda to this document. These naming thresholds may be funded through cash or pledge. In the event of a pledge, the threshold must be funded in full within five (5) years, except when the TCSF exercises its option by resolution to waive the required time line.

Any restrictions set forth in this document must be included in any gift agreement for which a name of a room, building, facility, furniture or equipment is involved.

[Approved: August 18, 2016]

- 4.08.2 Naming of Rooms, Buildings, Facilities, Furniture or Equipment – If the proposed naming opportunity for a building, physical space, furniture or equipment involves a major gift, the gift must be paid in full within five years (e.g. cash, cash equivalents, marketable securities or contractual pledges). Planned commitments, with the exception of Charitable Lead Trusts (which must be funded with cash or marketable securities), may not give rise to name a building or physical space except when the TCSF Board of Directors makes an exception by resolution. Gift agreements for the naming of new or renovated buildings or physical spaces (before construction completion) must allow for the unrestricted use of the donated funds for the specified project.

This practice allows the TCSF the flexibility to use other funding mechanisms for construction. The minimum contribution giving rise to a naming is the opportunity value or an otherwise agreed upon percentage of the total cost.

All furniture and equipment received through TCSF funds become the property of Trussville City Schools.

[Approved: August 18, 2016]

- 4.08.3 Naming Opportunities – If the proposed naming opportunity involves a major gift, the gift must be paid in full within five (5) years. Irrevocable planned commitments (e.g. Charitable Remainder Trusts) may be considered. This payment period must be included in all naming agreements. Cash donations will take priority in naming over pledged gifts. In the event of a pledged donation, the initial payment must be made immediately. In the event a pledged donation is incomplete, naming will not occur, or in the event an exception has been made and naming has proceeded, the name will be removed. Until the entire gift is realized, the naming will be viewed as a reserved opportunity. If a second donor expresses an interest in pursuing the same naming opportunity, the first donor shall be given right of first refusal.

When an area named has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated structure may be renamed in recognition of another gift.

[Approved: August 18, 2016]

- 4.08.4 Removal of a Name – A name may be removed from a facility or unit if the commitment is unfulfilled by the donor at the completion of the agreed payment period. The removal of a name requires the approval of the Board. This provision must be included in all naming agreements. The donor or his/her designee will be informed of the change in writing, notice of which shall be mailed by certified mail, 60 days prior to the removal of the name from the room, building or facility.

The Board may recommend withdrawal from a naming agreement if the name of an individual or organization, which has been bestowed upon a facility, comes into disrepute in the general community.

[Approved: August 18, 2016]

- 4.08.5 Policy Interpretation – The Board has the final approval for any naming opportunities. Any interpretation of or variation from this policy will be a joint agreement between the TCSF and the Board.

[Approved: August 18, 2016]

- 4.08.6 Naming of rooms, buildings, or facilities reserved by the board – It is the responsibility of the Board of Education to adopt official names for areas which have been reserved by the Board of Education. The Board of Education welcomes suggestions for school facility names on an ongoing basis. These names will be kept on file by the Board of Education and used as references. Naming will be subject to board approval.

The desired outcome is to establish an equitable process by which the Board of Education can assume its responsibility for naming school facilities. The superintendent's office will ensure equitable procedures and criteria to implement this policy.

[Approved: January 25, 2021]

#### **4.09 Complaints and Grievances**

- 4.09.1 General Complaints (Grievances) –The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of complaints and grievances. Such procedures may not unreasonably burden or delay the presentation or processing of such matters, and will be subject to Board review, modification, and approval. The general complaint/grievance policy and any procedures adopted thereunder do not apply to specific complaint or grievance policies and procedures that are established by Board policy or law for application to special factual or legal circumstances (e.g., sexual harassment grievance procedures; review of personnel matters under the Students First Act; “due process” hearings provided under the Individuals with Disabilities Education Act). In such instances, the specific statutory, regulatory, or policy-based process is the applicable procedure. The general complaint/grievance procedures that are authorized under the terms of this policy may not be invoked for the purpose of challenging or seeking review or reconsideration of adverse personnel decisions that have received final Board approval. A grievance may be based on an alleged misapplication of Board policies, regulations, or procedures, but may not be used to challenge the Board’s exercise of its discretion to adopt, approve, modify, or repeal a policy, regulation, or procedure or on its failure to exercise such discretion (e.g., adoption of a school calendar, compensation policies, etc.).

[Approved: August 18, 2016]

- 4.09.2 Student Disciplinary Matters – The Board may consider appeals of student disciplinary decisions or actions in accordance with standards and procedures specified in the Code of Student Conduct.

[Approved: August 18, 2016]

- 4.09.3 Public Complaints – Nothing in this policy shall be construed to deny any member of the public the right to petition the Board for consideration or action regarding any matter of public concern falling within the statutory jurisdiction of the Board, provided that the person can demonstrate that he or she is impacted by the alleged violation to a greater extent than the impact on the public at large.

[Approved: August 18, 2016]

#### **4.09.4 Americans with Disabilities Act Complaint Procedure**

- a. *Complaint Criteria* – Persons who believe that they have been discriminated against on the basis of disability in the provision of services, activities, programs, or benefits covered by Title II of the Americans with Disabilities Act may file a written complaint with the ADA Coordinator.
- b. *Complaint Form* – The complaint should be in writing and contain information about the alleged discrimination including the name, address,

phone number of complaining party and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

- c. *Complaint Process* – The complaint should be submitted to the ADA Coordinator as soon as possible, but no later than thirty (30) days after the alleged violation. The ADA Coordinator will meet with the complaining party to discuss the complaint and possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complaining party, such as large print, Braille, or audio tape. The response will explain the position of the Board and offer options for substantive resolution of the complaint.
- d. *Appeal Procedure* – If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complaining party may appeal the decision within fifteen (15) calendar days after receipt of the response to the Superintendent. Within fifteen (15) calendar days, the Superintendent will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- e. *Records Retention* – All written complaints received by the ADA Coordinator, appeals to the Superintendent, and records relating thereto will be retained by the Board for at least three (3) years.
- f. *Additional Procedures Authorized* – The Superintendent is authorized to develop such procedures as are necessary to implement this policy.

[Reference: 42 U.S.C.A. §12131, *et seq.*] [Approved: August 18, 2016]

#### **4.10 Risk Management**

The Board may obtain such liability and other forms of insurance or enter into such risk management agreements, pools, cooperatives, and like arrangements, agreements, or undertakings as it deems necessary and appropriate to meet legal requirements or to protect the Board, its employees, or its property from risk of loss.

[Approved: August 18, 2016]

#### **4.11 Emergency Closing of Schools**

- 4.11.1 Authority of Superintendent to Close Schools – The Superintendent is authorized to close schools if such action is warranted by weather conditions or other circumstances that pose a risk to the safety and welfare of students and employees, or that render meaningful instruction impossible (e.g., loss of power or other utility services).

[Approved: August 18, 2016]

- 4.11.2 Make-Up Dates – To the extent not provided for in the school calendar, any days lost by reasons of an emergency closing will be made up and a revised school calendar approved, if necessary, to reflect any extension or adjustment of the school year required by such action, unless approval to waive the days is obtained in accordance with state law.

[Approved: August 18, 2016]

## **4.12 *Internet Safety and Use of Technology***

- 4.12.1 Access to Technology Resources – The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the “Internet,” network storage areas, and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in *bona fide* educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing a “Responsible Use of Technology Agreement,” agree to abide by all Board policies, rules, and regulations regarding technology use. The Superintendent is authorized to oversee the development of the Responsible Use of Technology Agreement.

[Approved: August 18, 2016]

- 4.12.2 Restriction or Loss of Technology Privileges – Persons who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board’s technology resources and may be subject to additional disciplinary action.

[Approved: August 18, 2016]

- 4.12.3 Ownership of Technology Resources and Data – All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board’s policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources.

[Approved: August 18, 2016]

- 4.12.4 Adoption of Rules and Regulations – The Superintendent is authorized to develop for Board approval additional or more specific rules and regulations regarding access to and use of its technology resources and to require adherence to such

rules and regulations through such means as the “Responsible Use of Technology Agreement” and application of appropriate disciplinary policies and procedures. Such rules and regulations will address or provide:

- a. Measures to block or filter Internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors;
- b. Restriction of access by minors to inappropriate material on the Internet;
- c. The safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- d. Prevention of “hacking” and other forms of unauthorized use of or access to computer or Internet files, sites, databases or equipment; and
- e. Unauthorized disclosure, use, and dissemination of personal information regarding minors;
- f. Restriction of minors’ access to harmful material; and
- g. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Approved: August 18, 2016]

4.12.5 Disclaimer – The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Board’s technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data or interruption of service.

[Reference: 47 U.S.C. §254(h) and (l)] [Approved: August 18, 2016]

#### **4.13 *Data Governance and Use***

The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including external data requests, and third party data use). Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy.

Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.

[Approved: August 18, 2016]

#### **4.14 Political Activity**

Board employees may participate in political activities to the full extent permitted by the United States Constitution and federal and state laws securing the right to engage in such activities, subject to the following restrictions:

- a. Employees may not appropriate Board property or resources for use in political campaigns, and may not engage in partisan political activities (including but not limited to the distribution of campaign material or literature or wearing of political t-shirts, hats, button, etc.) during regular school or duty hours or at Board sponsored or sanctioned events, functions, or at activities at which the employee is on duty or assigned official responsibilities;
- b. Employees may not represent their political beliefs or positions on political matters to be those of the Board or other Board officials, or to falsely assert or imply that their political activities or positions are endorsed by or undertaken in the name of the Board or other Board officials;
- c. Candidates and representatives of candidates for political office may not have access to the school during the school day unless they are acting in the capacity of a parent, grandparent, or guardian to a student at the school or are attending a Board sponsored or sanctioned event, function or activity that is generally open to the members of the community. Candidates and representatives of candidates for political office may not be invited or allowed to address student groups except when such candidates are participating in a forum or like format that is designed to provide all candidates the opportunity to participate. Such forums may be conducted only for appropriate age groups, and with the advance approval of the school principal and the Superintendent; and
- d. Political signs may not be placed on schools or school board property. Campaign literature, including paid advertisements, and other material may not be distributed on Board property during the regular school or work day, and may not be distributed at school or Board sponsored events or activities in a manner that impedes the normal and safe movement of pedestrian or vehicular traffic, that creates any other safety hazard or risk, or that disturbs or disrupts the function, activity, or event.

[Approved: August 18, 2016]

#### **4.15 Automatic External Defibrillator (AED)**

The Superintendent is authorized to develop procedures regarding the use of AEDs.

[Approved: August 18, 2016]

#### **4.16 Drones**

The Board prohibits the launch of unmanned aircraft systems (drones) on school board property, unless the use of a drone serves a *bona fide* educational purpose and use of the drone is approved in advance by the Superintendent. All operation and use of drones or on or above Board property or at Board events must comply with FAA regulations and local, state, and federal laws regarding use of drones.

[Approved: August 18, 2016]

- 4.16.1 Prohibitions – In addition, in order to promote safety, privacy, and fair competition, drones are prohibited from:
- a. flying on or above any Board property or persons on Board property;
  - b. flying above Board events where spectators are gathered, including, but not limited to, athletic and graduation events;
  - c. flying above the playing area of Board-sponsored athletic contests and
  - d. monitoring or recording board property, including, but not limited to, school campuses or Board administrative buildings or any other area where there is a reasonable expectation of privacy in accordance with accepted social norms.

[Approved: August 18, 2016]

- 4.16.2 Penalties for Violations –The following penalties may be imposed for unauthorized use of drones on campus:
- a. *Students* –Students may be disciplined in accordance with the Board’s Code of Student Conduct.
  - b. *Employees* – Employees may be subject to adverse personnel action, which may include termination.
  - c. *Other Persons* – Other persons may be referred to local law enforcement for trespassing, removed from campus, and/or denied re-entry to campus to school property.

[Approved: August 18, 2016]