

**WORKING CONDITIONS  
(Staff Department)**

Members of the staff of the Board shall conduct themselves in a professional manner which helps to project the school district in a favorable light with the public. They shall treat their colleagues, students, and citizens with courtesy and respect and shall communicate a sincere desire to be of assistance.

Employees shall not engage in unlawful activities or those which violate Board policy. These include, but are not limited to, reporting to work under the influence of alcohol or any other psychoactive substance, use of tobacco on school property, possession of firearms or other weapons during work hours or on school district property or causing physical, mental, or emotional harm to another.

Employees are expected to abide by the established working hours and schedules, including time beyond the normal workday. Use of profanity, failure to properly execute assigned tasks, and unauthorized absences are examples of behavior that are unacceptable. All employees should dress in a manner befitting a representative of the profession. Administrative staff members are expected to set model examples for others.

Staff members must submit to alcohol and drug testing if directed by the Board for reasonable cause. Selected employees must cooperate with the testing program that is authorized in the Omnibus Transportation Employee Testing Act of 1991.

ADOPTED: Trussville City Board of Education, May 17, 2005  
AMENDED:  
LEGAL REFERENCE: N/A

J-9

**DISCIPLINE  
(Code of Student Conduct)**

The Board shall instruct the Superintendent to establish, in cooperation with principals and teachers of all schools, a Code of Student Conduct which states clearly and precisely the written rules and regulations, and disciplinary actions applicable within respective schools of the district. Standards shall foster a safe, friendly, and business-like atmosphere in which students and school personnel can work cooperatively. The Board shall review and approve the Student Code of Conduct. Upon approval, the Student Code of Conduct will be considered Board Policy.

Principals shall have the responsibility to take disciplinary action whenever the behavior of any student interferes with or disrupts learning.

The principal shall disseminate to students and parents a notice of the rules and regulations for each school.

The parent/guardian of each student shall document receipt of the Code of Student Conduct.

**ADOPTED:** TRUSSVILLE CITY BOARD OF EDUCATION,  
June 27, 2005  
**AMENDED:** December 4, 2006  
**LEGAL REFERENCE:** Code of Alabama § 16-1-14; 16-28A-3

Board of Education (ref. BOE A – 11) is an equal opportunity employer. It is the official policy of Trussville City Board of Education that no person on the grounds of race, color, disability, sex, religion, national origin, age, or other legally protected status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

**Pat Hodge**  
**Compliance/Minority Affairs**  
**113 North Chalkville Road**  
**Trussville City Board of Education**  
**Trussville, Alabama 35173**  
**(205) 228-3024**

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

**Mandi Logan**  
**Homebound/504 Services**  
**Trussville City School System**  
**113 North Chalkville Road**  
**Trussville, Alabama 35173**  
**(205) 228-3025**

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are organized and supervised activities conducted under the auspices of the school system, the local school or an element thereof who primarily involve students in other than a classroom situation and for which no credit separate from an approved course shall be given toward graduation. By way of example, extracurricular activities may include, but are not limited to, athletics, school clubs and associations, some academic and scholastic teams, musical activities, theatrical activities, student government, student publications and other activities. Participation in extracurricular activities is a privilege for students and is not a matter of right. Student participation in extracurricular activities may be restricted for any reason in accordance with state, federal and local law.

### **STUDENT PUBLICATIONS**

School sponsored publications may be used as educational devices developed as part of the curriculum primarily to benefit those who compile, edit and publish them. School publications may also be extracurricular activities. Student publications may offer students the opportunity to share a variety of view points; however, all publications must conform to the basic educational goals of the school. Accordingly, local school officials will retain final editorial control over the style and content of student publications. Local school officials and the Board of Education may promulgate distribution standards and may govern the time, place, and manner of the distribution of the publication. No publication which causes substantial disruption of or interferes with school activities, school affairs, or the lives of others will be allowed.

### **SAFE AND DRUG FREE SCHOOLS**

The Trussville City Board of Education is committed to providing a learning environment free from alcohol, drugs, controlled substances and weapons (ref. BOE J-11, J-12). This Code of Student Conduct includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The Board of Education is sympathetic to assisting

parents with the dispensing of both prescription and non-prescription/over-the-counter medications. Specific instructions concerning the dispensing of medications are available at the local schools. Failure to follow the local school directives regarding the dispensing of prescription and non-prescription/over-the-counter medications can result in the student being disciplined under the Class III section of this Code of Student Conduct. The possession, use, sale, attempted sale, attempted possession or any other involvement with tobacco, drugs, alcohol, controlled substances or dangerous instruments will not be tolerated and will subject the violating individual to immediate disciplinary action up to and including expulsion for students, termination for employees, and other lawful sanctions for the general public. Violation of Board and State policies, rules and regulations involving tobacco, drugs, alcohol, controlled substances, weapons, dangerous instruments or physical harm to persons may subject the student, parent or other individual to criminal charges and a restriction from entering the public schools of the State of Alabama. In accordance with state law, the Board of Education also strictly prohibits its employees, parents, visitors, agents or any other person other than appropriate law enforcement personnel, from possessing guns or firearms of any sort, deadly weapons or other dangerous instruments on Board of Education owned or controlled premises or at any Board of Education or school-related activity. Such prohibition applies not only to firearms, guns, deadly weapons or dangerous instruments carried by a person, but extends also to said prohibited items in automobiles, in personal items such as purses or backpacks, or otherwise in the actual or constructive possession of any person. Any violation regarding firearms will result in involvement by appropriate law enforcement authorities and may also result in expulsion from the school system.

**NOTIFICATION OF PARENT AND STUDENT RIGHTS:  
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Family Educational Rights Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) afford parents, students over the age of eighteen (18) ("eligible students"), and/or emancipated minors certain rights with respect to the student's educational records. These rights include:

- **The right to inspect and review the student's educational records within forty-five (45) days after the date the school receives a written request for access to the indicated records.** Parents or eligible students should submit to the school principal a written request that identifies the record(s) to be inspected. The principal or designee shall make arrangements for access to the requested records and notify the parent or eligible student in writing of the time and place where the records may be inspected. Copies of records may be requested and obtained.
- **The right to request an amendment of the student's educational records that the parent or eligible student believes is inaccurate, misleading, or inappropriate.** Parents or eligible students should submit to the school principal a written request to amend the student's educational record. The request shall clearly identify the part of the record to be amended and shall specify why the record is inaccurate, misleading, or inappropriate. If the school principal determines not to amend the record as requested by the parent and/or eligible student, they shall notify the parent and/or eligible student in writing of the decision and advise them of their right to a hearing regarding the request for an amendment. Information regarding the hearing procedures will be provided to the parent or eligible student with notification of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and/or PPRA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official