

## VI. Students

### 6.1 *Admissions and Attendance*

- 6.1.1 Compulsory Attendance and Entrance Age - All persons between the age of six and seventeen years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law.

[Reference: Ala. Code §16-28-3.1 (1975)]

### 6.1.2 Admission to Schools

- a. *Resident Students* - School-aged children who reside within the municipal limits of the city of Sheffield, Alabama, may be admitted to Sheffield City Schools. The Board of Education shall admit students to the schools of the school district on an individual basis under such rules and regulations as the Board may prescribe. For purposes of this policy, the residence of the student will be the residence of the custodial parent or legal guardian, where the guardian has been appointed for reasons other than to attend school in Sheffield, Alabama.

- b. *Non-resident Students*- [Revision to 6.1.2.b.1 on September 28, 2015]  
[Revision to 6.1.2.d on January 23, 2017]

1. The Board may permit students who do not reside within the Sheffield City School system to attend schools within the school system based on space and programs available. The Board may establish criteria for admission for non-resident students, including, but not limited to academic attendance and discipline standards, and may not require the payment of tuition as a prerequisite to enrollment. Out of district students must be in "good standing" upon acceptance and don remain in good standing while enrolled in Sheffield City Schools. To be classified as good standing, a student must meet the following requirements:

- (1). Academically – A student must pass, during each grading period, all subjects with an average score of 70. Students seeking acceptance in Sheffield High School must also meet the following credit requirements: 10th grade – seven credits earned, 11th grade – 14 credits earned, and 12th grade –21 credits earned.
- (2). Conduct – Students must have and maintain excellent behavior. Students must not have any adverse conduct resulting in previous

expulsion, suspension from school, alternative school, or In-school suspension.

- (3). Attendance – Students must have, and maintain, an attendance level better than or equal to the district's average.
- (4). Parental support – Parents are instrumental in the learning process of a child. Parents exhibiting conduct that negatively affects the learning process damages the relationship between the home and school, and will be cause for non-acceptance or dismissal from Sheffield City Schools.

Criteria and acceptance for Office of School Readiness (OSR) Pre-K program:

1. The 18 Pre-K allocations for each OSR classroom will be designated for residence of Sheffield. If, during registrations for the OSR program, the number of Sheffield students does not reach the required student enrollment, the Sheffield Board of Education may authorize the recruitment and enrollment of students outside the Sheffield city limits.
  2. Non-resident students who reside with a custodial parent who is a Board employee may enroll in Sheffield City Schools free of charge. In order to maintain enrollment, the student must meet the same academic, attendance, and disciplinary requirements as other non-resident students.
- c. *Foreign Exchange Students* - The residence of students attending a Board school as part of a foreign exchange student program will be the residence of the host family. The Sheffield City Schools Board of Education understands and appreciates the cultural and language contribution to education made possible by the interaction of students from other countries with our own and shall make accommodations for having such students attend our schools. All foreign exchange students who wish to enroll, should present their request to the Superintendent as soon as possible but no later than June 15, except as may be authorized by the Superintendent.
- d. *Homeless, Immigrant, Migrants, English Learners (EL), and Foster Care Students* will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Homeless, Immigrant, Migrants, English Learners (EL), and Foster Care students may also be entitled to other accommodations under federal law.

Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the

system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

Sheffield City Schools (SCS) will collaborate with the State agency responsible for administering State plans under Parts B and E of Title IV of the Social Security Act (the State or tribal child welfare agency) to ensure the education stability of children in foster care (ESEA §1111(f)(1)(E)). Thus, in coordination with State and tribal child welfare agencies, SCS will ensure that it will implement the Title I educational stability requirements for children in foster care, including ensuring that:

- A child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
- If it is not in the child's best interest to stay in his or her school of origin, the child is immediately enrolled in the new school **even if the child is unable to produce records normally required for enrollment**; and
- That the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records. (ESEA §1111(g)(1)(E)(i)-(iii)).

When a dispute arises regarding school placement, the system will immediately enroll the student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The school will provide the parent, guardian, or student with a written explanation of the decision, a statement of the right to appeal, and the procedure for the appealing the placement decision. The principal of the school will notify the Superintendent of the dispute.

The Superintendent will expeditiously carry out the system's dispute resolution procedures as detailed in the Board's *Homeless, Immigrant, Migrants, English Learners (EL), and Foster Care* plan.

[Reference: 42 U.S.C. 11432 (g)(3)(A)&(E)]

- e. *Students Expelled or Suspended from Other School Systems* - Any student who is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board.
- f. *Required Documentation* - Students entering the school system for the first time, regardless of grade level, will be required to submit a certified birth certificate, documentation or other proof of residency, and such other registration materials as school officials may reasonably require, including but

not limited to a certificate of immunization or an exemption as prescribed by the Department of health and signed by a private physician or appropriate health department official. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant or homeless students.

- g. *Placement of Students* - The Board will determine the placement of newly enrolled students in accordance with state law.
- h. *Home School Students* – Home school students may enroll with Sheffield City Schools for a minimum of two (2) approved courses. Home school students who wish to participate in extra-curricular activities **must** select at least one (1) corresponding class pertinent to the extra-curricular activity requested. Additional course will be assigned based on space availability and need as determined by school counselor and principal.

Home school students participating in Sheffield City Schools extra-curricular activities **must** provide proof of enrollment with home school and an up-to-date transcript/academic grade report. Grade verification for all home school courses must be submitted at the end of each semester to verify eligibility. Other required enrollment documents (6.1.2.f) must also be provided.

6.1.3 Absences and Excuses - Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

- a. Illness
- b. Death in immediate family
- c. Inclement weather which would be dangerous to the life and health of the child as determined by the principal
- d. Legal quarantine
- e. Emergency conditions as determined by the principal
- f. Prior permission of the principal upon request of the parent or legal guardian

Documentation supporting an excused absence must be submitted in a timely manner (3 school days) or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

6.1.4 Truancy - Parents or guardians are required to ensure that students under their care, custody or control attend school regularly. Habitual or excessive absence from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings.

[Reference: Ala. Code §16-28-1, *et seq.* (1975); Ala. Admin. Code 290-3-1-.02]

**6.2** *Withdrawals*- No student of compulsory attendance age will be permitted to withdraw from school except in accordance with state law and any withdrawal procedures that may be developed by the Superintendent. Withdrawal forms shall be completed in the school office, state-owned textbooks and school library books shall be returned, and all other items returned or reconciled according to school procedures.

[Reference: Ala. Admin. Code 290-3-1-.02]

**6.3** *Student Fees, Fines, and Charges*

Reasonable fees, fines, and charges not prohibited by law may be established by the Superintendent. All such fees, fines, and charges will be collected and accounted for in accordance with the procedures, rules, and regulations to be developed by the Chief School Financial Officer or as provided in the Board finance or local school finance manual(s).

**6.4** *Extracurricular Activities*

6.4.1 General - Students may be offered an opportunity to participate in extracurricular activities and organizations. Extracurricular activities must meet the following criteria:

- a. The organization or activity must be approved by the school principal and must have an assigned faculty supervisor or sponsor;
- b. The organization or activity must promote or serve the intellectual, cultural, personal, or physical development of the student in a manner that is consistent with the purposes of public education, the Board's legal mandate, mission statement, policies, and regulations, and with applicable requirements of state and federal law;
- c. The organization or activity must operate under and subject to general supervision of school officials; and
- d. The nature of the organization and its activities are not inconsistent with and do not interfere with instructional activities or requirements.

Student participation or membership in such organization activities may be governed by the specific policies of the organization and is subject to review and approval by the principal.

6.4.2 Athletics - Participation in Board sanctioned athletic programs will be on such terms and conditions as may be approved by the Board and any athletic association of which the Board is a member. Schools may establish terms and conditions for participation in such programs as long as school eligibility criteria are not inconsistent with system-wide eligibility or participation criteria, rules, regulations, or standards established by any athletic association or organization of which the Board is a member, or any rule, principle, or provision of applicable law.

6.4.3 Academic Ineligibility - The Board prescribes the following minimum regulations and standards for eligibility to participate in extracurricular activities within this school system.

Students entering grades 10 through 12 must have maintained for the immediately preceding school year, a passing grade in each of at least six (6) Carnegie unit credit courses and a minimum composite numerical grade average of seventy (70) for all Carnegie unit credit courses. Students entering grades 8 and 9 must have maintained for the immediately preceding year, a passing grade in at least five (5) subjects and a minimum composite numerical grade average of seventy (70) for all five (5) credit courses. Subject to other restrictions, students entering grade 7 for the first time are eligible to participate in extracurricular activities.

- a. Of the courses used to determine eligibility, four (4) of the credits must be core curriculum courses (i.e., English, Science, Social Studies, and Math). If the student is otherwise on track with the Board's graduation requirements in the core curriculum courses, the student may be exempt from the core curriculum requirement.
- b. Physical education and other related courses may only count as one (1) of the subjects used to determine eligibility.
- c. The use of up to two (2) Carnegie unit credits and the accompanying cumulative grades obtained during summer school may be used in computing in the credits required for eligibility.
- d. Eligibility will be determined on the first day of the local school year and will remain in effect for one (1) complete school year. Students ineligible at the beginning of an academic year may become eligible at the end of the first semester if they meet all academic requirements at that time. *Bona fide* transfers may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules to be developed by the Board as they pertain to other extracurricular activities.
- e. At the end of each grading period, the head coach or sponsor of each extracurricular activity will check the current grades of all students participating in the activity. If a student fails to maintain the academic standards in all of the courses during the preceding grading period, the student will be placed on probation from extracurricular activities, whereby the principal will be notified, and the student placed in a mandated academic remediation program (Academics First) to address the academic performance of the student.
- f. During the probation period, modifications in the student's participation in extracurricular activities may be made by the principal if such modification is necessary to ensure the student's ability to improve academic performance.

- g. Academic remediation will last a minimum of one grading period.
- h. At the end of each grading period while a participant in academic remediation, students must show evidence of satisfactory participation in the remediation program in order to maintain participation in extracurricular activities.

[Reference: Ala. Admin. Code 290-3-1-.02(19)]

6.4.4 Extracurricular Fees - All fees charged for extracurricular activities shall be approved by the Board annually.

## **6.5 *Off-Campus Events***

Student participation in and travel to off-campus events, concerts, functions, and activities, and the use of school buses or other transportation for such purposes may be authorized under and subject to the following terms and conditions:

- a. The destination is an activity, event, or function that services a *bona fide* educational or related extracurricular purpose, or is an athletic event or function sponsored or sanctioned by the school or the school system and the state athletic association;
- b. Adequate information regarding the trip (e.g., destination, duration, purpose, educational purpose, mode of transportation, nature and extent of student participation) has been provided to the principal, program director, and Superintendent.
- c. Adequate arrangements are made for supervision and other risk management considerations (e.g., parental permission, medical treatment authorization, special insurance requirements);
- d. Properly licensed and qualified drivers have been selected and arrangements for the cost of the trip (e.g., salary, fuels, maintenance, lodging) have been made;
- e. Prior administrative approval of the trip is obtained; and
- f. All out-of-state and overnight field trips must be approved by the Board.  
*[Revision approved by the Board October 29, 2019]*

The Superintendent is authorized to develop additional specific requirements for participation in and travel to and from official events and activities that are consistent with the terms of this policy and in accordance with the Sheffield City Schools Code of Conduct. The Board is not responsible for reimbursement for money paid in advance for trip in instances where trip is cancelled or the student does not attend.

## **6.6 *Student Publications***

The Superintendent is authorized to develop rules and regulations regarding student publications. Student publications are subject to and will be expected to meet standards associated with responsible journalism. The principal and student publication sponsor are responsible for the content of such publication.

## **6.7 *Student Employment (Work Release)***

Off school campus student employment during regular school hours may be authorized under and subject to the following terms and conditions:

- a. The employment does not violate state or federal law;
- b. The employment does not conflict with the student's academic coursework;
- c. The employment is necessary for the student to continue in school;
- d. Written approval is obtained from the student's parent or legal guardian and the Superintendent or his designee;
- e. Other rules, regulations, and requirements, including those pertaining to early dismissal or checkout, are observed; and
- f. Other rules and regulations that may be developed by the Superintendent and approved by the Board.

## **6.8 *Equal Education Opportunities***

No student will be unlawfully excluded from participation in, be denied the benefits or, or subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status.

## **6.9 *Title IX***

6.9.1 Prohibition - In accordance with Title IX (20 U.S.C. §1681, *et seq.*), the Board strictly prohibits discrimination on the basis of sex or gender in its programs or activities, including sexual harassment, as defined by law and Board policy. Sexual harassment complaints should be filed and reviewed under the Board's student sexual harassment policy. All other complaints under Title IX will be filed and reviewed according to the Board's general complaint and grievance procedures.



6.9.2 Title IX Coordinator - The Federal Programs Coordinator/Title IX Coordinator, will receive and respond to Title IX inquiries and complaints.

## **6.10 *Student Sexual Harassment***

6.10.1 Sexual Harassment Prohibited - Sexual harassment in any form that is directed toward students is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) in accordance with Code of Student Conduct as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action.

6.10.2 Definition - For purposes of this policy, sexual harassment means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or third parties, when:

- a. Submission to the conduct is made explicitly or implicitly a term or condition of the student's education, including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education;
- b. Submission to or rejection of the conduct is used as the basis for decisions affecting the student's academic performance, participation in school-sponsored activities, or any other aspect of the student's education;
- c. The conduct has the purpose and effect of unreasonably interfering with a student's academic performance or participation in school-sponsored activities or creating an intimidating, hostile, or offensive education environment.

The following are examples of conduct that may constitute sexual harassment, depending on the circumstances:

- a. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- b. Repeated unwelcome solicitations of sexual activity or sexual contact;
- c. Unwelcome, inappropriate sexual touchings;
- d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to the student's educational status.

- 6.10.3 Sexual Harassment Complaint Procedures Authorized - The Superintendent is authorized and directed to establish, implement and revise more detailed sexual harassment complaint procedures that are designed to provide students who believe that they are victims of unlawful sexual harassment with a thorough, discreet, and prompt internal procedure for investigating and resolving sexual harassment complaints. The procedures will be drafted so as to facilitate the gathering of relevant facts and evidence, permit timely assessment of the merits of the complaint, provide an opportunity for informal resolution of the complaint where appropriate, eliminate any harassment that is established by the investigation, and prevent any retaliation based upon the filing of the complaint. The procedures will reflect due regard for the legal rights and interests of all persons involved in the complaint, and will be drafted, explained, and implemented so as to be understandable and accessible to all student population groups and ages.
- 6.10.4 Initial Confrontation of Accused Harasser Not Required - A student who invokes the harassment complaint procedure will not be required to present the complaint to the accused or suspected harasser for resolution. Students will be permitted to report allegations of suspected harassment to any appropriate Board administrator, teacher, counselor, or employee, and such persons have a duty to promptly refer such allegations to the Superintendent or to take such action as may be required by the procedures established under “Sexual Harassment Complaint Procedures Authorized” (6.10.3) above. In no case will any employee who is the subject of a complaint be permitted to conduct, review, or otherwise exercise decision making responsibility in connection with the processing of the complaint.
- 6.10.5 Confidentiality- The right to confidentiality, for both the complaining party and the accused, will be respected to the extent practical, consistent with the school system’s legal obligations and with the necessity to investigate allegations and to take corrective action when such conduct has occurred. Complete confidentiality cannot be guaranteed.
- 6.10.6 Retaliation Prohibited- No student will be subject to any form of retaliation for making a complaint or serving as a witness.
- 6.10.7 Notice of Policy to be Promulgated - The Superintendent will promulgate and disseminate this policy and the complaint procedures to the schools and will take such other steps and measures as may be reasonably available and expedient for informing the school community of the conduct prohibited by this policy and recourse available to students who believe that they have been subjected to sexual harassment.

## **6.11 *Protection of Pupil Rights Amendment***

6.11.1 Consent - The Board will obtain parental consent before students are required to participate in a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- a. Political affiliations or beliefs of the student or the student’s parent(s);
- b. Mental or psychological problems of the student or student’s family;
- c. Sexual behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of others with whom respondents have close family relationships;
- f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- g. Religious practices, affiliations, or beliefs of the student or parent(s); or
- h. Income, other than as required by law to determine program eligibility.

6.11.2 Notice and Option to Opt Out - Parents will be provided notice and an opportunity to opt a student out of any of the following:

- a. Any survey that is designated to obtain protected information from a student, regardless of the source of funding;
- b. Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, that is administered by the school or its agent, and that is not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law; and
- c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or for the purpose of selling or otherwise distributing the information to others.

6.11.3 Inspection - Parents will be allowed to inspect, upon request and before administration or use, the following:

- a. Protected information surveys of students;
- b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c. Instructional material used as part of the educational curriculum.

6.11.4 Special Provisions for Certain Students - Students who are at least 18 years old and emancipated minors under state law will be allowed to take the above actions in lieu of their parents or guardians.

6.11.5 Additional Policies and Procedures Authorized - In consultation with parents, the Superintendent is authorized to develop additional policies, and arrangements to protect student privacy in the administration of protected information surveys and in the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Board will directly notify parents of these policies and procedures at the beginning of each school year and after any substantive changes are approved.

[Reference: 20 U.S.C. §1232h; 34 CFR Part 98]

## **6.12 *Student Records***

Educational records as defined by law or Board policy will be available for examination and review by authorized persons in the manner prescribed and to the extent required by law. Except where the context requires otherwise, the term “educational records” has the meaning given in 20 U.S.C. 1232g(a)(4). Copies of such records may likewise be provided to the extent required and under circumstances specified by applicable law or regulations. The Superintendent is authorized to establish administrative standards and procedures respecting access to such records, including a schedule of reasonable charges for the reproduction thereof. Parents will be provided required annual notification regarding educational records through the student handbook or by other appropriate means.

[Reference: 20 U.S.C. §1231g(a)(4); 34 CFR §99.3]

### **6.12.1 Notification of Parent and Student Rights: *Family Educational Rights and Privacy Act (FERPA)* *Protection of Pupil Rights Amendment (PPRA)***

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.
- Parents or eligible students may ask the school to amend a record they believe is inaccurate by notifying the school principal in writing. The request must clearly identify the part of the record to be amended and must specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Information regarding the hearing procedures will be provided to the parent or eligible student at the time of this notification.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- ✓ School officials with legitimate educational interest;
- ✓ Other schools to which a student is transferring;
- ✓ Specified officials for audit or evaluation purposes;
- ✓ Appropriate parties in connection with financial aid to a student;
- ✓ Organizations conducting certain studies for or on behalf of the school;
- ✓ Accrediting organizations;
- ✓ State and local authorities, within a juvenile justice system, pursuant to specific State law;
- ✓ To comply with a judicial order or lawfully issued subpoena; and
- ✓ Appropriate officials in cases of health and safety emergencies.

SHEFFIELD CITY Board of Education school administrators will transfer upon request all education records, including disciplinary records, with respect to a suspension or expulsion, to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full or part-time basis.

School Districts, with certain exceptions, must obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, school districts may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary.

The primary purpose of directory information is to allow the school district 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.

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.

Additionally, parents have to right to inspect, upon request, any instrument used in the collection of information as described above. This inspection will be scheduled within 45 days of the day the school receives such a request in writing.

The SHEFFIELD CITY Board of Education has designated the following information as Directory Information:

- Student's or parent's name;
- Address;
- Telephone listing;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Electronic mail address;
- Photograph;
- Diplomas, honors and awards received;
- Date and place of birth;
- Dates of attendance;
- Grade level;
- Most recent educational agency or institution attended.

The use of directory information by SHEFFIELD CITY Schools is for educational purposes and for the benefit and enhancement of educational programs.

Parents and eligible students have the right to request that directory information not be disclosed by contacting the school principal *in writing* no later than fifteen (15) days of the beginning of the school year or within (15) days after enrollment in school, whichever is later.

Parents should know that schools may, upon request, provide military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and must provide student's names, addresses, and telephone listings to military recruiters, when requested, unless a parent has "opted" out of providing such information. Parents of SHEFFIELD CITY School students and eligible students wishing to "opt" out must notify the school principal in writing no later than fifteen (15) days after receipt of this notice each school each year.

- Parents should know that schools and contractors must obtain prior written parental consent before minor students are **required** to participate in any ED funded survey, analysis, or evaluation that reveals information concerning;
- Political affiliations or beliefs of the student or the student's parent;
- Mental and psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent;
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Additionally, schools and contractors must make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate.
- Parents have the right to inspect, upon request, a survey created by a third party (non-Department of Education funded), if the survey contains one or more of the eight items of information noted above, before the survey is administered or distributed by a school to students. This inspection will be scheduled within 45 days of the day the school receives such a request.
- Parents have the right to opt out of (deny permission for their child) activities involving the collection and disclosure of personal information from students for marketing purposes or for selling that information, or otherwise providing that information to others for that purpose. However, this right does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
  - ✓ college or other postsecondary education recruitment, or military recruitment;
  - ✓ book clubs, magazines, and programs providing access to low-cost literacy products;
  - ✓ curriculum and instructional materials used by elementary schools and secondary schools;

- ✓ tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students;
- ✓ the sale by students of products or services to raise funds for school-related or education-related activities; and
- ✓ student recognition programs;
- ✓ Parents have the right to opt out of (deny permission for their child) participation in the administration of any third party (non-Department of Education funded) survey containing one or more of the above described eight items of information. **Parents wishing to opt out must notify the school administrator in writing within fifteen (15) days receipt of notice of survey(s) or by the designated due date.**

The SHEFFIELD CITY Board of Education will make arrangements to protect student privacy in the event of the administration of a survey to students.

- Parents have the right to inspect, upon written request to the school principal, any instructional material used as part of the educational curriculum for students. This inspection will be scheduled within 45 days of the day the school receives such a written request.
- Parents have the opportunity to “opt out” of the administration of physical examinations or screenings that are non-emergency or invasive and are 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; AND 3) NOT necessary to protect the immediate health and safety of the student, or of other students. (Invasive physical examination is defined as any medical examination that involves the exposure of private body parts, or any act during such an examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.) **SHEFFIELD CITY Schools do not conduct invasive physical examinations or screenings.**

Vision, hearing and scoliosis screenings are scheduled throughout the school year in SHEFFIELD CITY Schools. Please contact your school regarding these screenings. **Parents wishing to “opt out” of health screenings must notify the school principal in writing within fifteen (15) days of receipt of this notice or upon written notification of a scheduled screening. “Opt Out” forms are available at all schools and on the SHEFFIELD CITY Schools web site.**

- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the SHEFFIELD CITY School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605



### **6.13 *Student Health Services***

The Board may offer limited student health services that are designed to address minor medical issues that may arise during the school day or to assist with special or chronic health problems. In cases of acute or contagious illnesses, parents or guardians may be notified and required to pick up the student and keep the student home until student no longer has a fever or contagious. If a parent or guardian is not available, the principal or school nurse may contact the Department of Public Health. School officials are authorized to take reasonable and appropriate steps to provide or arrange for the provision of emergency medical services to students who require immediate medical attention. In case of illness or accidental injury not requiring immediate medical attention, standard first aid procedures may be followed. The Superintendent is authorized to develop and promulgate procedures, rules, and regulations concerning the taking, administration, and handling of medication at school consistent with state law and appropriate health standards. The ALSDE Student Medication Prescriber/Parent Authorization Form must be completed and on file.

### **6.14 *Student Code of Conduct***

The Superintendent will prepare and present to the Board for adoption and periodic revision a Student Code of Conduct (“Code”), with input from teachers, school personnel, students, parents and guardians, and other members of the education community and, as appropriate, the community at large. The Code will comprehensively described the rules and standards of conduct and discipline that will be maintained and enforced within the Sheffield City Schools. The Code will set forth the specific grounds for disciplinary action, the penalties, sanctions, or consequences that may be imposed for a violation of the Code, the methods and procedures by which violations of the Code will be determined, and any appeal or review procedures that are available to students. The Code will incorporate applicable statutory and regulatory requirements, and the hearing and appeal procedures specified in the Code will conform to applicable statutory and constitutional standards and requirements. The Code may be incorporated in a student handbook and will be made available to all teachers, school personnel, students, parents and guardians at the beginning of each school year. The Code will be deemed an extension of Board policy and will have the force and effect thereof.

[Reference: Ala. Code §§16-28-12, 16-28A-1 to 3 (1975); Ala. Admin Code 290-3-1-.02, 290-8-9-.09]

### **6.15 *Searches (Students)***

- a. *Board Property* - All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files documents, data, and devices however and wherever kept, stored, or maintained.

- b. *Personal Property* - Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and any electronic devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community.
- c. *Personal Searches* - Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.
- d. *Use of Recovered Items* - Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

#### **6.16 *Corporal Punishment***

The Board allows reasonable corporal punishment of students under the following terms and conditions. Corporal punishment will be administered only as a disciplinary measure, with due regard for the age and physical condition of the student, and without excessive force. School administrators shall obtain written consent of the parent, guardian, or other parental representative prior to the administration of corporal punishment. Corporal punishment will be administered by the school principal or his representative in the presence of another adult professional school system employee. Corporal punishment should not be administered in the presence of another student. The Superintendent is authorized to develop and implement procedures for administering and documenting corporal punishment, consistent with the terms of this policy.

[Reference: Ala. Code §16-28A-2 (1975)]

#### **6.17 *Physical Restraint***

The Superintendent is authorized to develop written procedures governing the use of physical restraint as required by state law. The procedures will be published in accordance with the requirements of state law.

[Reference: Ala. Admin. Code §§ 290-3-1-.01- 290-3-1-.02]

### **6.18 *Student Suspension (including Students with Disabilities)***

In order to maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected violation of school or school system rules, standards, or policies, principals may temporarily suspend a student pending a conference with the parent or guardian of the student and a final disciplinary decision. Suspension may also be imposed as a disciplinary measure as provided in the Code of Conduct. Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (“IDEA”) and its implementing regulations.

### **6.19 *Student Expulsion (including Students with Disabilities)***

Students may be expelled from school for offenses serious enough to warrant such action as provided in Code of Conduct or other Board disciplinary policies. Students who are recommended for expulsion may be suspended until such time as the Board meets to consider the recommendation for expulsion. Reasonable notice of the proposed action, the reasons therefore, and an opportunity to be heard will be afforded to the student and the student’s parent or guardian prior to a final decision by the Board regarding expulsion. The Superintendent or his designee will notify the student or the student’s parent or guardian, in writing, of any action taken by the Board. The term of an expulsion may extend to the maximum permitted by law. The Board may impose such reasonable limitations on the student’s right to re-enroll in the school system following expiration of expulsion as may be permitted by law. A student who withdraws from school prior to the Board’s consideration of a proposed expulsion may not re-enroll in the school system until the Board holds a hearing or other appropriate proceedings regarding the recommended expulsion. Expulsion of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (“IDEA”) and its implementing regulations.

### **6.20 *Electronic Communication Devices***

The Board of Education authorizes the Superintendent to develop guidelines for the use of wireless communication devices for instructional purposes. The Board prohibits the inappropriate or disruptive use of personal, wireless communication devices by students. Principals or their designees will also have the authority to further restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, violation or school rules regarding the use of such devices. School administrators may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of board policy, the student code of conduct, or other school rules. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device.

[Reference: Ala. Code §16-1-27 (1975)]

## **6.21 Drivers' License**

6.21.1 Drivers' License - Unless exempted from the requirement by Board policy, a person under the age of 19 years may not under state law obtain a driver's license or a learner's permit without being enrolled in school or meeting alternative criteria established by law. Additionally, a driver's license may be suspended or revoked if a student withdraws or fails to attend school. Students may be exempted or excused from otherwise applicable statutory requirements if their withdrawal or nonattendance is caused by circumstances beyond the control of the student. Circumstances beyond the control of the student may be found with respect to:

- a. Students who are mentally or physically unable to attend school;
- b. Students who are regularly and legally employed in compliance with the provisions of the Child Labor Law; and
- c. Students who, because of the lack of public transportation, are compelled to walk more than two miles to attend a public school.

Students who are denied a driver's license by virtue of their nonenrollment may appeal a decision affecting the student's eligibility for a driver's license to the Superintendent. The appeal should be in writing and filed with the school principal within 15 days of the decision from which the appeal is taken, and should set forth the reasons on which the appeal is based. An appeal should be promptly forwarded to the Superintendent for his review and final decision.

6.21.2 Administrative Procedures Authorized - The Superintendent is authorized to develop procedures to implement the provisions of this policy and to comply fully with state law.

[Reference: Ala. Code §16-28-40, *et seq.* (1975)]

## **6.22 Student Parking Privileges - Substance Abuse Policy**

In order to promote the safety and welfare of students and others who work on or visit school campuses, to encourage the development of safe and responsible driving practices, and to serve the general purposes of maintaining a drug and alcohol free school environment, students will be granted the privilege of driving and parking on school property only if they are free of the effects of alcohol or other illegal or controlled substances. Accordingly, any student who desires to drive a vehicle on school property or park on school property may be required to submit to periodically or randomly administered sobriety or drug tests as a condition to issuance of a permit authorizing the operation or parking of a motor vehicle on school grounds. The Superintendent or his designee may revoke or impose reasonable additional conditions or requirements for the privilege of driving or parking a vehicle on school property. Principals may also establish

priorities for issuance and assignment of parking permits. The Board reserves the right to require that sobriety or drug tests or screenings be passed as a condition to maintaining parking or vehicle permits, or privileges relating to use of a motor vehicle. Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws, and procedures that are developed by the Superintendent for approval by the Board.

### **6.23 *Student Extracurricular Activity Substance Abuse Policy***

In order to promote the safety and welfare of students who participate in extracurricular activities, to insure that such participation is neither impaired nor any risk of injury exacerbated, to provide incentives to students to maintain safe and healthful practices, and to promote a school environment that is free of alcohol and illegal drugs or controlled substances, the Board reserves the right to require any student who participates in extracurricular programs or activities to submit to sobriety tests or screening for illegal drugs or controlled substances prior to, during, or following an event, practice, competition, or at any other time while the student is under the supervision of the school system. Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws, and procedures that are developed by the Superintendent for approval by the Board.

### **6.24 *Bullying, Intimidation, Violence, and Threats of Violence Prohibited*** *[Revision to 6.24 on August 29, 2019]*

6.24.1 Prohibition - No student shall engage in nor should 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 disciplinary sanctions as specified in the Sheffield City Schools Student Code of Conduct, subject to the investigating school administrator's authority and decision.

#### 6.24.2 Definitions

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

- a. "Bullying" means a continuous pattern of intentional behavior on or off school property, on a school bus, or at a school-sponsored function including, but not limited to, cyber bullying 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 the 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 thread 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 Sheffield City Schools.

#### 6.24.3 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, 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:

- Race
- Sex
- Religion
- National origin
- Disability

#### 6.24.4 Consequences for Violations

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

#### 6.24.5 Reporting, Investigation, and Complaint Resolution Procedures

- a. Complaints alleging violations of this policy must be made on a Board approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail, electronic notification, 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 will 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 will 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.

#### 6.24.6 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, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

- 6.24.7 Construction of Policy – This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on bullying, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow, bullying, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of bullying, violence, threats of violence or intimidation not specifically listed herein. Students who engage in bullying, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

[Reference: Ala. Code §16-28B-1, et seq. (1975)]

### **6.25 *Prevention of Suicide* – [Approved by the Board November 28, 2016]**

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. This act, which amends 16-28B-8 of the *Code of Alabama 1975*, includes prevention of harassment and violence.

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Student Code of Conduct. Students are expected and required to:
  - 1. Comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation, and



2. Comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.
- b. School System Actions:
1. Foster individual, family, and group counseling services related to suicide prevention.
  2. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
  3. Foster training for school personnel who are responsible for counseling and supervising students.
  4. Increase student awareness of the relationship between drug and alcohol use and suicide
  5. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
  6. Inform students of available community suicide prevention services.
  7. Promote cooperative efforts between school and personnel and community suicide prevention program personnel.
  8. Foster school-based or community-based, or both, alternative programs outside of the classroom.
  9. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with issues relating to attempted suicide, suicide, the death of a student, and healing.
  10. Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
  11. Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, violence, and threats of violence.
  12. Develop a process for discussing with students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
  13. Provide annual training for all certified school employees in suicide awareness and prevention. This training may be provided within the framework of existing inservice training programs or as a part of required professional development offered by the local school system.
- c. Responsibility of Reporting - Any person involved in a cause or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law.

[Reference: Ala. Code §16-28B-8 (1975)]