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D. STUDENTS

D.1 EQUAL EDUCATIONAL OPPORTUNITIES

The School District has been created by the Alabama State Legislature to execute the educational policy as defined by the State Constitution, the State Board of Education and the Board. It shall be the policy of the School District to offer a quality educational program which will provide all children with the necessary skills and attitudes, commensurate with their ability, to become effective citizens that are able to take their places in society. It shall be the policy of the Board to strive to provide equal educational opportunities for all children in the School District.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

D.2 COMPULSORY ATTENDANCE AGES

Every child in the School District between the ages of six (6) and seventeen (17) years shall be required to attend school for the entire length of the school term in every scholastic year.

ADOPTED: June 25, 1974
REVISED: August 27, 2012
REA/ESPO consulted

D.3 ENTRANCE AGE

It is the policy of the Board in accordance with Alabama statutes, that a child must be six years old on or before September first in order to be admitted to elementary school for that school year. Underage children transferring from out-of-state schools may be admitted at the Board's discretion.

A child who is five years of age on or before September first shall be entitled to admission to the Roanoke City Schools kindergarten for that school year. An underage child who transfers from an out-of-state school may be admitted at the Board's discretion.

ADOPTED: February 26, 1991

REVISED: October 25, 2005

REA/ESPO consulted

D.4 SCHOOL ADMISSION

The Board shall admit students to the schools of the School District based upon an application submitted by the parent(s), guardian(s) of student to the Board, under such rules and regulations as the Board may prescribe.

No student may be excluded from the appropriate school within the School District except by due process or failure to meet specifications of policies contained herein. The Board fully recognizes that providing equality of educational opportunities for all children requires objectivity. The Board is equally concerned that all admission policies adhere strictly to applicable legal requirements, e.g. health-related standards.

No child shall be admitted to school until he/she or his/her parent(s) or legal guardian(s) do the following:

1. Present to school officials an official birth certificate showing the he/she is five years old on or before September 1 of the year of his/her admission to kindergarten, or six years old on or before September 1 of the year if his/her admission to the first grade.
2. Present to school officials proof that the child has received state required immunizations; or present to school officials a written objection of the parents or guardian to immunization against non-epidemic diseases based on religious grounds, or a statement from a physician stating that the immunization or tests would be detrimental to the health of the child.
3. It is requested that all students, K-12, must have a social security number and present their social security card at the time of registration.

Enrollment Eligibility

All children having legal residence, as defined herein, within the city limits of Roanoke, or Randolph County on a space available basis, and meeting the legal entrance age requirements shall be eligible to attend Roanoke City Schools. The superintendent of Roanoke City Schools shall determine space available for students residing in Randolph County outside the city limits of Roanoke. New enrollees shall be required to furnish proof of residence and age.

Residence: Legal residence as used herein means the fixed, permanent and primary domicile of the parent(s) or legal guardian(s). The Legal Residence, as used herein shall mean that true, fixed and permanent home and principal establishment to which, whenever absent, the parent(s) or legal guardian(s) of the student has the intention of returning. As used herein, legal residence or domicile is distinguished from a temporary or secondary place of residence established for some specific purpose, but not the fixed, permanent, primary establishment of the parent(s) or legal guardian(s).

The Roanoke City Board of Education and its administrative staff implement this policy in order to comply with established federal guidelines to ensure attendance of students in its system who are permanent, full-time residents, as defined above, with their parent(s) or legal guardian(s) in the city limits of Roanoke or Randolph County on a space available basis and to prevent out-of-county students from establishing temporary or secondary residence in the Roanoke City Schools' attendance area for the purpose of attending Roanoke City Schools in violation of federal court orders.

Out of District Students: Hardship transfers or other out of district transfers may be approved only if the request is in accordance with or compatible under federal guidelines.

Residency Verification

Procedures for Verifying Residency of Students Enrolled in or Seeking Enrollment:

The following students shall be subject to residency verification:

1. Students seeking to enroll for the first time, or seeking re-enrollment after a period of interrupted attendance, in any public school in the Roanoke City School System.
2. Students whose names are reported in writing and duly signed to the superintendent by any Roanoke City School System employee or by governmental officials or other reliable persons as being out of zone.

No new student or student seeking re-enrollment after a period of interrupted attendance shall be permitted to enroll in any Roanoke City public school until the designated administrator for that school has determined, in accordance with the provisions described herein, both that the address provided for that student to Roanoke City School System officials is actually in the Roanoke City School System attendance area and in the attendance zone for the school in which the student seeks to enroll; and that the student actually resides legally at the address he or she has given. In addition, the designated administrator shall immediately withdraw any student currently enrolled in a school within the Roanoke City School System for which that administrator is responsible if that student becomes subject to residency verification and is unable to demonstrate legal residency in the attendance zone for that school. Post office box addresses shall not be accepted.

The designated administrators shall be responsible for determining whether a particular address is located within the Roanoke City School System attendance area, based upon property tax records, local maps, and if necessary, an actual visit to the address in question.

D. 4 continued

In determining whether a student actually resides legally at the address he or she has given, the designated administrators shall employ the following procedures:

A. Student Living with Parent(s) or Legal Guardian(s):

The parent(s) or legal guardians(s) of the student must sign an affidavit provided by the school system and provide to the designated administrator at least two of the items numbered 1 through 7 below to demonstrate residency at the address given:

1. Property tax records
2. Mortgage documents or property deeds
3. Apartment or home lease
4. Utility bills or utility deposit receipts
5. Driver's license
6. Voter precinct identification
7. Automobile registration

ADOPTED: October 26, 1993
REVISED: September 25, 2012
REA/ESPO consulted

D.4a SCHOOL ADMISSION FOR SPECIAL STUDENT POPULATIONS

Students shall be enrolled in the Roanoke City Schools without regard to gender, race, religious beliefs, national origin, ethnic group, disability or other protected status. Pursuant to the requirements of the ~~No Child Left Behind Act as amended by Improving America's Schools Act of 2001~~, and the *McKinney Vento Homeless Education Act of 2001*, all homeless, migratory, limited English proficient, immigrant, neglected and/or delinquent children must have equal access to the same free appropriate public education provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated. Enrollment should not be denied to any student who is a member of one of the above-mentioned populations due to the following barriers:

- Lack of birth certificate
 - Lack of school records or transcripts
 - Lack of immunization or health records
 - Lack of proof of residency
 - Lack of transportation
 - Guardianship or custody requirements
 - Lack of social security number (*students will be assigned a number generated by the school*)
- Plyer vs. Doe* {457 U.S. 202 (1982)}

Development and implementation of student school enrollment shall be a part of each individual school's yearly school-wide plan, as required by the ~~No Child Left Behind Act of 2001~~.

ADOPTED: March 27, 2003
REVISED: October 25, 2005
REA/ESPO consulted

D.4a SCHOOL ADMISSION FOR SPECIAL STUDENT POPULATIONS

Students shall be enrolled in the Roanoke City Schools without regard to gender, race, religious beliefs, national origin, ethnic group, disability or other protected status. Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act, *Plyer vs. Doe*, 457 U.S. 202, (1982), Title VI of the Civil Rights Act of 1964, and the *McKinney Vento Homeless Education Act of 2001*, all homeless, migratory, limited English proficient, immigrant, neglected and/or delinquent children must have equal access to the same free appropriate public education provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated. Enrollment should not be denied to any student who is a member of one of the above-mentioned populations due to the following barriers:

- Lack of birth certificate
 - Lack of school records or transcripts
 - Lack of immunization or health records
 - Lack of proof of residency
 - Lack of transportation
 - Guardianship or custody requirements
 - Lack of social security number (*students will be assigned a number generated by the school*)
- Plyer vs. Doe* {457 U.S. 202 (1982)}

Development and implementation of student school enrollment shall be a part of each individual school's yearly school-wide plan, as required by the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act, *Plyer vs. Doe*, 457 U.S. 202, (1982), Title VI of the Civil Rights Act of 1964.

ADOPTED: March 27, 2003
REVISED: December 17, 2019
REA/ESPO consulted

D.4b DISPUTE RESOLUTION

REGARDING THE ENROLLMENT OF HOMELESS STUDENTS

If a parent disputes the homeless status of his/her student, the complainant must file a School Enrollment Dispute form with the school in which the student is presently enrolled. The principal of this school will notify the Superintendent's designated Homeless Liaison of the dispute. The Homeless Liaison will expeditiously take steps to resolve the dispute. If the Homeless Liaison's enrollment decision is contrary to the wishes of the student or student's parent/guardian, the school system will provide the parent/guardian, or unaccompanied student with a written explanation of the decision and statement of the right to appeal. If the dispute cannot be settled by the Homeless Liaison, dispute will be sent to the Superintendent. The liaison will assist the complainant in seeking technical assistance from an appropriate service agency. If the dispute is not settled in the district, the complainant has the right to appeal to the State Department of Education. The homeless liaison will assist the complainant in following the State Department of Education dispute resolution process. During the dispute resolution process, the student shall be enrolled and/or remain enrolled in the school where the parent/guardian or unaccompanied student desires. The term "enrolled" includes attending classes and participating fully in school activities.

ADOPTED: May 19, 2015

REVISED:

REA/ESPO consulted

D.4c FOSTER CARE PROVISIONS OF THE EVERY STUDENT SUCCEEDS ACT (ESSA)

An SEA must collaborate with the State agency responsible for administering State plans under parts B and E of Title IV of the Social Security Act (the State or tribal child welfare agency)¹⁷ to ensure the educational stability of children in foster care. (ESEA section 1111(g)(1)(E)).¹⁸ Thus, in coordination with State and tribal child welfare agencies, an SEA must ensure that its LEAs implement the Title I educational stability requirements for children in foster care, including ensuring that:

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

ADOPTED: January 24, 2017

REVISED:

REA/ESPO consulted

D.7 NON-RESIDENT STUDENTS

Out of district students will be permitted to apply for admission to the Roanoke City School System. Enrollment of non-resident students will be contingent upon approval by the Superintendent of Schools. Enrollment to non-resident students shall continue as long as classroom space is available.

ADOPTED: February 26, 1991

REVISED: October 25, 2005

REA/ESPO consulted

D.8 TRANSFERS AND WITHDRAWALS

Transfers

Students transferring into the School District will be placed in the same grade they were in at the School from which they transferred. However, students may be retained or advanced in grade at the discretion of the local school principal and the professional staff.

Withdrawals

Students and their parents or guardians who live within the School District are subject to the compulsory attendance laws of the State. Under these laws, no student shall be permitted to withdraw from school before his or her seventeenth (17th) birthday when the student's parent(s) or guardian(s) continue to reside within territory served by the School District, unless approved by the Superintendent of Education and the Board.

Provided the student's parent or guardian moves to another school district, or the student chooses to attend school in another district, the student shall withdraw in accordance with such rules and regulations as may be prescribed by the School District and the local school. It shall be the responsibility of the student and his parent or guardian to withdraw in accordance with such rules and regulations.

ADOPTED: June 25, 1974
REVISED: August 27, 2012
REA/ESPO consulted

D.9 ASSIGNMENT OF STUDENTS TO CLASSES

It is the responsibility and duty of the local school principal and professional staff to assign students to classes.

ADOPTED: June 25, 1974
REVISED: October 25, 2005
REA/ESPO consulted

D.10 ABSENCES AND EXCUSES

Excused Absences

All student absences shall be designated as either excused or unexcused. A student shall be excused for absences from school for the following reasons:

1. Illness
2. Death in immediate family
3. Legal requirements
4. Permission by Principal

Unexcused Absences

Absence for reasons other than those defined above will be considered as unexcused.

Make-up Work

If a student is absent for any excused reason as defined above, the student will be allowed to make up school work missed during said absence or absences.

Excessive Absences

Each school in the district must clearly define excessive absences at the start of the school year. This definition must be in the student handbook.

School Participation Absences

Students who are away from school because of participation in school sponsored activities shall be marked present and allowed to make up school work missed.

Religious Absences

A student will be excused for religious holidays when the student's parent or guardian comes in person to the school and signs a request for the student to be absent for this purpose. When this procedure is followed, the student's absence will be excused. Students will be allowed to make up school work missed during such absences.

Excuses

In accordance with State Law, a parent or guardian must explain the cause of any absence of students under their control or charge. Every student, upon returning to school, must bring a written excuse from home signed by the student's parent or guardian for each absence and present it to the designated school official.

D.10-1 TRUANCY

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 is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. If a student under 16 years of age becomes a truant, the parent or guardian of that student may be guilty of a misdemeanor and subject to punishment by law. If parent or guardian files a written statement in court stating that he or she is unable to control the student, the student may then be subject to action of the juvenile court.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16-28-14, 16-28-15, 16-28-17; Alabama Administrative Code, 290-3-1-.02 (7) (c)

D.10-1a EARLY WARNING TRUANCY PREVENTION PROGRAM

I. ATTENDANCE

Section 16-28-12 of the Code of Alabama requires that any parent/guardian who enrolls a student in school be responsible for the child's regular attendance and proper conduct. Parents and/or guardians must provide to the child's teacher an explanation of each absence within three days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child's absence will be recorded as unexcused or truant. The child shall also be deemed truant for any absences determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. All students, grades K-12, are subject to the provisions of this policy. Departmentalized classes will be reported as individual classes; contained classes will be reported as full-day classes.

The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

- A. BEGINNING OF SCHOOL YEAR: Each student will receive a student handbook outlining the Early Warning Truancy Prevention Program. Parents/guardians are required to read the handbook, sign an acknowledgement statement, and return the statement to the student's school.
- B. FIRST TRUANCY/UNEXCUSED ABSENCE (WARNING)
 - a. Parent/guardian shall be notified by the school principal of his/her designee that the student was truant and the date of the truancy.
 - b. Parent/guardian shall also be provided with a copy of Alabama's compulsory attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
- C. NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)
 - a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
 - b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
 - c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under *Code of Alabama (1975)*, Section 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.
- D. NO EARLIER THAN SEVENTH UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOL DAYS (COURT): File complaint/petition against the child and/or parent/guardian, if appropriate.

E. CHILD UNDER PROBATION:

a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, *Code of Alabama (1975)*, Section 12-15-100 and 105.

b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

F. TARDIES: Tardies will be addressed as student code of conduct offenses.

SOURCE: Roanoke City Board of Education, Roanoke, AL.

ADOPTED:

LEGAL REF: The Code of Alabama, 16-28-3; 16-28-12, 16-28-14, 16-28-15, 16-28-17, *Alabama Administrative Code*, Chapter 290-3-1-.02(7)(c)

D.10-2 RELEASE TIME

Students may receive released time from school during the regularly scheduled school day for the purpose of participating in instructional activities co-sponsored by the school and outside agencies, for participating in educational activities not offered by the school, and for hardship employment.

A student must submit written requests for released time activities signed by the parent or guardian to the local school principal for approval. Such requests shall remain on file in the principal's office and shall relieve the school of all responsibility for the student during released time.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

D.11 STUDENT RIGHTS AND RESPONSIBILITIES

D.11-1 FREEDOM OF EXPRESSION

Freedom of speech is a constitutional right guaranteed to all citizens. The School District shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process of other students.

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideas.

All students shall have the freedom to exercise the right of legal protest through proper channels, providing that such protest does not interfere with the educational program of the School District or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to other individuals and to develop tolerance for the viewpoints and opinions of others and to recognize the right of other individuals to form and hold different points of view.

D.11-2 SCHOOL PROPERTIES AND SEARCHES

Desks and lockers are public property and school authorities may make regulations regarding their use.

D.11-3 INDIVIDUAL SEARCHES

School officials may make individual searches of a student if there is reason to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations of the Board.

D.11-4 INTERROGATION BY PUBLIC OFFICIALS

When law enforcement officers make it known that they wish to talk to a student while under supervision of the school, the student will be called to the office of the principal and in the presence of the officers will be informed that it is the policy of the school that it is preferable that a parent or guardian be present when students are interrogated by public officials. While it is preferable to have a parent available during interrogation, school administrators do have the discretion to permit interrogations without the presence of parent/guardian.

ADOPTED: February 26, 1991

REVISED: October 25, 2005

REA/ESPO consulted

D.11-5 SECTION 504 REHABILITATION ACT OF 1973

Section 504 requires every recipient that operates a public elementary or secondary education program to address the needs of children who are considered disabled under Section 504 as adequately as the needs of children who are not disabled are met. A person with a disability is defined in Section 504 regulation as any person who has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; is regarded as having such impairment. (34 C.F.R. 104.3)

It is the intent of the Roanoke City Schools to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are located, identified, evaluated, and provided with appropriate educational services. Students may be disabled under the policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). The due process rights of students who have disabilities and their parents under Section 504 will be enforced.

The Special Education Coordinator is the contact person for Section 504 activities.

ADOPTED: May 18, 1998
REVISED October 25, 2005
REA/ESPO consulted

D.11-6 ENGLISH LANGUAGE LEARNERS (ELL)

It shall be the policy of the Roanoke City Board of Education that English as a Second Language (ESL) shall be taught to enable Limited English Proficient (LEP) students to become competent in the comprehension, speaking, reading, and writing of the English language. The ESL program will utilize procedures and resources as appropriate under the guidelines of state and federal regulations. Such procedures and resources will be outlined in a guide that is distributed for use by appropriate faculty and staff of the Roanoke City Schools.

ADOPTED: December 14, 1999

REVISED: October 25, 2005

REA/ESPO consulted

D.11-8 CELLULAR PHONE USE

Roanoke City Schools may permit any student to carry a pocket pager, cellular telephone, or other electronic communication device while on school property and may permit any student to use a pocket pager, cellular telephone, or other electronic communication device, when such use is expressly and specifically permitted by the school administrator, teacher, or employee who is acting in a supervisory capacity at the time of the use.

Any student found in violation of this policy may be subject to suspension or other disciplinary action by the school administration and/or the Roanoke City Board of Education.

ADOPTED: July 26, 2011

D.12 STUDENT CONDUCT

All students of the School District are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship everywhere. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others.

All students of the School District shall have the policies of the Board and administrative rules and regulations to which they are subject made available to them at the opening of school each year. These policies, rules and regulations shall be developed cooperatively by the Board and school personnel who shall consider any suggestions made by students. Said policies, rules and regulations must be approved by the Superintendent of School and the Board.

Board Policies on Student Conduct is included in the adopted Student Code of Conduct which must be placed annually in the hands of all students enrolled in the school system.

ADOPTED: February 26, 1991

REVISED: October 25, 2005

REA/ESPO consulted

D.13 ALCOHOL, DRUG USE AND/OR DANGEROUS WEAPONS

Any student found with, using or passing drugs, narcotics or alcohol, will be suspended from school for up to ten (10) days and automatically referred to the Board of Education who will determine action to be taken in any case.

Any student found with items deemed unsafe or students passing such items to other students will be subject to strenuous disciplinary action by the School Administration.

In order to ensure the safety of all students and school personnel, the Roanoke City School System prohibits guns in school buildings and on school grounds. The Roanoke City Board of Education is required to expel from school for a period of not less than one calendar year a student who is determined to have brought a weapon to school, and to refer any such student to the criminal justice or juvenile delinquency system. The Roanoke City Board of Education and the Superintendent may modify the expulsion requirement for the student on a case by case basis.

{This policy is in compliance with the Gun-Free Act of 1994, and reauthorized as part of the Improving America's Schools Act of 1994 (the reauthorization of the Elementary and Secondary Act of 1965 (ESEA). Public Law 103-382)}

ADOPTED: March 27, 2003
REVISED: December 11, 2012
REA/ESPO consulted

D.13b VISITS BY LAW ENFORCEMENT

Roanoke City Board of Education believes that student learning and school safety is improved by a professional and open relationship between the schools and law enforcement.

As such, it is the policy of the Roanoke Board of Education to invite and allow school visits by law enforcement officials for any purpose that increases students, faculty, staff, or school safety. Such visits shall be unannounced to anyone except the local superintendent and building principal.

ADOPTED: June 24, 2003

REVISED: October 25, 2005

REA/ESPO consulted

D.14 SMOKING / USE OF TOBACCO

Students shall not be permitted to smoke or use tobacco in any form on school grounds, or in school buildings during the school day, or when riding school buses to and from school or on a school-sponsored trip. Parental permission to smoke or otherwise use tobacco does not exempt a student from this policy. Professional school personnel shall organize and maintain intensive programs of education designed to make pupils fully aware of the hazards of smoking and use of tobacco.

Students caught using tobacco in any form on the school grounds are subject to appropriate disciplinary action under the provisions of the Roanoke City Board of Education's STUDENT CODE OF CONDUCT.

ADOPTED: June 23, 1987

REVISED: October 25, 2005

REA/ESPO consulted

D.15 STUDENT PREGNANCIES

It is the policy of the Board of Education that a student who becomes pregnant while enrolled in the local schools shall notify the school principal as soon as possible after the pregnancy has been confirmed.

A pregnant student shall provide the principal a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student. (An additional statement from her physician shall be provided each six weeks, verifying that she is physically able to continue in school.)

A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. However, the physical education program shall be adapted to special needs of pregnant students. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy. It is the responsibility of the student to make up all missed work during the period of absence.

A student shall be re-admitted to school after delivery, upon a statement from her physician recommending her re-admission.

ADOPTED: August 26, 1982

REVISED: October 25, 2005

REA/ESPO consulted

D.16 DRESS CODE

Student's appearance should be neat and clean. Dress and appearance which cause disruption of the educational process or present health or safety problems shall not be permitted; otherwise, dress and appearance are the responsibility of parents. Each school shall have the school's dress code requirements in the student handbook.

D.16-1 DRESS FOR PHYSICAL EDUCATION

Students, who for religious reasons, do not choose to dress in prescribed physical education attire shall be given the opportunity to choose alternate attire in keeping with religious beliefs and the goals and objectives of said class.

ADOPTED: June 25, 1974
REVISED: October 25, 2005
REA/ESPO consulted

D.17 PUNISHMENT OF PUPILS

The best possible rapport between pupil and teacher will be maintained at all times. In dealing with pupils, teachers are expected to exercise toward them those courtesies which pupils are required to show teachers.

When it is necessary to inflict physical punishment, it will be done.

Moderate use of physical force or physical contact by a principal or his/her designee as may be necessary to maintain discipline or to enforce school rules.

The principal at each school shall establish a written procedure that will be followed when corporal punishment is administered.

D.17a SECLUSION AND RESTRAINT

All schools and programs will follow Alabama Rule 290-3-1-.02(1)(f) with respect to the use of physical restraint and seclusion. The Superintendent or his/her designee will develop procedures that will specify the manner in which the schools and all personnel within Roanoke City Schools will execute the requirements of said rule.

D.17-1 DISCIPLINARY PROBATION

Students may be placed on disciplinary probation for just cause by the administrative staff of individual schools. Provided the student is placed on disciplinary probation, the student and the parent or guardian shall be notified in writing of the cause or causes of probation and possible disciplinary action for probation violation. The notification shall include the procedures or actions the student should take to be removed from probationary status.

D.17-2 EXTERNAL SUSPENSIONS

A student may be suspended from school as a result of serious misbehavior. The authority of suspension from school rests entirely with the principal of the school. He may act at any time for the best interest of the school. All suspensions should be for a specified number of days. The principal may suspend a student until such time as the Board renders a decision at the next regular meeting or ten (10) days whichever comes first. Provided the Board does not render a decision at its next meeting date, the student shall be re-admitted to school until such time as the Board renders a decision.

Provided a student is suspended, the principal shall notify the student's parent or guardian, in writing, on forms prescribed by the School District, of the action taken, cause or causes for such action, effective dates of suspension.

D.17 continued

D.17-3 EXPULSION

A student may be expelled from school if an offense is serious enough to warrant such action. The authority to expel a student is retained solely by the Board. The local school principal must make a recommendation to the Superintendent of Schools and the Board to expel a student or students. After careful study, the Board will render a decision. The local school principal may suspend a student pending the decision of the Board to expel said student provided the Board renders a decision at their next regular meeting or ten (10) days whichever comes first.

Provided a student is considered for expulsion, the parent or guardian shall be notified in writing regarding the charges of misconduct and the scheduling of the due process hearing before the Board of Education.

The Superintendent of Schools shall notify, in writing, the parent or guardian of action taken by the Board.

D.17-4 DISCIPLINE FOR SPECIAL EDUCATION STUDENTS

Prior to the suspension or expulsion of any student who receives services as a special education student, refer to the ALABAMA STATE ADMINISTRATIVE CODE FOR SPECIAL EDUCATION SERVICES (Section 290-8-9-.09 Discipline Procedures).

ADOPTED: December 18, 1986

REVISED: July 24, 2012

REA/ESPO consulted

D.18 STUDENT GUIDANCE PROGRAM

The Board feels that all students within the School District should have the benefit of a functional guidance program, regardless of the grade level. The academic years of students are critical ones and are a time when proper guidance by the home and school are vital to the development of individuals.

Therefore, the School District and local schools shall cooperatively develop a program of guidance to meet the needs of the students of the School District. The guidance program shall encompass the areas of educational guidance, personal guidance and vocational guidance.

The guidance program shall utilize professionally trained counselors and teachers and shall provide the following:

1. Counseling services for all students on an individual and/or group basis.
2. Information for students necessary to make wise decisions concerning educational, vocational or personal planning.
3. Counseling services for students concerning achievement and aptitude.
4. Testing programs that will assist students to better understand themselves and assist teachers to better understand the students with which they are working.
5. Assistance for students needing more intensive diagnosis.
6. Assistance for students and teachers to help improve communications between the school and home.
7. Follow-up studies of former students to facilitate evaluation of the total school program.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

D.19 REPORTING STUDENT PROGRESS

Reports concerning student progress shall be made to the parent or guardian of all students in the School District at least six (6) times during the scholastic school year. Individual schools may make additional reports to the parent or guardian of a student or group of students when in the opinion of the principal and professional staff members the situation warrants it.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

D.20 PROMOTIONS AND RETENTIONS

The general policy of the Board is to encourage and assist all students to move along in a continuous growth pattern of academic achievement in harmony with normal social and emotional development. The decision to promote or retain a student rests with the combined view of the teacher, principal, appropriate supportive school personnel, parent or guardian and the student.

The guiding philosophy for promotion and retention of students within the School District shall be what is in the best interest of the student.

The School Board's position is stated in an adopted policy entitled Promotion and Retention Policy which is found in each respective school's handbook.

ADOPTED: June 25, 1974
REVISED: August 24, 2010
REA/ESPO consulted

D.20a COMMENCEMENT EXERCISES PARTICIPATION

Whereas commencement exercises are recognized as a ceremony for the conferring of diplomas to graduating seniors, the Roanoke City Board of Education believes that participation in such ceremonies is a privilege extended to those students who have met all state and local requirements for graduation.

Therefore, it shall be the policy of the Roanoke City Schools that, with the exception of students with a disability under the Individuals with Disabilities Education Act (IDEA), only those students who have completed all requirements for an Alabama High School Diploma or an Alabama High School Diploma with endorsement shall be eligible to participate in commencement exercises.

ADOPTED: December 19, 2000

REVISED: May 20, 2009

REA/ESPO consulted

D.21 STUDENT INSURANCE PROGRAMS

The Board shall contract with a reputable insurance company to provide low-cost student accident insurance for the students enrolled in the schools of the School District. The insurance program is a service to the students and may be participated in by all students of the School District on a voluntary basis.

The Board may require a student in certain curricular or extracurricular areas to participate in the school accident insurance program or file with the school principal statement from the student's parent or guardian that said student is protected against accidents that may occur while participating in said activities.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

D.22 WELLNESS PLAN

Roanoke City Schools is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

- The Child Nutrition Program complies with federal, state and local requirements.
- The Child Nutrition Program is accessible to all children.
- Nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to students' lives outside of physical education classes.
- All school-based activities are consistent with local wellness policy goals.
- All foods and beverages made available on campus (including vending, concessions, a la carte, student stores, parties and fundraising) during the school day are consistent with the current Dietary Guidelines for Americans.
- All foods made available on campus adhere to food safety and security guidelines.
- The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals. Food and/or physical activity is not used as a reward or punishment.

The principal of each school will be responsible for the implementation and evaluation of the Wellness Policy recommendations. The School Health Index (SHI) is a self assessment and planning guide developed by the CDC that will be used to:

- Identify the strengths and weaknesses of our school's policies and programs for promoting health and safety.
- Develop an action plan for improving student health and safety, and
- Involve teachers, parents, students, and the community in improving school policies, programs, and services.

ADOPTED: July 25, 2006

D.23 POLICIES CONCERNING HIV INFECTION FOR STUDENTS

Roanoke City Schools shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public authorities to promote these goals.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

Employment

The Roanoke City School System does not discriminate on the basis of HIV infection or association with another person with HIV infection, in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

Privacy

Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The school nurse shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member is expected to alert a person responsible for health and safety if a student's health condition or behavior presents a reasonable risk of transmitting any infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

HIV and Athletics

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits must be on hand at every athletic event.

All physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines.

Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will:

- be taught at every level, Kindergarten through grade twelve;
- use methods demonstrated by sound research to be effective;
- be consistent with community standards;
- follow content guidelines prepared by the Centers of Disease Control and Prevention (CDC);
- be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
- build knowledge and skills from year to year;
- stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- include accurate information on reducing risk of HIV infection;
- address students' own concerns;
- include means for evaluation;
- be an integral part of a coordinated school health program;
- be taught by well-prepared instructors with adequate support; and
- involve parents and families as partners in education.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their children. If a parent or guardian submits a written request to a Principal that a child not receive instruction in specific HIV prevention topics at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.

The education system will endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at high risk of acquiring HIV.

Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

Staff Development

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

General Provisions

On an annual basis, school administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them. Information will be provided in major primary languages of students' families.

This policy is effective immediately upon adoption. In accordance with the established policy review process, or at least every three years, the school nurse shall report on the accuracy, relevance, and effectiveness of this policy and, when appropriate, provide recommendations for improving and/or updating the policy.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

REF: Ala. School Health Services Recommended Guidelines for Policies and Procedures, Standard Precautions and Bloodborne Pathogens (SDE publication, Dec. 1999); Someone At School Has AIDS, National Assoc. of State Board of Education publication, 1996

D.24 STUDENT TESTING

The Board of Education will follow the Alabama State Department plan for Student Assessment. Dates for student assessments are forwarded to the LEA by the SDE. The Superintendent, Principals and System Test Coordinator will work together to establish the assessment calendar.

Any standardized assessments given within the system which are not SDE mandated must have the approval of the Superintendent.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

D.25 AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials.

Violation of this policy may result in arrest and prosecution in accordance with Alabama Law and/or disciplinary action by local school officials.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

D.26 ACCIDENTS

Students should report all school related accidents in which they are involved to designated school officials. Failure to report such accidents may result in loss of privilege to make claim on the student accident insurance program.

ADOPTED: June 25, 1974
REVISED: October 25, 2005
REA/ESPO consulted

D.27 FIRST AID/ADMINISTERING MEDICATION

All schools shall store adequate first aid supplies for emergencies. Members of the school staff may administer emergency external first aid to students.

Members of the school staff may, upon notification of the school nurse, principal or his designated representative, take a student to the nearest medical emergency treatment facility for emergency treatment. In all cases, the school principal or his designated representative shall attempt to notify the student's parent or guardian of the emergency and when practical, have the parents or guardian transport the student to the emergency treatment facility or the family physician.

Members of the school staff shall not administer internal medication to students, except, in cases where it is prescribed and requested in writing by the parents, guardian, and physician. A completed medication form signed by the parent and the prescribing physician is required for any child taking medication in the school setting. A new form will be required if there is a medicine change, a change in dosage and at the start of each school year. The same rules apply to over-the-counter medications.

All medications is to be left in the office except those who are allowed to use self administered meds (inhaler or EpiPen) as ordered by the physician.

ADOPTED: June 25, 1974
REVISED: October 25, 2005
REA/ESPO consulted

D. 27a AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

In order to maintain the health and safety of all Roanoke City Schools' students and employees, the following policy is adopted with appropriate training and procedures to be delivered to school system personnel.

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only applied to victims who are unconscious, not breathing, and showing no signs of circulation, such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

1. An AED will be maintained on the premises of each school in the Roanoke City School System. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. The lead school nurse will be responsible for coordinating the AED program, communicating with appropriate local physicians and/or emergency service providers, and for advising the Superintendent in developing, implementing, and publishing procedures and guidelines for AED use in school system facilities.
2. Authorized personnel who have successfully completed appropriate training and/or any volunteer responder who has successfully completed an approved CPR+AED training programs and has a current course completion card are authorized AED users. Signage and/or publications in school buildings shall identify the location of AEDs and the names/locations of AED/CPR trained staff members.
3. School system office personnel are responsible for receiving emergency medical calls for internal locations, contacting the EMS (911) if required, and deploying the school nurse and/or AED/CPR – trained staff members to the location of the emergency.
4. Initial training in first aid/CPR/AED use will be conducted through the American Red Cross or American Heart Association. Designated staff members will renew CPR/AED training annually.

ADOPTED: July 22, 2014

REVISED:

D. 28 STUDENT CLUBS AND ORGANIZATIONS

The Superintendent of Schools, local school principals, school staff members, and students shall establish regulations for the operation of school sponsored clubs and organizations that operate for the welfare and the best interest of the students and the school. School sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization that denies membership on the basis of race, creed, color, or political beliefs.

All school sponsored clubs and organizations shall be under the control of the local school principal. The high school principal may establish a limited open forum under the Equal Access Act, or choose not to establish a limited open forum under the Equal Access Act, in the principal's discretion, in the furtherance of this policy.

All school sponsored clubs and organizations must meet the following criteria:

1. Every school club or organization shall be sponsored by a member of the faculty approved by the principal of the school, or have a supervising faculty member assigned to it by the principal. If the club or organization exists as a limited open forum under the Equal Access Act, securing a sponsor is not the responsibility of students wishing to meet, and cannot be made a condition for creation of the club or organization. If students are unable to secure a sponsoring faculty member, the principal may assign a faculty member to provide supervision and thus sponsorship for the club or organization. Every club or organization must have the approval of the sponsor, in advance, for the time and place of all meetings and all social and athletic events and other activities sponsored by the organization. All meetings shall be held on campus, and the sponsor shall be present throughout such meetings. All other activities held outside the school or off campus must have the approval of the principal. A sponsor, or substitute sponsor approved and assigned by the principal, shall be present throughout all activities.
2. Every school sponsored club shall have a constitution approved by the principal of the school. Such constitution shall be kept on file in the school office.
 - a. The constitution shall contain a statement that all members must be students who are presently enrolled in the school of sponsorship.
 - b. The constitution shall contain qualifications for membership. Such qualifications shall not deny membership because of race, color, creed, or political beliefs.
 - c. The constitution shall contain a statement of the purposes of the club or organization. The purposes shall not be contrary to the welfare or best interest of the students or the school, or in conflict with the authority or responsibilities of the Board and its employees.
 - d. The constitution shall contain a statement that there is no affiliation with any political or religious organization or with any organization which denies members on the basis of race, color, creed, or political belief.

D.28 continued

d. The constitution shall provide that the collection or dispersal of school sponsored club funds shall be in accordance with the regulations set forth by the school and School District.

e. The constitution shall provide that speakers who are neither members of the student body, faculty, or administration of the school must have the approval of the sponsor and the principal.

f. Every club shall act only in accordance with its constitution and shall abide by all policies of the School District and rules and regulations of the school.

3. Every school club, organization, or activity formed to foster the values inherent in ethnic cultures in an effort to recognize ethnic contributions to the American way of life shall promote a policy of open membership.

4. Authorization to conduct activities as an organization recognized by the school administration may be denied or revoked if:

a. The organization participates in, advocates, aids, or knowingly permits conduct by its members or others subject to its direction or control, which is contrary to the welfare or best interests of the students or the school, or which is in conflict with the authority or responsibility of the Board or any of its officials or employees.

b. The organization participates in, advocates, or knowingly permits activity, by its members or others subject to its direction or control, which is not authorized by the constitution of the organization which has been approved by the principal of the school.

c. The organization fails to comply with any Board policy or such rules and regulations as may be developed by local schools.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

LEGAL REF.: The Code of Alabama, 16 8 7 to 9(b), 16 13 32, 16 26 1 to 2; U.S. Const. amend. 1; U.S. Const. amend. XIV, 1; Equal Access Act, 20 U.S.C. §§4071-4074 (2002).

D.29 STUDENT GOVERNMENT

Local schools are encouraged to permit local school officials and students to cooperatively organize and operate a student government association provided it is affiliated with and operates in accordance to the constitution, by-laws and/or rules and regulations of the National Association of Student Council of the National Association of Secondary School Principals.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

D.30 STUDENT PUBLICATIONS

Local schools may permit student publications provided they are approved by the local school principal. A professional staff member shall serve as advisor and consultant to students in the preparation of student publications.

ADOPTED: June 25, 1974
REVISED: October 25, 2005
REA/ESPO consulted

D.32 EMPLOYMENT OF STUDENTS

Student employment during regular school hours is permissible provided:

1. Employment is approved by the local school principal.
2. Employment is approved in writing by the student's parent or guardian.
3. Employment does not conflict with the student's school work.
4. Employment is necessary for the student to continue in school.
5. The student is legally eligible for employment.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

D.33 STUDENT RECORDS

A cumulative record shall be kept on each student enrolled in the schools of the School District. The cumulative records shall be kept on forms approved by the Board.

The local school principals shall be responsible for developing a plan that will ensure that such records are kept up to date and accurate. The Board shall provide a fire proof file for each school to assist local school principals in ensuring the safe keeping of student records.

The cumulative student records shall be considered confidential and as such only the following individuals shall have free access to such records:

1. Teachers and other school officials of the School District who have a legitimate educational interest.
2. Appropriate community agencies involved in handling individual student health and safety concerns.
3. Reports to state agencies that are required to carry out the educational program, such as, athletic eligibility reports, School Leaver Reports, etc.

Any other persons wishing to review student cumulative records shall do so in compliance with applicable laws.

For students who have indicated intent to transfer their attendance to another school district or private school, student records may be transferred to the requesting school without the requirement of obtaining written permission from the applicable parent or guardian.

School officials are not permitted to take student record files away from the school campuses.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

LEGAL REF.: Family Educational Rights and Privacy Act, P.L. 93 380, 20 U.S.C. §1232g (2002); 34 C.F.R. §99 *et seq.* (2002).

D. 33a PROCEDURES FOR SAFEGUARDING STUDENT RECORDS

The following statements are taken from Accreditation Standards for Alabama Elementary and Secondary Schools and are based on Public Law 93 380. The following statements shall govern the use of student cumulative folders in all schools of the School District:

- A. No funds shall be made available to any educational agency which denies parents/ guardians of students the right to inspect and review all official records, files, and data directly relating to their children, including their cumulative record folder.
- B. Each agency shall establish appropriate procedures for granting parents/guardians' request for access to such records within a reasonable period of time but in no case more than 45 days after the request.
- C. Parents may request a hearing to challenge the content of such records.
- D. No grant recipient may release personally identifiable information of students without the written consent of parents/guardians, except to:
 - 1. Other local school officials who have legitimate educational interest.
 - 2. Officials of other schools in which the student intends to enroll; however, parents/guardians must be informed of the transfer, receive a copy of the record if requested, and have an opportunity for a hearing to challenge the content of the records.
 - 3. Authorized representative of:
 - a. Comptroller General of the U.S.
 - b. The Secretary of the Office of Education
 - c. An administrative head of an education agency
 - d. Any State Education Agency
 - 4. Such persons as necessary in connection with a student's application for, or receipt of, financial aid.
- E. Anyone desiring access to student records shall be required to sign a written form which shall be kept permanently with the file of the student. Such form shall be available to parents/guardians and to the school official responsible for record maintenance.
- F. Whenever a student has attained 18 years of age or is attending a post secondary education institution, the permission or consent required of and the rights accorded to the parents/guardians shall thereafter only be required of and accorded to the student.
- G. Education agencies are required to inform parents/guardians and students who are 18 years old of their rights relative to this section.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

REFERENCE: Family Educational Rights and Privacy Act, P.L. 93 380, 20 U.S.C. §1232g (2002); 34 C.F.R. §99 *et seq.* (2002)

D.33b STORING STUDENT PERMANENT RECORDS

School officials have the responsibility for storing indefinitely the permanent records or approved photocopies of all students who have attended the schools of the School District. The following procedures shall govern the storing of such records:

General

1. Each school principal shall develop a plan that will ensure the indefinite safekeeping of permanent records of students who have attended, withdrawn or graduated from the schools of the School District.
2. Permanent student records that shall be stored indefinitely are minimally defined as:
 - a. The Cumulative Record Card
 - b. Any legal documents (birth certificates, etc.)
 - c. Basic Competency Examinations Profiles
 - d. Alabama High School Graduation Examination Profile
 - e. Alabama High School Graduation Ninth Grade Brochure
 - f. Applicable records on special education students
3. Such records shall be stored indefinitely at the last school students attended in the School District. A duplicate must be filed in the Superintendent of School's office or some storage place other than the school that the student attended.
4. Legal names must be used on all such records.
5. Such records must be as complete as possible.
6. Such records shall be stored in fire proof cabinets.

Discontinued Schools

1. If a school of the School District is discontinued for any reason, all student records shall be stored indefinitely in the Superintendent of Schools of Education's office or other designated location.
2. If two (2) or more schools of the School District are combined, student records shall be combined and stored in the new or existing school.

ADOPTED: October 25, 2005

REA/ESPO consulted

LEGAL REF.: Family Educational Rights and Privacy Act, P.L. 93 380, 20 U.S.C. §1232g (2002); 34 C.F.R. §99 *et seq.* (2002); The Code of Alabama, 61 1 3, 16 1 4; Accreditation Standards for Combined Elementary and Secondary Schools, Bulletin 11/10/8

D.33c PUBLIC USE OF STUDENT RECORDS

Students and parents/guardians shall be provided access to official records directly related to students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. Personally identifiable information shall not be released from student records without the written consent of the parent/guardian and student when over 18 years of age. Students and parents/guardians are hereby notified of the above policy through this presentation. Access to student records shall be handled in accordance with the Family Educational Rights and Privacy Act, related regulations, and Policy G.30.

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

ADOPTED: October 25, 2005

REVISED: October 28, 2014

Rea/ESPO consulted

LEGAL REF.: Family Educational Rights and Privacy Act, P.L. 93 380, 20 U.S.C. §1232g (2002); 34 C.F.R. §99 *et seq.* (2002)

D.34 SOLICITATIONS OF STUDENTS

The School District shall strive to safeguard students and parents from undue solicitations. Outside organizations shall not be permitted to solicit, advertise or sell goods or services through the schools of the School District unless authorized by the Superintendent of Schools.

Participation in any fund raising or charity drive sponsored by the school or outside agency shall be entirely voluntary as far as such student is concerned. There shall be no cause for embarrassment to those who do not or cannot participate or contribute.

All fund raising and charity drives sponsored by a school must receive the approval of the principal and Superintendent of Schools.

ADOPTED: June 25, 1974

REVISED: October 25, 2005

REA/ESPO consulted

D.34a POLICY FOR SALE OF COMPETITIVE FOODS

Competitive foods are defined as any foods sold in competition with the Child Nutrition Program. The final competitive foods rule, 7 CFR 210.11 and 220.12, developed by the United States Department of Agriculture and published May 1995, prohibits the sale of carbonated beverages and other categories of foods of minimal nutritional value. Alabama's Healthy Snack Standards focus on decreasing fat and sugar, increasing nutrient density and moderating portion sizes for snack foods and beverages in school. A copy of Reviewed and Approved Snack Items are available in the Child Nutrition Program Director's office for review.

No food other than that provided by the Child Nutrition Program shall be available to students from the beginning of the school day until after the end of the last lunch period. In the event of such unauthorized sales, which include fundraisers and special school revenue events, the superintendent shall direct that the proceeds from such sales be deposited into the Child Nutrition Program account.

Schools are required to restrict student access to concessions, extra sales, vending and fundraisers that are in direct competition with the Child Nutrition Program from the beginning of the school day until after the last lunch period each operational school day.

Vending machines are not to be available to students during the meal service time. Sales may not occur immediately before or after the meal service time in an effort to circumvent this policy. The school day is defined as the period of time that children arrive at school until after the end of the last scheduled class.

ADOPTED: February 25, 2014

D.36 INDIVIDUALS WITH DISABILITIES

Roanoke City Schools will provide for ADA/504 Public Notice that our system does not discriminate on the basis of disability with regard to admission or access to and treatment or employment on our programs and activities. We will also provide internal notice to our staff and students to the same effect. (C.F.R. 104.8, 104.32(b)), and (28 C.F.R. 35.106). Roanoke City Schools provides a grievance procedure for disability discrimination complaints which incorporates appropriate due process standards and provides for the prompt and equitable resolution of those complaints (34.C.F.R. 104.7(b)) and (28 C.F.R. 35.107).

ADOPTED: June 25, 1977

REVISED: October 25, 2005

REA/ESPO consulted

D.37 DISCRIMINATION GRIEVANCE PROCEDURE

Students

The following procedure should be used by students or their parents/guardians who wish to file a discrimination complaint.

STEP ONE Ask the teacher or person(s) whom you feel treated you unfairly to
(Teacher) discuss it with you. This should be done within (10) days of the time that the situation occurred.

STEP TWO If you still do not feel that your problem has been resolved, then ask
(Principal) to speak to the Principal. This should be done within five (5) days of your talk with the teacher.

STEP THREE If after this, you still do not feel that your problem has been
(Federal Programs Coordinator) resolved, then contact the Federal Programs Coordinator and
(Coordinator) discuss the matter with him/her. This should be done within five (5) days of your talk with the Principal. The Federal Programs Coordinator will schedule a meeting of all people involved and they will try to find a satisfactory solution on the basis of the evidence presented.

STEP FOUR If everyone cannot agree on a solution, the Federal Programs
(Superintendent) Coordinator will bring the problem to the attention of the Superintendent and supply the appropriate written documentation. The Superintendent will schedule a meeting of all people involved and they will try to find a satisfactory solution to the problem. The Superintendent will inform the student or parent in writing of his/her decision within five (5) days of this meeting.

STEP FIVE If everyone cannot agree on a solution at this point, then the
(Board of student or student's guardian may appeal in writing to the Roanoke
Education) City Board of Education within fifteen (15) days after the meeting with the Superintendent. The Board will consider the complaint at the soonest appropriate meeting. At that time the student or guardian shall have the right to explain the problem in person or in writing to the Board. The Board shall inform the student/guardian and the Superintendent in writing of its decision within fifteen (15) days after the meeting.

ADOPTED: October 26, 1986

REVISED: October 25, 2005

REA/ESPO consulted

The primary purpose of this policy is to provide for prompt and equitable resolution of students' complaints and grievances.

Students shall not engage in conduct constituting sexual harassment. Sexual harassment, whether between students or between a student and an employee, will not be tolerated. The Board will investigate all allegations of sexual harassment and take appropriate action against those who engage in such behavior. Sanctions for violation of this policy may include verbal or written warning, suspension, or expulsion.

Definition

Sexual harassment is defined as verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment.

Complaint Procedure

A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, the school counselor, principal, or the superintendent. Any student or employee who suspects that a student is being sexually harassed shall immediately report the information to the school counsel, principal, or Superintendent. A student's request to make his or her report to someone of the same sex shall be granted.

If the complaint is received by someone other than the school principal, the person receiving the complaint shall promptly inform the school principal. The principal shall start an immediate investigation into the matter. The custodial parent(s) of the student will be informed of the complaint.

The completed investigation shall be reviewed by the Superintendent or the Superintendent's designee and legal counsel for prompt and appropriate action, if warranted. A written response to the student's complaint will be provided to the custodial parent(s) and the student within forty-five (45) days of the date the student first registered the complaint. The student or the custodial parent(s) may appeal the decision within ten (10) days of the receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board as soon as practicable. The Board shall make a final decision and notify the student and the custodial parent(s) in writing of its decision.

Protection of Complainant

No student shall be subject to adverse action for any good faith report of sexual harassment under this policy. To the extent practicable, all reports of sexual harassment will remain confidential.

ADOPTED: February 16, 1998

REVISED: May 20, 2008

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 Roanoke City School system.

Section 3. Description of Behavior Expected of Students.

a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the

requirements of law, policy, regulation, and rules prohibiting 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.

Harassment of any employee or student by another student is expressly prohibited and will be handled in accordance with the provisions of the Student Code of Conduct.

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. This form will also be made available on the Roanoke City Schools website. 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 the relevant facts and evidence and will be conducted in a reasonably 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 violation(s) may also be imposed by the principal or the school system.

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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 as are customarily used for such purposes.

ADOPTED: March 23, 2010

REVISED: July 24, 2012

HARASSMENT REPORTING FORM

Harassment, in any form, is serious and will not be tolerated. This is a form to report harassment that occurred on school property, at a school-sponsored activity, or event off school property; on a school bus; or on the way to and/or from school, in the current school year.

PERSON REPORTING INCIDENT

Name: _____ **Phone:** _____

Today's Date: _____ **School:** _____

Please check the appropriate box:

€	<input type="checkbox"/>	Student
€	<input type="checkbox"/>	Student (Witness/Bystander)
€	<input type="checkbox"/>	Parent/Guardian or other close adult relative
€	<input type="checkbox"/>	School Staff
€	<input type="checkbox"/>	Other: _____

INCIDENT INFORMATION:

1. Name of student victim: _____ Age: _____

2. What happened and who was involved?

3. Please check all that apply in best describing what happened:
 € Any bullying, harassment, or intimidation that involved physical aggression
 € Getting another person to hit or harm the student
 € Repeated teasing, name-calling, making critical remarks, or threatening, in person or by other means
 € Making jokes about the student
 € Making rude and/or threatening gestures
 € Excluding or rejecting the student
 € Intimidating the student
 € Spreading harmful rumors or gossip
 € Electronic communications (explain): _____
 € Suicide/Suicide Talk
 € Other: _____

4. When did this happen? Date and time if known.

5. Where did the incident happen (choose all that apply):
 € On school property
 € On a school bus
 € At a school-sponsored activity or event off school property
 € On the way to/from school

6. Has it happened before? _____

7. Have you told an adult about this problem? If so, who did you tell?

Signature: _____ Date: _____ Revised 7/24/2012

A student who becomes a victim or is in danger of being a victim of a violent offense committed on school property or during school hours or at school-sponsored activities shall be given the option to become a virtual student. A violent offense is defined as the intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, or deprivation. A virtual student is defined as a student who is still enrolled in Roanoke City Schools but completes classes and assignments online or through distance learning. This option will be used when it is determined by administration that it is in the best interest of the child and for safety reasons. The school will notify the parent or guardian of the right to go to virtual learning within five (5) days of the administration's determination of an unsafe at school situation. (Alabama Code 290-3-1-02-01)

ADOPTED: November 17, 2020

REVISED:

REA/ESPO consulted

The Board believes the purposes of cheerleading are to promote school spirit and to provide an opportunity for selected students to participate in a leadership development activity. The Board approves and supports activities designed to accomplish these purposes.

Discrimination on the basis of sex, age, religious belief, disability, national origin or ethnic group shall be prohibited in all educational programs and extracurricular activities. The cheerleader sponsor shall develop rules that are firm, fair and consistent. These rules will be enforced in a manner that is firm, fair and consistent.

ADOPTED: August 22, 1989

REVISED: October 25, 2005

REA/ESPO consulted

D.39 EXTRACURRICULAR ACTIVITY PARTICIPATION — ACADEMICS FIRST

The Roanoke City Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Roanoke City Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress toward graduation from high school on schedule with his/her class. This Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by State Board of Education resolution and the Alabama Administration Code to earn a minimum of 24 credits in Grades 9-12, with four (4) credits each in science, mathematics, social studies, and English.

The Roanoke City Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities:

1. Students entering Grades 10-12 must, for the immediately preceding school year, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subjects(s) may be used to compute the composite grade average.
4. Eligibility shall be determined on the first day of the local school year and shall remain in effect for one (1) complete school year. A student may not become eligible after school begins (after the first day of school). Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

Students entering Grades 8 and 9 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same to student in Grades 9-12.

Students promoted to the seventh grade for the first time are eligible.

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

This policy is effective for all student in Grades 8-12 beginning with the 1999-2000 school year with their eligibility determined by grades earned during the 1998-99 school year and 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein. The Roanoke City Board of Education shall implement this policy as a minimum for all students in Grades 7-12 under its control.

ADOPTED: October 27, 1998

REVISED: October 25, 2005

REA/ESPO consulted

D.39a SPORTSMANSHIP FOR STUDENTS

The Roanoke City Board of Education believes it is the responsibility of administrators, coaches, fans and players to promote good sportsmanship at every opportunity. It is the responsibility of school system employees and student athletes to take the lead in setting the proper example.

Any monetary fine placed on a staff member and/or a student athlete by the Alabama High School Athletic Association (AHSAA) will be paid in full by the person named by the AHSAA.

Staff members and/or coaches who wish to appeal the decision of the AHSAA must follow the appeal procedures outlined by the AHSAA.

ADOPTED: June 26, 2007

D.41 SUPERVISION OF LOW RISK JUVENILE SEX OFFENDERS

Pursuant to *Annalyn's Law*, the Superintendent shall be notified by local law enforcement when a low risk juvenile sex offender is enrolling or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities.

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

- A. "Plan" refers to the "individualized student safety plan" developed following the Student's adjudication and/or enrollment in the school to serve as a behavior contract between the Student and the School.
- B. "School" refers to "all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the Student's current school of record.
- C. "Student" refers to "the low risk juvenile sex offender" designated by a juvenile court judge as having a low risk of re-offense.
- D. "Teachers and staff with supervision over the student" or "Supervision team" refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student's assigned teachers and/or coaches, the Student's counselor, and if applicable, the Student's bus driver, during the subject school year and who will be privy to information regarding the Student's status. Teachers and staff with only passing and/or general contact with the Student shall not be privy to information regarding the Student's status.
- E. "Victim" refers to the victim, if known by and attending the same school as the Student, of the offense for which the Student was adjudicated delinquent.

Notification

- A. *Current Students* - In the event a currently enrolled Student is adjudicated delinquent and designated "low risk" by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.
- B. *Newly Enrolled Students* - In the event a Student seeks to enroll in the district as a new student, and that Student has been previously designated as a low risk juvenile sex offender, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.
- C. *School Staff Changes* - In the event the principal or a member of the Supervision Team leaves his/her position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student's status and Plan.

Plan Development and Maintenance - Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet, in a timely manner, with the Student and/or the Student's parent or guardian to develop an appropriate Plan. In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction.

The terms of the Plan and any updates must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team.

The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

Supervision - The Student will be subject to the Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan. Any suspected violations of the Plan to the principal or designee. The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discrete and unobtrusive.

Students with Disabilities - Discipline of Students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and implementing regulations.

Violations of the Plan - In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to board policy and/or reassessment of the Plan's conditions.

Challenges to the Plan - In the event the Student and/or his parent or guardian object to conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designee to consider whether adjustment of the Plan or response modification is warranted. The Superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable School disciplinary policies and procedures and the Student will be afforded process due thereunder.

Confidentiality - Information related to the Student's delinquent status must be treated as confidential. Any document identifying the Student's status should be safeguarded from unintentional disclosure. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

Retaliation - Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. Mistreatment of any student may be cause for discipline.

Procedures - The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

[Reference: Ala. Act No. 2018-528, Ala. Code § 16-1-51.1 (1975)].

ADOPTED: March 19, 2019

REVISED:

REA/ESPO consulted