

Parent-Student Handbook

Thomasville City Schools



2025 - 2026

Thomasville City Schools

750 Gates Drive

Thomasville, AL 36784

www.thomasvilleschools.org

THOMASVILLE CITY SCHOOLS

2025 - 2026

OUR MISSION:

Provide Equitable Learning Opportunities in which All Students gain Knowledge and Ignite Curiosity in our Ever-Changing World

BELIEFS:

- Learning is the chief priority for our schools.
- Education is a partnership involving the home, the community, and our schools.
- Literacy skills are fundamental to student success.
- Individualized education promotes a lifelong desire to learn.
- Consistently enforced discipline promotes a safe, positive learning environment.

VISION:

By providing the best possible, the Thomasville City School System empowers students to become caring, competent, responsible citizens, who value education as a lifelong process.

EXPLANATION OF CONTENTS

The content of this student handbook outlines the minimum expectations of the students. The Thomasville City Schools District Policy outlines the maximum procedures for the entire school district and may override any procedure contained in the parent - student handbook, particularly in cases of acute importance or of a severe nature.

The Thomasville City Schools Administrations reserve the right to make alterations and changes in policy when deemed necessary, pending adequate notice to parents and students.

THOMASVILLE CITY SCHOOLS BOARD OF EDUCATION:

Jim Davis - President

Taylor Williams - Vice President

Dwight Figgers

Rita Nichols

Tiffany Shamburger

Vickie Morris, Superintendent

Thomasville City Board of Education
750 Gates Drive
P# (334) 636-9955 F# (334) 636-4096

Vickie Morris—Superintendent
Anjelica Gibson—Chief School Finance Officer
Carla Layton—Special Education/Federal Program Coordinator/System Test Coordinator
Kate Huggins—CTE Director and Technology Coordinator/Attendance Officer
Nicole Knight-----Federal Programs/Curriculum & Instruction Coordinator
Adam Elliott—Safety & Facilities Coordinator

Thomasville High School
777 Gates Drive
P# (334) 636-4451 F# (334) 636-0022

Eddie Armstead —Principal
April Boulter —Assistant Principal
Joyce Figgers—Counselor
Candy Thompson—District School Nurse

Thomasville Middle School
781 Gates Drive
P# (334) 636-4928 F# (334) 636-4924

Brad Elam ----Principal
Rena Williams —Assistant Principal
Tammy Brasell—Counselor
Evelyn Jackson-----Nurse

Thomasville Elementary School
300 Quincy Ingram
P# (334) 636-0063 F# (334) 636-0021

Melisa Washington—Principal
John Sheffield—Assistant Principal
Sharon Owes—Counselor
Dianna Steadham—LPN

ACCREDITATION:

The Thomasville City School System is fully accredited by the Alabama State Board of Education and Cogina.

EQUAL EDUCATION/EMPLOYMENT OPPORTUNITY STATEMENT

It shall be the policy of the Thomasville City Board of Education that the school system shall provide, on a non-discriminatory basis, educational opportunities for children. No person shall be denied the benefits of any education program or activity on the basis of race, color, religion, gender, age, ethnicity, marital status, disability, political or religious beliefs, national origin, or social and family background. All programs offered by schools within the school system shall be open to all students in compliance with statutory and judicial requirements.

For questions, concerns and/or information regarding the school system's compliance with Title IX contact Mrs. Vickie Morris, Superintendent, at (334) 636-9955.

For questions, concerns and/or information regarding the school system's compliance with section 504 of the Rehabilitation Act of 1973 contact the Special Education Coordinator at (334) 636-9955.

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CAPP

July 2025							THOMASVILLE CITY SCHOOLS				January 2026									
SU	M	T	W	T	F	SA	2025-2026 School Calendar				SU	M	T	W	T	F	SA			
		1	2	3	4	5	Mrs. Vickie Morris, Superintendent								1	2	3			
6	7	8	9	10	11	12					4	5	6	7	8	9	10			
13	14	15	16	17	18	19	August 4th	Institute			11	12	13	14	15	16	17			
20	21	22	23	24	25	26	August 5th & 6th	PD Days			18	19	20	21	22	23	24			
27	28	29	30	31			August 7th	Students Return			25	26	27	28	29	30	31			
							August 29th	Early Release/PD												
August 2025							September 1st	Labor Day	February 2026											
SU	M	T	W	T	F	SA	September 25th	Early Release/PD	SU	M	T	W	T	F	SA					
					1	2	October 17th	Homecoming	1	2	3	4	5	6	7					
3	4	5	6	7	8	9	October 20th	Parenting Day/PD	8	9	10	11	12	13	14					
10	11	12	13	14	15	16	October 31st	Early Release/PD	15	16	17	18	19	20	21					
17	18	19	20	21	22	23	November 10th	E-Learning Day	22	23	24	25	26	27	28					
24	25	26	27	28	29	30	November 11th	Veteran's Day												
31							November 20th	Early Release/PD												
September 2025							November 25th	E-Learning Day	March 2026											
SU	M	T	W	T	F	SA	November 28th - 28th	Thanksgiving Holidays	SU	M	T	W	T	F	SA					
	1	2	3	4	5	6	December 15th - 17th	Semester Exams	1	2	3	4	5	6	7					
7	8	9	10	11	12	13	December 18th	PD Day	8	9	10	11	12	13	14					
14	15	16	17	18	19	20	December 19th - Jan. 2	Christmas Holidays	15	16	17	18	19	20	21					
21	22	23	24	25	26	27	January 5th & 6th	PD Days	22	23	24	25	26	27	28					
28	29	30					January 7th	Students Return	29	30	31									
							January 19th	Dr. Martin Luther King Day												
							January 29th	Early Release/PD												
October 2025							February 18th	President's Day	April 2026											
SU	M	T	W	T	F	SA	February 26th	Early Release/PD	SU	M	T	W	T	F	SA					
			1	2	3	4	March 26th	Early Release/PD				1	2	3	4					
5	6	7	8	9	10	11	March 27th	E-Learning Day	5	6	7	8	9	10	11					
12	13	14	15	16	17	18	March 30th - April 3rd	Spring Break	12	13	14	15	16	17	18					
19	20	21	22	23	24	25	April 30th	Early Release/PD	19	20	21	22	23	24	25					
26	27	28	29	30	31		May 1st	E-Learning Day	26	27	28	29	30							
							May 14th	Early Release/PD												
November 2025							May 15th	THS Graduation	May 2026											
SU	M	T	W	T	F	SA	May 20th - 22nd	Semester Exams	SU	M	T	W	T	F	SA					
						1	May 25th	Memorial Day						1	2					
2	3	4	5	6	7	8	June 19th	Juneteenth	3	4	5	6	7	8	9					
9	10	11	12	13	14	15			10	11	12	13	14	15	16					
16	17	18	19	20	21	22			17	18	19	20	21	22	23					
23	24	25	26	27	28	29			24	25	26	27	28	29	30					
30									31											
December 2025							180 Student Days / 187 Employee Days				June 2026									
SU	M	T	W	T	F	SA	Holidays - No Students and School				SU	M	T	W	T	F	SA			
	1	2	3	4	5	6	Professional Development/ Work Days					1	2	3	4	5	6			
7	8	9	10	11	12	13	Student Early Release/Data Meetings				7	8	9	10	11	12	13			
14	15	16	17	18	19	20	Student Testing and Exams				14	15	16	17	18	19	20			
21	22	23	24	25	26	27	Summer and Weekends - No School				21	22	23	24	25	26	27			
28	29	30	31				E-Learning Day				28	29	30							
89 Student Days - Semester 1							91 Student Days - Semester 2													
94 Employee Days - Semester 1							93 Employee Days - Semester 2													

**EPA LETTER
THOMASVILLE CITY SCHOOLS
750 GATES DRIVE
POST OFFICE BOX 458
THOMASVILLE, ALABAMA 36894-0458
www.thomasvilleschools.org
OFFICE OF THE SUPERINTENDENT
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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

TO PARENTS OR GUARDIANS OF CHILDREN IN THOMASVILLE CITY PUBLIC SCHOOLS

Occasionally representatives 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 filmed, taped, or interviewed in the production of educational or promotional material for use by the Thomasville City Public School System. If you object to your child or children being filmed, taped, or interviewed, you must notify the principal of your school **in writing**, but no later than **September 8, 2025** 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 filmed, taped, or interviewed and that they should make teachers and administrators aware of their objections when the need arises.

(FERPA) - Notice to Parents/Guardians for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Thomasville City Board of Education, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Thomasville City Board of Education may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Thomasville City Board of Education to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹ If you do not want Thomasville City Board of Education to disclose directory information from your child's education records without your prior written consent, you must notify the District **in writing** by **September 8, 2025**. Thomasville City Board of Education has designated the following information as directory information:

*Student's Name	*Weight and height of members of Athletic Teams
*Address	*Degrees, honors, and awards received
*Telephone listing	*The most recent education agency or institution attended-Grade level
*E-Mail Address	*Student ID number, user ID, or other unique personal identifier used 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).
*Photograph	
*Date and place of birth	
*Major field of study	
*Dates of attendance	
*Participation in officially recognized activities and sports	

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/GUARDIANS OF CHILDREN IN THOMASVILLE CITY PUBLIC SCHOOLS

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I. ADMISSION

ADMITTANCE REQUIREMENTS (See TCS Board Policy 5.10)

- I. Any student who initially enrolls in the Thomasville City School System shall be required to present certification of immunization by law.
 - A. All students entering school shall present certification of immunization for communicable diseases.
 - B. Immunization shall be required for the prevention of those communicable diseases designated by the State Health Officer.
 - C. A transfer student and any student for whom the lack of a certificate of immunization is related to their residential, immigrant, or English-speaking status may be granted thirty (30) school days to provide documentation of school-entry health examination and certificate of immunization record.
 - D. Exceptions may be granted as provided in Alabama statutes and federal law.
- II. The school principal, or their designee shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Thomasville City Board of Education rules regarding transfer of credit, as well as other factors including but not limited to: test data, age, and previous school records.

I. Thomasville City Schools Welcome Letter:



Thomasville City Board of Education

Office of the Superintendent

750 Gates Drive

Thomasville, Alabama 36784

Dear Parents and Students,

Welcome to the Thomasville City Schools family! We are thrilled to have you join us, and we look forward to a successful and fulfilling school year ahead. Whether you are new to our district or returning, we are committed to providing your child with a high-quality education in a safe and supportive environment.

At TCS, we take great pride in our students, staff, and the community we serve. Our mission is simple: **Expect Excellence** in all that we do. We encourage every student to strive for their best in academics, athletics, and character. With dedication and hard work, we know that our students can accomplish anything they set their minds to. Our teachers and staff are here to guide and support every step of the way.

We also want to remind you that once you become part of the TCS family, you are always a part of it. **Once a Tiger, Always a Tiger.** Whether you are just starting your journey with us or are continuing on with your education, we are proud of every student who walks through our doors, and we will always be here to support you.

We would like to help make your enrollment experience quick and easy. To prove your eligibility to enroll in Thomasville City Schools, please bring the following documents with you when you arrive at the Board of Education to register.

1. Birth Certificate
2. Social Security Card (optional)
3. Alabama Immunization Record (original no copies accepted)
Out of State immunization cards must be transferred to Alabama Cards at the local Health Department or your doctor's office
4. 3 Proof of Residency (3)

You must provide **three (3) current proofs of residency** to include but not limited to:

- a. _____ Gas or Electric Bill for that address in your name
- b. _____ Water Bill for that address in your name
- c. Mortgage, Lease, and/or Rental Agreement for that address in your name

When two or more families reside at the same address, a home visit will be conducted by school staff to verify. **Enrollment will not be made until residency is verified.**

5. Proof of Custody/Guardianship
 - Custody papers will be required if student does not live with both birth parents
 - Custody/guardianship must be made through a Judge's office
 - A signed Notary Public cannot be used as a valid document for enrollment
6. Notice of Withdrawal from previous school
7. Copy of Attendance Report
8. Copy of Discipline Records
9. Copy of current grades (current report card)
10. Transcript of Grades (for enrolling 9th through 12th)

Once again, welcome to the TCS family. We look forward to the opportunity to help your child grow, learn, and thrive.

Sincerely,
Vickie Morris
Superintendent
Thomasville City Schools

II. ADMITTANCE OF NON-RESIDENT (OUT OF DISTRICT) STUDENTS

(see TCS Board Policy 5.13) updated April 26, 2023

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/Out of District 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/Out of District Students(s) should be made via completion of the Thomasville City School System's Non-Resident (Out of District) Enrollment process. The Non-Resident Enrollment form will be considered for application if:

1. The out of district 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 out-of-district student tuition fee in a timely manner as established by the Thomasville City Schools Board of Education.

The Principal, Superintendent and/or School Board have the discretion to accept or deny the request for enrollment of Non-Resident/Out of District Students without reason or cause.

Non-Resident/Out of District Student Tuition:

Non-Resident/Out-of-District students who have been enrolled in TCS prior to May 24th, 2016 will be considered "Grandfathered" meaning **they are exempt from the non-resident/out of district tuition only. These students are still subject to the same rules and regulations regarding non-resident/out of district students.**

For those students enrolled at TCS on or after May 24th, 2016, they will be subject to all the rules and regulations including the non-resident/out of district tuition. Currently, the non-resident/out of district tuition is \$200.00 per semester per student (\$400.00 per year per student)

*****All Out-Of-District fees/tuition are non-refundable.**

Tuition Payment Schedule

CHOICE:	DUE DATE:	
(\$200) Fall Semester	July 31, 2025	
(\$200) Spring Semester	December 12, 2025	
(\$400) Entire Year	July 31, 2025	

Please remit payment to: The school in which your child attends by the corresponding dates above.

****Failure to pay \$200 by July 31, 2025 will result in your student not receiving a homeroom assignment nor a class schedule. Students will not be formally enrolled until payment is made. 2nd Semester fee of \$200 is due on or before December 12, 2025. Failure to pay will result in the withdrawal of the student from Thomasville City Schools, per the District Policy****

Thomasville City Schools will not discriminate concerning non-resident/out of district 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 a court order.

If the non-resident/out of district student engages in any of the following:

1. Attendance issues (absences and or tardies)
2. Academics (grades below a C)
3. Discipline Infractions (Class 1, 2 or 3)
4. Failure to pay the out of district fees

Parents/guardians will be notified, and the student will be withdrawn from school immediately and required to enroll in the district in which they reside.

Each school year, Parents of Non-Resident/Out of District Students must present current documentation of residency by providing the following information to the students' school:

- 1. Current year property tax receipt plus two current utility bills; or**
- 2. Current lease/rental agreement plus two current utility bills (if utilities are part of the rent, the parent can provide a written statement from their landlord to that effect in lieu of providing two utility bills); or**
- 3. Current mortgage, mortgage statement, or warranty deed plus two current utility bills. These requirements do not apply to students who are homeless, migrants, or immigrants.**

NOTE: Burden of proof in establishing residency is the responsibility of the parent. It is also the responsibility of the parent to notify each respective school their children attend when there is a change in address or contact numbers.

Falsification of residency is prohibited by Alabama Law [Section 13A-10-109)].

ASSIGNMENT OF STUDENTS (see TCS Board Policy 5.20)

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. To enroll a student in the Thomasville City School District you must have legal custody of the student.

Custodial/Guardianship Documentation Not Accepted for School Enrollment a Delegation of Parental Authority: A Delegation of Parental Authority Code of Alabama 26-2A-7, does not establish residency and or guardianship for the purpose of school enrollment. This is sometimes referred to as a "notarized power of attorney." A custodial relationship created by an order of a court of proper jurisdiction, which vest the custody, control, and physical possession of the minor child to the custodian.

Legal Guardianship: A person appointed by a court of proper jurisdiction, as guardian of a minor

child whose powers and duties are listed in the Code of Alabama 26-2A-27

Once a guardian has met with an attorney, the process includes a hearing before the judge who must approve the request. Once the judge issues the Legal Guardianship, the judge is the only person who can change the order. Note: Legal guardianship requires a judge's signature; any other delegation of parental rights is not legal guardianship.

Delegations of parental authority or powers of attorney will not be accepted. The enrolling guardian/custodian shall reside in the attendance zone in which enrollment is being sought. The student being enrolled must reside with his/her guardian/custodian.

Proof of Custody/Guardianship:

***Custody papers will be required if the student does not reside with both birth parents.**

*** Custody/guardianship must be done through a Judge's office. (Thomasville City School Policy stipulates neither Delegation of Parental Authority nor Power of Attorney will be accepted as a document for the student's legal custody). A signed Notary Public will not be used as a valid document for enrollment.**

In addition to the matters noted in the preceding paragraphs, it shall be the sole duty and responsibility of the enrolling guardian/custodian to provide all documentation otherwise required by the Thomasville City Board of Education as a prerequisite to enrollment.

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.

IV. Provision of three forms of proof of residency to include but not limited to a major utility bill, house mortgage and rental/lease agreement.

DIRECTORY INFORMATION (see TCS Board Policy 5.71)

Students' parent(s)/legal guardian(s) shall be notified annually that the Thomasville City Board of Education may release "directory information" to the general public.

I. Directory information may include the following data about a student:

1. Student first and last name
2. Student gender
3. Student home address
4. Student home telephone number
5. Student school-assigned monitored and filtered email address
6. Student photograph
7. Student place and date of birth
8. Student dates of attendance (years)
9. Student grade level
10. Student diplomas, honors, awards, received
11. Student participation in school activities or school sports

12. Student weight and height for members of school athletic teams
13. Student most recent institution/school attended
14. Student ID number

II. Information described in subsections herein may be published routinely by the Thomasville City Board of Education in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.

III. Directory information shall not be published when the student's parent(s)/legal guardian submits written notification to the principal prior to **September 8, 2025** or within ten (10) school days after the student enrolls. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information.

EMERGENCY INFORMATION

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

Individual Data - This information should be updated immediately whenever there are changes.

- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address (documentation needed if you change addresses)
- 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
- Email address

CHANGE OF ADDRESS Changes in home address or phone number should be reported to the school office

immediately. A ***Change of address require updated proofs of residency (3)***. Accurate information is necessary in the event a parent/guardian must be contacted due to an emergency or student illness.

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. Non-Resident/out of district students can be withdrawn for violations outlined in the non-resident/out of district policy at any time.

II. ACADEMICS

DIPLOMA PROGRAM

Thomasville High School offers an Alabama High School Diploma and the following options:

Option A

Options B

Endorsements:

A. Advanced Endorsement

B. Essentials and Life Skills Pathway

C. Career and Technical Education (CTE) Endorsement

D. Alternate Academic

GRADUATION REQUIREMENTS

See Graduation Requirements in TC Board Policy 5.22

VALEDICTORIAN, SALUTATORIAN

See Valedictorian and Salutatorian in TCS Board Policy 5.23

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.

College and Career Ready (CCR)

Beginning with the Graduating class of 2026, students must be declared College and Career Ready (CCR) in one of the seven areas required by the Alabama State Department of Education to Graduation.

ALABAMA STATE TESTING

Test	Grade Level	Test	Grade Level
ACAP Summative	2-8	DIBELS - Reading	K-4
ACAP Alternate	2-8, 11	iReady – Math	K-4
Pre-ACT	9-10	iReady – Reading/Math	5-8
ACT Plus Writing	11	CERT	9-12
ACT WorkKeys		AL Civics Exam	12
		Financial Literacy Exam	9-12

COMEBACK ACADEMY

1) Comeback Academy Request/Referral Form

2) Parent/Student Contractual Agreement for Participation Form

- a. 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.
- b. This application packet, along with the student course failure report (completed by the teacher who assigned the failing grade) will be submitted to the administration.

3. Verification by School Administration

- a. Verify Signatures
- b. Verify Student Eligibility
- c. Sign the program referral form

4. Send the packet to the credit recovery facilitator for enrollment

THE COMEBACK ACADEMY PROGRAM AUTHORIZATION & OPERATION

The Comeback Academy Program may operate during the school day, during summer term, or outside of 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 a state-approved 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.

CREDIT RECOVERY/GRADE RECOVERY/NEW CREDIT PLAN - (THS ONLY)

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 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 Alabama 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 and/or his or her designee.** 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.

Student Failure Report 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.

GRADING SCALE

The following scale should be used in determining letter grades:

Grades K—4: Standards Based

Students must master 80% of the critical math and reading standards to be promoted.

Grades 5-12:

90—100 = A

80—89 = B

70—79 = C

60—69 = D

59 and below = F

Letter Grade	Numerical Grade	Grade Point Average (4 point scale)
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0
I		Incomplete
S		Satisfactory
N		Needs Improvement
U		Unsatisfactory
Standards Based Grading	Level 1 Exemplary	Level 3 Proficient
	Level 2 Developing	Level 1 Emerging

GRADES/CREDITS - THS

Each graduating class will be required to have twenty-four (24) 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 are as follows:

0 Credits	9th Grade
6 Credits	10th Grade
12 Credits	11th Grade
18 Credits	12th Grade

GUIDANCE AND COUNSELING SERVICES

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 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 development.

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.

PARENTAL CONTACT PLAN

- I. Teachers are expected to contact parents as needed.
- II. Teachers will record this communication on SchoolStatus.
- 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 in SchoolStatus.

PROGRESS REPORTS

Progress reports will be sent home mid-quarter during each grading period. Parents/Guardians will be given PowerSchool codes during the First Quarter in order to access student grades using the PowerSchool Home Portal. Parents/guardians will be provided information on how to access the parent portal. There will be a reprint fee of \$1.00 for each additional copy of a student progress report.

PROMOTION/RETENTION

See TCS Board Policy 4.72 and/or the section on Promotion and Retention on TCS website.

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 PowerSchool Parent/Home Portal. There will be a reprint fee of \$1.00 for each additional copy of a student report card.

STUDENT EXAMS - EXEMPTION CRITERIA

TES PreK-4

Students at TES do not take semester or final exams

TMS 5-6

Students in grades 5 & 6 do not take semester or final exams

TMS 7-8

Students who meet the following criteria/guidelines may choose to exempt their Semester (December) and Final (May) Exams:

Students will qualify for exemptions based on Semester Attendance and Behavior. Students must meet the qualifying criteria for each class individually. They may be exempt from one class and not another.

Academic Qualifications:

Students with an A average will be exempt if they have no unexcused absences with **5 excused absences**.

Students with an average of B will be exempt if they have no unexcused absences with up to **3 excused absences**.

Students with a C average will be exempt if they have no unexcused absences with 2 excused absences. Students with averages of a D and or F will not be exempt.

Behavior Qualifications:

Students that have been assigned In-School Suspension (ISS), Out of School Suspension (OSS), or After School Detention (ASD) will not be allowed exemptions from any classes.

THS 9-12

Students in grades 9-12 may be exempt from 1st semester (December) and 2nd semester (May) Exams If they meet the following criteria/guidelines:

Overall A Average - No more than 5 excused absences in that class

Overall B Average - No more than 3 excused absences in that class

Overall C Average - No more than 2 excused absences in that class

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

1. Any unexcused absences from school
2. Any suspensions (ISS or OSS)

VIRTUAL SCHOOL

(EDUCATIONAL OPTION FOR THS ONLY)

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 full time 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 foregoing 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 the 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 an 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 tests.
- 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.

TES - 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 2:00 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 Pre-K parking lot.

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
- 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

Pre-K Toilet Training Policy:

Children entering the Thomasville City Schools Pre-K program must be toilet-trained. Students may not wear pull-ups; they must be able to wear underwear/panties in order to be eligible for the program. Students with IEPs will be assessed on an individual basis based on their needs.

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

Purpose:

The purpose of this policy is to establish the residency requirement for admission to the Pre-K program in the Thomasville School District.

Policy Statement:

All children seeking enrollment in the Pre-K program at Thomasville School District must be a resident of Thomasville. Proof of residency within the district will be required as part of the application process.

Eligibility Criteria:

1. The student must reside with a parent or legal guardian within the boundaries of Thomasville School District.
2. 3 Proofs of residency must be submitted with the application. Acceptable documentation includes, but is not limited to, mortgage and or lease agreement, utility bills, lease agreements, or other government-issued documents verifying the address of the parent or guardian.

Procedure:

- Parents or guardians of children seeking Pre-K enrollment must complete an application form available from the Thomasville School District.
- Along with the application, parents or guardians must provide 3 proofs of residency in the form of acceptable documentation.
 - Applications submitted without proof of residency will not be processed.

Enforcement:

Failure to meet the residency requirements may result in the denial of Pre-K program admission.

Effective Date:

Approved by the TCS Board of Education May 20,2025

III. Attendance

Compulsory School Attendance Age (TCS Board Policy 5.41)

1. Alabama law requires all children between the ages of six and seventeen to attend school. (Section 16-28-3, Code of Alabama, 1975) Once a child is enrolled in Thomasville City Schools, attendance is mandatory, and he/she must follow all attendance policies. If any child fails to attend school without legal excuse, the child and the person having custody of that child will be referred to Attendance Court. Any custodial adult who is prosecuted for failing to require a child to attend school may be jailed, fined, or both.
2. Parents are responsible for ensuring that their children are regular in school attendance.
 - a. In compliance with Alabama Act 93-672, any parent, guardian, or other person having control or custody of any child required to attend school who fails to compel the child to attend school and properly conduct himself or herself in accordance with policies on student conduct shall be guilty of a misdemeanor. School officials who intentionally fail to report suspected violations to the district attorney shall be guilty of a Class C misdemeanor.
 - b. Parents should monitor attendance as reported in the PowerSchool Parent Portal.
 - c. Parents are urged to make dental, medical, and other appointments for their children after school hours, on Saturday, on a day when school is not in session, or during the summer.

3. It is each teacher's responsibility to accurately check roll for each class period daily and report absences in the required manner.
4. Teachers will provide students who have been absent for excused reasons an opportunity to make up missed assignments. This opportunity shall be provided within a one-week period following the absence at a time most convenient for the teacher. This opportunity does not require the teacher to re-teach the lesson, but it does require that the student receive a reasonable opportunity to learn missed lessons.

Student Attendance (See TCS Board Policy 5.40)

Every absence MUST have an excuse! It is the Law!

Alabama Code: Section 16-28-15

An Absence Must Be Explained

Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church 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 a 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.

(School Code 1927, §308; Code 1940, T. 52, §305; Acts 1982, No. 82-218, p. 260, §7.)

Suspensions are unexcused absences.

- I. Regular Attendance: Regular attendance is defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's approval must have their parent(s) or legal guardian report such absences or tardiness to the school as prescribed by the Code of Student Conduct.
- II. School Day Absence: A school day absence is defined as non-attendance for more than fifty percent (50%) of the regularly scheduled school day. To be counted present, a student must attend more than fifty percent (50%) of the school day.
- III. Class Absence: A class absence is defined as non-attendance for more than fifty percent (50%) of the scheduled class. To be counted present, a student must attend more than fifty percent (50%) of the class.
- IV. Parent/Guardian Responsibility: A parent/guardian must explain the cause of every student absence, check-in/check-out, or tardy. Every student must bring a written excuse signed by their parent/guardian or a physicians' excuse the day they return 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 will be recorded as unexcused. The student must clear the unexcused status with a written note upon returning to school, or the absence will remain unexcused.
 - A. Grade K-8: Parents/guardians may excuse six (6) absences per year. Any

absences exceeding six (6) per year must be accompanied by a physician's excuse.

A limit of (6) doctors excuses per year will be enforced.

Students in grades K-8 who accumulate more than six (6) absences per year without a physician's excuse will be denied promotion.

- B. Grades 9-12: Parents/guardians may excuse three (3) absences per term. Any absences exceeding three (3) per semester must be accompanied by a physicians excuse. Students in grades 9-12 who accumulate more than three (3) absences per semester in a class without a physician's excuse will be denied passing status for that class/subject. A limit of (6) doctors excuses per year will be enforced. Special circumstances will be reviewed by the principal.

V. Designation of Absences: All student absences shall be designated as either excused or unexcused by the principal or designee. Absences for reasons other than those listed below shall be considered unexcused. Unexcused absences will be treated as truancy. A student shall be excused for an absence from school for any of the following reasons:

- A. The student is too ill to attend school.
- B. Inclement weather deemed too 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 from the student's parent/guardian.
- G. Prior permission of the principal or designee with the consent of the parent/guardian.

VI. Policy Distribution: The provisions of this policy and its related procedures, including Truancy and Early Warning procedures shall be included in the student handbook and distributed to students in a timely manner. (See Early Warning/Truancy Flow Chart in the attendance section of the handbook.)***Revised/updated for 25-26 school year***

VII. Referral for Truancy: Teachers shall refer all cases of known truancy, parental neglect, and chronic absenteeism to the principal or designee. The principal shall refer any such student to the attendance officer.

VIII. Make-Up Work: When a student is absent for any excused reason, they shall be allowed to make up all major assignments and other work missed during the absence at a time agreeable to the teacher(s) within (3) days of the excuse. Teachers shall not be required to reteach lessons, but the student shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

IX. Grades K-4: The parent/guardian or student is responsible for consulting with the classroom teacher(s) to arrange make-up work.

- A. Grades 5-12: The student is responsible for contacting teachers to arrange make-up work.
- B. All Make-Up work is due within 3 days from the return to school.

X. Unexcused Absences & Make-Up Work: 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 will assign zeros to students absent for unexcused reasons on an automatic basis. Zeros will be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.

XI. Check-In/Check-Out: Students who leave school for any reason must check out through the school office. 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. Upon returning, students must check in through the school office. Check-ins/check-outs shall be considered unexcused absences from those class periods missed until evidence is presented to the principal or designee that the check-out/check-in was for an excused reason. If the Check-In/Check-Out results in less than 50% attendance for the school day the student cannot participate in any extracurricular activities for the day. Excuses need to be brought to school within (3) days.

XII. College Day Visits: Students who take a college day visit must bring a note, written on college letterhead, verifying the visit to the college. Seniors may use two (2) days for a college visit.

Tardiness

Students are required to report to their individual schools no later than the beginning of the school day (Thomasville High 7:35 AM, Thomasville Middle 7:40 AM, Thomasville Elementary 7:50 AM) and 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.

Tardiness Procedure (THS)

Any student arriving at school or class following the ringing bell, chime, or other audible signal established by the principal and intended to indicate the start of the school day/current class period will be considered tardy. Students are tardy after 7:38 AM at Thomasville High School. Any student who is on school property but is not in their assigned classroom or another authorized area following the bell, chime, or other audible signal without prior approved authorization in writing (hall pass) will be considered tardy to school or class.

Tardiness Procedure (TMS)

Any student arriving at school or class following the ringing bell, chime, or other audible signal established by the principal and intended to indicate the start of the school day/current class period will be considered tardy. Students are tardy after 7:43 AM at Thomasville Middle School. Any student who is on school property but is not in their assigned classroom or another authorized area following the bell, chime, or other audible signal without prior approved authorization in writing (hall pass) will be considered tardy to school or class.

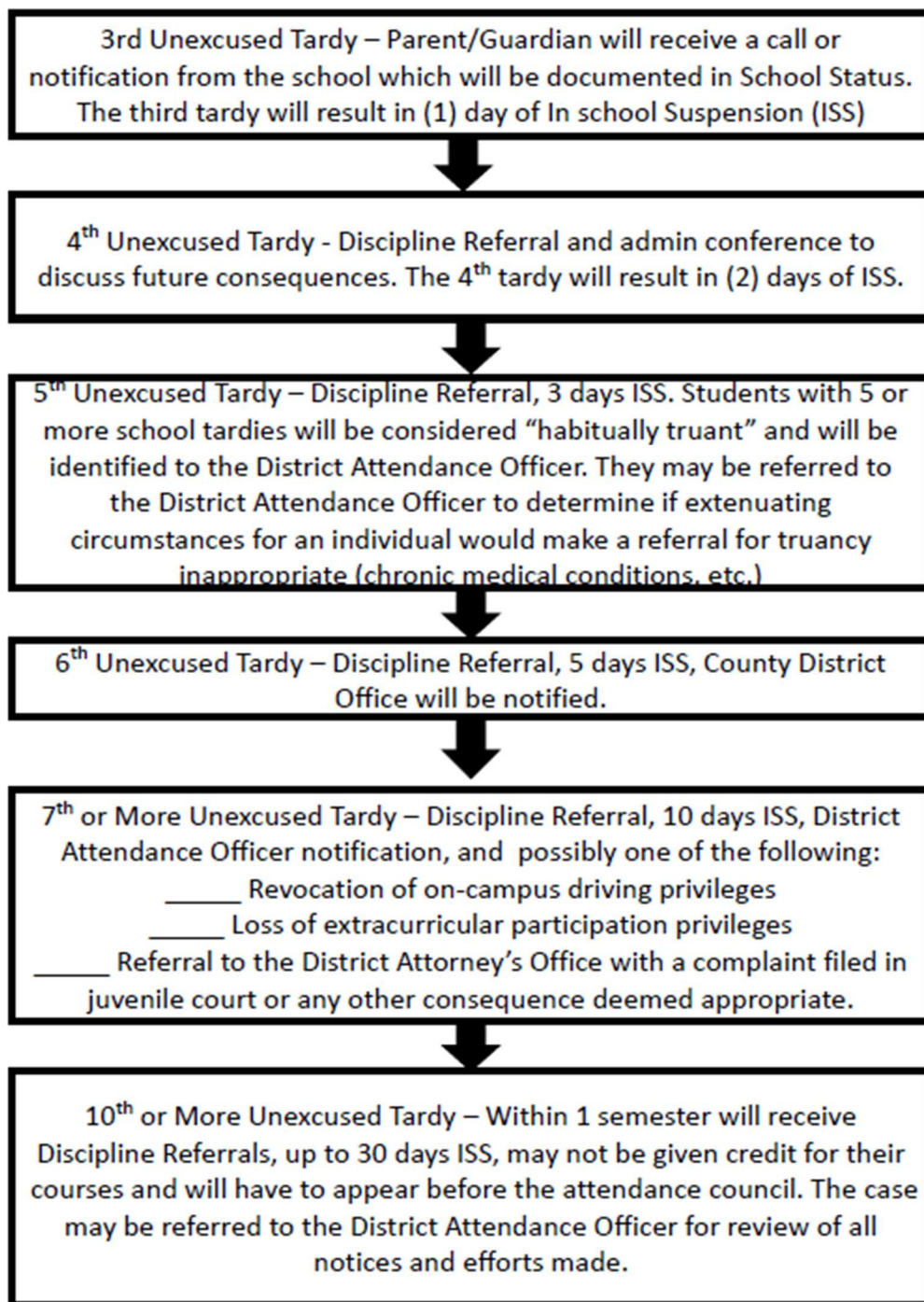
Tardiness Procedure (TES)

Any student arriving at school or class following the ringing bell, chime, or other audible signal established by the principal and intended to indicate the start of the school day/current class period will be considered tardy. Students are tardy after 7:50 AM at Thomasville Elementary School. Any student who is on school property but is not in their assigned classroom or another authorized area following the bell, chime, or other audible signal without prior approved

authorization in writing (hall pass) will be considered tardy to school or class. The following procedures shall be applicable to students who are tardy for the school day:

A student will be considered tardy if not in their assigned classroom/location when the tardy bell Rings. The following shall be the dispositions for being tardy to school per semester:

**Thomasville City Schools
2025 – 2026 Truancy Early Warning Flowchart
Unexcused Tardy**



Tardy to Class: A student will be considered tardy if not in the classroom when the tardy bell rings. Students are expected to be in class on time. Classroom teachers will be responsible for tardies to class. The following shall be the dispositions for being tardy to class per semester:

1. Unexcused Tardy Disposition:

- ☐ 1st: Teacher documentation in the class.
- ☐ 2nd: Teacher documentation in the class.
- ☐ 3rd: Teacher documentation & written referral to the office for intervention.
- ☐ 4th: Discipline Referral/ISS 1 day.
- ☐ 5th: Discipline Referral/ISS 3 days.
- ☐ 6th - 9th: Discipline Referral/ISS 5 days.
- ☐ 10th or more: Immediate referral to support agencies outside the school system, as the principal deems appropriate. Among these agencies are the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, or other external agencies.

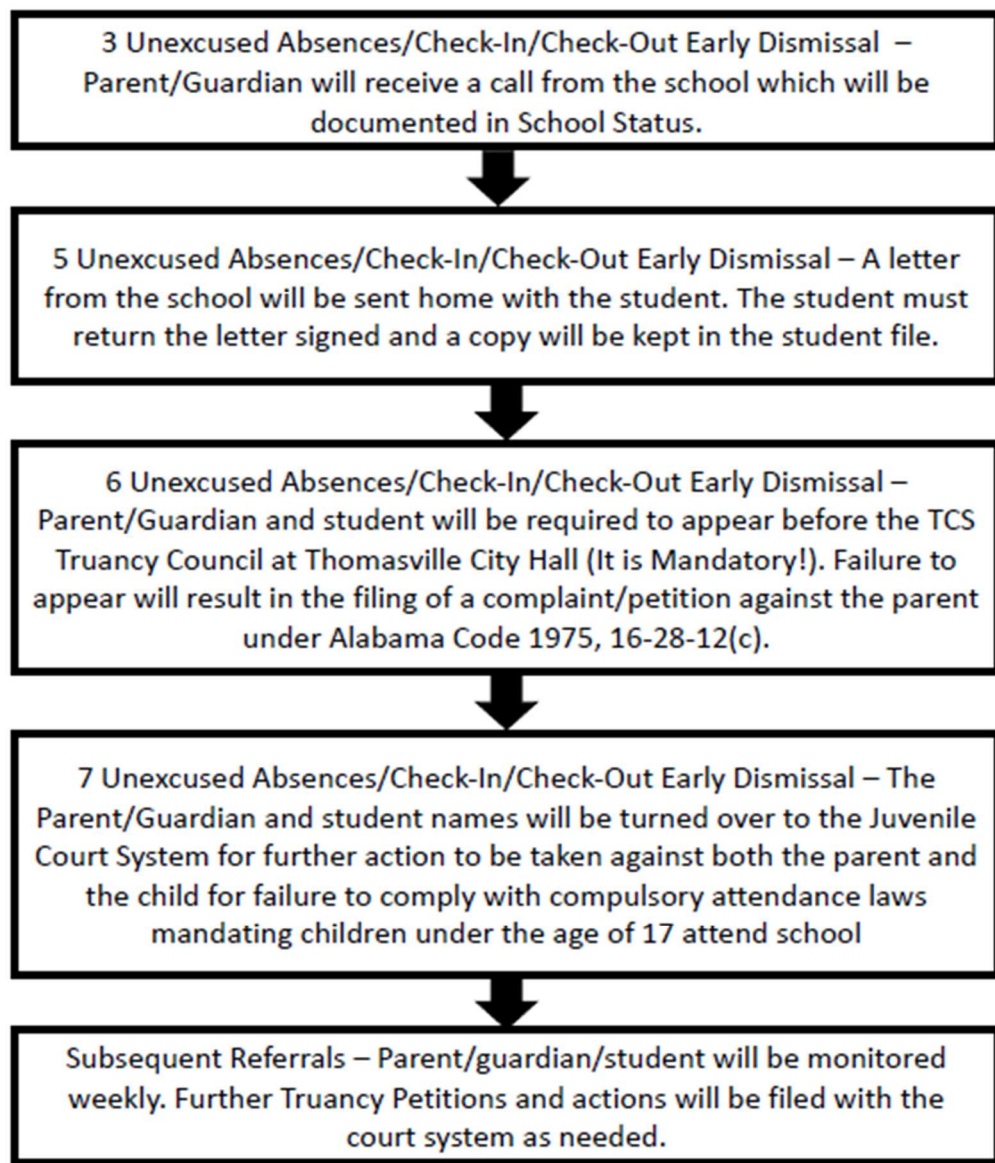
Revocation of Driver's License or Learners Permit

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 learners 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 learners permit of any enrolled student who accumulates ten (10) or more consecutive absences or fifteen (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 their control, as set out in Alabama Code 16-28-6, are exempt from this policy. The superintendent or their designee is the sole judge of whether the evidence presented satisfies legal requirements for exemption. Exemptions are allowed for:
 - A. Students unable to attend school due to mental or physical limitations.
 - B. Students who are gainfully employed under the provisions of the Child Labor Laws.
 - C. Students who lack transportation and live beyond a two-mile radius from the school.
 - D. Students enrolled in a General Educational Development Program.
 - E. Students who are participating in a job-training program approved by the state superintendent.
 - F. Students who are parents with custody of a minor or unborn child.
 - G. 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.

Thomasville City Schools
2025 – 2026 Truancy Early Warning Flowchart
Unexcused Absences

Remember: Attendance is SIMPLE: When your child is absent for any reason or checked in or out of schools, **THEY MUST HAVE A WRITTEN EXCUSE WITHIN 3 DAYS.** This will help to keep you out of truancy and court. After 3 days, all missed work will receive a "0" in the gradebook.



Excused Absences

Excessive Excused Absence Notification

Written notification to parent/guardian of 5th Excused Absence. (Letter sent home by student and mailed from school office). Documented in PowerSchool.

Excessive Excused Absence Notification

Written notification to parent/guardian of 10th Excused Absence. (Letter sent home by student and mailed from school office.) Documented in PowerSchool.

*****Chronic absenteeism is defined by the State of Alabama as 18 or more excused and unexcused absences.*****

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, field trips, 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.

Thomasville City Schools Guidance for E-Learning Days

TCS Staff Responsibilities:

- Teachers will be required to use the SDE provided digital learning platform "Schoology" to deliver lessons to students (Grades 1st – 12th)
- Teachers will be required to have "virtual office hours" set by the individual school/teacher for responding to schoology messages, email, and or school status messages
- Teacher will have zoom hours set by the individual teacher
- Teachers will provide printed packets per parent request due to internet/Wi-Fi home issues. These requests must be made by the parent at the August parent orientation meetings
- If packets are issued to students, the packet must be approved by the building administrator prior to sending home with students
- Work provided to students will be meaningful and directly related to curriculum and standards

TCS Student Responsibilities:

- Students are expected to complete all e-learning assignments between the hours of 8:00am and 8:00pm in schoology. Kindergarten students issued paper packets will be given their packet the day prior to the e-learning day and it is due back to the teacher at 8:00am the following day
- Students will receive a grade for all e-learning assignments (no exceptions) Failure to complete these assignments will result in a zero

- **Students are expected to take full advantage of videos, lessons, assignments, discussions, and all other aspects of the schoology learning platform to help them be successful**

TCS Parent Responsibilities:

- **Parent request for paper packets in the place of digital assignments are required in writing at parent orientation sessions in August (request must be due to internet/Wi-Fi issues) and understand that no device will be sent home**
- **Parent will support their child in making sure all assignments are completed and turned in by the designated times**
- **Parent will remind their child that these assignments are important and are graded**
- **Parent will be in communication with their child's teacher on an as needed basis**

IV. PROGRAMS

ACCESS - DISTANCE LEARNING

ACCESS Distance Learning students must sign a commitment from 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.

ACCESS 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. Additionally, 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 Thomasville City Schools.

ATHLETIC ELIGIBILITY RESPONSIBILITIES

The Thomasville City Board of Education, the Thomasville City Virtual School and its employees are not making, and expressly disclaiming, any 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.

ATHLETIC/EXTRACURRICULAR DRUG TESTING

Drug Free Atmosphere for Student Athletes, Student Drivers and Students Participating in Extracurricular 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, extracurricular 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 judgment 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 may 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, and privileges for 14 school calendar days beginning no earlier than opening game or day of that activity, sport, and privilege. If not participating, or not applicable to the students' activity, sport, or privilege, suspension begins on the opening game or activity of the next season they participate in. In either case, students are also required to attend one counseling session with a high school counselor.
- b. Second Violation – Suspended from activity, sport, and privileges for 8 school weeks and shall carry over to next school year if necessary.
- d. Third Violation – Suspended permanently from activities, sports, and privileges.

BUSES/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.

BUS RULES - TCS

Don't Lose Your Riding Privilege!

Student transportation is a privilege and convenience and is conditioned upon good behavior and strict obedience to the rules of the Board of Education. Any driver having difficulty with a student which he/she feels is beyond their capability to remedy or for which they feel assistance is needed, shall report the condition and situation to the building administrator. After consultation, the principal may suspend the riding privileges of the student.

The Board approved bus rules are as follows:

- 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 proper conduct at all times.
- d. Use of Tobacco and any other products or substances 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.

BUS/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 or email. All changes must be received by 2:00 PM. No changes will be allowed after this time.

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 systems have an affirmative responsibility to refer students when a disability is suspected and believed 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.

CHILD NUTRITION PROGRAM –CNP

I. The Thomasville City Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.

II. It is an objective of the Thomasville City School System that all students have the opportunity to participate in the school lunch and breakfast program. The Child Nutrition Program Director or his/her designee shall determine, in accordance with federal regulations, those students eligible for free or reduced-price meals.

III. During the school year 2024-2025, Thomasville City Schools will be participating in the USDA

Community Eligibility Provision meal option. All students will be offered one (1) breakfast and one (1) lunch meal at no cost. The household free and reduced meal application requirements are suspended until further notice. Should free and reduced-price meal applications be required, the application will be provided. IV. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

CNP - MEAL PATTERNS

- I. All Thomasville City schools (with grades PK-12) shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.
- II. All Thomasville City Schools with grades PK-12 shall participate in the Offer Versus Serve Meal option in accordance with the procedures set forth by the United States Department of Agriculture.
- III. The principal is responsible for scheduling adequate lunch time for students between the hours of 10:30 a.m. and 1:00 p.m. The principal is responsible for scheduling adequate breakfast time for students between the hours of 7:15 and 7:50 am. Variations from this schedule must have the approval of the Superintendent or designee.

CNP - MEAL PAYMENT

Thomasville City Schools Child Nutrition Prices at all schools for SY 2024-2025 are as follows:

ALL TCS Students will be served FREE Breakfast and Lunch (CEP)

\$ 4.25 Employee Breakfast

\$ 5.00 Employee Lunch (bottled water Included)

\$ 3.75 Visitor (student/child) Breakfast

\$5.00 Visitor (Adult) Breakfast

\$ 5.00 Visitor (student/child) Lunch

\$6.00 Visitor (Adult) Lunch

All enrolled students are eligible for one (1) each reimbursable breakfast and one (1) each reimbursable lunch meal per school day.

CNP - REFUND OF CAFETERIA ACCOUNTS

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

CNP - 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.
- 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.

CNP - ADDITIONAL INFORMATION:

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
- More whole grains
- And less sodium

To find out more about Thomasville City Schools healthy school meals visit our website:
www.thomasvilleschools.org.

CNP - WELLNESS POLICY

TCS Wellness Policy is located on the TCS website

TCS WELLNESS COMMITTEE

Thomasville City Schools is seeking student, parents, and community volunteers to serve on the school district's wellness policy committee. The purpose of the committee is to review policy compliance, assess progress, and determine the need of improvement to its nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district wellness committee meets annually. If interested in joining the committee, please contact Emily Thornton at (334) 636-9955 or ethornton@thomavilleschools.org.

BREAK

Break is a privilege and removal of break privileges can occur.

There will be NO food or drinks allowed in the gym at any time during the school day without prior approval.

DUAL ENROLLMENT

See Dual Enrollment 4.17 in current Board Policy on the TCS website.

FIELD TRIPS

Only trips which are directly related to a unit of instruction being studied by a particular group of students shall be considered an educational field trip sponsored by the Thomasville City Board of Education. A field trip will be approved by the Superintendent or his/her designee only when related to the instructional program of the school. The teacher shall direct the request for a field trip to the principal. The request shall include an outline of the trip and shall show how the field trip will be of benefit to the students.

- I. A field trip for one (1) calendar day shall be limited to a radius of two hundred fifty (250) miles from the school unless otherwise approved by the Board.
- II. Overnight and out-of-state trips must be approved by the Board.
- III. Transportation costs of field trips shall be paid from the school's base budget or from other school activity accounts (i.e., clubs, organizations). Educational field trips shall not be of a prohibitive cost to the students.
- IV. The parent/guardian shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, the time of departure, and the time of return to the school. Any student

making a trip shall present a note from his/her parent/guardian giving permission for the student to make the trip. All documents needed in case of emergency should be provided before the trip and should be in the possession of the Thomasville City Board of Education employee in charge of the field trip. Medication administration procedures shall be followed in accordance with the established medication disbursement guidelines. Trip insurance shall be in force for each approved trip.

FIELD TRIP GUIDELINES - TCS

TES, TMS, THS -

The following guidelines will be followed during field trips:

1. Appropriate Behavior—Students with a Class I, II or III offense will not be allowed to attend field trip (at principal's discretion).
2. Attendance—If a student has 3 tardies or 2 or more unexcused absences will not be allowed to attend field trip (at principal's discretion).
3. Academics—Students must be in good academic standing having a 60 or above in all core subjects (at principal's discretion).
4. Parents are not allowed to bring other children on field trips.
5. With prior approval, only a parent or legal guardian will be allowed to transport a student from a field trip.
6. No more than 2 adults per child are allowed on a field trip (TES Only).
7. All field trip money collected is nonrefundable. Once field trip money is collected by each school this money is nonrefundable.

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 others 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 to 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. Any questions concerning the gifted process, should be directed to the TCS Gifted Education Specialist.

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 the following:

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 ensure that all students have adequate and equal access to the library media center and its collection.

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.

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 Nicole Knight 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.

ADMITTANCE OF HOMELESS, FOSTER CARE, MIGRATORY, IMMIGRANT AND LIMITED ENGLISH PROFICIENT STUDENTS (See TCS Board Policy 5.10.1)

I. All homeless, foster care, migratory, immigrant, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.

II. Students who live in the attendance areas of Thomasville City School System and who are homeless, foster care, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:

- 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

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 by 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." (2 weeks maximum use unless authorized by a Health Care Provider)

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

What are the symptoms?

- Symptoms of meningococcal disease are similar to influenza (flu) and may include.
 - o Sudden onset of a high fever
 - o Headache
 - o Stiff neck
 - o Increase sensitivity to light
 - o Rash
 - o Confusion
 - o Nausea
 - o Vomiting
 - o 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 the 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 the meningococcal vaccine or meningococcal disease in the 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 the flu and it strikes suddenly and can last several days.
- Symptoms of flu disease may include:
 - o Fever or feeling feverish / chills
 - o Cough
 - o Sore throat
 - o Runny stuffy nose
 - o Muscle or body aches
 - o Headaches
 - o Fatigue (very tired)
 - o Vomiting and diarrhea

How does influenza disease spread?

- **Flu is spread by:**
 - o An infected person's droplets from droplets from cough, sneeze or talk enter the mouth, eye or nose.
 - o 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 your 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 of nursing homes and other long-term care facilities
- People who have medical conditions including the following:
 - o Asthma
 - o Chronic lung disease
 - o Heart disease
 - o Blood disorders (such as sickle cell disease)
 - o Kidney disorders
 - o Liver disorders
 - o Weakened immune systems due to disease or medication (such as HIV / AIDS or cancer)
 - o People younger than 19 years of age who are receiving long-term aspirin therapy
 - o 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

Please go to www.bacsupport.com for more information.

RESPONSE TO INSTRUCTION (RTI)

At Risk students are those students who have scored below level on diagnostic assessments, other Alabama assessments, or other approved standardized assessments, and/or students who have received academic grades lower than a “C” in core subjects, language arts, mathematics, science, social studies, or students defined as at risk in Code of Alabama (1975), Section 16-13-23 1 (ACT 2003-438).

Response to Instruction (RTI) refers to an instructional framework promoting an integrated system that provides high quality, standards-based instruction and interventions matched to students’ academic, social/emotional, and behavioral 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 the following:

- Adjusting instruction as needed to improve students’ outcomes
- Monitoring for progress
- Providing strategies for student achievement

For more information about Thomasville City Schools RtI procedures please contact Kathy Council at 334-636-9955

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Positive Behavior Intervention Support (PBIS) is a system approach to establish the social culture and the behavior support needed for all students in school to achieve both social and academic success. The main purpose of PBIS framework is an effort to improve school safety and promote positive behavior within a multi-tiered system by making behavior less effective, efficient, and relevant and desired behavior more functional. Implementing PBIS also ensures that students have access to meeting behavior expectations. PBIS involves a few guiding principles:

- Students can learn behavioral expectations for different situations
- Students learn expected behavior for each school setting
- Early intervention can prevent serious problems
- Each student is different and need different kinds of support
- Schools gather and use data to make decisions about behavior intervention
- How schools teach behavior should be based on research and science

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

Local School Retention Committee

- a. Any student who fails to meet the criteria for promotion shall be referred to the Retention Committee. The Retention Committee will determine if a student is to be retained. Factors to be considered shall include grades, standardized test scores, classroom performance, social adjustment, and age.
- b. Each local school shall have a Retention Committee with members appointed annually by the principal. The committee shall be organized so that a majority decision may be reached. The committee shall consist of:

1. the principal or designee

2. the guidance counselor (optional)
3. classroom teacher
4. the teacher recommending retention
5. any additional teacher(s) deemed necessary by the principal

c. In the event a Special Education student is recommended for retention, the student's Special Education teacher shall be included as a member of the Retention Committee. The IEP Committee or 504 Committee shall determine whether a Special Education student or 504 eligible student has met the requirements for promotion as indicated on the IEP or 504 Plan. 41

d. Any elementary teacher who is considering retaining a student must complete the "Recommendation for Retention" form and submit it to the principal. In departmentalized situations, any teacher may complete the "Recommendation for Retention" form in consultation with the homeroom teacher and/ or guidance counselor. The deadline for submitting the form will be designated by the principal. The committee will then review all available information and determine promotion/retention.

e. If the Retention Committee determines that retaining a student is the appropriate action, a letter of notification shall be sent to the parent/guardian by the principal within five days after the last day of the school year.

f. After a student has been retained once at a grade level, the Retention Committee may determine that further retention is inappropriate. At this time, the student may be promoted with his cumulative record marked "Promoted with Deficiencies"

ACADEMICS – KINDERGARTEN

1. The operation of a quality kindergarten program requires much planning, adequate funding, and a firm commitment for the developmental needs of children.

2. A child must be five years of age on or before September 1st of the year he/she enters kindergarten. Prior to entering the kindergarten program, with the exception of homeless, foster care, migratory, immigrant, neglected and/or delinquent and limited English proficient children, a child must meet immunization standards specified in the Code of Alabama. Documentation to verify age, proof of residency and proof of immunization shall be presented in accordance with the same policies and procedures for entering first grade in Thomasville City Schools.

3. Kindergarten children should be transported by the same means and subject to the same regulations as other school children.

4. Kindergarten students will be promoted on the basis of mastery of kindergarten skills required by the State of Alabama Kindergarten course of studies. Kindergarten students not achieving mastery will be referred to the schools (PST) Problem Solving Team and the Retention Committee.

Kinder retention: After considering a variety of factors pertaining to kindergarten students (i.e., age, maturity, motor coordination, capacity for learning, and academic progress), the principal, based on their professional judgement and consultation of the school's retention committee may make the decision to retain or promote a kindergarten student.

ALABAMA LITERACY ACT

Retention, Grade 3 with the goal of improving student reading skills in Alabama, the Alabama Legislature passed the Alabama Literacy Act (ANA), which became law on June 10, 2019. This legislation requires educators to concentrate systematically to improve all public-school students' early literacy skills so that every student is reading at or above grade level by the end of the third grade. In compliance with current legislation,

in the 2023 – 2024 school year, third graders must read at grade level to be promoted to fourth grade. For additional information on the Alabama Literacy Act contact the Thomasville Elementary School Principal at 334-636-0063 or the Thomasville City Schools Curriculum Coordinator at 334-636-9955.

ALABAMA NUMERACY ACT

The Alabama Numeracy ACT (ACT 2022 –2491) outlines steps to improve mathematics proficiency of public-school K-5 grade students with the goal of ensuring students are mathematically proficient at or above grade level by the end of fifth grade. For more information on the Alabama Numeracy ACT contact the Thomasville Elementary School Principal at 334-636-0063 or the Thomasville City Schools Curriculum Coordinator at 334-636-9955.

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.

TECHNOLOGY USAGE POLICY AND GUIDELINE'S PURPOSE (SEE TCS Board Policy and TCS Web Page under Technology)

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. (Referred to in the TCS Web Page under Technology)

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**

ACCESS:

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.

Individuals may use only accounts, files, software, and technology resources that are assigned to him/her. 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.

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.

- Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
- Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.
- 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.
- 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**

PRIVACY:

-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.

-Users should not expect that files stored on the Thomasville City Schools' network will always be

private.

-Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.

-Thomasville City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.

-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 email and/or files stored on the network.

-Users are encouraged to avoid storing personal and/or private information on the district and/or schools' technology resources.

-The system-wide technology staff does perform routine backups. However, all users are responsible for storage of any critical files and/or data.

-Student data and records, media center collections, and accounting information should be backed up to disk.

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

DATA SECURITY:

-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.

-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.

-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.

-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.

-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.

-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.

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.
- E. 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.
- F. 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.
- G. 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.
- H. 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.
- I. If a single copy of a 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.
- J. 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.
- K. 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.
- L. 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.
- M. Users should not purchase software without consulting the technology staff.
- N. It is the responsibility of the principal at each school site to establish practices which will enforce the School System copyright policies.
- O. All employees will be expected to abide by the provisions of this policy.
- P. The Board by this presentation hereby notifies all employees of the intent of this policy.

*****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.
- D. Thomasville City Schools' e-mail accounts may not be used for political or personal gain.
- E. Thomasville City Schools' e-mail accounts may not be used for attempting or successfully sending anonymous messages.
- F. Thomasville City Schools' e-mail accounts may not be used for sending mass e-mails.
- G. 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***

II. 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***

III. 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***

IV. 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 material on web sites are against the law and are subject to prosecution.

*****See Technology Usage Policy***

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

V. 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***

VI. 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
- S. Plagiarism of materials

- T. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- U. Use of any Thomasville City Schools Technology resource for personal gain, commercial or political purposes
- V. Accessing any website or other resources by falsifying information
- W. Downloading games or playing games on-line that are not instructional in nature
- X. Streaming video or audio not related to the core business of the School System

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

*****Thomasville City Schools Artificial Intelligence (AI) Policy: Plagiarism**

Use of Artificial Intelligence Tools and Plagiarism

Policy Statement: At [School Name], we are committed to fostering a learning environment that promotes academic integrity and honesty. With the advancement of technology, Artificial Intelligence (AI) tools have become increasingly accessible and useful in educational settings. However, it is crucial to understand and adhere to ethical guidelines when using these tools. Plagiarism, including the use of AI to produce work without proper attribution, is strictly prohibited.

Understanding Artificial Intelligence (AI): Artificial Intelligence (AI) refers to the simulation of human intelligence processes by computer systems. These processes include learning (the acquisition of information and rules for using the information), reasoning (using rules to reach approximate or definite conclusions), and self-correction. AI encompasses various applications such as natural language processing, machine learning, and robotics. AI tools can generate text, translate languages, provide research assistance, and even compose essays or reports. While these tools can be valuable educational resources, their misuse can lead to academic dishonesty.

Guidelines for AI Tool Usage:

8. Assignment Submission:

- All work submitted for assignments, projects, and exams must be the student's own.
- Using AI tools to generate content that is then presented as one's own work without proper attribution is considered plagiarism.

9. Proper Attribution:

- If AI tools are used to assist in research, writing, or any other academic tasks, students must clearly indicate which parts of their work were aided by AI.
- Proper citations and acknowledgments must be provided for any AI-generated content, similar to traditional sources of information.

10. Teacher Approval:

- Students should seek approval from their teacher before using any AI tools for academic work. Teachers will provide guidance on the appropriate and ethical ways to incorporate such tools into assignments.

Examples of AI-related Plagiarism:

- Submitting an essay or assignment generated entirely by an AI tool, such as ChatGPT or any other content creation software, as one's own work.
- Using AI to translate a text from one language to another and submitting it without proper attribution.

- Paraphrasing or rewording AI-generated content and presenting it as original work without proper citation.

Consequences: The consequences of using AI tools to plagiarize will be treated with the same severity as traditional forms of cheating.

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 lifelong 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 2025-2026 school year, all students grade 1-12 will have the opportunity to be issued a laptop computer/Chromebook with the 1:1 initiative.

For the 2025 – 2026 school year, a \$50.00 laptop damage fee will be assessed for repairs to be made to student devices.

STUDENT LAPTOPS/CHROMEBOOKS

Terms of the Computer Agreement

Terms:

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. **Being a part of the 1:1 Initiative is a privilege, not a right.**

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 a 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.

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].

Laptop Care

- Do not loan your laptop, charger, or cords.
- Do not leave the laptop in the 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 on the floor or in a sitting area such as couches or chairs.
- Do not leave the laptop near the 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 backpack instead of placing the backpack down carefully.

WORTHLESS CHECKS/ INSUFFICIENT FUNDS

- I. Whenever a check is returned to the Thomasville City Schools, an entry will be made to decrease the revenue source and the cash account. It will then be logged on the "Bad Check Log" and the procedures for Bad Check Collection will be followed.
- II. Only cash, money order, or cashier's check shall be accepted as payment for a bad check. If payment is received within ten (10) days of sending the "Notice to the Maker," the money is deposited with both the notation of redeposit and the name on the returned check written on the deposit slip. A separate receipt will be written for the service charge. After money has been received to cover the amount of the check and the service charge, the returned check may be returned to the person who wrote the check.
- III. If the returned check is not collected, it will be turned over to the Custodian of Funds for processing through the District Attorney's Worthless Check Unit. When collection is made, the deposit is re-entered into the books by debiting cash and crediting the revenue source.

V. GENERAL INFORMATION

ARRIVAL AND DISMISSAL

A. 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.

****Parents/Guardians will not be allowed to walk students into the building or to student classrooms.**

Parents/ Guardians are welcome to park and walk students to the front door entrance only.**

- All students will be dismissed at 2:40 p.m. Students riding in cars should be picked up by 2:50 p.m.

No checkouts after 2:00 p.m.

B. Thomasville Middle School

- Students will not be allowed to enter the building until 7:20 a.m.
- 5th - 8th 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 checkouts after 2:00 p.m.

C. Thomasville High School

- Any students arriving before 7:35 am should report directly to the cafeteria.
- Students should not go to any other part of the school building until the bell rings for dismissal to 1st period, without prior permission by administration.

SCHOOL TRAFFIC:

TES -

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.

Afternoon Traffic (2:40 p.m. —2:50 p.m.)

Cars will use the 3 (three) lanes closest to the school.

Decals must be visible.

TMS -

Morning Traffic:

Lane 1: School Buses Only

Lane 2: Drop off and Movement

Lane 3: Moving Cars Only

Afternoon Traffic:

Lane 1: School Buses Only

Lane 2: Drop off and Movement

Lane 3: Moving Cars Only

THS -

Morning Traffic:

Lane 1: School Buses Only

Lane 2: Drop off and Movement

Lane 3: Moving Cars Only

Afternoon Traffic:

Upon arrival in the afternoon, cars must pull forward to the high school in lane 2 or 3.

ASSEMBLIES / AWARDS/ ACTIVITIES or PROGRAMS

For any special activities or programs 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.

CLUBS & ORGANIZATIONS REQUIREMENTS: (THS)

National Technical Honor Society

- Students in grades ten (10), eleven (11), & twelve (12) 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 not 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 Council

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

High School Thespian Club

- Students must earn ten (10) points.
Five (5) points 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 nine (9), ten (10), eleven (11), & twelve (12) 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 nine (9), ten (10), eleven (11), & twelve (12) are eligible for membership.

Health, Occupation Students of America (HOSA)

- Students in grades nine (9), ten (10), eleven (11), & twelve (12) are eligible for membership.

EXTRA-CURRICULAR ACTIVITIES

Thomasville City Schools offers both competitive and performing activities in which students can participate: Football, Basketball, Baseball, Volleyball, Fastpitch Softball, Cheer, Golf, Soccer, Track, Wrestling, Drama, Marching Band, and Concert Band.

PROGRAMS/ASSEMBLIES/AWARDS/ EXTRA-CURRICULAR ACTIVITIES

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 of suspension or Alternative School placement will not be able to attend.

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.

FEE SCHEDULE

2025 – 2026

SCHOOL RELATED FEES: (TMS)

\$20.00 Student activity donation/fee

SCHOOL RELATED FEES: (THS)

- \$ 25.00 ACCESS (Online Courses)
- \$ 25.00 Cooperative Learning
- \$ 45.00 Driver's Ed (when offered)
- \$ 30.00 American Red Cross CPR Fee (optional)
- \$ 35.00 Parking
- \$ 25.00 Activity Fee

OTHER CLUB/ORGANIZATION FEES: (THS)

See the club/organization sponsor for the fees associated with that club/organization. These clubs/organizations include but are not limited to the following:

- All Athletic Teams
- BAND
- Beauty Review
- DRAMA
- FBLA
- HOSA
- LEO CLUB
- MU ALPHA THETA
- NHS - National Honor Society
- NTHS - National Honor Society
- NTHS - National Technical Honor Society
- SENIORS

FLAG DISPLAY AND PLEDGE

- I. The Pledge of Allegiance to the flag shall be recited at the beginning of each school day in Thomasville City Schools.
- II. Students shall have the opportunity to voluntarily recite the Pledge of Allegiance each day.
- III. The United States flag and the Alabama state flag shall be displayed appropriately during the school year.

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 have ample time 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/or the last 15 minutes of class.

INSURANCE

Each student will be given materials related to insurance. It is a voluntary program. It is suggested that parents study the material carefully as this is an approved program for students in the state at a very reasonable fee. **ALL ATHLETES ARE REQUIRED TO HAVE INSURANCE COVERAGE.** (Athletes may be covered under parents' insurance or school insurance).

MESSAGES

All transportation changes need to be in writing and delivered to the school office in the morning.

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. Parent Organization and Support Groups – 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 Parent Organization and Support Groups 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. Parent Organization and Support Groups 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.

PARENT CONFERENCE

Parent conferences with teacher(s) and staff members are encouraged and may be arranged through the school office. 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.

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.

PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES

Students who fail to maintain good standing in attendance, discipline and academics, may be barred by the building Principal from participating in school sponsored functions such as field trips, prom, athletic events and other school sponsored activities.

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.

SEVERE WEATHER (School Closing)

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

THS PARKING - PARKING LOT RULES & REGULATIONS

The parking lot is off limits to all students during school hours. Students needing to return to their vehicle at any time, other than leaving campus, should receive permission from the administration. School officials may search selected vehicles while on school property when there is plain view evidence or reasonable cause to believe the vehicle contains articles that may endanger other individuals or are contrary to law or policies of the school and/or TCS Board.

THS Students wanting to drive/park on campus must adhere to the following:

1. Must have a THS approved/assigned Parking Permit (issued from the THS Front Office)
2. Park in designated/assigned parking spots.
3. Parking Permit must be visible on the dash or on the mirror
4. Not drive too fast in the parking lot (administrator discretion; maximum speed is 15 mph)
5. Obey all other regular traffic laws while on school grounds

Consequences:

Administrative responses for violations that occur related to vehicles or parking lot violations but are not limited to the following:

1. Warning
2. Fines beginning at \$5.00 and will increase in \$5.00 increments up to \$50.00

3. Suspend Driving Privileges at THS up to 30 days
4. Loss of Parking Privileges for an extended period longer than 30 days
5. Any other moving violations may be referred to SRO/Thomasville Police Department

THS PARKING - VEHICLE REGISTRATION

Student parking at THS is a privilege and expressly limited to the student parking lot located on the east end of the building. Current THS students wishing to drive vehicles to school will need an assigned parking permit and parking space in the student parking lot. These may be purchased any time during the school year from the THS Front Office by:

1. Bringing a valid driver license
2. Providing Proof of insurance
3. Completing all appropriate paperwork
4. Paying \$35.00 for your Parking Permit before Dec 21st
5. Paying \$20 for your parking Permit after January 1st

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.

School principals and other work site supervisors as may be designated are directed to post signs at the entrance of all school buildings and on the grounds of school property designating the school property as a tobacco free facility. Cigarette lighters, electronic cigarettes, and/or Vapes are considered inappropriate items for a tobacco free facility and are not allowed. Anyone found in violation of this policy is subject to disciplinary actions which includes but is not limited to: reprimand, suspension pending a hearing, and termination of employment.

USDA NON-DISCRIMINATION STATEMENT:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation) disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information(e.g., Braille, large print, audiotope, American Sign language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contract USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400

2. Fx: (833) 256-1665 or (202) 690-7442; or

3. Email: program.intake@usda.gov

VI. STUDENT CONDUCT & DISCIPLINE

In-School Suspension (ISS: Is on campus - Days are dependent upon the act/violation and per the discretion of the principal or designee)

ISS Guidelines and Procedures

1. Students assigned to In-School Suspension must report directly to the ISS Classroom upon their arrival to school and remain in ISS Classroom until dismissal.
2. Cell phones will be taken upon arrival and returned at end of the school day.
3. Attendance is mandatory.
4. Any time missed, must be completed before being released from In-School Suspension
5. Any time not completed in one school term will resume the following school term.
6. Students are responsible for bringing school materials and completing classwork from teachers.
7. Students are not allowed to attend school events while in ISS; this includes tryouts, practices, &/or contests, graduation.
8. Students not meeting expectations at In-School Suspension may:
 - Have extra time added per the discretion of the ISS Coordinator
 - Any class I, II, or III offenses during ISS will result in a minimum of 5 days out of school suspension. Upon return, ISS days must be completed
 - Have parent/guardian notified
 - Be removed from ISS for the day
 - Will have to make up any unapproved missed time

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

Step 2: 10 Days of In-School Suspension

Step 3: 3 Days of Out of School Suspension

Step 4: To be Determined by the Principal and/or designee

(Bullying prevention activities will be completed while serving ISS)

Parents will be notified.

The letter the parent/guardian will receive includes but is not limited to:

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 reached) 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.

Bullying/Harassment (JAMARI T. WILLIAM 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 on the TCS website, 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.

(b) 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.

(c) 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.

The Jason Flatt Act

The Jason Flatt Act was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students, at risk, their families and the communities who may be affected.

Erin's Law and Mandatory Reporting

Students will have age-appropriate lessons pertaining to recognizing and reporting abuse over the course of grades K-12.

Annalyn's Law

This law requires each school system to adopt a policy for the supervision and monitoring of students identified as a sexual offender.

CAMERAS - 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, and private offices. 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.

RESTRAINT POLICY

As a part of the policies and procedures of the school system, the use of physical restraint is prohibited in the system and its educational programs except in those situations in which the student is an immediate danger to self or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs. The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification. Ala.Admin.Code 290-3-1-.02(1) (f)

STUDENT CONDUCT AND SUPERVISION (See Board Policy)

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.

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

The Thomasville City School System allows for Principal discretion in the student use of all electronic communication devices, including cellular phones, smart watches, headphones, and/or ear buds 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 are NOT ALLOWED to have such electronic devices on their person (for example, the device May Not Be stored in clothing pockets but can be stored in backpacks as long as it is powered off); (meaning all functions not operative) when a student arrives on campus devices must remain turned off and stored until the end of the school day.**

Student use of cellular phones/electronic communication devices will not be allowed on school buses on regular routes before and after school.

Photos and videos 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 administrator of the school the student attends.

Student use of cellular phones/electronic communication devices, etc. 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.

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.

Consequences for student possession and/or use of Cellular Phones and other electronic communication devices:

TMS/THS -

OFFENSE:	CONSEQUENCE:
1 st	5 days of ISS
2 nd	10 days of ISS
3 rd	5 days of OSS
4 th +	Administrators discretion

After each offense Device stays with administrator until parent/guardian picks up.

TES -

OFFENSE:	CONSEQUENCE:
1 st	1 day out of school suspension
2 nd	2 days out of school suspension
3 rd	3 days out of school suspension
4 th +	Administration Discretion

After each offense Device stays with administrator until parent/guardian picks up.

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

TCS MANDATORY UNIFORM DRESS POLICY

(approved 3-08-01/updated 06/01/2022, revised 4/25/2023)

The Thomasville City School Board and the 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.

- 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

TCS DRESS CODE

SHIRTS

- Long or short sleeve polo style knit with collar
- Long or short button down with a collar, Button front
- School/Club/Athletic t-shirt (TMS/THS)
Solid School color: white, maroon, gray, and black
- No inappropriate or disruptive writing and/or logos. (Principal or their designee discretion)
- School related
- Shirt tails (undershirts and outer shirts) must be tucked into student's pants at all times.

PANTS OR SHORTS

- Solid color: Khaki, Maroon, Gray, or Black
- Must fit properly at the waist OR YOU MUST HAVE A BELT
- Pant legs cannot be rolled, banded or tucked into socks or shoes at the ankle (THS & TMS Only)
- No Leggings/jeggings/yoga pants/tights/athletic pants
- No Blue Jeans (other than dress out days)
- No Pajamas (This includes dress out days)
- No Sweat Pants
- *TEAM issued apparel may be worn on game day only during in-season sports

SKIRTS, SKORTS, JUMPERS and DRESSES

- Solid color: Khaki, Maroon, Gray, or Black
- Must wear a uniform shirt underneath jumper dress

- **Length:** All skorts, skirts, and dresses must be no shorter than 3 inches above the knee.

VEST/ SWEATERS/SWEATSHIRTS

- Cardigan, V-neck, and crew neck
- Colors: white, maroon, gray, black, or tan
- No inappropriate or disruptive writing and/or logos. (Principal or their designee discretion)
- Must wear a school-colored shirt underneath
- * Hoodies are allowed (Students will not be allowed to have hoods on inside any TCS buildings)

JACKETS OR COATS

- School-related jackets may be worn (athletic, band, etc.) colors: white, maroon, gray, black or tan.

(Any Jacket/Coat with a school logo and approved by the school may be worn (THS Only)

- No inappropriate or disruptive writing and/or logos. (Principal or their designee discretion)
- *Hoodies allowed (Students will not be allowed to have hoods on inside any TCS buildings)

SHOES

- Any color
- No open toes
- *Closed toe and heel (TES/TMS) NO CROCS
- No house slippers may be worn to school. (This includes dress out days)

STOCKINGS

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

BELTS

- Optional (refer to Pants Section for fit)

JEWELRY

- No inappropriate, distracting, or disruptive piercings and/or jewelry (Administrator discretion)

DARK GLASSES

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

HEAD COVERINGS

- No Hats or caps (other than dress out days)
- No bandannas

OTHER

- No overalls of any kind

No inappropriate, distracting, or disruptive clothing and/or accessories will be allowed at school.

- **No cups, tumblers or drink/water bottles of any kind (TMS)**

Backpacks

- Students may select an appropriate book bag of their choice

- **TES – Parent/Student Choice**
- **TMS – Parent/Student Choice**
- **THS – Parent/Student Choice**

Backpack Safety: Please go to www.bacsupport.com for more information.

DRUG DOGS - 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.

IN-SCHOOL SUSPENSION

Students assigned to In-School Suspension (ISS) will not be allowed to ride TCS school buses (with the exception of students with and IEP). Parents must bring students assigned to ISS to school and sign them in. Parents must pick up students assigned to ISS and sign them out at the end of the school day.

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. Expulsion from TCS will be recommended for a minimum of 365 calendar days.
- 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).

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 list of possible disciplinary procedures to be implemented as determined by the principal or designees.

FORMAL DISCIPLINARY ACTION - ADMINISTRATIVE PROCEDURES

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:

1. Excessive Distraction of Other Students:

Any conduct and/or behavior, which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction (i.e., talking excessively, interrupting class functions, provoking other students).

2. Illegal Organization:

Any participation in fraternities, sororities, and secret societies.

3. Threat, Harassment, or Intimidation of a Student:

The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act that a well-founded fear in the person that such harm is likely.

4. Gambling:

Any participation in games of chance for money and/or other things of value.

5. Tardiness:

Reporting late to school or class.

6. Use of Profane or Obscene Language

7. Non-Conformity to Dress Code

8. Minor Disruption on a School Bus

9. Inappropriate Public Display of Affection:

Any physical contact such as hand holding, arms around waists, etc.

10. Unauthorized Absence from Class or School

11. Intentionally Providing False Information to a Board Employee:

12. A Pattern of Refusal:

Student(s) repeatedly refuse to complete class assignments.

13. A Pattern of Unpreparedness for Class:

Students repeatedly fail to bring instructional materials

14. Repeated Failure to Follow Instructions:

Students repeatedly fail to carry correspondence home, obey directions in the hallways, assemblies, etc.

15. Unauthorized Use of School or Personal Property

16. Littering or Defacing School Property

17. Vehicular Violations: Students who drive in prohibited areas on the school campus, exceed speed limits or drive recklessly.

18. Use in School of Personal Communication Mobile Devices:

Students are prohibited from unauthorized use of personal communication mobile devices including but not limited to cellular phones, I-pads, Kindles, & personal laptops.

19. 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.

20. Use of Earphones or Earbuds:

Students are prohibited from unauthorized use or wearing of earphones or earbuds, listening devices are not to be visible without explicit permission from school personnel.

21. Any other violation that the principal deems reasonable to be included in this category.

ADMINISTRATIVE RESPONSES: CLASS I

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

Student Conference

Parent contact(s)

Assignment to In-school Suspension

Corporal punishment

Out of School Suspension

Suspension from school/bus

CLASS II OFFENSES:

2.1 Defiance of Board Employee's Authority:

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

2.2 Possession, Control, Transfer, or Use of Tobacco Products:

The use of any tobacco product or nicotine delivery device while under school jurisdiction.

Confiscated tobacco and nicotine delivery devices will not be returned. These include but are not limited to cigarettes, cigars, pipes, matches, lighters, vapes, and or e-cigarettes.

2.3 Simple Assault on a School Board Employee:

The intentional, unlawful threat by word or act do violence to the person, or the ability to do so, and the performance of some act that creates a well-founded fear in the other person that such violence is imminent.

2.4 Fighting:

Intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to an individual.

2.5 Vandalism:

Intentional and deliberate action resulting in injury or damages of less than \$200.00 public property or the real or personal property of another.

2.6 Stealing- Larceny-Petty Theft:

The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.

2.7 Gambling:

The intentional. unlawful participation in gambling activities involving amounts less than \$100.00

2.8 Possession of Stolen Property: (with the knowledge that it is stolen)

2.9 Threats-Extortion:

The verbal, written, electronic, or printed communication including malicious threatening of

injury to the person, property or reputation of another with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any person to do any act or refrain from doing any act against his/her will.

NOTE: Completion of the threat, either by the victim complying with demands or carrying out of the threats against the victim, constitutes a Class III offense.

2.10 Trespassing:

The willful entering or remaining in any structure or property without being authorized, licensed, or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.

2.11 Use of Obscene Manifestations

(verbal, written, or gestures directed toward another person)

2.12 Directing Obscene or Profane Language to a School Board Employee

2.13 Leaving Class or Campus without Permission

2.14 Unsolicited Written, Electronic or Verbal Proposition to Engage in Sexual Acts

2.15 Possession of Fireworks, Firecrackers or Smoke Bombs

2.16 Cheating (serious or repeated violations)

2.17 Intentionally Defaming the Character of Another Person:

To knowingly spread personal information about another student(s) or Board Employee(s) that tends to damage character and reputation; to openly harass other student(s) or a Board Employee(s) regarding issues generally considered personal

2.18 Any other violation that the principal deems reasonable to be included in this category.

ADMINISTRATIVE RESPONSES: CLASS II

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

Parent Contact(s)/conference(s)

Corporal punishment

Out of School Suspension

Assignment to one of the following:

Alternative setting/ may include virtual

In-school suspension (ISS - for a minimum of one (1) full school day)

In-school detention (ISD) - for a minimum of one (1) and up to four (4) periods

Expulsion

For 2.2 Only - 10 days ISS or CAPP

Chemical Abuse Prevention Program -

Placement in the CAPP program is at the discretion of the administration.

There is a \$50.00 fee, and the parent/guardian MUST attend sessions with the student.

See forms in Section VI on page

If student does not complete CAPP - punishment reverts to 10 Days ISS

2.4 FIGHTING: CONSEQUENCES

Fighting Among Students

Fighting is a situation in which two or more students engage in physical violence that creates a substantial risk of serious physical injury to another person. (Administrators and staff are not trying to determine who hits first and who hits back.) Fighting does not include verbal

confrontations, horseplay, or other minor confrontations. A student who is attacked or who receives a threat of attack should seek assistance from any readily available staff.

Physical fighting is Intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to an individual.

TES (2nd – 4th)

OFFENSE:	CONSEQUENCE:
1st	3 OSS
2nd	5 OSS
3rd	Administration Discretion

TMS -

OFFENSE:	CONSEQUENCE:
1st	3 & 15 (1st 3 OSS, remainder in ISS)
2nd	5 & 20 (1st 5 OSS, remainder in ISS)
3rd	Administration Discretion

THS -

OFFENSE:	CONSEQUENCE
1st	33 Days (1st 3 days OSS, remainder 30 Days ISS)
2nd	45 Days (1st 5 days OSS, remainder 40 Days ISS)
3rd +	Recommend for Expulsion

MAJOR OFFENSES: CLASS III

3.1 Drugs and Alcohol:

Unauthorized possession, control, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with Legislative Act 94-783, a person/student who unlawfully uses, sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.

This includes any use or possession of a Vape/Electronic cigarette device containing any levels of CBD and or THC.

3.2 Arson:

The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, the parents are liable for damages to school property caused by their children.

3.3 Battery Upon Board Employee:

The threatening by word or act or the unlawful and intentional touching or striking of a Board Employee against his or her will, or the intentional causing of bodily harm to a Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.

3.4 Robbery:

The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault, or putting fear of the same.

3.5 Stealing-Larceny-Grand Theft:

The intentional unlawful taking and/or carrying away of property valued at \$100.00 or more

belonging to or in a lawful possession or custody of another.

3.6 Burglary of School Property:

The breaking into or remaining in a structure with the intent to commit an offense therein during the hours the premises are closed to the public.

3.7 Criminal Mischief:

Willful and malicious injury or damages at or in excess of \$200.00 to public property or real property belonging to another.

3.8 Possession of Firearms:

Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C Felony.

3.9 Possession of Weapons:

Any knife, metallic knuckles, tear gas, chemical weapon or device, or any other weapon, instrument, or object capable of causing bodily harm, or with the intent to be armed. In accordance with the Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

3.10 Bomb Threat:

Any such communication(s) directed to a board employee that has the effect of interrupting the educational environment.

3.11 Explosives:

Preparing, possessing, or igniting on Board property explosives likely to cause serious bodily injury or property damage.

3.12 Sexual Acts:

Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.

3.13 Aggravated Battery:

Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.

3.14 Inciting or Participating in a Major Student Disorder:

Leading, encouraging, or assisting in major disruptions that result in damage of private or public property, personal injury to participants to others.

3.15 Unjustified Activation of a Fire Alarm System

3.16 Igniting Fireworks, Firecrackers, or Smoke Bombs

3.17 Any other violation that the principal deems reasonable to be included in this category.

ADMINISTRATIVE RESPONSES: CLASS III

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

Assignment to ISS

Out of School Suspension

Assigned to Virtual School

Expulsion

Legal Action

All Class III offense violations must be reported to the Superintendent immediately and the School Resource Officer immediately.

OUTSIDE CONTAINERS

No outside drink containers (tumblers, cups, drink/water bottles) are allowed at TCS schools and may be subject to search.

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. **Students will be assigned zeros for work missed.**

TOBACCO PRODUCTS/VAPES/E-CIGARETTES CONSEQUENCES:

TMS/THS -

- | | |
|-------|--|
| 1st | 10 Days ISS or Recommended to CAPP Program
10 Days will be suspended pending completion of CAPP
Failure to complete CAPP - 10 Days ISS will continue |
| 2nd | 30 Days ISS |
| 3rd + | 10 Days OSS with Notification to TCS School Board Recommended for Expulsion |

****ALL vapes/electronic cigarettes confiscated on the campus, grounds or any property of Thomasville City Schools will be tested immediately using a Mobile Test Kit****

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:
- IV. The school official is informed about the reason for punishment in the presence of the student.
- V. The student is given the opportunity to defend his/her position.
- VI. 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.

OFF-CAMPUS OFFENSES

1. Students shall be subject to discipline under Thomasville City Schools' Student Code of Conduct for engaging in off campus conduct that affects the safety and welfare of the school, staff and/or students or that has a direct effect on the discipline or educational environment of the school.
2. Off-campus conduct for which a student may be disciplined will be at the discretion of the Superintendent and School Administrators.
3. The decision to assign a student to virtual school shall include a review and consideration of the

circumstances of the offense safety risks and history of the student as determined by the Superintendent and School Administrators.

4. Guidelines of the Individuals with Disabilities Education Act will be observed when disciplining identified students.

BEHAVIOR DURING EXTRACURRICULAR ACTIVITIES

Students participating in extracurricular activities must comply with the established rules and regulations governing student behavior set by Thomasville City School Board. Participation in extracurricular activities is a privilege, not a right. All students engaging in extracurricular activities are expected to be on their best behavior at all times. If a student engages in prohibited behavior (for example: profanity, fighting, violations of district policy, or any other prohibited behavior) one or more of the following consequences may apply:

- **Suspension from the activity**
- **Removal from the team or club**
- **Suspension from school for violation of state law or district policy**
- **Recommendation for expulsion/due process hearing**

The school coach/sponsor in charge of the extracurricular activity will document any student misbehavior and refer the student to an administrator for disciplinary action upon the student's return to school. The school coach/sponsor will confiscate and document any physical evidence, as well as secure statements from the student who has allegedly committed an offense and all witnesses to the incident. Attending school-sponsored activities away from the regular school setting and participating in extra- curricular activities are valuable parts of a comprehensive educational experience. To ensure that these activities are successful, administrators will have clear expectations set forth for student behavior.

SAFE SCHOOLS (WEAPONS)

Prohibition on the Possession of Firearm:

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 school 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 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, the 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 Schools Zone Act of 1995, 18 U.S.C. 922(Q)}

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 a school sponsored function 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, an any device used or intended to be used in such manner as to inflict bodily harm, provided that the term deadly weapon and dangerous instrument will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with the 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, the county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

SAFE SCHOOLS (ILLEGAL DRUGS & 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.
 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.

STUDENT GRIEVANCE PROCEDURES

(Please refer to TCS Board Policy 5.33.1 for more specific instructions)

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

2025 - 26

Receipt of this signed form is required before laptop will be issued

Last Name, First Name

Address, City, State, Zip Code

Guardian Email Address: _____

Acceptable Use Policy Agreement

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 _____

Date _____

Student will initials for parts upon receipt of laptop.

I have received the following components on this date / /2021.

Laptop Initials Back Pack Initials Charger Initials

PARENT'S RIGHT-TO- KNOW

2025-26

Dear Parents/Guardian:

We are pleased to notify you that in accordance with 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 2025 - 2026 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 the 2025 - 2026 Thomasville City Schools' Parent-Student Handbook and will abide by procedure and guidelines.

Grade: _____ Homeroom: _____

Date: _____

Student Signature: _____

Please return the completed form to your homeroom teacher.

Anticipated Absence Request Form

****This form must be filled out and returned to the school principal 30 days prior to the date of the request****

Student Name: _____ **Homeroom Teacher:** _____

Grade: _____

Full Day Absence: ____ **Yes** ____ **No** **Dates of Absence:** _____

Partial Day Absence: ____ **Yes** ____ **No** **Date and Time of Partial Day Absence** _____

of Days Requested: _____

Reason for requesting an anticipated absence to be excused (attach an explanation to this form).

I have other children for whom I am requesting an anticipated absence (If yes list below)

Yes No

Student(s) Names(s) Schools(s): _____

My signature verifies that I understand the information provided regarding anticipated absences.

_____**Parent Signature** _____**Date** _____

_____**Yes Approved**

_____**Yes Approved with Reservations due to:** __ **Grades** __ **Prior Attendance** ____ **Length of Absence**

_____**Not Approved (Absences will be unexcused)** ____ **Exceeds Allowable # of absences for the year** ____ **Other**

_____**Administrator Signature** _____**Date**



CHEMICAL ABUSE PREVENTION PROGRAM

Thomasville City Schools

REGISTRATION FORM

Please print the following information:

Student Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Student's Race: _____ Gender: _____ Age: _____

Student's School: _____ Grade: _____

Referring Administrator: _____

Father's Name: _____ Cell Phone: _____

Mother's Name: _____ Cell Phone: _____

Other Adult Attending: _____ Cell Phone: _____

EMAIL _____

DO NOT WRITE BELOW THIS LINE

+++++

Session	1	2	3	4	Graduation
Date					
Initials					

LAST NAME _____ Vape Device

Fee of \$50

Date Paid: _____ Amount Paid: _____ MO/CC Number: _____

School Bus Information:



Student Name _____

Grade/ School: _____

Siblings/ Grade: _____

Address: _____

Driver and Bus Number:

If You Know: _____

Parent Contact Information:

Name: _____

Phone Number: _____

Emergency Contact (Other than Parent) :

Name: _____

Phone Number: _____

Relationship: _____

HOLD FOR BUS SHOP