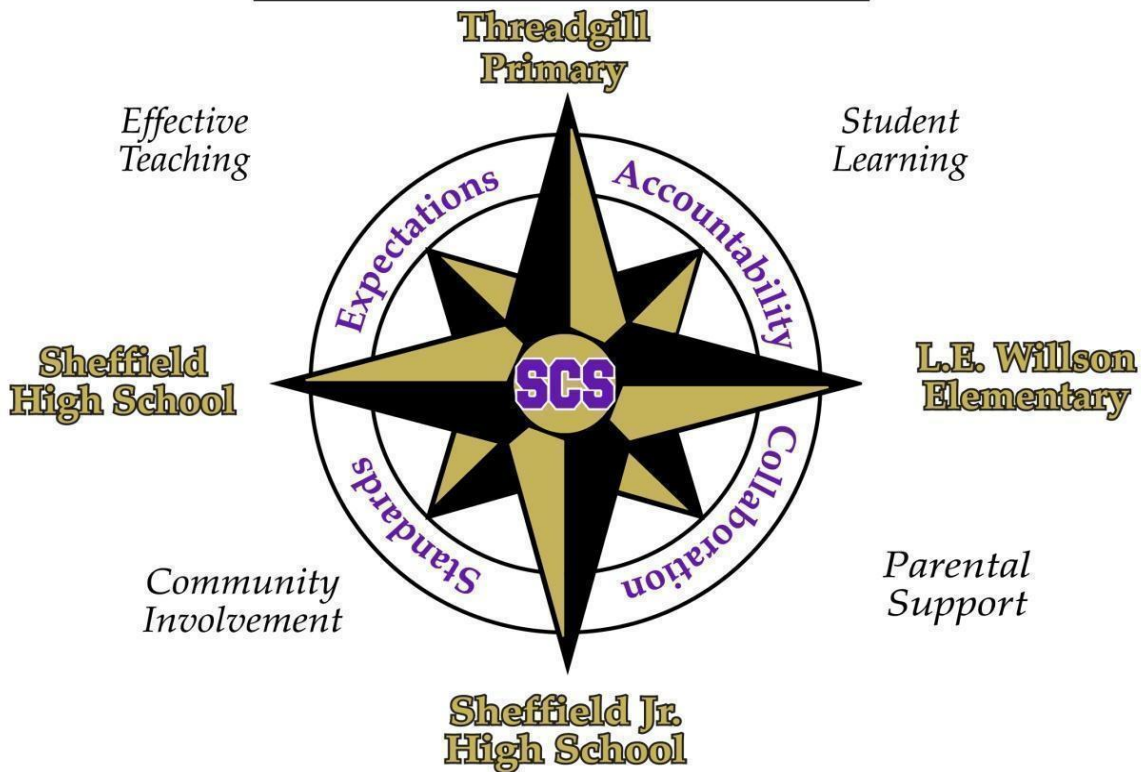


# Sheffield City Schools

## Sheffield's G.P.S. Guided Pathways for Success



# Student Code of Conduct

*Success for today, preparation for tomorrow, learning for a lifetime!*

**Nondiscrimination Statement:** The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to designated youth groups which enhance the overall wellbeing of students.

**NOTICE OF RECEIPT  
SCS Code of Student Conduct**

\_\_\_\_\_, a student enrolled in  
**Please Print Name of Student**

\_\_\_\_\_  
**Name of School**

and Parent/Guardian(s), \_\_\_\_\_  
**Name of Parent/Guardian(s)**

hereby acknowledge by our signatures that we have received, or have access through the SCS Website, and read, or had read to us, the local school's handbook and the SHEFFIELD CITY School District Code of Student Conduct, which contains a copy of "It's the Law." We understand that these policies apply to all students and parents in the public schools; to school campuses, the immediate vicinity of the school, school buses or other school-owned vehicles; and to school-related activities and events. We further acknowledge by our signature that we have read, or had read to us, the sections on Truancy and Attendance, the section on Internet Use, and the section on the Family Educational Rights and Privacy Act (pages 35-37) which allows schools to disclose directory information that is not considered harmful or invasive unless parents have advised the school that they do not want their student's information disclosed without their prior consent.

My child may access the Internet while at school according to the rules outlined in the SHEFFIELD CITY Technology Acceptable Use Agreement for Students. \_\_\_\_ Yes \_\_\_\_ No

My child may have an online collaborative system account (email, documents, presentations, etc.) for educational purposes. \_\_\_\_ Yes \_\_\_\_ No

My child's photo or video image can be published in school publications and media (such as yearbook, school and school support organization newsletters, athletic programs, school newspaper, or school or school system website). \_\_\_\_ Yes \_\_\_\_ No

My child's photo or video image may be made available to newspapers, television and radio stations, and to other print or electronic media organizations and outlets in order to portray SHEFFIELD CITY programs, activities, and students in an appropriate and favorable light and for other uses as may be designed to promote public interest in and support of SHEFFIELD CITY Schools. \_\_\_\_ Yes \_\_\_\_ No

**I understand that during inclement weather or security situations, our primary concern will be ensuring the safety of our students, faculty, staff, and community in our charge at the time the incident occurs. If faculty/staff are in "safe zones," then you will not be able to enter the building (doors are always locked) to check students out. When it is determined safe for everyone, staff will be in the office to unlock doors and allow for check-outs following our normal check out procedures.**

*Please sign this page and have the student return it to the homeroom teacher. Keep the accompanying information for future reference.*

(Signature) \_\_\_\_\_  
**Student Date**

(Signature) \_\_\_\_\_  
**Parent/Guardian Date**

(Signature) \_\_\_\_\_  
**Parent/Guardian Date**

**NOTE:** The student is to sign the above statement. If the student lives with both parents or guardians, both are to sign the statement. If the student lives with only one parent or guardian, only one is to sign. A separate statement is to be signed for each student.

# **SHEFFIELD CITY BOARD OF EDUCATION**

## **CODE OF STUDENT CONDUCT 2021-2022**

### **BOARD MEMBERS:**

Mrs. Christy Casiday, President  
Mrs. Titian Scales, Vice President  
Ms. Phyllis Meade  
Mr. Steve Nix  
Mrs. Polly Ruggles

Dr. Keith Davis, Superintendent

### **VISION STATEMENT:**

*The vision of Sheffield City Schools is to be recognized as a high performing school district that instills high expectations, accountability, collaboration, and standards based instruction through the use of best practices.*

### **MISSION STATEMENT:**

*The mission of the Sheffield City School System is to collaborate with families and community members to produce graduates prepared for success through innovative, rigorous, student-centered learning experiences and high expectations for all.*

#### **WEBSITE INFORMATION:**

The following documents may be accessed by going to our website at [www.scs.k12.al.us](http://www.scs.k12.al.us)

Then click on: Documents: Code of Student Conduct

SCS Board Approved: July 26, 2021

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**SHEFFIELD CITY BOARD OF EDUCATION  
2021 – 2022 CODE OF STUDENT CONDUCT  
COMMITTEE MEMBERS**

**Principals:**

Mrs. Stephanie Wieseman, Sheffield High School  
Mr. Maurice Shingleton, Sheffield Junior High School  
Mrs. Heather Collum, Willson Elementary School  
Mr. Matthew Syesta, Threadgill Primary School

**Assistant Principals:**

Mr. Terry Marcus Rice, Sheffield High School  
Mrs. Jill Johnson, Threadgill Primary School

**Special Assistance:**

Mr. J. R. Brooks, School Board Attorney  
Mrs. Julie Box, Director Special Education  
Dr. Carlos Nelson, Deputy Superintendent  
Mr. Shannon Uptain, Curriculum and Instructional Specialist  
Mr. Brian Craig, Data & Instructional Technology Support Director  
Mrs. Sherri Baker, School and Community Support  
Mr. David Hufstedler, Athletics/P. E.  
Mr. David McBride, Transportation Director  
Mr. Greg Thomason, Maintenance Director  
Mrs. Lee Cox, Juvenile Probation Officer

**Superintendent**

Dr. Keith Davis

Sheffield City Schools  
*“High Expectations for All”*

<p style="text-align: center;"><b>Students-</b></p> <ol style="list-style-type: none"> <li>1. “I can” conduct myself with good behavior that will help create a positive learning environment.</li> <li>2. “I can” come to school prepared with all materials needed to learn.</li> <li>3. “I can” challenge myself to learn at a higher level each and every day.</li> <li>4. “I can” communicate/talk with my parents about school and the learning that takes place each day.</li> <li>5. “I can” work with my teachers, parents, and peers to understand and complete all assignments.</li> <li>6. “I can” treat all others with respect and kindness.</li> <li>7. “I can” develop a love for school and learning through positive relationships with my teachers, principals, and parents.</li> <li>8. “I can” help my parents get me to school each day on time.</li> <li>9. “I can” take responsibility for my actions and how they affect others.</li> <li>10. “I can” always keep trying, never quitting, and always working to make my future better!</li> </ol>	<p style="text-align: center;"><b>Parents-</b></p> <ol style="list-style-type: none"> <li>1. “I will” make my child’s education a priority by becoming a positive, active, and supportive participant in the educational process.</li> <li>2. “I will” review assignments, help with homework, and assist my child when studying for assessments/tests.</li> <li>3. “I will” communicate with my child’s teacher through email, phone, parent conferences, and or notes/letters.</li> <li>4. “I will” make sure my child is on time for school each day.</li> <li>5. “I will” support my child’s learning through positive conversations about school and discuss his/her school day each night.</li> <li>6. “I will” help them make connections between their education and their future.</li> <li>7. “I will” ensure that they have the necessary materials for learning each day.</li> <li>8. “I will” expect my child to put forth his/her best effort each and every day.</li> <li>9. “I will” expect excellence from all school personnel and demand a caring and compassionate learning environment that challenges my child to be their best.</li> <li>10. “I will” build self-confidence and self-worth in my child and never give up on them becoming all they can be!</li> </ol>
<p style="text-align: center;"><b>Teachers-</b></p> <ol style="list-style-type: none"> <li>1. “We must” teach a challenging curriculum that prepares our students for College or Career Readiness.</li> <li>2. “We must” actively engage our students with standards based instruction based on best practice each day.</li> <li>3. “We must” build positive relationships with parents, community members, and most importantly with our students.</li> <li>4. “We must” plan with a purpose to ensure each child’s learning needs are met.</li> <li>5. “We must” communicate with parents regarding their child’s progress through email, parent conferences, notes/letters, invitations, INOW or any other means necessary.</li> <li>6. “We must” check for understanding and develop new and exciting ways to teach the curriculum.</li> <li>7. “We must” develop the leaders of tomorrow by building self-worth and confidence in our students by always instilling in them the MINDSET of “Yes you can, if you put forth the effort!”</li> <li>8. “We must” be at school every day possible to make sure the learning never stops for our students.</li> <li>9. “We must” hold each other accountable and not let others interfere with our mission of educating a child.</li> <li>10. “We must” never give up on a child!</li> </ol>	<p style="text-align: center;"><b>Administrators-</b></p> <p>As Instructional Leaders in the Sheffield City School District,          “We can, we will, and we must create an environment that will promote learning throughout our schools that centers around student success. Our schools will value each child’s culture, ability, and goals in our day to day operations. We will be inviting to all stakeholders and encourage a team approach in teaching our students. We are preparing our children for their future! Along the way the curriculum will become increasingly more challenging and it will take instructional leaders, teachers, parents, students, and community members working together to reach our goal. We will assist in meeting these challenges by providing workshops, resources, tutoring, and guidance throughout the year to all stakeholders. We will be available to you when you need us. Together we will accomplish greatness.”</p> <p>Dr. Keith Davis, Superintendent          Dr. Carlos Nelson, Deputy Superintendent          Mrs. Julie Box, Director of Special Education and Support Services          Mrs. Shelly Hollis, Curriculum and Instructional Specialist          Mr. Matthew Syesta, Principal Threadgill Primary School          Mrs. Heather Collum, Principal L.E. Willson Elementary School          Mrs. Stephanie Wieseman, Principal Sheffield Hr. High School          Mr. Joseph Burch, Principal Sheffield High School          Mr. Jeff Vanderheiden, Assistant Principal Sheffield High School          Mrs. Kim Motton, Assistant Principal Threadgill Primary School</p>

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## CHILD FIND

Sheffield City Schools wants to work closely with parents, community agencies, and other knowledgeable persons in order to locate children (birth to age 21) with the following disabilities:

- Autism      Hearing Impairment      Developmental Delay      Deaf-Blindness
- Traumatic      Brain Injury      Intellectual Disability      Multiple Disabilities
- Orthopedic      Impairment      Other Health Impairment      Emotional Disability
- Visual Impairment      Specific Learning Disability      Speech and Language Impairment

For more information on Child Find or to make a referral for a child ages birth – 21, please contact Mrs. Julie Box, Special Education Coordinator for Sheffield City Schools at (256) 383-0400.

## Parents Right-to-Know (Teacher Qualifications)

### Title I Section 1111 (h)(6)

#### PARENTS RIGHT-TO-KNOW

- (A) QUALIFICATIONS- At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
  - (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
  - (iii) 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 or degree.
  - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) ADDITIONAL INFORMATION- In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—
  - (i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
  - (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- (C) FORMAT- The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

### Parents Right-to-Know (Limited-English Proficient)

### Title I Section 1112 (g)

#### PARENTAL NOTIFICATION-

#### (1) IN GENERAL-

- (A) NOTICE- Each local educational agency using funds under this part to provide a language instruction educational program as determined in part C of title III shall, not later than 30 days after the beginning of the school year, inform a parent or parents of a limited English proficient child identified for participation or participating in, such a program of —



- (i) the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
  - (ii) the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
  - (iii) the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
  - (iv) how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child;
  - (v) how such program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
  - (vi) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program if funds under this part are used for children in secondary schools;
  - (vii) in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;
  - (viii) information pertaining to parental rights that includes written guidance —
    - (I) detailing —
      - (aa) the right that parents have to have their child immediately removed from such program upon their request;
      - (bb) the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
    - (II) assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.
- (B) **SEPARATE NOTIFICATION** - In addition to providing the information required to be provided under paragraph (1), each eligible entity that is using funds provided under this part to provide a language instruction educational program, and that has failed to make progress on the annual measurable achievement objectives described in section 3122 for any fiscal year for which part A is in effect, shall separately inform a parent or the parents of a child identified for participation in such program, or participating in such program, of such failure not later than 30 days after such failure occurs.
- (2) **NOTICE**- The notice and information provided in paragraph (1) to a parent or parents of a child identified for participation in a language instruction educational program for limited English proficient children shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.
- (3) **SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR**- For those children who have not been identified as limited English proficient prior to the beginning of the school year the local educational agency shall notify parents within the first 2 weeks of the child being placed in a language instruction educational program consistent with paragraphs (1) and (2).
- (4) **PARENTAL PARTICIPATION**- Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how the parents can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging State academic achievement standards and State academic content standards expected of all students, including holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part.
- (5) **BASIS FOR ADMISSION OR EXCLUSION**- A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

**Sheffield City Schools Parents Right-To-Know • Request Teacher Qualifications**

Title I, Part A, Section 1111(h)(6), *No Child Let Behind Act of 2001*, Public Law 107-110

Parents interested in obtaining Teacher Qualifications for their child's teacher can access the request form on the districts website under the Federal Programs tab at: [www.scs.k12.al.us](http://www.scs.k12.al.us)



**SCHOOL CALENDAR**

2021 – 2022 REVISED

- Teachers Report for School Tuesday, August 3, 2021
- Teacher Professional Development days August 3-6, 2021
- Students Report for Class Monday, August 9, 2021
- Labor Day - Holiday Monday, September 6, 2021
- Fall Break Day Monday, October 11, 2021
- Virtual Day for Students Tuesday, October 12, 2021
- Veterans Day – Holiday Thursday, November 11, 2021
- Teacher’s Professional Development Day Friday, November 12, 2021
- Thanksgiving Holidays Monday through Friday, November 22 – 26, 2021
- Last day of school before Christmas Holidays (*1/2 day for students*) Friday, December 17, 2021
- End of First Semester December 17, 2021
- Christmas Holidays Monday, December 20, 2021 – Friday, December 31, 2021
- Teacher’s Professional Development Day Monday, January 3, 2022
- Students Return to School after Christmas Holidays Tuesday, January 4, 2022
- Martin Luther King, Jr. Day - Holiday Monday, January 17, 2022
- Teacher’s Professional Development Day Thursday, February 17, 2022
- Winter Break Day Friday, February 18, 2022
- President’s Day - Holiday Monday, February 21, 2022
- Virtual Day for Students Tuesday, February 22, 2022
- Spring Break Monday through Friday, March 21 – March 25, 2022
- Good Friday - Holiday Friday, April 15, 2022
- Graduation**, Sheffield High School Thursday, May 26, 2022
- Last Day for Students (*1/2 day of school*) Friday, May 27, 2022
- End of Teacher Contract Period Friday, May 27, 2022
- Memorial Day Holiday Monday, May 30, 2022

Any missed days for weather will need to be made up when school is not scheduled to be in session.

**188-day [Certified personnel Hired BEFORE May 23, 2011]** work one (1) flex day of professional development during summer institute which **MUST** be approved by Local Principal and SCS Board of Education prior to attending classes. **ALL teachers** report to work on August 3, 2021.

REVISION Board approved July 13, 2021

**Sheffield Junior/Senior High Schools  
GRADING PERIODS, 2021-2022**

<b>DAYS IN</b>	<b>REPORT CARDS</b>	
<b>ENDING DATE</b>	<b>PERIOD</b>	<b>DISTRIBUTED</b>
1 <sup>st</sup> Nine Weeks	Friday, October 8, 2021 44	Friday, October 22, 2021
2 <sup>nd</sup> Nine Weeks	Friday, December 17, 2021 42	Friday, January 7, 2022
3 <sup>rd</sup> Nine Weeks	Friday, March 11, 2022 45	Friday, March 18, 2022
4 <sup>th</sup> Nine Weeks	Friday, May 27, 2022 49	Friday, May 27, 2022
_____	Pick up report cards after 1:00 p.m.	
180		

<b>PROGRESS REPORTS 1<sup>ST</sup> Nine Weeks</b> Progress Report – September 13, 2021	<b>PROGRESS REPORTS 3<sup>rd</sup> Nine Weeks</b> Progress Report – February 7 2022
<b>PROGRESS REPORTS 1<sup>ST</sup> Nine Weeks</b> Progress Report – November 13, 2021	<b>PROGRESS REPORTS 3<sup>rd</sup> Nine Weeks</b> Progress Report – April 25, 2022

**Friday, December 17, 2021 – End of first semester**  
**Tuesday, January 4, 2022 – Beginning of second semester**

**February 10, 2021**

**Threadgill Primary & Willson Elementary Schools  
GRADING PERIODS, 2021-2022**

<b>DAYS IN</b>	<b>REPORT CARDS</b>		
<b>ENDING DATE</b>	<b>PERIOD</b>	<b>DISTRIBUTED</b>	
1 <sup>st</sup> Nine Weeks	Friday, October 8, 2021	44	Friday, October 22, 2021
2 <sup>nd</sup> Nine Weeks	Friday, December 17, 2021	42	Friday, January 7, 2022
3 <sup>rd</sup> Nine Weeks	Friday, March 11, 2022	45	Friday, March 18, 2022
4 <sup>th</sup> Nine Weeks	Friday, May 27, 2022	49	Friday, May 27, 2022
	Pick up report cards after 1:00 p.m.		
180			

**PROGRESS REPORTS 1<sup>ST</sup> Nine Weeks**      **PROGRESS REPORTS 3<sup>rd</sup> Nine Weeks**  
 Progress Report – September 13, 2021      Progress Report – February 7 2022

**PROGRESS REPORTS 1<sup>ST</sup> Nine Weeks**      **PROGRESS REPORTS 3<sup>rd</sup> Nine Weeks**  
 Progress Report – November 13, 2021      Progress Report – April 25, 2022

**Friday, December 17, 2021 – End of first semester**  
**Tuesday, January 4, 2022 – Beginning of second semester**

**February 10, 2021**

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# **SHEFFIELD CITY SCHOOLS CODE OF STUDENT CONDUCT INTRODUCTION**

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distractions, friction and disturbances which interfere with the effective functioning of the student, class and school. The Board hopes to nurture a friendly — yet businesslike — atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Ultimately, the goal of the Board of Education in student discipline is to modify undesirable behavior while maintaining a school environment which provides maximum learning opportunities for all students.

As student's progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their own actions; however, the procedures identified in this document shall apply to all students in grades K - 12.

## **RESPONSIBILITIES OF STUDENTS AND STUDENTS' RIGHTS**

- Students are entitled to attend school and participate in school programs and activities in an environment which is conducive to learning and free of distraction and disruption occasioned by the violation of school rules or of generally accepted standards of behavior.
- Students are entitled to exercise rights secured to them under the First Amendment to the United States Constitution, including the right to freedom of speech, religious expression, and assembly, subject to the imposition of reasonable restrictions on the time, manner and place of such activities.
- Students are expected and required to know and follow the rules of conduct as set forth in this Code of Student Conduct, to show respect for the person, property and rights of fellow students, faculty and staff, and other persons with whom they come into contact as students, and to attend school in accordance with state law and Board policy.

## **JURISDICTION OF THE SCHOOL BOARD**

SHEFFIELD CITY Board of Education students and their property are subject to all the rules and regulations of the SHEFFIELD CITY Board of Education during the school day, during school-sponsored activities, while on or in School Board property and facilities, while being transported on school buses and at times and places including, but not limited to, school-sponsored events, field trips, athletic functions and other school-related activities. All regulations and prohibitions also apply to automobiles and other property brought onto Board property. In addition to the foregoing, application of this Code of Student Conduct may be extended to the immediate vicinity of the school and during after-school hours when and where student conduct could have a detrimental effect on the health, safety and welfare of other students and the school or where the conduct could otherwise disrupt the educational process.

The Code of Student Conduct may be applied to students involved in off-campus conduct or activity which threatens to interfere with the provision of instructional or educational services, to disrupt the school environment or which otherwise adversely implicates the school's legitimate educational or administrative interests. Incidents involving the criminal justice system may also allow for the extension of the Code of student Conduct beyond the school and its immediate vicinity.

The SHEFFIELD CITY Board of Education may take all necessary action to ensure that its facilities are safe and secure and that this Code of Student Conduct is enforced. Such action may include the inspection and search of Board facilities and property brought onto Board facilities. The driver of the vehicle is responsible for any inappropriate item that is found in a vehicle on SCS property. Students and others may be asked to walk through a metal detection device or to allow a search of personal property in conjunction with attendance at any Board-related event or when entering Board property. Any person who refuses will be denied admission to the Board facility and will be required to leave the premises immediately. It shall be the policy of the SHEFFIELD CITY Board of Education to permit law enforcement agencies to make periodic visits to SHEFFIELD CITY schools for the purpose of detecting the presence of illegal drugs. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to visitation. The Board will also utilize a narcotic detection dog to deter individuals from bringing illegal narcotics onto school property. The dog will be utilized to conduct routine random searches on school property including, but not limited to, school lockers, school classrooms and school parking areas. Anything on or in Board property is subject to inspection by the Board to enforce this Code of Student Conduct and to effectuate its purposes, subject only to any restrictions which may be imposed by federal, state or local law.

## SCHOOL ATTENDANCE

Sheffield City Schools will place an increased emphasis on improving the attendance rate at each school. Our goal is to reduce "chronic absenteeism" throughout the entire system by 10%. Last year our school system accounted for 12,107 days absent. This equates to an average of 12 days absent per student.

### Truancy

Decades of research have identified the link between truancy and serious offenses, both violent and non-violent later in life. Truancy affects not only the student and school, but also society as a whole. Related to substance abuse, gang activity, and criminal activities, truancy is a proven risk factor for delinquent behavior. Students who are truant are structuring their lives for educational failure as well as potential isolation, violence, marital problems, employment problems, adult criminal behavior and incarceration. Help us prepare your child for a better tomorrow by working with the school system in making sure your child is present every day!

- **Attendance Research Information**

Attendance is often a key barometer of a student's connection with schooling. The majority of students who eventually drop out first stop attending school on a regular basis. In the year before dropping out, it is common for students to attend school less than 70 percent of the time. Many times chronic attendance problems start in elementary school and a pattern of non-compliant behavior begins.

Research shows that attendance is eight times more predictive of failure than prior test scores. It has clearly been identified through data analysis that attendance is a major, if not the biggest, factor impacting our students academically and behaviorally. The Juvenile Justice Act of 2008 requires educators to align and monitor appropriate interventions before processing a student through the court system. Interventions such as the Pre-Early Warning Conference and The Parent Project (refer to Appendix A) have proven to support student success. The Attendance Officer is an integral member of the Response to Intervention (RtI) infrastructure designed for all Alabama schools in support of student success.

This process that involves a "problem solving team" allows the Attendance Officer an opportunity to share pertinent information about identified students at risk of school failure due to poor attendance.

#### NINTH-GRADE ABSENCES DRAMATICALLY REDUCE GRADUATION RATES

ABSENCES	CHANCE OF GRADUATION ON TIME
0-4	87%
5-9	63%
10-14	41%
15-19	21%
20-24	9%
25-29	5%
30-34	2%
35-40	1%

This chart correlates for ninth-grade students the number of student absences on the left side with the percent of chance they will graduate on time shown on the right side. This data was compiled by the Johns Hopkins University, Everyone Graduates Center. After presenting this information at a student seminar, it was reported that as the students were returning to the buses, one student said, "I never thought about how being absent from school may have an influence on me not graduating in four years." Hearing and seeing the information in print provides a concrete awareness for students and parents as they make responsible decisions. Attendance and the connection to truancy are major components for a public awareness campaign as students and parents usually do not see the impact of excessive absences until it has a cumulative NEGATIVE impact. Remembering that poor attendance is a symptom of a problem emphasizes the fact that attendance is often the key indicator to warrant immediate and appropriate interventions. The Alabama Graduation Tracking System (AGTS) was designed to assist in addressing these issues early in a systematic, directive, and timely manner. The Six Step Implementation Process Manual for this early warning system is free to every school system in Alabama. Refer to Appendix B, Introduction/Implementation Process for the K12 Graduation Tracking System, and at [www.alsde.edu](http://www.alsde.edu), Learning Supports, Prevention and Support Services Section

### Attendance

As part of the state of the State's Strategic Plan, attendance is a major component of how school accountability scores will be calculated. In addition to the accountability score, the funding of teachers and staff is dependent on school attendance. Children cannot effectively learn and meet the rigorous standards without good attendance. The education professionals at each of our

schools desire to partner with parents/guardians and students to ensure that students receive every benefit from a free and appropriate public education. Therefore, the Board endeavors to secure, in compliance with Alabama law, the prompt and regular attendance of students it is charged with educating.

Schools must attain a minimum attendance percentage no lower than 95% in order to comply with the attendance component of the Plan. In order to encourage students to be at school, we are asking for Doctors excuses to be turned in after a student accumulates seven absences for any other reason.



### Absenteeism Definitions

- **School Day**- A school day absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present more than 50% of the scheduled day.
- **Class**- A class absence is defined as non-attendance for more than 50% of a regularly scheduled class. To be counted present, a student must be present more than 50% of the scheduled class time.
- **Tardiness**- A student is tardy to school when he/she fails to report “on time” to his/her first class when the bell begins to ring at to start the school day. An unexcused check-in during the first scheduled class will be counted as a tardy to school and may lead to further disciplinary options or an unexcused absence. A student is tardy for class when he/she enters the classroom after the tardy bell BEGINS TO RING. To be counted “on time”, students should be seated and ready to begin class.

### **Attendance/Truancy Definition**

(Alabama Administrative Code, §290-3-1-.02(7) (C).

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused. Seven (7) unexcused absences within a school year will result in a student being considered truant for the purpose of filing a petition with the Court.

- **Perfect Attendance** certificates shall be awarded to students who have attended every day for the entire year with no checkouts or check ins to school which includes tardies for being late to school. Perfect attendance will start the first day of school and end no later than two days before the last day of school for students.
- Students with excessive absences (five or more unexcused) may not be allowed to participate in field trips, prom, or extracurricular activities including athletic and co-curricular activities which have their own specific policies in place.
- Any absence during nine weeks testing, semester exams, or accountability testing will require a doctor’s excuse or prior written permission from the principal to be excused.

#### **A. Permissible Absences**

Parents may request permission from the principal to be absent prior to the date of the absence. Permissible absences include, but are not limited to:

1. Student illness;
2. Inclement weather which makes it dangerous to attend school;
3. Legal quarantine;
4. Death in the immediate family;
5. Emergency condition as determined by principal or superintendent; or
6. Absence to observe traditional religious holiday of local, national, or international origin when verified by the student’s minister or religious leader.

Any other absence not falling into the categories listed above or otherwise excused by the principal or superintendent or his designee will be deemed unexcused.

#### **B. Early Warning/Truancy Intervention Program**

The Early Warning Program is a joint effort between the SHEFFIELD CITY Board of Education and the Family Court of Colbert County. It is designed to improve school attendance, reduce instances of truancy and provide parents with information relative to the Compulsory School Attendance Law.

All students (K-12) are subject to the Early Warning Programs and the provisions of the Compulsory School Attendance Law. Regular attendance at school includes arriving at school **on time and remaining for the entire school day** unless a permissible excuse is provided to school officials.

**C. Tardies (check-ins/check-outs and late arrivals are all considered a tardy)**

- **Students are expected to be at school and in each class on time. When students are tardy they miss instructional time, and they interrupt class by entering late. Students must be in their seat when the tardy bell rings.**

**UNEXCUSED TARDIES –**

- Grades K-6 Reporting late to or departing early from **school** without an authorized excuse.
- Grades 712 Reporting late to or departing early from **class**.
- Every third unexcused tardy/check-in/check-out will result in an unexcused absence toward early warning. Additionally, each school may assign detention for every third tardy within a nine-week period.
- Three tardies during a class will count as one absence in the class for exemption purposes.
- All check-ins/check-outs/tardies are subject to the approval of the principal and/or designee. Check-in/Check-out excuses will be strictly monitored during special events (i.e., Homecoming Week, Mr. and Miss SHS Week, Prom, and etc.)
- Tardiness will be recorded in the office and students **may** be punished according to the following schedule
  - Two Free Tardies that may include parent/student check-ins - No Consequences (K-12)
  - Tardies number 3-4 - 30 Minutes Detention Hall & Parent contacted (K-12)
  - Tardies 5-6- Friday (Saturday) School minimum four hours (Parent contacted) (K-12)
  - Tardies 7-8- Two Days of In-School Suspension (Required in School parent conference). Ss will remain in ISS and cannot return to class without required in school parent conference (3-6)
  - Tardy 9 - Three Days of ISS, required in school parent conference, & Ss will serve 30 minutes of detention before returning to regular classes. (3-6)
  - Tardy 10- Five days of ISS, required in school parent conference, & parent must sign the student in/out every day during the ISS assignment
- The number of tardies is based on a student's total number of tardies to all classes, including first period or the first class of the day. All students will start over at zero tardies at the beginning of each grading period. Students who reach 10 tardies within the grading period will be reinstated at the fifth tardy stage or the ladder of the consequences.
- Driving privileges may be revoked for students who report late to school (after first period) Five times or more per grading period.
- Failure to attend assigned detention time will result in automatic Saturday School assignment and reassignment to detention hall. Failure to attend Friday/Saturday School Assignment will result in automatic two day In-School suspension assignment and reassignment to Friday/Saturday school the next week. Continuous missing of detention hall, Friday/Saturday School may result in further disciplinary Actions.
- Students participating in extracurricular activities must be present in school for the entire school day in order to participate in that day's activity. Exceptions may be granted for an authorized/permisible absence at the discretion of the principal and/or designee.
- 

**Check-Ins**

- Remember that you are considered absent from class if you miss class because of a check-in or check-out you must have a permissible excuse to enter school and makeup any assignments.
- Any student who arrives to school after the tardy bell must be checked-in through the main office.
- **9<sup>th</sup> grade and below must be checked in by a parent or guardian.** Students arriving tardy without a parent/guardian checking them in at the front office may be placed in PASS while the parent/guardian is contacted and proper procedures are followed to check-in the student. A student who fails to check-in through the main office will be considered in violation of school policies.

**Check-Outs**

- Students who have a valid need to leave school before the dismissal bell **must** be checked-out through the main office by the parent, guardian, or approved person from the registration/contact form. Students will not be called out of class to await parent for check-out. Upon the parent arriving at the office, school personnel will call for the student to check out.
- All students are to be signed out by a parent, legal guardian, or parent designee listed on the school's contact list. This policy requires a signature and picture ID at the time of checking out from the parent, legal guardian, or parent designee.
- Employees will not be allowed to check-out a student attending SHS unless that employee is on the student's check-out list.

- *Notes or phone calls will not be accepted for check-out purposes.*
- Official documentation of a physician's visit, legal appearance, or other principal approved situations will be accepted in place of being accompanied by the parent.
- An Excuse for Absence Form will be required when returning to class for any absence.
- Students must be present in school at least half of the day with the other half being a physician's excuse in order to participate in any extra-curricular activity.

**Student/Parent will be referred to SHEFFIELD CITY Family Court/Student Services Department at the Sheffield City Board of Education when the student accumulates:**

- **Seven (7) unexcused absences – Early warning**
- **Excused absences based on parent-written notes may not exceed a total of five days per semester (10 per year). Any other excused absence verified by a parent note after five requires a doctor's note, written proof of required court appearance, funeral attendance, etc.**
- **Every third unexcused tardy/check-out will count as an unexcused absence toward early warning**
- **Unexcused absence, tardy, or check-out will result in the loss of participation of practice, game, or activity for the day of occurrence**
- **A phone call will be placed each day to the residence indicating a student is absent from school/class. A letter from the central office will be generated indicating the following:**
  - **3<sup>rd</sup> unexcused absence will be an information letter informing the parent/guardian of the number of days missed and the requirement of an in-school parent conference with the principal**
  - **5<sup>th</sup> absence will be a warning letter indicating the number of days absent and the need for an in-school parent conference with the principal and central office attendance clerk**
  - **7<sup>th</sup> absence will result in referral to the Colbert County Family Court for Early Warning**

Note: – This may not apply to students that are involved in accelerated education programs or that have exceptions noted in their Individualized Education Plan or 504 Plan.

#### **D. Makeup Work**

A student shall have the opportunity to make up examinations or work which occurred during an excused absence or an absence approved by the Principal. Teachers will 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.

##### Makeup work

- Must be completed as soon as possible after the student returns to school but no later than three days after returning unless specific arrangements have been made by the teacher. When a student is out for an extended length of time, the student should collect, complete, and turn in work weekly unless the nature of the absence prevents the student from doing schoolwork during that time.
- It shall be the responsibility of the student or student's parent(s) or guardian(s) to arrange with each teacher to make up work.
- A teacher may require the student to make up work after school hours, in which case advance notice will be given to allow the student to arrange the necessary transportation.
- When a student is suspended from school, he/she shall complete assignments and take any test upon returning to school. **Students will receive full credit for any assessments and work completed during the suspension term.**
- Teachers should not assign zeros to students absent for unexcused reasons on an automatic basis; zeros may be assigned to such students only when other students in general received grades for homework, examinations, recitation, etc.
- Teachers are not required to reteach lessons or give students the same test as the students who were in attendance for the regular scheduled test. Students will be given a reasonable opportunity to learn the lessons missed due to excused absences and the test should however contain the same content as the other test and should be presented in a reasonable format to give the student the opportunity to be successful on the test.

## **RESPONSIBILITY OF PARENT FOR ATTENDANCE AND BEHAVIOR**

### **Alabama Code Section 16-28-12**

**Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.**

- A. Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100.00) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.
- B. Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.
- C. Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report suspected violations to the district attorney within ten (10) days. Any principal or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

*(School Code 1927, §305; Code 1940, T. 52, §302; Acts 1993, No. 93-672, p. 1213, §1; Acts 1994, 1st Ex. Sess., No. 94-782, p. 70, §1.)*

## **RESPONSIBILITIES OF PARENTS OF STUDENTS IN SHEFFIELD CITY SCHOOLS**

- To enroll children between the ages of six (6) and seventeen (17) in either a public, private, or church school or have the child instructed by a private tutor;
- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor;
- To compel the child to properly conduct himself or herself as a pupil and;
- To be responsible for giving accurate and up to date information regarding legal addresses and contact information to school officials. Giving false information to Public Officials in the performance of their duty is a violation of the Criminal Code of Alabama §13A-10-109(a).

## CREDIT NOT AWARDED FOR EXCESSIVE ABSENCES

Any student who accumulates excessive absences in any course may not receive credit in that particular course. In the traditional non-block schedule seven (7) period day, a student may not exceed twenty (20) absences per class per year. Credit may be allowed with permission from the Principal or his designee (school administrator or SST). The Principal or his designee may require absences to be certified in writing from the appropriate person which may include a physician's statement. This may become a part of the student's permanent record relating to attendance. Students may be allowed or required to make arrangements for alternative educational instruction through a Board recognized program which may include grade/credit recovery. **If a student is chronically absent, they will lose credit unless they show proficiency on a district prescribed assessment. Students who have excessive absences and are candidates for the early warning program considered will be allowed to attend Saturday school to makeup assignments and attendance.**

## CHANGE OF RESIDENCE AND TELEPHONE NUMBERS

Parents are required to provide to the school board accurate residency information so that the Board may meet its obligations under state and federal law. Accordingly, when a student's address changes during the school year, parents should notify the local school immediately and must complete the Board's change of address form if moving out of district. A student whose family moves during the school year *may* be provided the opportunity to stay in his/her current school for the remainder of the school year if the student and his/her family meet the required guidelines and timely submit a completed change of address form. The guidelines can be found at SCS policy 6.1.2 (Non-Resident Student qualifications).

Throughout the school year there may be times where it is vital to contact parents/guardians based on emergency situations happening within the school or immediate area. Because of occasions such as early dismissal for inclement weather, injury to student, or the need for basic parent-school communication it is critical for the school to have updated phone numbers. If your number changes throughout the school year, simply contact the front office to your child's school and relay that information to the school secretary.

### **Deliveries to Students at School**

No deliveries of candy, flowers, balloons, birthday gifts, etc. will be accepted by any office personnel. **No deliveries of outside food will be allowed to conform to federal guidelines.**

## DRESS AND GROOMING GUIDELINES

### **Dress Code**

The policy of the Sheffield Board of Education, as well as the faculty and staff at Sheffield High School, is that good grooming and personal appearance are essential elements in preparing students for college and/or the workforce. We want Sheffield students to value a professional appearance, which helps create a competitive edge for employment or any capacity where an interview or screening may take place. Apparel, jewelry, make-up, or any mannerism related to style which is determined by the principal or his/her designee to be disruptive to the educational process of the school or harmful to the physical, emotional, or psychological safety of any student shall be prohibited. Extreme dress or extreme personal appearance, which in any way disrupts a well-disciplined learning environment or any school activity, is prohibited. **Students are expected to be in dress code and remain in dress code for the ENTIRE duration of the school day.** Cover-ups for attire that is not in dress code are not allowed.

All offenders of the dress code will be subject to disciplinary action. Anyone in violation of the dress code will be required to change clothes and obtain a *yellow* dress code violation notice from the main office before returning to class. The yellow dress code notice must be given to the referring teacher immediately upon returning to class.

#### **Consequences for dress code violations include:**

*Cumulative dress code violations will be kept for the entire year.*

Violations 1&2 Student must change clothes

Violations 3&4 Change clothes & assigned detention hall

Violations 5&6 Change clothes & assigned Saturday school

Violations 7&8 Change clothes & assigned three (3) days PASS

Violation 9 Change clothes & assigned five (5) days PASS

Violation 10 Change clothes & suspended from school one (1) day

**Dress Code Expectations** – If it is questionable, don't wear it!

**Tops:** Tops must not be revealing and should not allow undergarments to be visible. Tucking in shirts is required when the shirt extends below the back pockets (males). *We suggest every student invest in at least two (2) business-style outfits (shirt/tie/slacks for males and dress or pant suit for females).* All buttoned shirts should be buttoned appropriately.

**Bottom – Boys:** Dress or casual slacks, khakis, jeans, shorts must be worn as to not allow undergarments to be visible.

**Bottom – Girls:** Dress or casual slacks, jeans, skirts, capris, shorts and dresses must be worn to not allow undergarments to be visible.

### **Dress Code Rules**

- Shorts, dresses, and skirts are to be hemmed and extend no higher than a credit-card's **LENGTH** above the kneecap. **(maybe modified at each school)**
- Pants and shorts with holes no larger than a credit card will be allowed, but the hole must not be above the mid-thigh.
  - Undergarments must not be visible
  - "Sagging" will not be tolerated.
  - Any type of tight-fitting or form-fitting pants (or shorts) and leggings will not be permitted without a top that also covers the seat of the pants. This includes leotards, spandex, "yoga pants", and "jeggings".
  - Sweatpants without any writing on the seat of the pants are allowed.
- Revealing tops exposing cleavage are not permitted
  - Muscle shirts, tank tops, midriff tops, halter tops, spaghetti straps, or other sleeveless tops or dresses are not allowed if the material of the top strap is not wider than the LENGTH credit card.
  - Mesh, sheer, see-through, off the shoulder and low cut tops are not allowed. Any garments that expose undergarments or shirts not in dress code are not to be worn.
- Clothing paraphernalia (including drawings), and/ or devices which are judged to be related to or associated with gang affiliation; gang activity; Satanism; death; the occult; rebel flags; the use of drugs, tobacco, or alcohol; sexually obscene activity; and/or any other inappropriate writing or graphic(s) design shall be considered disruptive to the educational process and are therefore prohibited.
- Shoes or sandals must be worn at all times.
  - Shower shoes, house shoes, and water shoes may not be worn.
- Hats, caps, bandannas, sunglasses, gloves, doo-rags, hoodies or any other head coverings are not to be worn in any school building.
- Chains and/or clothing with sharp objects, pins or spikes are not allowed.
- Piercings must not distract nor cause safety issues. Septum piercings and spiked gauge plugs are prohibited.
- Dyed hair will be permitted only if it does not disrupt the learning environment.
- Blankets or snuggies will not be allowed inside the school building or classrooms.
- All dress code rules apply to all field trips and school-sponsored events.
- Any absence of a student checking-out to change clothes will be coded unexcused and school work may not be made up.
- Students will not be allowed to wear pajamas
- The final decision on dress code will be determined by the building administrators.

ALL STUDENTS ARE EXPECTED TO ADHERE TO THE DRESS CODE. **The administration reserves the right to address individual instances of inappropriate dress that are not covered by these guidelines.** Any classes missed due to a dress code violation will be unexcused. A record will be kept of students who violate the dress code and appropriate disciplinary action will be taken. Students who participate in school extracurricular activities, sports, or represent Sheffield City Schools in the community will conform to the specific standards set by the administration.

### **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 extra-curricular activities.

Student publications may offer students the opportunity to share a variety of viewpoints; 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 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.

## 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.

Sheffield City Schools Extracurricular Substance Abuse Policy (ESAP) (6.23)

### I. Overview

Sheffield City Schools (SCS) believes that extracurricular activities are an important part of the total educational experience. Students who participate in extracurricular activities (defined as any activity that is not regular classroom) gain valuable skills and talents that go beyond and enhance those skills and talents obtained in the regular classroom.

In addition to being important worthwhile experiences, extracurricular activities and **on campus parking** are a privilege provided by SCS to those who participate. In order to ensure that SCS and the SCS student body are represented well, and to ensure that a safe environment is maintained for all extracurricular activities and students, SCS will institute an extracurricular substance abuse testing program for all SCS extracurricular activity students' grades seven (7) through twelve (12). The objective and guidelines for this extracurricular substance abuse program follow.

### II. POLICY STATEMENT

Recognizing that participation in extracurricular activities is a privilege and not a right, students enrolled in Sheffield City Schools, grades 7-12, may be required to submit to random, unannounced screenings for alcohol, drugs, and tobacco. The drug testing agency will provide a computerized random sample list of all students involved in extracurricular activities to the drug test coordinator. The list of students in the random pool will be updated periodically. Students whose names appear on this list will be notified and required to report to the designated collection site for substance screening immediately. A student who checks out of school prior to being selected for testing or is absent from school the day the test is being administered **may** be required to be tested the first day they return to school. Refusal to submit to a screening will be seen as a positive test result.

### III. REQUIREMENTS

Students participating in extracurricular activities must be willing to conform to the guidelines of the Extracurricular Substance Abuse Policy in order to be given the privilege to participate in these activities.

The Board reserves the right to require all students who desire to participate in extracurricular activities to submit to a drug test to determine the presence of prohibited substances. Such drug testing may be required prior to, during, or following a practice, meeting, event, or any time under the supervision or care of this school system.

Students applying to participate in extracurricular activities may also be screened as a condition for participation in the activity of their choice. Students may also be required to undergo screening in conjunction with any scheduled physical examinations, where the Board has reasonable suspicion to believe a student has violated its extracurricular substance abuse policy and/or in a random basis without advance notice.

### IV. OBJECTIVES

The overall objective of SCS Extracurricular Substance Abuse Policy (ESAP) program is to stop any possibility of substance abuse among extracurricular students and other students of SCS. Several concurrent objectives are as follows:

- To create and maintain a safe and substance free environment for all students engaged in extracurricular activities at SCS
- To give SCS extracurricular activity students, as well as the entire SCS student body, a reason to say "NO" to pressure to engage in substance abuse
- To encourage any SCS student with a dependence on or substance abuse problem to seek immediate help
- To protect the reputation of SCS students and the SCS system

***The Sheffield City Board expects all SCS extracurricular students to remain free of substance abuse and promote the same among all SCS students.***

## V. DEFINITIONS

- A. **Extracurricular Activities**- any junior high or senior high school sanctioned or sponsored activity outside the regular classroom.
- B. **Prohibited Substances**- alcohol, amphetamines, benzodiazepines, methadone, methaqualone, opiates, phencyclidine, propoxyphene, barbiturates, cocaine metabolites, cannabinoids, marijuana metabolites, nicotine and all drugs which the narcotic and drug abuse laws of the United States, local municipalities, and/or State of Alabama classify as illegal. Prohibited substances also include controlled or prescribed medications taken by a student unless medication has been prescribed for the specific student and is being taken in the dosages specified by the prescribing physician. Prohibited substances also include over the counter medications taken by a student that exceed the manufacturer's recommended dosage with the exception of physician to exceed recommended dosage.
- C. **Medical Review Office (MRO)** - a licensed physician employed by the Drug Testing Agency responsible for interpreting and evaluating the data generated from drug screenings.
- D. **Prescription Medication**- medication prescribed by a licensed medical practitioner or physician.
- E. **Over the Counter Medication (OTC)** - medication that does not require a prescription from a licensed medical practitioner or physician. The dosage of OTC consumed by the student should not exceed the recommended dosage by the manufacturer.
- F. **Drug Testing Agent** - the licensed and qualified independent agent, testing agency, or medical office selected by the Board to carry out the screening of students.
- G. **Drug Program Coordinator** – an employee of the Sheffield City Board of Education appointed by the Board who is responsible for the overall implementation of the Sheffield City Schools Extracurricular Substance Abuse Policy.
- H. **Trained Observer** – a principal, coach, teacher, sponsor, or other school official or designee who has been trained for at least one hour on alcohol misuse and an additional one hour on controlled substance misuse. The training will cover the physical, behavioral, speech, and performance indicators of probable use and misuse of alcohol and other prohibited substances. The Drug Program Coordinator must maintain documentation of training attendance.
- I. **Adulterated Specimen** – a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine. An adulterated specimen will be reported as a positive drug test result.
- J. **Diluted Specimen** – a specimen with creatinine and specific gravity values that is lower than expected for human urine.
- K. **Substituted Specimen** – a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
- L. **Split Specimen** – part of the urine specimen that is sent to a first laboratory and retained unopened, and is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
- M. **Retest** – what the MRO can offer a donor if the original test is positive – this would be either a test of the split specimen (see above) or a “retest” of the original sample which would be sent to a different lab if no split specimen was collected.
- N. **Random Testing** – all students participating in extracurricular activities will be assigned a computer generated identification number. These students will be tested on a random basis throughout the school year.
- O. **Reasonable Suspicion** – observation by trained observer that reasonable suspicion exists to require the student to undergo drug testing based on specific, contemporaneous, articulated observations concerning the appearance, behavior, speech, or body odors of the student.

## VI. SCREENING PROCEDURES

### A. General Guidelines

- 1. **Substances Subjected to Screening-Students may** be screened for any prohibited substances without advance notice as part of the screenings performed by the Board. Prohibited substances are defined as, but not limited to, alcohol, amphetamines, benzodiazepines, methadone, methaqualone, opiates, phencyclidine, propoxyphene, barbiturates, cocaine metabolites, cannabinoids, marijuana metabolites, nicotine and all drugs which the narcotic and drug abuse laws of the United States, local municipalities, and/or State of Alabama classify as illegal. Prohibited substances also include controlled or prescribed medications taken by a student, unless such medication has been prescribed for the specific student and is being taken in the dosages specified by the prescribing physician. Prohibited substances also include over the counter medications taken by a student that exceed the manufacturer's recommended dosage with the exception of physician prescription to exceed recommended dosage.



2. **Methods of Screening**-The Sheffield City Board reserves the right to utilize urine, blood, hair, breath, or saliva testing procedures. All urine specimens testing positive for prohibited substances as defined within this policy will be confirmed by gas chromatography/mass spectroscopy (GC/MS). Alcohol will be tested by utilizing breathalyzer technique.

#### **B. Collection Sites**

1. The Drug Program Coordinator will designate collection sites on school property for students to provide specimens.
2. The selection of the collection sites shall be made with the intent and purpose of providing privacy to the students.

#### **C. Collection Procedures**

1. The Drug Testing Agency and its laboratory will develop and maintain a documented procedure for collecting, shipping, and accessing specimens. A tamper proof sealing system, identifying numbers, labels, and seal shipping containers will also be used for specimen transportation. The Drug Testing Agency and its laboratory will utilize a standard Custody and Control Form for all student screenings. The Drug Testing Agency and the laboratory will utilize a Breath Alcohol Testing Form for all alcohol testing.
2. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain a proper collection procedure. A certified Breath Alcohol Technician (BAT) using equipment approved by the Alabama Department of Forensic Sciences will perform all alcohol testing.

#### **D. Evaluations and Return of Results**

1. The Drug Testing Agency will transmit written test results to the Medical Review Officer (MRO). The MRO will be responsible for reviewing test results of the student for those students who have tested positive for prohibited substances. Upon confirmation of a positive test, the MRO shall notify the student and the student's parents/legal guardian and give them an opportunity to discuss the results, including, but not limited to, whether or not the student was taking a prescribed controlled substance. Any delay greater than five days by the student and/or student's parent/legal guardian could be viewed as a waiver of this meeting. After reasonable attempts to reach the student and/or the student's parents/legal guardian have not been successful, the MRO may notify the Drug Program Coordinator to continue the reporting process.
2. If, after examination of the results and conferring with the student and the student's parent/legal guardian, the MRO is of the opinion that the student has violated the Sheffield City Schools Extracurricular Substance Abuse Policy, the MRO will promptly report to the Drug Program Coordinator the names of the student and the results of their tests.
3. The Drug Program Coordinator will then schedule a conference with the student, the student's parent/legal guardian, and the principal of the school to discuss the MRO's report and the disciplinary action to be taken. The Drug Program Coordinator's determination of the appropriate disciplinary action to be instituted shall be reported in detail to the Superintendent.

#### **E. Request for Retest**

1. The parent/legal guardian or the student may request a retest of any specimen within 72 hours of notification of the screening results. Any request for a retest must be submitted in writing to the Drug Testing Coordinator and MRO. **Such retest shall be by a hair follicle test take place as soon as possible and at the expense of the parent/legal guardian.** The parent/legal guardian of the student may request the retest at a lab of their choosing, as long as it meets the criteria outlined within this policy. If a separate lab is requested, the Drug Testing Agency and/or the MRO will arrange for transportation of the specimen. **The student will remain suspended from his/her ECA during the retest process.**

#### **F. Release of Screening Results**

1. All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the Board through its Extracurricular Substance Abuse Policy are **confidential** communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in accordance with the *Extracurricular Activities Consent/Release Form* and as provided by applicable law.
2. It is the responsibility of the Drug Program Coordinator to maintain the confidentiality of all documents

relating to student screenings and to implement procedures to prevent the unauthorized release of such information. The information regarding any positive drug test shall be kept in confidential files, separate from other educational records of the student. The MRO and the Drug Program Coordinator shall maintain individual student test results for one year.

## VII. VIOLATIONS

For violations of this policy regarding a test, the following penalties will be cumulative from grades seven (7) through twelve (12):

### FIRST VIOLATION

- Parent/guardian/custodian notification;
- Suspended from participation in “all” extracurricular activities for 20% for the current season or 20% of the upcoming season, whichever is applicable. Automatic follow-up testing at the next drug testing date prior to being reinstated after one-year suspension.

If the violation relates to the consumption or use of a prohibited substance, the student cannot be reinstated to the team, squad, club etc. until he/she tests negative for that prohibited substance as a result of an approved drug test. At the discretion of the drug testing coordinator, school counselor, or school social worker, the student may be requested to undergo some level of counseling. When appropriate and/or available, this counseling service may be provided by a school counseling staff member.

A second option occurs when the parent chooses to seek a non-school (external) agency for counseling. The parent will be responsible for paying the counseling agency/resource and shall have the agency/resource furnish appropriate reports to the drug testing coordinator.

### SECOND VIOLATION

- Parent/guardian/custodian notification;
- Suspended from participating in any extracurricular activities for a full calendar year, 365 days. Automatic follow-up testing at the next drug testing date prior to being reinstated after one-year suspension.
- **If a student has a third violation, they will be suspended for the duration of time student is enrolled with Sheffield City Schools.**

## VIII. INVESTIGATION/SEARCHES

When a trained observer has a reasonable suspicion to suspect that a student, based on individual suspicion, has violated the extracurricular substance abuse policy, the trained observer may reasonably inspect vehicles, lockers, purses, clothing, book bags, or other belongings of the student, whether on board property or not, without prior notice to the student in order to insure an environment free of prohibited substances. The student may be asked to be present and to remove a personal lock. When the student is not present or refuses to remove a personal lock, a school official or outside agency will be permitted to do so for the student. If there is a charge, the parent/legal guardian may be responsible for paying the agency. Results of such searches shall be immediately communicated to the drug program coordinator.

## IX. NOTICE REQUIREMENTS

The basic provisions of this policy and/or any modifications of this policy shall be made available to students by school officials in a timely manner. In addition, certified employees shall, prior to the beginning of each respective activity (i.e., football practice, marching band practice, etc.), discuss with student participants and parents the specific provision of this policy. The discussion shall include, but not be limited to, the following topics: purposes of the policy, random sampling procedures, sample collection procedures, reporting procedures, and confidentiality requirements.

**X. EXTRACURRICULAR ACTIVITY LIST**

Our drug testing policy states that students will be randomly chosen from the rosters of junior and senior high school (grades 7 through 12) extracurricular activities. Extracurricular activities are defined as any school sanctioned or sponsored activity outside of the regular classroom. These may include, but are not limited to:

• Band	• Band auxiliaries	• Baseball	• Basketball
• Builder’s Club	• Chess Team	• Cheerleading	• Chorus
• Cross-Country Track	• DECA (Distributive Education)	• FCA (Fellowship of Christian Athletes)	• FBLA (Future Business Leaders of America)
• FHA (Future Homemakers of America)	• First Priority	• Football	• Foreign Language Club
• Golf	• Gospel Choir	• Honor Society	• Interact Club
• Keller Club	• Key Club	• Mu Alpha Theta	• Newspaper Staff (Hi-Lites)
• Scholar’s Bowl	• Science & Ecology Club	• Science Olympiad	• Show Choir
• Soccer	• Softball	• Student Council	• Step Team
• Tennis	• Track	• Volleyball	• Yearbook Staff (Demitasse)

**ADMINISTRATION OF MEDICATIONS  
AT SCHOOL**

Procedures for parents to follow if it is essential that student receive medication during time at school:

- a. Students may not bring any medication, whether prescription or “over-the-counter,” to school. If it is necessary for a student to have access to or receive medication at school, the medication must be delivered to the school by a parent or guardian. The quantity acceptable to keep at school may be restricted. Students found possessing medication will be subject to disciplinary action under Section 3.07 of the Code of Student Conduct.
- b. Prescription drugs may be dispensed by school staff only after submission of a completed and executed “Permission for Medication Administration at School” form. The prescribing physician must complete all applicable parts of the form in full and execute the form. Any instructions regarding administration must be specific and not dependent on the judgment and discretion of school staff.
- c. The “Permission for Medication Administration at School” form must also be signed by a parent or guardian, and the form returned to the applicable school.
- d. All prescription medication must be provided in the container received from the physician or pharmacist with the original label from the doctor or pharmacist attached. This label must designate the student’s name, the name of the medication, the medication dosage, and time of administration.
- e. Each parent or guardian is responsible for maintaining a record of the date and quantity of medication provided to the school and for replenishing the school’s supply when needed.
- f. A new permission form must be submitted each school year. A new permission form must also be submitted in the event of a medication change or a change in the physician who prescribed the medication.
- g. Medication forms are available in the main office of each campus and on the SCS website at [www.scs.k12.al.us](http://www.scs.k12.al.us).
- h. It is extremely important to keep emergency contact information up to date at all times (person to be notified and telephone number, physician’s name and telephone number, any special health conditions – seizures, asthma, allergies, diabetes, etc.).

**DISCIPLINE**

Violations of the SHEFFIELD CITY Board of Education’s Code of Student Conduct are generally grouped into three classes — Minor Offenses (Class I), Intermediate Offenses (Class II) and Major Offenses (Class III). **The disciplinary procedures for each class may be different, depending on the recommended action which is to be taken.**

Some problems are best handled by classroom personnel without resorting to the more formal procedures contained within

this Code of Student Conduct. Accordingly, each classroom teacher may deal with general classroom disruption by taking in-class disciplinary action, by making oral or written contact with the child's parent or guardian when feasible, and by scheduling conferences with parents, guardians and other school staff. If the action taken by the teacher is ineffective or the disruption is, in the teacher's judgment, sufficiently severe, the student may be referred to the principal or his or her designee.

When a student is referred to the principal or his or her designee, the principal will then have the discretion to determine the nature and classification of the offense committed by the student. Each student will be allowed to provide an explanation — to admit or refute any charges — prior to any final disciplinary action taken.

For any offense for which an in-school parental conference is required, it is the parent's or guardian's responsibility to make arrangements for the conference within twenty-four (24) hours of being notified of the problem. No student will be allowed to return to school until the parent or guardian conference is held. Only the parent having primary physical custody, or the parent listed on the birth certificate, or the court appointed legal guardian will be allowed to attend the Class III Hearing held at the Central Office.

For offenses which are being investigated as a Class III offense, the principal or designee should apprise the student of the suspected or pending charges and should provide the student with an opportunity to admit or refute those charges. This process is called a "*Disciplinary Hearing*." It should be noted that any statement the student makes may be used to prove the student's culpability regarding the charge. Any charges involving alcohol, drugs, weapons, aggressive behavior, or a suspected crime may result in intervention by law enforcement authorities or the Department of Human Resources. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

Following the disciplinary hearing and review of the facts surrounding the charge, if the principal or his/her designee believes the student to be guilty of a charge scheduled under Class III Offenses, the student will be suspended, pending a hearing at the SHEFFIELD CITY Board of Education's Student Services Department. This suspension is often called a "*Suspension to the Student Services Department*". The administrative hearing at the Student Services Department is to determine both whether a student is guilty of the charged offenses and the appropriate disciplinary action which should be taken if the student is found to have committed the offenses charged.

All suspensions subject to an administrative hearing will remain in full force and effect until either an administrative hearing is held or the student is expelled. The local school administration will set up a time for the parent, student, and school administrator to meet for an administrative hearing with a Student Services supervisor. School officials should forward a copy of the Due Process Referral Form for Class III Offenses and other pertinent information to the office of the Director of Student Services.

## DISCIPLINARY ACTION DEFINITIONS

This Code of Student Conduct prescribes that certain disciplinary action may be taken in response to student behavior. The following descriptions should provide general explanations of some of the ways discipline may be applied. However, the following is not exhaustive, and will not limit the discretion of the local school or Board employees regarding disciplinary alternatives.

- **Alternative School** – Alternative school is located at Sheffield High School. Students assigned to the alternative school by the Sheffield City School's Student Service Department will be required to attend for the duration specified by the hearing officer and be in good standing each day. Hours for alternative school are from 7:30am until 3:15pm. Parents/guardians must drop-off and pick-up students. Students are not authorized to drive or walk and must be signed in and out each day.
- **Required In-School Parental Conference:** A required in-school parental conference is a meeting at the school with the principal or his/her designee, parent(s) or guardian and student to resolve the disciplinary problem. After notification of the problem, it is the parent(s)' or guardian(s)' responsibility to make arrangements for the conference within 24 hours.
- **Detention:** Assignment to a designated room on a school campus, outside the regular school day, for a specified period of time (generally one or two hours before/after school one or two days a week). Detention hours will include school/community service. A failure to comply with school detention procedures will result in additional disciplinary action.
- **Positive Alternative to School Suspension (PASS):** When a student is put on in-school detention, he or she is removed from the traditional classroom environment and put into a special suspension classroom on Sheffield City School's property, led by a teacher or team of teachers. The suspension may last a few days or weeks, depending on the student's offense, and the student may be warned that future offenses could result in additional disciplinary actions. For the length of the PASS assignment, the student reports for classes in the suspension room, and he or she is expected to complete homework assignments, work on projects, engage with other students, and, of course, show up for class. **PASS begins at 7:50am and ends at 2:53pm for grades 7-12) and 8:00-2:00 at LEW. A notification conference is**

required prior to the start of the PASS assignment. Students in PASS are not authorized to participate in any extracurricular activities until the completion of the assigned term.

- **Saturday (Friday) School Detention-Students may be assigned to Saturday School for a minimum of four hours** for community service or **attendance** on one of Sheffield City School campuses. Students are expected to participate in community service, complete written assignments or a combination of the two may be required during Saturday School. **Parents will be required to bring and pick-up students who are assigned Saturday School.** Breakfast or lunch will not be provided for Saturday School.
- **Suspension:** Suspension is a temporary removal of a student from his or her regular program and from the school. When suspended, a student is prohibited from entering into any SHEFFIELD CITY public school property and from attending or participating in school or Board-related activities (for example, athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds. Violation of this rule will result in additional charges of trespassing against the student. The number of all out of school suspensions is noted on the annual SIR report (Alabama School Incident report) that each system is required to submit to the State Department of Education. School suspensions that occur anytime during the school year are noted on this report. Local school suspensions will affect a student's opportunity to participate in certain school activities and exemptions from exams throughout the school year. Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises. Students who are suspended are required to complete all missed work. Any work received during the suspension will receive credit. All suspended students must have a parent conference with the administrator prior to returning to school.
- **School Bus Suspension:** School bus suspension is the denial of the privilege of being allowed to ride a school bus, based on conduct generally occurring while a student is riding, preparing to ride, waiting to ride or traveling to ride a public school bus.
- **Driving Privilege Suspension:** The driving of vehicles to school by students is considered a privilege. Driving privileges may be revoked at the discretion of the principal.
- **Corporal Punishment:** Corporal punishment is defined as bodily punishment by use of a paddle on the buttocks and may be used as a disciplinary option as prescribed herein. It shall not be administered as punishment for failing grades, nor in the presence or sight of students engaged in instructional activities. Corporal punishment shall be administered by the principal or his/her designee. A certificated person other than the one administering the punishment shall be a witness to all such incidents. Parental approval of corporal punishment shall not be required prior to its administration; however, a parent's written request to restrict the use of corporal punishment shall be respected.
- **Off Campus Educational Alternative Programs:** Sheffield City Schools may offer a non-traditional off campus educational alternative program (EAP) in lieu of permanent expulsion. At the discretion of the Student Services Department, a student may be placed out of school for 30-60 days with the student using a Board approved web-based educational program. Students assigned to the off campus educational program must complete all assigned work modules off campus and take weekly/unit assessments under the guidance of the Alternative School instructor on campus. Students assigned to this program are "not" authorized to participate in any extracurricular activities, attend any school related activities, nor be on any Sheffield City Board of Education property without authorization. During time allocated under the EAP, students may be assigned mandated counseling sessions, community service hours, and additional work assignments. Special education students will be afforded the necessary accommodations as outlined in their current IEPs during their assigned days to the program.
- **Expulsion:** Expulsion is the removal of a student from the SHEFFIELD CITY school system. An expelled student shall not attend SHEFFIELD CITY schools, enter onto any Board property, or attend or participate in any school or Board-related activities, regardless of the nature or location of the activity. Any student removed from the school system who is found in violation of the above will be considered trespassing.

**Discipline - Exceptional Education:** For students with disabilities as defined by law, the procedures and consequences specified in this Code of Student Conduct may be modified on a case-by-case basis based upon the unique circumstances, the student's disability, the student's IEP, or the requirements of federal or state law. In all cases, this Code of Student Conduct will be construed and applied so as to comport with applicable laws and regulations governing the discipline of students with disabilities.

Suspensions of students with disabilities shall conform to generally applicable substantive and procedural criteria. However, suspensions that exceed ten consecutive school days or otherwise constitute a change of placement shall not be implemented without prior consultation with the Exceptional Education Department. Disciplinary action resulting in permanent or indefinite cessation of educational services to student with disabilities should not be approved without prior consultation with the Exceptional Education Department. Refer to "Discipline of the Exceptional Education Student" compiled by the Exceptional Education Department.

- **Conduct Grades** are not used in establishing academic honor rolls. However, the student's conduct may prevent them from participating in honor societies, scholarship opportunities or field trips.

## APPEALS

Students charged and disciplined under Class I or Class II procedures will not have the right to appeal any decision beyond the local school level. However, students charged under the Class III schedule may request an appeal of the decision of the Sheffield City Superintendent. If the recommendation of the Hearing Officer or the Superintendent is expulsion, the Sheffield City Board of Education shall make the final determination. Appeals to the Board of Education for an expulsion must be done in writing within the first five days after the expulsion board meeting. New evidence to contradict the existing decision should be presented. While awaiting an appeal, the student is expected to begin his or her assigned discipline and not return to school until after the new decision of the board.

### CLASS I - MINOR OFFENSES

- 1.00 CONTINUED FAILURE TO BRING MATERIALS TO CLASS
- 1.01 ELECTRONICS (This does not include cell phones)  
Unauthorized possession of audio and/or video devices or other similar devices/materials (this includes but is not limited to tapes and CDs).
- 1.02 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 which cannot be corrected by appropriate classroom management.
- 1.03 HORSEPLAY/SHOVING/RUNNING
- 1.04 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION  
Including, but not limited to embracing, kissing, groping, etc.
- 1.05 NON-DIRECTED USE OF PROFANE OR OBSCENE LANGUAGE
- 1.06 POSSESSION OF A LASER POINTER OR OTHER SIMILAR DEVICES
- 1.07 MINOR DISRUPTION ON A SCHOOL BUS  
As defined by classroom behavioral standards.
- 1.08 NONCONFORMITY TO DRESS CODE
- 1.09 UNEXCUSED TARDIES –
  - Grades K-5 Reporting late to or departing early from school a total of three (3) times.
  - Grades 6-12 Reporting late to or departing early from class a total of three (3) times. Incremental increases of three (3) will result in movement to the next offense.
- 1.10 ANY OTHER MINOR VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CATEGORY

### CLASS I - DISCIPLINARY ACTION

Class I offences are generally handled by good classroom management and are *handled within the teacher's classroom management procedures*. However, if the negative behavior continues despite those procedures, an office referral may be warranted. The principal or his/her designee may administer the following consequences:

Tier I will align with the district class I discipline form.

- DISCIPLINARY ACTION/MINOR OFFENSES – CLASS 1
  - Administrative Options for Elementary Students (Grades K-6)
    - In-school conference and parental or guardian contact when warranted.
    - Parental contact and disciplinary action.
    - In-school disciplinary action such as change in student's seating, corporal punishment, detention, Positive Alternative to School Suspension (PASS), probation, suspension at the discretion of the principal or designee, or work assignments before or after school. (Beginning with the 2<sup>nd</sup> PASS referral students may not ride the bus).
  - Administrative Options for Secondary Students (Grades 7-12)
    - In-school conference and parental or guardian contact when warranted. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.
    - In-school disciplinary action such as change in student's seating, corporal punishment, detention, Positive Alternative to School Suspension (PASS), assignment to Saturday School, probation,

suspension at the discretion of the principal or designee, or work assignments before or after school. (Beginning with the 2<sup>nd</sup> PASS referral parking privileges at Sheffield High School will be revoked, and parent/guardian/emergency designee must sign their child in to school and out from school with the PASS Teacher each day).

- Repetitive Class I offenses will become a Class II offense.

**First Offense:** Teacher/student/administrator conference, parental contact and required academic or work assignment.

**Second Offense:** Teacher/student/administrator conference, parental contact, one hour of after school detention, and loss of privilege (recess, silent lunch, etc.), and additional work assignment(s).

**Third Offense:** Required in school parental conference. Up to two (2) hours of “out-of-school detention, loss of privileges, and additional work assignment(s). Students cannot return to school until the parental conference is held or conference is arranged by school administration. Office referral.

CLASS I OFFENSES MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL.

## CLASS II - INTERMEDIATE *OFFENSES*

### 2.00 BATTERY UPON STUDENTS

Actual and intentional striking of another student against the will of the other student, causing bodily harm to the individual. This will result in an automatic suspension of up to three (3) days from school.

### 2.01 CHEATING / PLAGIARISM

In addition to any disciplinary action appropriate to this offense, cheating or plagiarism will result in a grade of zero.

### 2.02 COMPUTER ACCESS

Any violation of the Student Network Access and Acceptable Use Agreement.

### 2.03 CRIMINAL MISCHIEF / VANDALISM

Intentional and deliberate action resulting in injury or damages of less than \$200.00 to public property or the real estate or personal property of another. Restitution will be required.

### 2.04 DEFIANCE OF AUTHORITY / DISRESPECT

Willful disobedience of a direct order of instruction of, refusal to comply with directions of, or verbal or non-verbal conduct and/or behavior that is rude or discourteous to, a school board employee or other adult in the school in an official capacity such as a School Resource Officer or substitute teacher.

### 2.05 DISORDERLY CONDUCT

Any act which substantially disrupts the orderly conduct of the school learning environment or a school function or poses a threat to the health, safety and/or welfare of students, staff or others, including, but not limited to, making unreasonable noises, disrupting any lawful assembly or meeting, or obstructing vehicular/pedestrian traffic.

### 2.06 UNAUTHORIZED COMMUNICATION DEVICES - Students may not have cellular phones on their person during the academic school day which begins at the tardy bell and ends upon the last bell of the day. All cell phones should be secured in the student's locker with no exceptions.

Use of wireless communication devices such as cellular telephones, iPads, iPhones, EBooks, or other electronic communication devices are prohibited during school hours or while being transported on a school bus without specific authorization by school officials. Such devices are subject to confiscation and search in accordance with applicable law and board policy 6.15 Searches. A student who uses a communication device in a manner that constitutes a Class III offense will be disciplined accordingly. Cellular telephones must be OFF and placed in the student's locker upon arriving at school.

### 2.07 FALSE INFORMATION

Making false accusations or giving intentionally false information to a school board employee or any other adult at the school in an official capacity such as the School Resource Officer or substitute teacher including, but not limited to, providing false verbal accusations or information, forgery of school notes, re-admittance slips, tardy slips, excuses, report cards, field trip forms or any other material required by the school.



## **2.08 FIGHTING**

Physical conflict (e.g., fisticuffs) between two (2) or more individuals. This will result in suspension of up to three (3) days from school (\*\* See page 8 under Class III 3.16). All parties involved in a fight are subject to disciplinary action.

## **2.09 HARASSMENT OR BULLYING**

With intent to harass, annoy, intimidate, or alarm whether socially, physically, or emotionally, a student:

- A. strikes, shoves, kicks, or otherwise touches a person or subjects him/her to physical contact;
- B. directs abusive or obscene language or makes an obscene gesture towards another person;
- C. makes a threat, verbal or non-verbal, that will cause the student who is the target of the threat to fear for his/her own safety; or
- D. uses any form of written or electronic communication in a manner likely to harass or cause alarm;
- E. uses speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, handicap, religion, sexual orientation or national origin;
- F. touches another with sexual connotations or makes written or verbal propositions to engage in sexual acts.

Such activity may result in suspension of up to three (3) days from school. See Anti-Harassment Policy (SCS 6.24) and Reporting Form on page 20.

**\*All threats will be taken seriously. A Threat Assessment will be conducted by the School threat assessment team for students directly or indirectly threatening to harm a person, group, and/or entire school. The Threat Assessment Team will determine the severity of the threat and the appropriate actions.**

## **2.10 INTERMEDIATE BUS OFFENSES (See Transportation – School Bus Code on page 9)**

### **2.11 PARTICIPATION IN ILLEGAL ORGANIZATIONS**

Participation in any illegal organization, secret societies, or any group characterized by territorial concerns, symbols, special dress and/or colors, or where group members and others recognize or perceive themselves as a gang; the wearing of clothing, possession of writings or drawings or the use of gestures which indicate gang affiliation or participation in any illegal organization.

### **2.12 POSSESSION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL**

### **2.13 PROFANITY / VULGARITY**

Directing obscene or profane language or gestures toward another (Grades K-5). Such activity may result in an automatic suspension of up to three (3) days from school. (Grades 6-12 see 3.15)

### **2.14 PROHIBITED OBJECTS**

Possession, sale or use of any object that can be used in an intimidating or threatening fashion that has the potential to cause harm or put student learning or participation in school activities at risk. These items include, but are not limited to, lighters and matches, laser pointers hair picks, or other similar devices; small “pen knife” or similar instrument that would not normally be considered a weapon or any facsimile or other item resembling a firearm that is not being used for the purpose that it is normally intended. Also included in this category are the possession and/or sale of fireworks, firecrackers or stink bombs. The use of firecrackers, fireworks or stink bombs may be considered a Class III offense (see 3.08).

### **2.15 STEALING**

The intentional unlawful taking and/or carrying away of property valued at less than \$100.00, belonging to or in the lawful possession or custody of another, or possessing such property that has been stolen with the knowledge that it has been stolen. Restitution will be required. Found property should be turned into school officials immediately.

### **2.16 TOBACCO (Possession/Use)**

The possession, distribution, sale/transfer or use of tobacco products or tobacco facsimiles such as an electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV), or electronic nicotine delivery system (ENDS), or smokeless cigarettes on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation. **The consequences below are for students grades 3-12:**

- **1st Offense- Automatic 5 Days PASS**
- **2nd Offense- Automatic 5 Days OSS & 5 Days PASS**
- **3rd Offense- CLASS 3.23 Referral**

**\*Students in grade PreK-2nd will follow the Class II guidelines listed below.**

## **2.17 TRESPASSING**

To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, or to enter and remain on a campus or school board facility after being directed to leave by chief administrator or designee of the facility, campus, or function.

## **2.18 UNAUTHORIZED ABSENCE**

Any unexcused absence as determined by the local school administrator. Included in this category is skipping, cutting class, and leaving school grounds without permission.

## **2.19 GAMBLING**

Any participation in games of chance, such as flipping coins, matching, etc., for money and/or other items of value. Unauthorized possession of cards and/or dice or any participation in games involving these items.

## **2.20 BUYING OR SELLING UNAUTHORIZED ITEMS AT SCHOOL**

This would include items such as candy, food, toys, or novelties.

## **2.21 WILLFUL DISOBEDIENCE**

Recurring minor violations of the Code of Student Conduct as determined by the school administrator which disrupts the orderly conduct of a school function. These violations include, but are not limited to, the following:

A. Multiple Class I offenses

B. Any other violation which the principal may reasonably deem falls in this category.

\*\* Some of the conduct prohibited under Class II of this Code may, under extenuating or aggravating circumstances, be considered under one or more of the Class III offenses in this Code. Whether conduct is most appropriately classified as a Class II or Class III offense shall depend on specific circumstances and is at the discretion of the school board administration. Students may be referred to the Juvenile court system.

# **CLASS II - DISCIPLINARY ACTION**

## **DISCIPLINARY ACTION/MAJOR OFFENSES – CLASS II**

### Administrative Options for Elementary Students (Grades K-6)

1. Parental or guardian contact and disciplinary action.
2. Out of school detention to include Saturday School with community service.
3. Positive Alternative to School Suspension (PASS) (Beginning with the 2<sup>nd</sup> PASS referral students may not ride the bus).
4. Corporal punishment.
5. Suspension for one (1) to five (5) school days. Additional days may be added with Student Services permission.
6. Possible referral to Juvenile Court System
7. Suspension to Student Services Department at Sheffield City Schools Board of Education
  8. Other disciplinary actions may be taken based on the severity of the offense and also administrative discretion.

### Administrative Options for Secondary Students (Grades 7-12)

1. Parental or guardian contact and disciplinary action.
2. Out of School Detention to include Saturday School with community service
3. Assignment to Positive Alternative to School Suspension (PASS) (3, 5, or 7 days) beginning with the 2<sup>nd</sup> PASS referral or any referral of 3 days or more students may not ride the bus to Sheffield Middle School and Sheffield High School, and parking privileges at Sheffield High School will be revoked, and parent/guardian/emergency designee, must sign their child into and out from school with the PASS Teacher each day).
4. Suspension for one (1) to five (5) school days. Additional days may be added with Student Services permission.
5. Suspension to Student Services Department at Sheffield City Schools Board of Education.
6. Referral to Juvenile Court (No later than the 2<sup>nd</sup> Out of School Suspension).
7. Other disciplinary actions may be taken based on the severity of the offense and also administrative discretion.

## **FIRST OFFENSE**

Grades K – 6

### **Required parental conference.**

Up to three hours of “out-of-school detention,” up to two days of in-school detention depending upon availability at the local school, or Corporal punishment may be administered in accordance with SHEFFIELD CITY Board of Education policy. (Exceptions - Offenses 2.00 and 2.08)

Grades 7 – 12

**Required parental conference.**

Up to four hours of “out-of-school detention” or up to three days of in-school detention depending upon availability at the local school or Saturday school of four (4) hours of community service. (Exceptions - Offenses 2.00, and 2.08)

**SECOND OFFENSE**

Grades K – 6

**Required parental conference**

Up to four hours of “out-of-school detention”, up to three days of in-school detention depending upon availability at the local school or up to one day suspension. Corporal punishment may be administered in accordance with SHEFFIELD CITY Board of Education policy. (Exceptions – offenses 2.00 and 2.08)

Grades 7 – 12

**Required parental conference**

Up to six hours of “out-of-school detention” or up to four days of in-school detention or eight (8) hours of Saturday school with community service or up to two-day suspension. (Exceptions - Offenses 2.00, and 2.08)

**THIRD OFFENSE**

Grades K – 6

**Required in-school parental conference**

Up to six hours of out of school detention or four days in Positive Alternative to School Suspension (PASS) or Up to two day suspension. Student should be referred to the school’s counseling department or Student Support Team (SST) for behavioral plan and intervention strategies. (Exceptions - Offenses 2.00 and 2.08)

Grades 7 – 12

**Required in-school parental conference.**

Up to three days suspension or 12 hours of Saturday school or extended stay with PASS not to exceed 10 days. Student should be referred to the school's counseling department or Student Support Team (SST) for behavioral plan and intervention strategies. Possible referral to Juvenile Court System.

**FOURTH OFFENSE**

Grades K – 6

**Required parental conference**

Up to three days suspension. (Exceptions - Offenses 2.00 and 2.08)

**Must** be referred to counseling department and SST. Possible referral to Juvenile Court System.

Grades 7 – 12

**Required parental conference.**

Up to five days suspension. Student must be referred to the school's counseling department or Student Support Team (SST). Referral to Juvenile Court System.

**FIFTH OFFENSE**

Grades K – 6

**Required parental conference**

Up to four days suspension. Referral to Juvenile Court System and review of Behavior Plan

Grades 7 – 12

Same as Class III offense.

**SIXTH OFFENSE**

Grades K – 6

**Same as Class III offense.**

Grades 7 – 12

Not applicable.

Class II Offenses **may not** be appealed beyond the local school level.

Intervention and/or prosecution by law enforcement authorities will be sought where necessary or appropriate.

A student, who has been assigned to SCS through the Colbert County Attention Home, will be suspended to the Student Services Department upon commission of their first Class II offense.

**NOTE:** Out-of-School Detention time may be scheduled by the administrators to include hours before or after school or on Saturday.

## CLASS III - MAJOR OFFENSES

### 3.00 ALCOHOL

Unauthorized possession, transfer, sale or use of, or the intent to use, buy, possess, transfer or sell, alcoholic beverages at school, school-sponsored events, or on school-sponsored transportation; being intoxicated or under the influence of alcohol at school, school-sponsored events, and on school-sponsored transportation.

### 3.01 ARSON

Intentionally damaging a building, structure, contents of any building, or other school property, or placing such building, structure, contents of any building or other school property at risk of damage, by starting and maintaining a fire or causing an explosion.

### 3.02 ASSAULT

Intentionally causing great bodily harm, disability or permanent disfigurement to another person, or recklessly using a deadly weapon or dangerous instrument to cause this harm.

### 3.03 BATTERY UPON A SCHOOL BOARD EMPLOYEE

Unlawful and intentional touching or striking of, or intentionally causing bodily harm to, a School Board employee or any other adult at the school in an official capacity such as the School Resource Officer or substitute teacher against his/her will.

### 3.04 BOMB THREATS

To unlawfully place any person in fear of bodily harms or of damage to property by threat of explosives by any means of communication, regardless of whether or not a bomb or other explosive device actually exists.

**\*All threats will be taken seriously. A Threat Assessment will be conducted by the School threat assessment team for students directly or indirectly threatening to harm a person, group, and/or entire school. The Threat Assessment Team will determine the severity of the threat and the appropriate actions.**

### 3.05 BURGLARY / BREAKING AND ENTERING

Unlawful entry into a building, other structure, or school board vehicle with the intent to commit a crime, or breaking, entering or remaining in a building, structure, or school board vehicle without justification during the hours the premises are closed to the public.

### 3.06 CRIMINAL MISCHIEF / VANDALISM

Willful and malicious injury or damages in excess of \$200.00 to public property, or to real or personal property belonging to another. Restitution will be required...anything over \$200.00

### 3.07 DRUGS

Unauthorized possession, transfer, sale or use of drugs or drug paraphernalia (including, but not limited to, syringes, water pipes, roach clips, pot pipes, bongs, rolling papers etc.); the intent to use, buy, sell drugs **or share**; being under the influence of drugs at school, school-sponsored events, or school-sponsored transportation. "Drugs" includes all illegal controlled substances, prescription drugs, over-the-counter medications, substances other than drugs which by dosage unit, appearance (including color, size, shape and marking) and/or by representations made would lead a reasonable person to believe that the substance is a controlled substance, or other substances with a potential for abuse which might create a hazard to the user's health or safety or the health or safety of another.

**\*Students must comply with the Medication Policy. See ADMINISTRATION OF MEDICATIONS AT School on Page 28.**

**\*\* Some of the conduct prohibited under Class III of this Code may, under extenuating or aggravating circumstances, be considered under one or more of the Class II offenses in this Code. Whether conduct is most appropriately classified as a Class II or Class III offense shall depend on specific circumstances and is at the discretion of the school board administration.**

### 3.08 EXPLOSIVES

Preparing, possessing, selling, or using on School Board property, explosives which have the potential to cause serious bodily injury or property damage. Explosives or explosive devices include, but are not limited to, the following examples: live projectiles, fireworks, firecrackers, stink bombs, tear gas, pepper spray, or other chemical weapons or devices.

### 3.09 FIRE ALARM

Unjustified activation of a fire alarm system or tampering with any component of a fire alarm system.

### **3.10 FIREARMS**

Possession, sale/transfer, or use of a firearm is punishable by expulsion as provided by law and board policy 4.2.1 Prohibition on the Possession of Firearms. Every kind of firearm is prohibited, including but not limited to handguns, pistols, rifles, shotguns, starter guns, and other destructive devices or components of such devices that may be readily converted or assembled. See *"It's the Law!"* on page 44.

### **3.11 HAZING**

Any willful action taken or situation created, whether on or off the school premises, which recklessly or intentionally in connection with initiation into or affiliation with any organization or group, endangers the mental or physical health of any student. Infractions in this category may include, but are not limited to, such examples as striking, beating, bruising, maiming, threatening to strike, beat, bruise or maim, or threatening or attempting to do physical violence to any student in connection with initiation into or affiliation with any organization or group. The term hazing as defined herein does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with an initiation into or affiliation with or compelling membership into any organization or group.

### **3.12 INCITING OTHERS**

Inciting, promoting, publicizing, participating in, leading, encouraging or assisting in a major disturbance which results in destruction or damage to private or public property, personal injury, substantial disruptions to the orderly learning environment, or which poses a threat to the health, safety and/or welfare of students, employees or others.

### **3.13 KNIFE**

Possession, sale, use or the intent to use a knife. The term "knife" includes but is not limited to pocket knives, switchblades, hunting knives, razor blades, or box cutters. Infractions in this category also include possession of any knife or other instrument such as a hair pick, scissors, or pen which is used in a threatening manner and which is perceived by the individual being threatened as capable of inflicting physical harm.

### **3.14 LARCENY / THEFT**

The intentional unlawful taking and/or carrying away of property belonging to an individual or the school system, valued at \$100.00 or more, or possessing such property that has been stolen, with knowledge that it has been stolen. Found property should be turned into school officials immediately.

### **3.15 PROFANITY / VULGARITY**

Directing obscene or profane language or gestures toward a school board employee, or any adult at the school in an official capacity such as the School Resource Officer or substitute teacher. (Grades K-12)

### **3.16 OTHER OFFENSES REASONABLY LIKELY TO CAUSE GREAT HARM TO PERSON OR PROPERTY OR SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:**

- A. Aggravated fighting involving two (2) or more participants under any of the following circumstances: (All parties involved in a fight are subject to disciplinary action).
  - 1. when fight has reasonable potential to cause injury to those other than the participants;
  - 2. which is premeditated by one or more of the participants/is intentionally carried out in isolation (restroom, locker room, etc.);
  - 3. which occurs in congested areas, during class changes, or where other students, employees, parents or the public are subjected to potential harm as a result of the fight;
  - 4. which continues despite specific contemporaneous instructions to cease by a teacher or other adult acting in an official capacity; or
  - 5. which occurs on a school bus while the school bus is in motion.
- B. Participating in an incident that is gang related, gang motivated, or that gang activity participation or motivation is a contributing factor to the incident that puts student learning or participation in school activities at risk.
- C. Any act on a school bus that has the potential to cause great harm to the passengers, driver or property surrounding the bus.
- D. Any other violation which the principal may reasonably deem falls in this category.
- E. Any student videoing a fight or lewd act on school grounds or **videoing in a classroom during a school activity or instruction without teacher permission**, posting or sharing of such videos, or using the video to propagate the incident will also face disciplinary action under a Class III offense.

### **3.17 ROBBERY**

Taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or violence and/or by putting the victim in fear.

### **3.18 SEXUAL BATTERY**

Forcible offenses including rape, attempted rape, and/or offensive touching of a sexual nature against another's will or when the victim is incapable of giving consent.

### **3.19 SEXUAL HARASSMENT**

Unwelcome, repeated, verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, or interferes with school performance. Sexual harassment may consist of, but is not limited to, such acts as leering, pinching, grabbing, touching, suggestive comments, jokes or behaviors; pressure to engage in sexual activity; using the computer or any type of electronic device to send sexual messages, spreading sexual rumors; or pulling others' clothing to expose body parts. (Refer to the SHEFFIELD CITY Board of Education policy on sexual harassment in the Code of Student Conduct for further clarification.)

### **3.20 SEXUAL OFFENSES OR LEWD BEHAVIOR**

Acts of a sexual or lewd nature including, but not limited to the following examples:

- A. Indecent exposure which may be defined as exposing body parts under circumstances in which the conduct is likely to cause affront or alarm in a public place or to be seen by others from private premises;
- B. Possession, sale, transfer, distribution or use of obscene, pornographic or sexually explicit material;
- C. Sexual contact, sexual intercourse, or other behavior or conduct intended to result in sexual gratification which is not taken by force or threat of force and where the conduct is consensual.

### **3.21 THREAT / INTIMIDATION (OF SCHOOL BOARD EMPLOYEE)**

A threat to do bodily harm or violence to a school board employee or any other adult at the school in an official capacity such as the School Resource Officer or substitute teacher by word or act, cyber bullying, or intimidation that may induce fear into another. Incidents under this infraction may include, but are not limited to the following examples; a threat to kill, maim or inflict serious harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object, or other object which may be perceived by the individual being threatened as capable of inflicting bodily harm. Any threat, whether made on or off campus, in the form of a hit list, writing, statement, or communication evidencing a plan or intent to do violence to another may also be included in this category.

**All threats are taken seriously. The School threat assessment team will conduct a Threat Assessment for students directly or indirectly threatening to harm a person, group, and/or entire school. The Threat Assessment Team will determine the severity of the threat and the appropriate actions.**

### **3.22 THREAT / INTIMIDATION (OF STUDENT)**

A threat to do serious bodily harm or violence to another student by word or act, cyber bullying, or intimidation that may induce fear into another. Incidents under this infraction may include, but are not limited to, the following examples: a threat to kill, maim or inflict serious harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object, or other object which may be perceived by the individual being threatened as capable of inflicting bodily harm. Any threat, whether made on or off campus, in form of a hit list, writing, statement, or communication evidencing a plan or intent to do violence to another may also be included in this category. See Anti-Harassment Policy and Reporting Form on page 28.

**All threats are taken seriously. The School threat assessment team will conduct a Threat Assessment for students directly or indirectly threatening to harm a person, group, and/or entire school. The Threat Assessment Team will determine the severity of the threat and the appropriate actions.**

### **3.23 TOBACCO (USE)**

Use of tobacco products or e-cigarette products

**\*See Tobacco Possession/Use Class 2.16**

### **3.24 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING:**

- A. Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
- B. Computer tampering which causes a major disruption in the educational or administrative process. Student must also pay restitution for the cost of repairs.
- C. Distribution of restricted computer passwords.

D. Introduction of unauthorized software into computer system.

**All threats are taken seriously. The School threat assessment team will conduct a Threat Assessment for students directly or indirectly threatening to harm a person, group, and/or entire school. The Threat Assessment Team will determine the severity of the threat and the appropriate actions.**

### 3.25 WEAPONS

Possession, sale/transfer, or use of any weapon or dangerous instrument is prohibited. Such items include but are not limited to metallic knuckles, martial arts devices, explosives, projectiles, knives, archery equipment, bb/air guns or other devices designed to expel projectiles at a high rate of speed, any device classified as a weapon by state or federal law, and any device or instrument, regardless of its normal use and purpose, that is used or intended to be used in such a manner as to inflict bodily harm or physically intimidate a person.

**All threats are taken seriously. The School threat assessment team will conduct a Threat Assessment for students directly or indirectly threatening to harm a person, group, and/or entire school. The Threat Assessment Team will determine the severity of the threat and the appropriate actions.**

### 3.26 WILLFUL DISOBEDIENCE

Recurring, intentional violation of the Code of Student Conduct as determined by the school administrator which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. Infractions in the category include, but are not limited to, the following examples:

- A. Multiple Class II offenses;
- B. Refusal by student(s) to honor any lawful request made by the administration (Grades 6-12).

## CLASS III - DISCIPLINARY ACTION

### DISCIPLINARY ACTION/MAJOR OFFENSES – CLASS III

#### Administrative Options for Elementary Students (Grades K-5)

1. Immediate suspension to the Student Services Department at the Board of Education
2. Referral to law enforcement
3. Investigate to see if expulsion is warranted
4. If expulsion is not warranted, an off campus Educational Alternative Program (EAP) will be assigned. Consideration will be given to the age of the child, seriousness of the offense, and prior offenses. Students assigned under an EAP must have a parent or guardian accompany them while on campus to take written assignments. A re-entry conference with the principal is required before returning to base school.
5. Referral to Juvenile Court
6. Expulsion from Sheffield City Schools
7. Other disciplinary actions may be taken based on the severity of the offense and also administrative discretion.

#### Administrative Options for Secondary Students (Grades 6-12)

1. Immediate suspension to the Student Services Department at the Board of Education
2. Referral to law enforcement/Juvenile Court
3. Investigate to see if expulsion is warranted
4. Expulsion from Sheffield City Schools
5. If expulsion is not warranted, an Educational Alternative Program (EAP) will be assigned. Consideration will be given to the seriousness of the offense, and students' prior offenses. Students assigned under an EAP must have a parent or guardian accompany them while on campus to take written assignments. A re-entry conference with the principal is required before returning to base school.
6. Students in grades 6-12 will have a minimum stay of 30 days while assigned to the EAP program.
7. Other disciplinary actions may be taken based on the severity of the offense and also administrative discretion.

#### GRADES K-12:

Commission of a Class III offense by any student is punishable by suspension to the Student Services Department. Students should be aware that the hearing officer may recommend expulsion from the SHEFFIELD CITY School System for a Class III offense. Intervention and/or prosecution by law enforcement authorities will be sought where necessary or appropriate. Only the parent(s) having primary physical custody, or the parent(s) listed on the birth certificate, or the court appointed legal guardian(s) will be allowed to attend the Class III Hearing held at the Central Office. After a hearing is confirmed, failure by the parent or guardian to attend the hearing will result in unexcused absences for the student from that point forward until the matter is resolved.

Students transferring in to a SHEFFIELD CITY School with pending discipline may not attend class until discipline status is cleared. A meeting with a representative from Student Services may be necessary. This also applies to students that withdraw from a SHEFFIELD CITY School with a pending Class 3 hearing or discipline consequence.

Felony Charges – If a student is charged with a felony, their parent/guardian should contact the Superintendent/Deputy Superintendent to determine appropriate school placement during this time. Students charged with a felony will not be allowed back on any school property until the appropriate placement is determined.

Graduating seniors who are under suspension at the time of graduation **may be denied** participation in the commencement exercises.

A student, who is assigned to SCS through the Colbert County Attention Home and commits a Class II or Class III Offense during that same school year, will be suspended to the Student Services Department for a Class III Hearing.

#### STUDENTS WITH DISABILITIES (GRADES K-12):

For students with disabilities, the administrative hearing called for in this Code of Conduct and traditionally conducted by the Student Services Department for Class III offenses will be conducted by the student's IEP team. The IEP team will conduct a manifestation determination regarding the conduct in question and will determine the disciplinary consequences, if any, for the offense in accordance with federal and state law. The SCS Special Education Director MUST attend this hearing.

If the student is determined to have committed the offense and the parent wishes to appeal the IEP team's decision regarding disciplinary consequences, the parent should contact the Exceptional Education Department, which will hold an appeal meeting as soon as possible to review the IEP team's decision with regard to the student's guilt and appropriateness of the disciplinary action taken. While awaiting an appeal, the student is expected to begin his or her assignment under their Educational Alternative Program with necessary accommodations. Absences from school after the original hearing date are unexcused unless the IEP team makes a different recommendation.



A determination of the student's status pending the IEP team meeting or the appeal to the Exceptional Education Department will be made on a case-by-case basis in accordance with applicable law.

*Class III hearings will be conducted on the First and Third Tuesday or Thursday of each month. The student services department will determine the times of the hearings. Students pending a class III hearing "may" be suspended OSS or placed in PASS until the date of the hearing.*

## **SCHOOL BUS CODE** ***Responsibilities of Transported Students***

The School Bus Code is a supplement to the Board's Disciplinary Code and has been adopted to enhance safety for all students, board staff and the general public. The school bus is considered an extension of the classroom and all SHEFFIELD CITY Board of Education rules apply while being transported and while waiting at the bus stops. The violation of any school bus rule may result in suspension from the bus in addition to any other disciplinary action prescribed in this Code of Student Conduct. Every student who utilizes transportation services is subject to the SHEFFIELD CITY Code of Student Conduct. **Failure to comply with the following rules may result in an office referral and may result in permanent removal from the bus.**

1. Transportation services are a privilege, not a right.
2. Transportation is available to select SHEFFIELD CITY students that live beyond the legally prescribed two (2) mile walking distance from their zoned school and qualify under the federal desegregation order. Currently, only students in grades k-2 and live within the approved zoning are authorized to ride the school bus at Sheffield City Schools.
3. Students will be assigned to a particular school bus by the appropriate transportation personnel. Students are not permitted to ride any bus other than their regularly assigned bus without written permission from a school administrator.
4. Each student will ordinarily be transported to or from a bus stop in proximity to his/her residence. If a student is to be transported from school to an address other than his/her residence, he/she must go to the same address every day.
5. There will be no transportation provided for students wishing to go to another address for occasional visits, parties, extracurricular activities or other social events, except upon written request by the student's parent or guardian and specific written permission from a school administrator.
6. The location of bus stops shall be determined at the sole discretion of the Transportation Department. All requests for a new/changed bus stop location must be made in writing to the school principal and then forwarded to the Transportation Department. The Transportation Department will make the final decision after conferring with the local school principal.
7. Only students living along a bus route will be assigned to the bus serving that route. Other students will not be allowed to ride unless written permission is obtained from the appropriate transportation personnel.
8. If a student misses the bus at their assigned stop, they should find other means of transportation to school on that occasion and never chase a bus down to another stop. This creates a very dangerous situation for the student which could result in serious injury. Chasing a bus down to board at another stop may result in a bus suspension.
9. In emergency situations, the Transportation Department reserves the right to change bus routes in order to get all the children home in a timely and safe manner. This may include combining double run routes into single run routes which could result in elementary and high school students riding the bus together in these instances.

**Video cameras may be placed on school buses to be used as a tool for school personnel to monitor behavior, and shall not limit the bus driver's authority or the discretion of school officials in implementing and enforcing the provisions of the Code of Conduct and this School Bus Code.**

Any carryon equipment (i.e., book bags, band instruments or uniforms, sports equipment, science projects, school fundraiser items, etc.) must be held by the student owner or placed under the seat and must not interfere with either the seating or the safety of other students on the bus.

## CLASS I - MINOR SCHOOL BUS OFFENSES

- 1.07** Failure to follow proper procedure at bus stops including, but not limited to, the failure to do any of the following:
1. Walk on the left, facing traffic, to the bus stop and stay off roadway at all times while waiting for a bus.
  2. Be at your stop ahead of the scheduled bus arrival time and prepared to board the bus.
  3. Wait until a bus comes to a **COMPLETE** stop and a signal from the driver before attempting to get on or off.
  4. Cross the roadway, if necessary after leaving a bus, in the following manner:
    - a. Make certain that the bus is stationary.
    - b. Upon alighting from the bus, stand on the side of the road at a point ten (10) feet in front of the bus and wait for proper signal to cross.
    - c. Upon signal from driver, look to both the right and left and proceed across the roadway in front of the bus. Never cross behind the bus!
- 1.05** Use of profane or indecent language.
- 1.07** Changing seats or standing while the bus is in motion. Removing seat belts before coming to a complete stop on buses for handicapped students.
- 1.01** Bringing prohibited items aboard the bus including, but not limited to, gum, candy, drinks, audio and/or video devices, laser pointers, or other similar devices.
- 1.07** Moving from a student's assigned seat.
- 1.07** Yelling or speaking in a loud or disruptive manner.
- 1.07** Speaking when approaching or crossing railroad tracks.
- 1.07** Blocking, restricting or otherwise placing objects on or in the aisles, steps or emergency exits.
- 1.07** Failing to secure all items within book bags, back packs or cases. No items should hang from bags, cases or backpacks as it constitutes a safety hazard, (i.e., key chains, toys, scarves).
- 1.07** Any other offense the principal deems to be a minor infraction.

## CLASS I DISCIPLINARY ACTIONS FOR MINOR SCHOOL BUS OFFENSES

### **1<sup>st</sup> BUS INFRACTION:**

Conference with student, warning, parent notification.

### **2<sup>nd</sup> BUS INFRACTION:**

Conference with student, three-five (3-5) day bus suspension, parent conference required.

### **3<sup>rd</sup> BUS INFRACTION:**

Conference with student, five to ten (5-10) day bus suspension, parent conference required.

### **4<sup>th</sup> BUS INFRACTION:**

Conference with student, removal from bus for the remainder of the year, parent conference required.

Additionally, minor school bus infractions resulting in suspension from the bus may be recorded as a Class I offense on a student's discipline tracking form. The principal or the Transportation Department may modify the above listed disciplinary actions in special circumstances.

**Generally, there is no appeal of discipline actions for minor bus infractions. However, if a student is to be removed from the bus for more than four (4) weeks, parents may request a hearing with the school principal or his/her designee.**

Exceptional Education and Section 504 students will be disciplined according to current policies for students with disabilities.

## CLASS II - INTERMEDIATE SCHOOL BUS OFFENSES

- 2.10 Entering or exiting before the bus has come to a stop; or entering or exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a *bona fide* emergency.
- 2.00, 2.08 Fighting or striking another student.
- 2.12, 2.14 Bringing prohibited objects onto the bus.
- 2.16 Use of tobacco or a tobacco facsimile such as e-cigarettes in any form on the bus.
- 2.10 Throwing or expelling anything including, but not limited to, objects, liquids, paper or any other material, in or out of the bus at any time could be considered a Class III Offense – 3.06, 3.16)
- 2.10 Failure to keep head and hands inside bus windows at all times.
- 2.10 Entering or leaving the bus without the consent of the driver.
- 2.10 Tampering with door handles and other safety equipment at any time unless directed to do so by the driver or the aide.
- 2.03 Cutting, scratching, writing on, or otherwise defacing any part of the bus. Restitution will be required before student rides bus again.
- 2.04 Disrespect to a School Board employee.  
Any other offense the principal may deem an intermediate offense.

### CLASS II DISCIPLINARY ACTIONS FOR INTERMEDIATE SCHOOL BUS OFFENSES

#### 1<sup>st</sup> INTERMEDIATE BUS INFRACTION:

Conference with student, up to five (5) day bus suspension, parent will be contacted.

#### 2<sup>nd</sup> INTERMEDIATE BUS INFRACTION:

Conference with student, ten to fifteen (10-15) day bus suspension, parent conference required

#### 3<sup>rd</sup> INTERMEDIATE BUS INFRACTION:

Conference with student, removal from bus for remainder of year, parent conference required.

Additionally, intermediate bus infractions may be recorded as Class II offenses on a student's discipline tracking form. The principal or the Transportation Department may modify the above listed disciplinary actions in special circumstances.

**Generally, there is no appeal of discipline actions for intermediate bus infractions. However, if a student is to be removed from the bus for more than four (4) weeks, parents may request a hearing with the school principal or his/her designee.**

Exceptional Education and Section 504 students will be disciplined according to current policies for students with disabilities.

### CLASS III DISCIPLINARY ACTIONS FOR MAJOR SCHOOL BUS OFFENSES

**3.00 - 3.25** Any Class III offense occurring on a bus or at a bus stop will be considered a major bus infraction.

Students referred to the school administrator for offenses listed under Class III will be disciplined according to the Code of Student Conduct and may be removed permanently from the school bus and referred to the Student Services Department at the Sheffield City Board of Education.

Exceptional Education and Section 504 students will be disciplined according to current policies for students with disabilities.

## SEXUAL HARASSMENT POLICY

The Board strictly prohibits unlawful sex discrimination in all of its programs, offices, departments and facilities. Sexual harassment (including sexual assault), as defined by law, is a form of unlawful discrimination and will not be tolerated from employees, students, or other persons associated with the Board.

Sexual harassment 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 according to the Code of Student Conduct (for students), 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.

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

- a. Submission to such 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 such 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; or
- c. Such conduct has the purpose or effect of unreasonably interfering with the student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile, or offensive education environment.

Harassment based upon sex includes gender-based harassment based on sex-stereotyping.

**Examples of Prohibited Conduct** – The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances:

- Verbal harassment or abuse of a sexual nature, including graphic or derogatory comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- Repeated unwelcome solicitation of sexual activity or sexual contact;
- Unwelcome, inappropriate sexual touching;
- Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to a student's educational status.
- Sexual assault which is sexual contact that occurs without the consent of the recipient, including forced sexual intercourse, fondling, child molestation, and attempted rape.

### **Student Complaint Resolution Procedure**

Reporting – Any student who believes that he or she has been or is being subjected to any form of sexual harassment or has knowledge of sexual harassment involving other students should promptly report the matter to a teacher, counselor, assistant principal, principal, or other school official, who, in turn should promptly apprise the Superintendent or the Compliance Officer of the reported incident. A student may choose to make his or her report of sexual harassment to a person of the same sex as the student. Complaints may be brought on a student's behalf by a parent, guardian, teacher, other school official, or third party. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.

**Local Investigation and Resolution** – Some cases are most appropriately resolved by investigation and disposition at the school site in accordance with applicable disciplinary guidelines. In such cases, the principal may attempt to investigate and attempt to resolve the matter without resorting to formal procedures. If the complaint is not resolved to the satisfaction of the student or other complaining party, the student or his/her representative should contact the Superintendent or the Compliance Officer immediately.

**Formal Complaint Procedure** - Persons Responsible for Receiving and Investigating Formal Complaints – The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Compliance Officer is an additional official to which formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, the alternate should be contacted regarding the formal complaint.

The Superintendent may be reached at the following address:

SHEFFIELD CITY Board of Education  
300 West Sixth Street  
Sheffield, AL 35660  
256-383-0400  
[kdavis@scs.k12.al.us](mailto:kdavis@scs.k12.al.us)

If complaint is reported by electronic mail, please call to confirm receipt.

1. Complaint form, contents – Formal complaints should be made in writing, signed by the complainant, and describe the circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or designated alternate official. If the incident involves a student who is the victim of a sexual crime, law enforcement and other authorities may be contacted prior to having the student complete a formal statement.
2. Investigation – The Superintendent or his designee will promptly, adequately, and impartially investigate the complaint. The complainant and subject of the complaint will be allowed to present the names of witnesses and other evidence. The witnesses identified will be interviewed and provided assurances regarding confidentiality and no retaliation. The Superintendent may review the results of any investigation with legal counsel or other appropriate officials make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The investigation should be initiated promptly and normally be completed within sixty (60) days. However, if either law enforcement or a child welfare agency is involved, the investigation may be stayed until the completion of their investigation and prosecution.
3. Notification – The complainant and subject of the complaint will receive written notification of the outcome of the investigation.
4. Action – If there is a finding of sexual harassment, the Board will take remedial action as necessary to address and resolve any found incident of sexual harassment and take steps to prevent the recurrence of any discrimination.
5. Review by the Superintendent and the Board – A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Superintendent take additional or different action or present the complaint to the Board for its review and action. In such case, the Board will render a final decision as soon as practicable.

**Confidentiality** – To the maximum extent possible, the Board will keep the complaint and investigation confidential. Complete confidentiality cannot be guaranteed.

**Retaliation Prohibited** – Title IX prohibits retaliation against any individual who files a complaint or participates in a complaint investigation.

**Providing False Information** – Any student who falsely and in bad faith accuses another of sexual harassment or who otherwise knowingly provides false information regarding sexual harassment shall be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

**Penalties for Violation** – Any student who sexually harasses another student or person in violation of the Board’s sexual harassment policy, or who refuses to cooperate with the Board’s investigation into allegations of sexual harassment, will be subject to punishment in accordance with the Code of Student Conduct.

**ANTI-HARASSMENT POLICY**  
**SCS Policy File: 6.24 Approved: May 2015**

**Section 1. Harassment, Violence and Threats of Violence Prohibited**

No student shall engage in or be subjected to harassment, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

**Section 2. Definitions**

- a. The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts 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 set forth in Section 3(b) below. To constitute harassment, 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. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- c. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- d. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
- e. The term “student” as used in this policy means a student who is enrolled in the SHEFFIELD CITY School System.
- f. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

**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 requirement of law, policy, regulations and rules prohibiting harassment, 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. Violence, threats of violence, harassment and intimidation are prohibited and will be subject to disciplinary consequences and 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 victim of such conduct:
  - The student’s race;
  - The student’s sex;
  - The student’s religion;
  - The student’s national origin; or
  - The student’s disability.

**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, Investigation, and Complaint Resolution Procedures**

- a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- b. Upon receipt of the complaint, the principal or the principal’s designee will, in their sole discretion, 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 an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonable prompt time period 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 reasonable calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system. The person reporting the violation may, upon request, be given an explanation of the outcome of the investigation and of any steps taken to prevent a recurrence of the violation, subject to any limitations on the disclosure thereof that may be imposed by law. A person reporting a violation who is not satisfied with the outcome of the investigation may appeal the decision in writing to the local Superintendent.
- 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 will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- d. 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 will inform the student’s parent or guardian of the report.

**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, disseminated and made available to students, parents and legal guardians and employees by such means and methods are customarily for such purposes, including publication on the SHEFFIELD CITY Board of Education’s website, [www.scs.k12.al.us](http://www.scs.k12.al.us).

**Section 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 harassment, violence, threats of violence of intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, 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 harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in harassment, 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.

The form below is for Reporting Threats, Bullying, or Harassment and can be obtained at school or online at [www.scs.k12.al.us](http://www.scs.k12.al.us)

**SHEFFIELD CITY Board of Education**  
**Report/Threat of Violence, Harassment and/or Bullying**  
SCS/Policy No. 6.24. – Harassment, Violence, and Threats of Violence  
Prohibited

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Incident Reported By: Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Specific Location of the Incident: \_\_\_\_\_

Description of the Problem Leading to the Incident:  
\_\_\_\_\_  
\_\_\_\_\_

Who participated in the incident? \_\_\_\_\_  
\_\_\_\_\_

Did anyone witness the incident? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name the witness(es): \_\_\_\_\_  
\_\_\_\_\_

Have you asked for help with this from any other adult at the school?

If so, who? \_\_\_\_\_ when? \_\_\_\_\_

Reporting: Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_

<p><b>FOR SCHOOL USE ONLY</b></p> <p>Member of a Protected Category: Sexual ___ Pregnant ___ Race ___ Religion ___ Disability ___ National Origin ___ Other ___</p> <p>The incident resulted in a threat of suicide by the victim: Yes ___ No ___</p> <p>Date entered into INOW: _____</p> <p>Action(s) Taken at School: _____ _____ _____</p> <p>Copy to Superintendent/Deputy Superintendent: _____ Name Date</p>
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**Deliver or Mail to the Principal's Office**



## WRITTEN COMMUNICATIONS

The SHEFFIELD CITY Board of Education and its employees may notify parents, guardians and students of information through written communications. Although the Board may elect to use various methods of providing those communications to parents and guardians, it is the ultimate responsibility of each student to notify his or her parent or guardian of all written communications provided to him or her by the Board or a school. A failure to do so may result in disciplinary action against the student.

## TEXTBOOKS

Textbooks are furnished by the Sheffield Board of Education. Each student will be responsible for all textbooks assigned to him/her. Any lost or damaged textbooks must be replaced or repaired by the student prior to another textbook being assigned. The cost for replacing or repairing a textbook will be the responsibility of the student and/or his/her parent or legal guardian. Participation in school activities like graduation exercises may be withheld due to lost or damaged textbooks. Textbooks will not be issued to students who have missing textbooks from previous semesters.

## INTERNET AND THE USE OF TECHNOLOGY

The SHEFFIELD CITY Board of Education may utilize the internet and other computer resources to enhance the educational experience for students and for more efficient operation of its schools. Access to computers and other technology resources may be offered and used for permissible purposes only and such access and use will be restricted. The internet and the Board's technology should promote educational growth, and each student must agree to use the Board's technology appropriately by reviewing, agreeing to and abiding by the Board's Acceptable Use Agreement for Students as a condition to that access.

### SHEFFIELD CITY BOARD OF EDUCATION TECHNOLOGY ACCEPTABLE USE AGREEMENT

The SHEFFIELD CITY Board of Education (the "Board") is pleased to provide network and Internet access to students. In exchange, student cooperation in exercising and promoting responsible use of this access is required.

The Technology Acceptable Use Agreement (AUA) applies to all technology resources owned, leased, operated, or maintained by the Board, regardless of the physical location of the resource or the user. It also applies to student use of all personally owned devices and technology resources (regardless of ownership) brought onto school grounds or to school activities during school hours or at school functions. Violations of the AUA and/or Board policy may result in suspension or termination of network or computer privileges, disciplinary action, and/or appropriate legal action. Each student and his or her parent or guardian will be solely responsible for unauthorized use of the Board's technology resources, and will bear any cost resulting from or associated with such unauthorized use or misuse including, but not limited to, any and all damages, restitution, liabilities and costs of defense incurred by the Board.

In exchange for access to and use of the SHEFFIELD CITY Board of Education technology resources, I agree to abide by the Technology Acceptable Use Agreement and all Board policies, rules, and regulations regarding the use of technology. My signature on the Notice of Receipt page in the Code of Student Conduct indicates that I have received, understand and agree to all of the following terms, conditions and requirements:

#### Access

**The SHEFFIELD CITY Board of Education's technology resources are made available to students for *bona fide* educational and school-related purposes. All technology resources are the property of the SHEFFIELD CITY Board of Education, and any use is by permission only.**

- A. The use of all Board technology resources is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The district Technology Director and/or school administrators will determine when inappropriate use has occurred and may deny, revoke or suspend specific user privileges and accounts accordingly.
- B. Each student may use only accounts, files, software, and technology resources that are assigned to him/her and may not attempt to log in to the network as another person or use a computer that is logged on as another person.
- C. Students must not reduce the efficiency of use for others or attempt to modify or hack technology resources, utilities, and configurations, change the restrictions associated with his/her accounts, or attempt to breach any technology resource security system, either with or without malicious intent.
- D. A user may not copy software, programs, source code, data or any other computer resource for unauthorized or

unlicensed use. A user may not modify or delete computer data or information of another student, faculty or the school.

- E. Modification or alteration of the Board's resources without authorization of the school principal or his or her designee is strictly prohibited. No student may modify system settings or install software without specific authorization from the principal or his or her designee.
- F. Students are not permitted to connect or install any computer hardware, components, or software, which is not school system property, without prior approval from the district technology department.
- G. All passwords are required to be kept private and may not be posted online.

### **Internet**

- A. All school rules and guidelines for appropriate technology usage shall apply to Internet usage.
- B. No student may access, view, download, or attempt to access, view or download profane, lewd, obscene, pornographic, abusive, objectionable, illegal, or otherwise prohibited content on the Board's computer system or through any of its other technology resources or on personally owned devices.
- C. Student access to the Internet will be restricted in compliance with Children's Internet Protection Act (CIPA) regulations and Board policies. The Board has implemented filtering software and other security measures designed to block and prohibit access to inappropriate materials based on CIPA guidelines.
- D. The Board may also utilize monitoring software to control and monitor access to its system and the internet and to further the safety and security of its students. Any attempt to disable, modify or circumvent this software or other limiting device is strictly prohibited.

### **Privacy and Personal Safety**

- A. There is no right or expectation of privacy in any Board technology resource, and the Board will monitor internet use, network use, electronic mail, or any other use of its technology resources without limitation. All computers, devices or other components of the Board's system may be inspected by the Board or its designees at any time.
- B. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- C. Student data will only be collected with district approved data collection resources to protect minors from unauthorized disclosure, use, and dissemination of personal data in compliance with Family Educational Rights and Privacy Act (FERPA).
- D. Students shall not reveal or post any personal or contact information about themselves or other people on websites and/or social media sites while utilizing the Board's technology resources. Personal information includes, but is not limited to, names, addresses, telephone numbers, photos or likenesses, video, ages, dates of birth, grade levels, social security numbers, or any other information by which a person might be identified.
- E. Any online message, comment, image, or anything else that causes a student to be concerned for his/her personal safety, should be brought to the attention of an adult. Students should immediately bring any threatening or unwelcome communications to the attention of school personnel.

### **Copyright and Plagiarism**

- A. All users are expected to abide by copyright laws and to follow the *Fair Use Guidelines for Educational Multimedia*. If you don't know if your use of online material is legal or ethical, ask your teacher or administrator for guidance.
- B. Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Cyberbullying**

- A. Cyberbullying will not be tolerated. Engaging in these behaviors will result in disciplinary actions and loss of privileges.
- B. Examples of cyberbullying include but are not limited to harassment, intimidation, threats, impersonation, insults, displaying offensive pictures, or lewd behavior.

### **Education of Students**

- A. The Board provides ongoing education to all students concerning appropriate online behavior, including appropriate interaction with individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- B. Students are expected to adhere to specific classroom guidance and directives, as well as to the letter and spirit of this AUA and other Board policies. Use good judgment, and ask if you don't know.

### **Online Collaborative Systems**

The Board provides valuable online learning resources to employees and students. These resources promote collaboration and provide a controlled environment for course content. Examples of online collaborative systems used by the Board include, but are not limited to, Google Apps for Education, Moodle, and Edmodo.

- A. Accounts for these services are provided to all students through a controlled environment that is for Board use only.
  - Email and other collaborative accounts are provided to students for educational purposes only.
  - Employees and students will collaborate in these environments on documents, presentations, quizzes, classroom assignments, and more.
- B. All school rules and guidelines for appropriate technology usage shall apply to online collaborative system.

### **Bring Your Own Device (BYOD) – Sheffield City Schools will not participate in the BYOD program for 2017-2018, but reserve the right to implement based on Superintendent approval**

- A. Student devices must only access the Internet via the SCS BOE Public wireless network. **3G, 4G, or LTE access will not be allowed while on school property.**
- B. Permission for personal devices to be brought to school will be at the discretion of and as authorized by the local school administration.
- C. Personal devices are only to be used for educational purposes as directed by the teacher and/or school administration.
- D. Personal devices may not be used to record, transmit or post photographs, images, or video of a person or persons on campus during school activities and/or during school hours unless assigned or authorized by the teacher or school administrator.
- E. The school district may collect and examine any personal device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school-related purpose. Personal devices are subject to immediate inspection when there is a reasonable suspicion that the contents or recent utilization of the device is in violation of any of the Board's policies, rules or regulations.
- F. The school or district assumes no responsibility for personal devices.
- G. Students are not allowed to loan, trade, or sell devices on district property, including school buses.

### **Violations of Acceptable Use Agreement**

Violations of this agreement or other Board directives regarding use of technology may have disciplinary repercussions, including, but not limited to, the following:

- Suspension or termination of network, technology, or computer privileges
- Loss of privilege of bringing personally-owned technology devices to school
- Notification of and/or conference with parents
- Disciplinary actions as authorized by the Code of Student Conduct
- Financial accountability for damage or loss
- Legal action and/or prosecution

### **Limitation of Liability / Disclaimers**

The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Board's technology resources will be error-free or without defect. Although the Board employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

The Board will not be responsible, financially or otherwise, for unauthorized transactions conducted or financial obligations incurred on the system network.

The Board will not be responsible for damage or harm to persons, files, data, or hardware, or for any damages or losses incurred, including but not limited to: loss of data resulting from delays or interruption of service; loss of data stored on system resources; damage to personal property used to access system resources; the accuracy, nature, or quality of information stored on system resources; or unauthorized financial obligations incurred through system-provided access.

### **Parent/Guardian and Student Device Agreement**

#### **Goal:**

The goal of Sheffield City Schools is to provide our students with the best possible education using a combination of traditional face to face instruction and virtual platforms.

#### **Chromebook/iPAD Disbursement**

Students in grades 1st-12th who are enrolled in SVS will be issued a SCS owned Chromebook with a charger. Kindergarten students will be issued an iPad with a charger.

#### **Care of the Device**

Here are some tips on how to take care of the device:

- Treat your Chromebook/iPAD as you would any valuable electronic device.
- When not being used, store the device in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the device.
- Don't eat or drink near the device.
- Avoid extreme heat or cold.
- Do not lend your device to anyone.
- Report any damage to your teacher or school media center immediately.

#### **Responsible Use**

Digital citizenship is an essential 21st century skill. During the school year, your teachers and library media specialist will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember device use is monitored through GoGuardian.

Here are a few tips:

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your student to focus on completing tasks and assignments before any recreational activities.
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyberbullying--encouraging him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone--including future education admissions offices and employers.
- Only registered users in SCS will be able to login to the Chromebook, and all usage can be monitored.

Parent/Guardian Commitments	Student Commitments
Monitor student work daily	Login into learning platforms every school day
Communicate with teachers when student is having problems	Take care of device
Take care of device	Must report to campus for required state testing
Pay a \$25 technology fee	Communicate with teachers/facilitators when having problems
If the device is not returned, a \$250 fee will be collected.	Must be motivated to work somewhat independently
If the charger is not returned, a \$40 fee will be collected.	
If the device is damaged, a \$50 fee will be charged.	

## CELL PHONE POSSESSION AND USE

The SHEFFIELD CITY Board permits students to bring cell phones to school. However, cell phones brought to school must be stored appropriately, either in the student’s locker or personal vehicle, and/or a designated place assigned by the administrator. **Cell phone use is prohibited during the school day (which is usually the time students arrive at school until dismissal) and anytime students are being transported on a school bus unless specific permission is given by a certificated school board employee.**

Should a cell phone be either **seen or heard**, the phone will be taken from the student, and placed in an appropriate location until the parent reclaims it. A parent may reclaim any cell phone so taken during the hours specified by the school administrator. The school system, which includes the school, administrator, teacher or staff member, shall not assume responsibility for theft, loss, or damage to any personal/wireless communication device, even for cell phones that are taken. If the phone is suspected to contain illegal or inappropriate material, the administrator has the right to inspect the contents of the phone. Any illegal or inappropriate material found on the phone may lead to further disciplinary action. Violation of the rules regarding cell phone possession will be considered a Class II infraction (use during the school day or on a school bus), or Class III infraction (where context or manner of the use falls properly in the Class III infraction category), depending on the nature of the rule violated.

**Cell phone use is prohibited during the school day unless used for educational purposes with the support of the local administration**

**Alabama State Department of Education Policy  
Use of Digital Device during the Administration of a Secure Test**

### **Student Policy**

The possession of digital devices (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, then 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.

Additional disciplinary action may be taken by the LEA.

## **Alabama Comprehensive Assessment Program (ACAP)**

Each local education Agency (LEA) shall have in place a digital device collection plan for each school for both school personnel and students who participate in the Alabama Comprehensive Assessment Program (ACAP).

For the purpose of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be approved by the Alabama State Department of Education's Office of Assessment.

### **Student Policy**

Students shall not possess or use any digital device when they are participating in ACAP testing. The possession or use of a digital device by a student participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE. If a student is observed in possession of a digital device during the administration of an ACAP test, the device may be confiscated. If a student is observed using a digital during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), testing for the student shall cease, the device may be confiscated and searched for any information related to the ACAP. Additionally, the student shall be dismissed from testing, and the student's test shall be invalidated in accordance with ACAP policy. Violations(s) may result in disciplinary action by the LEA in accordance with the LEA's Disciplinary policy.

### **7.8.4 Virtual School Option**

- a. Scope and Delivery of Services – The Board provides a virtual school option for grades 9 -12 that includes, but is not limited to, all courses that are needed to obtain a high school diploma

Such courses will be delivered through the Alabama State Department of Education's ACCESS program, ACCESS Franchise Model, locally-developed virtual courses, and/or other online instructional programs approved by the Sheffield City Board of Education.

- b. Student Eligibility Criteria – Students who meet the following requirements are eligible to participate in the virtual school program:

- Must meet all enrollment guidelines for attending the Sheffield City Schools and remain in good standing
- Have consistent, daily access to the Internet
- Be on track for graduation having earned necessary credit in each core area of study - English, Math, Science, and Social Science – and other requisite courses needed for a particular diploma type
- Have and maintain an overall C+ average (75%)
- Demonstrate a proficiency in reading/comprehension and computer navigation skills
- Possess a strong work ethic and be self-motivated
- Have no more than ten (10) unexcused, full-day absences during the previous academic year
- Disciplinary record must contain no expulsions or Class III behavioral offenses (which may include excessive Class II offenses).

If applicable, students must meet the eligibility requirements of the ACCESS program developed by the Alabama State Department of Education.

Students who do not reside in the attendance zone of the school system may enroll in the school system for the purpose of participating in the school system's virtual program, but such enrollment is subject to the school system's nonresident enrollment policy.

- c. Monitoring Performance and Testing Requirements – Individual student performance will be monitored pursuant to the school system's traditional academic credit requirements and grade scale. Students utilizing the virtual school option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests applicable to traditional public school students enrolled in the traditional public school.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual school students. The school system reserves the right to require students utilizing the virtual school option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

- d. Attendance – Students participating in the virtual school option are subject to the following attendance requirements which may involve reporting to the school campus:
- Virtual school or course orientation
  - Guidance, counseling, and advisement sessions
  - Conferences called by the teacher, counselor, or administrator
  - Tests, quizzes, or assessments required by the teacher, school, state, or federal agencies
  - Daily access of virtual course content and satisfying pacing benchmarks as established by the teacher
  - Meeting all practice, rehearsal, participation, and eligibility requirements to maintain membership in an extracurricular activity

[Reference: Act of Alabama No. 2015-486]

### **NON-SUFFICIENTLY FUNDED CHECKS**

The SHEFFIELD CITY Board of Education has elected to use the Colbert County Court System to recover returned checks. No longer will the district or school staff arrange for the repayment of checks returned for non-sufficient funds (NSF). Upon the return of an NSF check, the Sheffield Board of Education will consult with and file through the Colbert County District Attorney for collection.

SHEFFIELD CITY Board of Education will gladly accept your checks. When you provide a check as payment, you authorize us either to use information from the check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. In addition, you authorize us to collect a fee (currently \$30.00) through an electronic funds transfer from your account if your payment is returned unpaid.

### **COMPLAINT / GRIEVANCE**

Subject to the limitations set forth in the SHEFFIELD CITY Policy Manual (SCS 4.6), any employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of complaints and grievances. Such procedures may not unreasonably burden or delay the presentation or processing of such matters, and will be subject to Board review, modification, and approval.

### **PHYSICAL RESTRAINT**

In order to provide a safe and orderly environment for all students, physical restraint of a student by school personnel is sometimes necessary. The SHEFFIELD CITY Board of Education utilizes physical restraint in a manner that complies with Alabama State Board of Education Rule 290-3-1-.02(1)(f). Physical restraint, as defined by the state rule, may be used in situations in which a student is an immediate danger to himself or to others. Designated faculty and staff are provided with training in the appropriate use of physical restraint. In each instance that physical restraint is used, the student's parents will be provided with written notification of the incident. For further information, you may review *Procedures for Use of Physical Restraint*, available on the system's website.

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

The SHEFFIELD CITY Board of Education is committed to providing a learning environment free from alcohol, drugs, controlled substances and weapons. This Code of Student Conduct includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The Board 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 can result in the student being disciplined under the Class III section of the 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 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 owned or controlled premises or at any Board 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.



## GIFTED EDUCATION IN ALABAMA

### HOW IS “GIFTED” DEFINED IN ALABAMA?

Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. The children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. *Alabama Administrative Code*, §290-8-9-.12(1).

### HOW DO WE IDENTIFY GIFTED STUDENTS IN ALABAMA?

A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student’s abilities. 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 following three areas:

- **Aptitude** - Aptitude should be accessed through an individual or group test of intelligence or creativity
- **Characteristics** - A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
- **Performance** - At least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessments/items used are 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.

### HOW ARE GIFTED STUDENTS SERVED IN SHEFFIELD CITY?

In accordance with the *Alabama Administrative Code*, gifted students in SHEFFIELD CITY are served as follows:

- Grades K-2:** Accommodations are made in the general education classroom with assistance from the gifted specialist as necessary.
- Grades 3-5/6:** Gifted students are pulled from the regular classroom to attend the gifted resource room for three (3) to five (5) hours per week.
- Grades 6/7-8:** Gifted students are enrolled in at least one advanced course, including Pre-Advanced Placement and electives.
- Grades 9-12:** Gifted students are served through advanced courses (Advance Placement and Pre-AP), electives, dual enrollment (where available), career/college counseling, mentorships and independent study.

#### For more information, contact:

SHEFFIELD CITY Board of Education  
300 West Sixth Street  
Sheffield, AL 35660  
256-383-0400

#### Or

The Gifted Education Supervisor, Carla Griffin, at [cgriffin@scs.k12.al.us](mailto:cgriffin@scs.k12.al.us)

#### Or

Alabama State Department of Education – ([www.alsde.edu](http://www.alsde.edu))  
Special Education Services  
P. O. Box 302101  
Montgomery, AL 36130-2101  
334-242-8114 or 1-800-392-8020

## **SHEFFIELD CITY SCHOOL DISTRICT ADMISSIONS AND ATTENDANCE POLICY**

Students enrolled in the Sheffield City School System are assigned to schools based on attendance zones. According to the guidelines and procedures outlined in current board policy under which the school board operates, a student residing outside of the Sheffield City School zone may apply for non-resident status. Non-resident students must meet or exceed the requirements set forth by the Board in SCS policy 6.1.2 b. Acceptance will be based on program availability, academic standing, behavior/discipline, and attendance. Students who fail to maintain the standards set forth in SCS policy 6.1.2b will be withdrawn and required to attend their zoned school system.

The Sheffield City School Board has the responsibility to investigate any student we reasonably believe to be out-of-zone. Whenever a student is discovered attending a school outside his/her attendance, the Board will act to withdraw the student until which time the parent/guardian can provide appropriate documentation to prove otherwise.

### **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 Positive Alternative to School Suspension (PASS).
    - (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.

**SHEFFIELD CITY Board of Education**  
**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 the 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

## **IT’S THE LAW! Parental Notification of Civil Liabilities and Criminal Penalties**

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

### **Attendance and Conduct (Act 94-782)**

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

### **Teacher Assault (Act 94-794)**

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

### **Drug Dealing (Act 94-783)**

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

**Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784)**

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

**Weapons in Schools (Act 94-817)**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

**Firearms (16-1-24.3, Ala. Code, 1975)**

Local school boards are required to implement policies providing for the expulsion of students who possess firearms at school. (Note: “Firearm” has the same definition as in Section 921 of Title 18 of the United States Code and includes, but is not limited to, any weapon 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 such weapon; a firearm muffler or silencer; other destructive device, including an explosive, bomb, grenade, missile, mine or similar device; or any combination of parts designed or intended for use in converting any device into a destructive device and from which such a destructive device may be readily assembled.) *See 18 U.S.C. §921.*

**Vandalism (Act 94-819)**

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

**Pistol Possession/Driver’s License (Act 94-820)**

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver’s license on the date of conviction the driver’s license will be suspended for 180 days.

**Drop-Out/Driver’s License (Act 94-820 which amended Act 93-368 as codified in -16-28-40, Ala. Code, 1975)**

The Department of Public Safety shall deny a driver’s license or learner’s permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

The expressed enumeration or reservation by the SHEFFIELD CITY Board of Education of specific rights and prerogatives in the Code of Student Conduct shall not foreclose or be deemed to restrict the authority of the Board to take such other lawful measures or actions as may deem necessary or appropriate to promote discipline and to preserve and protect public property and the health, welfare, and safety of students, employees, and members of the public or to accomplish the objectives of the Code of Student Conduct. The Code of Student Conduct is not intended to be a binding contract and no contracts or rights are created hereunder.

*The SHEFFIELD CITY Board of Education  
does not discriminate on the basis of race, color,  
national origin, sex, disability, religion, or age  
in its programs and activities and provides equal access  
to designated youth groups that enhance the overall wellbeing of students.*

The following person(s) have been designated to handle inquiries regarding the non-discriminatory policies:

<p><b>Compliance Officer</b> <b>Carlos Nelson,</b> <b>Deputy Superintendent</b> 300 West 6<sup>th</sup> Street Sheffield, AL, 35660 256-383-0400 <a href="mailto:cnelson@scs.k12.al.us">cnelson@scs.k12.al.us</a></p>	<p><b>Homebound/504 Services</b> <b>Julie Box, Supervisor</b> 300 West 6<sup>th</sup> Street Sheffield, AL, 35660 256-383-0400 <a href="mailto:jbox@scs.k12.al.us">jbox@scs.k12.al.us</a></p>
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# Bloom's Taxonomy Plus Depth of Knowledge

## Bloom's Taxonomy

Cognitive Dimension (6 Levels)

- Focuses on the tasks that students complete to deepen student understanding.
- Relies mainly on the verb to indicate or classify the level of thinking.

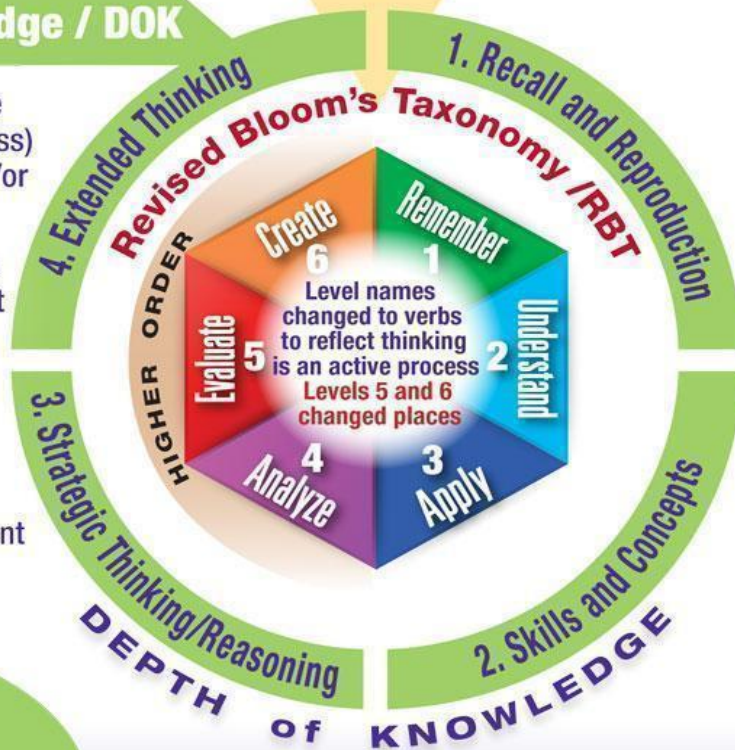


## Depth of Knowledge / DOK

DOK focuses on cognitive demands (thinking process) of instruction, tasks, and/or assessments.

- Webb's DOK centers on the *thinking process*, not just the product. This extends beyond the verb/ beyond the "what" to the "how."
- It *digs deeper into thinking* to expand student learning into depth.

DOK is a description of how students think, not a taxonomy.



Education is not the learning of facts, but the training of the mind to think,  
Albert Einstein