

# **JCDAG-1 - STUDENT HARASSMENT REFERRAL ACTION FORM**

## **Complaint Form**

School System: \_\_\_\_\_ School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

INFRACTION REPORTED BY: ___ STUDENT ___ PARENT/GUARDIAN			
Date of Incident		Time	
Specific Location of Incident			
DESCRIPTION			
OTHER INFORMATION			

The Jamari Terrell Williams Student Bullying Prevention Act, No. 2018-472, defines bullying as 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, cyberbullying or 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 contained in the policy adopted by the local board. To constitute bullying, a pattern of behavior may do any of the following:

1. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
2. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
3. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
4. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
5. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment or a student.

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

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.

Adopted: September 10, 2019

## **JCDB - DRESS CODE**

Student dress and grooming shall be appropriate for the classroom. Wearing apparel shall be such that it does not disrupt the classroom atmosphere, become unusually distracting, or violate health and safety rules of the school. These minimum standards shall apply to all students in public schools of Morgan County.

1. Students must be neatly dressed, clean and well-groomed while at school.
2. Shoes or sandals must be worn.
3. Students shall not wear midriff shirts, tube tops, mesh, spandex, or fishnet garments, nor backless or strapless blouses.
4. Shorts shall be permitted in grades K-12, however, above third grade the shorts must be walking short length.
5. Mini skirts shall be prohibited.
6. No hats, caps or sunglasses shall be worn inside the school building.
7. The wearing of clothing advertising alcohol, tobacco, drugs, or suggestive words or pictures shall be prohibited.

The Principal shall be the final judge as to neatness and cleanliness of wearing apparel and whether or not such apparel is disruptive, distracting, or is in violation of health and safety rules.

Adopted: June 26, 1986

Revised: August 28, 1986

September 27, 1990

## **JCDC - 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 enrolled or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities.

### **Section 1. 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.

## **Section 2. 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) Students That Change Schools Within the District**

In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable. Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original Plan and the transferring Student’s status and circumstances. Regardless, the principal of the prior school must provide the Student’s records and Safety Plan to the principal of the new school as soon as practicable. The new principal should review the Plan and meet with the Student, the Student’s parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or

should be adjusted based on the Student's circumstances.

(d) School Staff Changes

In the event the principal or a member of the Supervision Team leaves his 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. The Student, his parent or guardian, and other members of the Supervision Team should be notified of changes to the Supervision Team within a reasonable timeframe.

### **Section 3. 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 with the Student and/or the Student's parent or guardian to develop an appropriate Plan. This meeting should take place within ten (10) school days or as soon as practicable. 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 to it 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.

### **Section 4. Supervision**

The Student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan. Members of the Supervision Team should report 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.

### **Section 5. 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.

### **Section 6. 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.

### **Section 7. 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.

### **Section 8. Confidentiality**

Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by the members of the Supervision Team. 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.

### **Section 9. 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. The Team is reminded that the Student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

### **Section 10. Procedures**

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

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

Adopted: September 10, 2019

### **JCDD - 6.21 ELECTRONIC COMMUNICATION DEVICES**

Personal, wireless communication devices include, but are not limited to cellular telephones, smart phones, e-mail devices, tablets, or any other electronic communication device. Students may possess a cell phone or other personal, wireless communication device on school property, but use of such devices during the school day is limited to uses expressly permitted by the

supervising teacher or administrator. The Board, nor its' employees, assumes no responsibility for theft, loss, or damage to any personal, wireless communication device. Principals or their designees have the authority to restrict and deny the use of personal, wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

[Reference: ALA. CODE §16-1-27(1975)]

Adopted: July 21, 2011  
Revised: November 13, 2014  
November 13, 2018

## **ICEC - STUDENT DEMONSTRATIONS AND STRIKES**

### **(Disruption of the School)**

To insure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the Board directs that the procedures listed below be followed in case of any type of disruptive demonstration on school property or within school buildings.

This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning the Morgan County School System. However, since the Board is required by law to provide proper school facilities and to maintain an appropriate program of instruction, and is further required to bar any disruption of the schools or interference with normal operations, the following steps have been taken in the event of any disruption of the normal operation of the schools.

1. The disruption shall be immediately brought to the attention of the Superintendent or his representative by the administrative head of the school. The Superintendent shall have the authority at his discretion to alert the police authorities.
2. Students participating in a disruptive demonstration shall be directed by the building principal or his representative to go to their regular classroom assignment. At the same time, the principal or his representative will arrange for a meeting between the administration and the individuals, leaders of a group or the group, if feasible, to discuss in a rational, orderly manner the problem which has caused the disorder.
3. Nonstudent demonstrators and other unauthorized persons will be directed by the building principal or his representative to remove themselves from school property forthwith.
4. In the event steps 2 and/or 3 fail to stop the demonstration, the Superintendent or his representative will ask the police to remove the demonstrators and any individuals failing to comply under step three.

5. When necessary for their safety, students and staff may be directed to leave the building and school property.
6. At no time, while any demonstration is in process, is the Superintendent or any school or Board personnel to enter into negotiations on the issues with the protestors, either orally or in written form.
7. As soon as normal educational and business processes can be resumed, the Superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the Board in an orderly manner.
8. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.

Adopted: January 11, 1979

Ref: Jenkins v. Louisiana State Board of Education, 506 F. 2d 992 (CA. 5th 1975)

The court upheld the suspension of students who admittedly had not themselves participated in the improper acts. It was shown, however, that these students had gone about the campus shouting such slogans as "organize, unite student power," etc. and had urged other students to engage in a boycott. The court declared that this was far removed from the "silent passive expression of opinion" which had been held protected under the First Amendment in prior Supreme Court decisions. Therefore, a school board is not limited to disciplining only those students who actually participate in act violence, but may also suspend students who urge and stimulate other students to engage in a boycott and acts of violence and disruption on the school campus.

### **ID - DISCIPLINE**

There can be no effective teaching in the classroom without proper discipline. Visitors are quick to judge a school by what they hear and see when they are inside the building. Good discipline is the hallmark of an efficiently operated school. The public expects it, the parent's want it, and the students are entitled to it. A well-disciplined student body distinguished itself in all activities, such as athletic contests, assembly programs, and musical concerts and in such community activities as church services. Students can have freedom and still be well disciplined.

Legal Reference: Blackwell v. Issaquena County Board of Education 362 f. 2d 749

"It is always within the province of school authorities to provide by regulation the prohibition and punishment of acts calculated to undermine the school routine. This is not only proper in our opinion, but is necessary."

Dunn v. Tyler Independent School District, 460 f. 2d 137 (1972)

Even though a school district does not have a written behavior code the covers the particular activity in question, a Board can still punish behavior, which is subversive to good, and discipline in school.

Adopted: January 11, 1979

Revised: June 27, 1985

### **JDA - CORPORAL PUNISHMENT**

This Board authorizes professional employees to administer corporal punishment to students provided:

- A. The teacher is aware of the student's psychological, emotional and physical background. The parents and students should provide the school with such necessary information.
- B. Counseling sessions are advised to minimize the deviant behavior.
- C. At the beginning of each school year and when a new student reports to a school, the guidance counselor or person enrolling the student shall inform the student about the Board Policy and the reasons why corporal punishment can be administered.
- D. The student understands the breach of rule involved and the reason for the punishment.

In the judgment of the teacher and in the exercise of sound discretion, such measures are taken, provided:

- A. Such corporal punishment shall not be excessive.
- B. The corporal punishment is administered by paddling the buttocks only.
- C. It is used for the purpose of correction and without malice.
- D. It shall not be administered in the presence of other students.
- E. It shall be witnessed by the principal, assistant principal, or another teacher who is cognizant of the reason(s) for the punishment. Counselors shall be excluded because of the student/counselor relationship.
- F. Supporting records are maintained. Such records shall be made available to the parent(s) or guardian in accordance with School Board Policy, FILE: JR.
- G. Corporal punishment shall not be administered if the student has a physical injury which may be further aggravated.

The safest policy for all employees is: Keep your hands off the student unless there is need for physical restraint.

Additionally, none of the following methods should be used:

- A. Pinching
- B. Slapping
- C. Striking
- D. Shaking



- E. Pulling of hair
- F. Kicking
- G. Shoving
- H. Sitting on a body for control. A person or persons may physically restrain a student, however, the student shall not be forcefully held during administration of the corporal punishment.

Professional employees are authorized to administer corporal punishment for the following reasons:

- A. Insubordination
- B. Disruption of classes
- C. Disobedience
- D. Skipping class
- E. Fighting
- F. Disregard of the rights of others
- G. Breach of school policies and rules
- H. Using profanity or obscene language
- I. Destroying public property
- J. Disrupting lunchroom, e.g., throwing food; putting food on table, chairs, floor, etc.
- K. Performing obscene acts or gestures.

Records of corporal punishment shall be maintained in the school and destroyed in accordance with School Board policy.

Adopted: January 11, 1979

Revised: February 23, 1984

May 11, 1993

Ref: Baker v. Owen, 44 LW 3235 (S. Ct. 1975); Ware v. Estes, 328 F. Supp. 657 (D.C.) 1971; Ingraham v. Wright, 498 F. 2d 248 (5th Cir. 1974); Roberts v. May, 398 F. Supp. 856 (D. CVt. 1975); Roy v. Continental Insurance Co., 313 So. 2 349 (La.

App. 1975)

### **JDCA - NO FIGHT**

It is the policy of the Morgan County School System that fighting is not an acceptable behavior. Therefore, fighting in school buildings, on school grounds, at any school-sponsored event, or on

a school-owned/maintained vehicle will not be tolerated. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, disorderly conduct, or criminal coercion.

The Superintendent, working cooperatively with the local police and/or sheriff, the district attorney, and the juvenile court, shall enforce this "no-fight" policy at all schools within the system.

These procedures will be followed:

1. Fighting in school buildings, on school grounds, at any school sponsored event, or on a school-owned/maintained vehicle shall be classified as major violation of the code of student conduct.
2. The principal or designee shall investigate the fight and take the appropriate action as identified in the code of student conduct.
3. The principal or designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses.
4. The principal or designee shall secure reliable witnesses for court appearances.
5. The principal or designee shall file a complaint/petition with the juvenile court and may call the police.
6. A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officers.
7. K-5 punishment shall be at the discretion of the principal or designee.

Adopted: April 24, 1997

### **JDD - SUSPENSION AND EXPULSION**

The Board views a suspension of a student as generally undesirable practice, and holds that excluding a child from school should occur only when essential to the well-being and safety of the individual or to other students or when essential to the conduct of the educational programs and processes of the school.

For relatively minor misconduct, a student may be suspended by the Principal of a school for a period not to exceed ten (10) days. Only the Board can expel a student or suspend a student for a period in excess of (10) days. With respect to absences due to disciplinary suspensions, credit can be given but such absences are not subject to the attendance policy.

When ordinary disciplinary problems are involved, not including (1) charges of violating the drug-alcohol policy of the Board, (2) charges involving conduct of a student whose continued presence in the school poses a danger to persons or property or an on-going threat of disruption to the academic processes of the school, or (3) charges which, if true, would reasonably be expected to result in the expulsion of a student from school, or suspension for more than ten (10) days, before suspension from school occurs, other disciplinary and counseling action may, in the discretion of the Principal, be attempted.

At the Board's discretion, a psychiatric evaluation by a board-certified psychiatrist, family and/or individual counseling, and any other reasonable measures to ensure that the student is ready to return to school, may be required at the parents' expense. The Board reserves the right to accept or reject any reports or evaluations.

Students suspended will be given the opportunity to make-up missed assignments or tests for the duration of the suspension. The assignments can receive a maximum grade of 70%. Students who are expelled will not be allowed to make-up missed assignments or tests for the duration of the expulsion.

While suspended, or after being expelled from school, a student shall be prohibited absolutely from attending all school related functions or activities whether such occur on or off the campus of the school.

All suspension and expulsion proceedings shall be in accordance with Policy JCAA.

\*This policy does not apply to Special Education students when superseded by IDEA 1997. See Policy FILE: JCAAA.

Adopted: January 11, 1979

Revised: June 27, 1985

March 27, 1986

October 22, 1991

December 16, 1999

January 14, 2010

### **JGA - STUDENT INSURANCE PROGRAM**

Student insurance, at a reasonable rate, is available on an optional basis. Participation in some school programs require that the pupil purchase insurance coverage or sign a waiver indicating that the parents have adequate coverage.

Adopted: January 11, 1979

Ref: Policy based on Ala. Code, 16-8-8

### **JGCB - INOCULATIONS**

As required by Alabama Law, each pupil shall be immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps and measles, including any other immunization that may be required by the state law, before enrolling in a Morgan County school, provided that such immunization shall not be required in the case of a child whose health, in the opinion of a reputable physician, would be endangered thereby. It shall be the duty of the parents or guardians of the child to have such immunizations performed and to present to the proper school authorities the certificate of a reputable physician that said immunizations have been performed.

Each principal shall cooperate with the Morgan County Department of Public Health in providing available health services to pupils in the school system.

Adopted: January 11, 1979

Ref: Ala. Code, 16-30-1 through 16-30-5

### **JGCC ALSO CF ALSO CGPAA COMMUNICABLE DISEASE**

The MORGAN COUNTY SCHOOL SYSTEM will work cooperatively with local and state health agencies to enforce and comply with applicable health codes for the prevention, control, and containment of communicable diseases in schools.

#### 1. Certificate of Immunization

A certificate of Immunization against disease designated by the state health officer shall be required before a student can be enrolled in the MORGAN COUNTY SCHOOL SYSTEM.

#### 2. Authority to Exclude Student Staff Member (Disease Spread by Casual Contact)

The superintendent shall have the authority to exclude any student or staff member with a communicable disease or parasite known to be spread by any form of casual contact\* and is considered a health threat to the school population. Such a student or staff member shall be excluded from schools in the MORGAN COUNTY SCHOOL SYSTEM for a period of time as may be prescribed by the local Health Department, school nurse, or a physician. In all cases, a statement of clearance from the Department of Health, school nurse, or a physician shall be required before the student or staff member may re-enter school or return to work.

#### 3. Due Process for Students and Staff Members (Disease Not Spread by Casual Contact)

When reliable evidence or information from a qualified source confirms that a known student/staff member is known to have a communicable disease or infection that is known not to be spread by casual contact\*, i.e. AIDS, Hepatitis B and other like diseases, the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis by a review panel to ensure due process. (Protocol and review panel membership outline in FILE: JGCCA, and CGPAAA.)

If the above individual is a student who has been determined to be handicapped pursuant to the administrative rules for special education, or is suspected of being physically or otherwise health impaired, the protocol for special education students.

#### 4. Mandatory Screening for Communicable Diseases Not Spread by Casual Contact

Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry or for employment or continued employment.

#### 5. Procedures for Handling Blood or Body Fluids

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting. School personnel will be trained in the proper procedures for handling blood and body fluids and

these procedures will be strictly adhered to by all school personnel. (FILE JGCCC, CGPAAB, Routine and Standard Procedures for Sanitation and Hygiene-Handling Body Fluids)

#### 6. Confidential Information

All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information. Before any medical information is shared with anyone in the school setting a "Need To Know" review shall be made which includes the parent/guardian, student if over 18, employee or their representative.

#### 7. Instructions Regarding Communicable Diseases

Instruction on the principal modes by which communicable diseases, including, but not limited to, acquired immunodeficiency Syndrome (AIDS) are spread and the best methods for the restriction and prevention of these diseases shall be taught to students with inservice education provided to all staff members.

\*For a clearer understanding of the phrase "spread by casual contact" refer to The New England Journal of Medicine, February 6, 1986, p. 346.

SOURCE: MORGAN COUNTY BOARD OF EDUCATION, Decatur, AL

LEGAL REF: THE CODE OF ALABAMA, 16-29-1; 16-30; State Department of Public Health Guideline, Jan. 3, 1983; State Department of Education Memorandum, April 14, 1978; Michigan Department of Education Model Communicable Disease Policy; The New Morgan County England Journal of Medicine, Feb. 6 1986, p. 346.

Adopted: October 25, 1990

### **JGCCA - PROTOCOL FOR COMMUNICABLE DISEASES KNOWN NOT TO BE SPREAD BY CASUAL CONTACT**

Rationale for Protocol Concerning Students or Staff Members Who Have Contracted Acquired Immune Deficiency Syndrome (AIDS)

In adults and adolescents, the Human Immunodeficiency Virus (HIV) which may eventually cause AIDS is transmitted primarily through sexual contact and direct blood to blood exposure to infected blood or blood products.

All known cases of children who have acquired the AIDS virus have become infected:

1. Prenatally from infected mothers
2. From receiving a transfusion of blood or blood products that contained the virus; or
3. In older children who have acquired the disease sexually or from contaminated needles during intravenous drug abuse.

None of the identified cases of HIV infection in the United States are known to have been transmitted in the school, day-care, or foster-care or through other casual person-to-person contact. Based on current evidence, casual person-to person contact as would occur among

school children is not considered an unusual risk. However, studies of the risk of transmission between preschool-aged children and neurologically handicapped children who lack control of their body secretions are limited. Based on experience with other communicable diseases, a theoretical risk for transmission would exist among these children.

The Centers for Disease Control (CDC), in consultation with several health associations as well as the National Association of Elementary School principals and the Board of Directors of the National Congress of Parents and Teachers recommend that:

1. For most infected school-age children, the benefits of an unrestricted setting would outweigh the risks of their acquiring potentially harmful infections in the setting and the apparent nonexistent risk of transmission of the Human Immunodeficiency Virus (HIV). These children should be allowed to attend school
2. Generally school employees, including personal service and food service staff, do not need to be restricted from work if HIV infected unless there is evidence that other infection or illness exists that may be spread by casual contact in the school setting or the illness precludes them for performing the functions for which they were employed. Both Federal and State law require reasonable accommodation.

#### **A. The Review Panel**

1. Communicable diseases that are known not to be spread by casual contact, e.g. AIDS, Hepatitis B and other like diseases will be addressed on a case by case basis by a review panel.
2. Panel Membership
  - a. The physician treating the individual
  - b. a health official from the Morgan County Health Department who is familiar with the disease.
  - c. A child/employee advocate (e.g., nurse, counselor, child in or outside the school setting) approved by the infected person or parent/guardian.
  - d. A school representative familiar with the child's behavior in the school setting or the employee's work situation (the building principal or the appropriate work supervisor).
  - e. Either the parent/guardian of child, student if over 18, employee, or their representative.
  - f. A district administrator other than the superintendent or assistant superintendent.
3. The superintendent will assign a stenographer to record the proceedings.
4. The superintendent will designate the chair of the panel. The chair is responsible for assuring a due process hearing that is fair and just. The chair shall ensure an impartial hearing for all interests concerned.

5. The superintendent will be present during the testimony process but will be excused when the panel is deliberating towards the "Proposal for Decision".
6. The chair of the review panel will designate the panel member who will write the "Proposal for Decision".

## **B. Case Review Process**

1. Upon learning of a student/staff member with the MORGAN COUNTY SCHOOL SYSTEM who has been identified by a qualified source as having a communicable disease that is known not to be spread by casual contact, the superintendent shall:
  - a. Immediately consult with the physician of the student/staff member and/or the health official from the Morgan County Health Department to obtain information as to whether the student/staff member is generally well enough to remain in school during the review panel process. The superintendent will confirm whether the student/staff member has evidence present of temporary condition that could be transmitted by casual contact in the school setting.
    1. If the student/staff member's physician or the health department physician indicates the student/staff member is well enough to remain in the school setting and poses no immediate health threat through casual contact to the school population because of their illness, the student/staff member shall be allowed to remain in the school setting while the review panel meets.
    2. If the student/staff member's physician or the health department official indicates the student/staff member is currently not well enough to remain in the school setting and/or that the affected individual currently has evidence of an illness of infection that poses a potential health threat through casual contact to the school population because of their illness, the student/staff member shall be excluded from the school setting while the review panel meets. If the health department health official recommends exclusion because a public health threat exists, the review panel will discuss the conditions under which the individual may return to school
      - b. Immediately contact the review panel members to convene a meeting to explore aspects of the individual's case.
      - c. Submit to the parent/guardian or infected person in writing a notice of their rights as a review panel member and the method of appeal.

## 2. The Review Panel Process

a. The Review Panel shall meet within 24-48 hours to review the case. The following aspects should be considered in that review:

1. The circumstances in which the disease is contagious to others.
2. Any infections or illnesses the student/staff member could have as a result of the disease that would be contagious through casual contact in the school situation.
3. The age, behavior, and neurologic development of the student.
4. The expected type of interaction with others in the school setting and the implications to the health and safety of those involved.
5. The psychological aspects for both the infected individual and others concerning the infected individual remaining in the school setting.
6. Consideration of the existence of contagious diseases occurring within the school population while the infected person is in attendance.
7. Consideration of a potential request by the person with the disease to be excused from attendance in school or on the job.
8. The method of protecting the student/staff member's right to privacy, including maintaining confidential records, and who in the school setting "needs to know" the identity of the affected individual.
9. Recommendations as to whether the student/staff member should continue in the school setting or if currently not attending under what circumstances he/she may return.
10. Recommendations as to whether a restrictive setting or alternative delivery of school programs is advisable.
11. Determination of whether an employee would be at risk of infection through casual contact when delivering an alternative educational program.
12. Any other relevant information.

### b. Proposal For Decision

1. Within three (3) business days after convening the panel, the superintendent shall be provided with a written record of the proceedings and the "Proposal For Decision". The Proposal serves as a recommendation to the superintendent. It is based on the information brought out in the review panel process and will include the rationale for the recommendation concerning school attendance for the student or continuation of employment for the staff member. If there is a minority viewpoint by panel members following the review process, that should also be included in the report.



2. If the Proposal For Decision is to exclude the affected person from the school setting because of the existence of a temporary or present condition that is known to be spread by casual contact and is considered a health threat to the school community, the Proposal For Decision shall include the conditions under which the exclusion will be reconsidered.
3. The parent/guardian, or affected person will be given a copy of the proposal. The review panel members will be given the opportunity to review the content of the Proposal For Decision.

c. The Superintendent's Decision

1. The superintendent shall either affirm, modify, or take exception to the Proposal For Decision within three (3) business days after receipt of the Proposal For Decision unless a rehearing request on the Proposal has been made.  
(See Appeal Process, Rehearing Request.)
2. In the event the Superintendent takes exception to the Proposal For Decision, he/she shall prepare a written statement that sets forth the reasons for the exceptions and the basis for that decision.
3. The parent/guardian or affected person and the Health Department official will be given a copy of the Superintendent's Decision. The other review panel members will be given the opportunity to review the content of the Superintendent's Decision.

**C. Appeal Process**

1. Rehearing Request

- a. The parent/guardian or affected person who considers the Proposal For Decision unjust may request a rehearing, in writing, directed to the chair of the review panel within three (3) days of Proposal For Decision. Grounds for requesting a rehearing are limited to:
  - (1.) new evidence or information that is important to the decision; or
  - (2.) substantial error or fact.
- b. The chair, within three (3) business days from the date of receipt of the request for rehearing shall either grant or deny the request for rehearing. If the request for rehearing is denied, the chair shall immediately submit the proposal For Decision to the superintendent. If the request for rehearing is granted, the chair shall reconvene the same panel that originally heard the matter within five (5) business days of the

date the hearing is granted.

- c. Within three (3) business days after the rehearing the chair shall submit proposal for decisions to the superintendent. The parent/guardian, or affected person will be given a copy of the Proposal. The review panel members will be given the opportunity to review the content of the Proposal For Decision.

## 2. Request for Reconsideration of Superintendent's Decision

- a. The parent, guardian or affected person may request a reconsideration of the Superintendent's Decision within three (3) business days of the date the Superintendent's Decision was issued. The request shall be in writing and shall allege that the Decision contains a substantial error of fact or that the Decision is against the great weight of the evidence as set forth in the Proposal For Decision.
- b. An oral presentation by the parent/guardian, affected person or their representative may be granted by the superintendent.
- c. The superintendent shall grant or deny the request for reconsideration within three (3) days after receipt of the request or within three (3) business days following the oral presentation, whichever is applicable.

## 3. Request for a Board Decision

The parent/guardian, affected person or their representative may make a final written appeal to the chairman of the Board of Education within five (5) school days after the Superintendent's Decision. The Board shall meet within three (3) business days and hear the student/staff member's appeal along with the Proposal For Decision and Superintendent's Decision. Within two (2) business days of the hearing, the Board shall render its decision in writing with copies sent to the superintendent, health department health official, and parent/guardian or affected person.

## 4. Review Panel Request for Appeal

If the Proposal For Decision of the Superintendent's Decision is contrary to the majority opinion of the review panel, a majority of the panel has the right to appeal either decision in the same manner stated in the "Appeal Process".

## D. General

1. If the student with the disease is not attending school, the district may provide an alternative delivery of school programs.
  - a. If the review panel determines there is a risk of infection through casual contact to the employee while delivering this program the employee may be

allowed the option not to serve in the situation.

- b. If the panel determines there is no risk of infection to the employee the employee will be expected to participate in the delivery of the alternative program.
2. The review panel member who is serving as the advocate for the infected individual (or another person designated by the panel and approved by the parent/guardian, or the infected person) will serve as the liaison between the student/staff member, family and attending physician as it relates to the school setting.
3. The rights of an infected staff member shall fall under the same guidelines concerning any medical illness or condition, that are outlined in MORGAN COUNTY BOARD POLICY.
4. Employees of the district shall be expected to teach and provide other personal contract services in school to a student or to work with a school employee determined to have a disease known not to be communicable by casual contact unless a determination to the contrary has been made by the review panel.

#### **E. Confidentiality**

All persons involved in these procedures shall be required to treat all proceedings, deliberations, and documents as confidential information. Records of the proceedings and the decisions will be kept by the superintendent in a sealed envelope with access limited to only those person(s) receiving the consent of the parent/guardian or infected person as provided by Act 88-983, and the Family Education Rights and Privacy Act.

SOURCE: MORGAN COUNTY BOARD OF EDUCATION, Decatur, AL

ADOPTED: LEGAL REF.: THE CODE OF ALABAMA, 16-29-1; 16-30; State Department of Public Health Guideline, Jan. 03, 1983; State Department of Education Memorandum, April 14, 1978; Michigan Department of Education Model Communicable Disease Policy; The New England Journal of Medicine, Feb. 06, 1986, p. 346.

Approved: October 25, 1990

### **JGCCC ALSO CGPAAB ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS**

#### **Purpose**

To ensure that body fluids involving blood, vomitus, urine, feces, semen, saliva, and nasal discharges are handled properly.

## **Those Affected**

All school staff should be alerted to dangers of infections (See chart on page 4) from body fluids. School nurses, custodians and teachers should be particularly alert to the proper techniques in handling and disposal of materials.

## **Equipment Needed**

Soap	Disposal Bags
Water	Dust Pans
Paper Towels	Buckets
Disposable Gloves	Mops

Disinfectants- should be one of the following classes:

- a) Phenolic germicidal detergent in a 1% aqueous solution (e.g., Lysol\*)
- b) Sodium hypo chlorite (household bleach)
- c) Quaternary ammonium germicidal detergent in 2% aqueous solution. (e.g., Tri-quat\*, Mytar\*, or sage\*)
- d) Iodophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne\*)
- e) Sanitary absorbing agent (e.g., Chlora Sorb\*, X-O Odor away\*)

### Procedures

#### 1. General

- a. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
- b. Discard gloves after each use.
- c. Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.
- d. Discard disposal items including tampons, used bandages and dressings in plastic-lined container with lid. Close bag and discard daily.
- e. Do not reuse plastic bags.
- f. Use disposable items to handle body fluids whenever possible.
- g. Use paper towels to pick up and discard any solid waste materials such as vomitus and feces.

#### 2. Handwashing

- a. Use soap and running water. Soap suspends easily removable soils and microorganisms allowing them to be washed off.
- b. Rub hands together for approximately 10 seconds to work up lather.
- c. Scrub between fingers, knuckles, backs of hands and nails.
- d. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
- e. Use paper towels to thoroughly dry hands.
- f. Discard paper towels.

3. For washable surfaces

a. For tables, desks, etc.:

1. Use Lysol, or household bleach solution of 1 part bleach to 10 parts water, mixed fresh.
2. Rinse with water if so directed on disinfectant.
3. Allow to air dry.
4. When bleach solution is used, handle carefully.

a. Gloves should be worn since solution is irritating to skin.

b. Avoid applying on metal since it will corrode most metals.

c. For floors:

1. One of the most readily and available and effective disinfectants is the bleach solution 1-1/2 cups bleach to 1 gallon water).
2. Use the two-bucket system--one bucket to wash the soiled surface and one bucket to rinse as follows:
  - a. In bucket #1, dip, wring, and mop up vomitus, blood
  - b. Dip, wring, and mop once more.
  - c. Dip, wring out mop in bucket #1.
  - d. Put mop into bucket #2 (rinse bucket) that has clean disinfectant (such as Lysol, bleach solution).
  - e. Mop or rinse area.
  - f. Return mop to bucket #1 to wring out. This keeps the rinse bucket clean for second spill in the area.
  - g. After all spills are cleaned up proceed with #3.

3. Soak mop in the disinfectant after use.

4. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate.

5. Rinse non-disposable cleaning equipment (dustpans, buckets) in disinfectant.

6. Dispose disinfectant solution down a drain pipe.

7. Remove gloves, if worn, and dispose in appropriate receptacle.

8. Wash hands as directed in #2.

4. For nonwashable surfaces (rugs, upholstery)

a. Apply sanitary absorbing agent, let dry, vacuum.

b. If necessary, use broom and dustpan to remove solid materials.

c. Apply rug or upholstery shampoo as directed. Revacuum according to directions on

- shampoo.
- d. If a sanitizing carpet cleaner only available by water extraction is used, follow the directions on the label.
  - e. Clean dustpan and broom, if used. Rinse the disinfectant solution.
  - f. Air dry.
  - g. Wash hands as described in #2.
5. For solid washable materials (clothing, towels, etc.)
- a. Rinse item under running water using gloved hands as appropriate.
  - b. Place item in plastic bag and seal until item is washed. Plastic bags containing soiled, washable material must be clearly identified if outside laundry service is used.
  - c. Wash hands as described in #2.
  - d. Wipe sink with paper towels, discard towels.
  - e. Wash soiled items separately, washing and drying as usual.
  - f. If material is bleachable, add 1/2 cup bleach to the wash cycle.
  - g. Discard plastic bag.
  - h. Wash hands as described in #2 after handling soiled items.

**TRANSMISSION CONCERNS IN THE SCHOOL SETTING**  
**BODY FLUIDS SOURCE OF INFECTIOUS AGENT**

<b>BODY FLUID SOURCE</b>	<b>*ORGANISM of CONCERN</b>	<b>TRANSMISSION CONCERN</b>
Blood	Hepatitis B virus	Bloodstream
cuts and abrasions	AIDS virus	inoculation through
nosebleeds	Cytomegalovirus	cuts and abrasions on
menses		hands
contaminated needle		Direct bloodstream Inoculation
**Feces incontinence	Salmonella bacteria Shigella bacteria Rotavirus Hepatitis A virus	Oral inoculation from contaminated hands
**Urine incontinence	Cytomegalovirus	Bloodstream, oral, and mucus membrane Inoculation from hands

**Respiratory Secretions	Mononucleosis virus	Oral inoculation from
Saliva	common cold virus	contaminated hands
	contaminated nasal discharge	
	influenza virus	
	Hepatitis B virus	Bloodstream inoculation
		through bites
**Vomit	Gastrointestinal	Oral inoculation
	viruses, e.g.	from contaminated
	(Norwalk agent	hands
	Rotavirus)	
**Semen	Hepatitis B	Sexual Contact
	Aids virus	
	Gonorrhea	

\*This is not an all-exclusive list of organisms of concern for transmission in the school setting.

\*\*Possible transmission of AIDS is currently thought to be of little concern from these sources.

SOURCE: MORGAN COUNTY BOARD OF EDUCATION, Decatur, AL.

LEGAL REF: THE CODE OF ALABAMA, 16-29-1; 16-30; State Department of Public Health Guideline, Jan. 3, 1983; State Department of Education Memorandum, April 14, 1978; Michigan Department of Education Model Communicable Disease Policy; The New England Journal of Medicine. Feb. 6, 1986, p. 346.

Approved: October 25, 1990

### **JGCD - MEDICINES**

Students shall not be permitted to take medicine while at school unless such medicine is given them by the principal or his designee acting under specific written request of the parent or guardian.

The above regulation covers all prescription and other drugs, including aspirin.

Adopted: January 11, 1979

Revised: June 27, 1985

### **JGCDE - LATEX ALLERGY**

The Morgan County School System recognizes that allergic reactions to latex have become an increased health risk that can sometimes be life threatening. Therefore, no latex gloves or latex

balloons are permitted in schools where children with reactions to latex are enrolled. Those schools and classrooms will also make extra efforts to be latex free.

Adopted: June 28, 2007

### **JGD 6.15 PHYSICAL RESTRAINT**

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

Adopted: December 12, 2013

[Reference: ALA. ADMIN. CODE §§290-3-1-.01, 290-3-1-.02]

### **JGCE - PEDICULOSIS (HEAD LICE)**

#### **Introduction**

Pediculosis capitis, more commonly known as head lice is a common problem for children and their families. It is a common infestation that affects people regardless of race, age, gender, or socio-economic status. Studies show head lice is the second most prevalent transmissible childhood health condition, second only to the common cold. Facts show head lice to be more of a social issue than a serious health concern.

Head lice are human parasites that are primarily transmitted by direct head to head contact. They do not fly or jump but do crawl rapidly. They do not live on animals or birds and cannot survive more than 48 hours off the head. The female louse lays eggs (nits) in the hair, glued tightly to the hair shaft. Infestation may be symptom free or may cause itching, redness, and scratch marks. Head lice do not transmit or carry disease.

Education regarding prevention and treatment is crucial for parents, teachers, and students. Assessment and treatment can effectively limit the spread of pediculosis. Proper treatment with a pediculosis (lice killing) product, removing viable nits plus environmental cleanup of the school and home are all necessary to effectively control pediculosis infestations.

School environments must be adequately cleaned and vacuumed to avoid harboring lice. Insecticide sprays or fumigants are discouraged and are not recommended by the Centers for Disease Control (CDC). Spraying may be harmful to children and staff with allergies or asthma, even if used over a weekend.

#### **Goals:**

- 1) Identify infested individuals and see that they are properly treated.



- 2) Break the cycle of reinfestations.
- 3) Decrease school absences for students.
- 4) Provide information to students, parents, and teachers regarding appropriate management of head lice infestation.

Morgan County School system will endeavor to keep healthy children in school and minimize absences. The exception would be the presence of live lice, and/or viable nits and/or non-compliance with treatment protocol as the criteria for sending a student home and/or preventing his/her return to the classroom.

### **Recommended Procedure**

1. If a student is reported to have head lice or symptoms of head lice, the student will be examined by the nurse or principal designee to determine if there is an active infestation; live lice or viable nits; many nits less than one-quarter inch from the scalp. (Due to the rate of hair growth, nits that are farther away from the scalp will not hatch or have already hatched.)
2. If the school nurse determines that there is an active infestation, the student's parent/guardian will be notified and the student will be picked up from school for immediate treatment.
3. It is the responsibility of the parent/guardian to make arrangements with the school nurse (or principal's designee) for the student to be examined before re-entry into school. The parent must accompany the child to school for this examination so that the school nurse can check for the presence of live lice or viable nits, review treatment, and provide any needed instructions or support. There will be a re-check of the student at least once within ten days from treatment by the school nurse or designee if deemed necessary.
4. One day will be allowed as an excused absence for the purpose of treatment. Additional time out of school will be considered unexcused due to parental/guardian non-compliance and referred to the principal for follow-up. Parents/guardians will be encouraged to treat promptly and return the child to school the next day.
5. Chronic or repeated head lice infestations may be referred by the principal or school nurse to the School Health Coordinator for consultation. In the case of repeated head lice infestations the child may be excluded from school as long as the case is active (live lice) and until effective treatment has been provided.
6. Parents/guardians should examine all members of the family for head lice and all close family contacts should be notified.

### **Rationale:**

- A head lice infestation is a mild health condition without serious health consequences and should not be considered as a major health threat to those infested or those potentially exposed.

- Head lice cannot be completely eliminated from communities or schools.
- The most effective point of control of head lice is the head hair of those affected and others in the home.
- Head lice screening programs have not been proven to have any effect on the incidence of head lice in the school setting over time.
- Manual removal of nits after treatment with a pediculicide is recommended as an addition for prevention of reinfestations.

**School Protocol:**

- Confidentiality of any child identified with pediculosis will be a major consideration. Extreme care to avoid embarrassment to any student will be a primary concern of the nurse and faculty.
- If a case of head lice is confirmed, the school nurse may conduct other individual head checks as she deems necessary.
- Siblings in positive cases may be checked, if the school nurse deems it necessary.
- If the sibling attends another school, the school nurse may contact the school nurse of that school.
- The parents/guardians are responsible for obtaining any supplies/treatments for head lice. The parents should contact their own or the child’s physician with concerns about treatment.
- Each school year, educational materials related to the identification, prevention, and treatment of lice should be made available to parents/guardians, students, and school staff.

Adopted: June 18, 1998  
 Revised: January 11, 2007

**JGF - STUDENT SAFETY**

The State Department of Education requires each school to have a written plan which can be put in effect immediately in case of natural or man-made disasters. The primary purpose of such a plan is to protect the lives and safety of all students and employees.

The School Safety Plan will be explained to all employees and students periodically.

Adopted: January 11, 1979  
 Revised: January 13, 2005  
 December 12, 2013

**JGFA – 6.14 - STUDENT HEALTH SERVICES**

The Board may offer limited student health services that are designed to address minor medical issues that may arise during the school day or to assist with special or chronic health problems. In cases of acute or contagious illnesses, parents or guardians may be notified and required to pick up the student. If a parent or guardian is not available, the principal or school nurse may contact the Department of Public Health. School officials are authorized to take reasonable and

appropriate steps to provide or arrange for the provision of emergency medical services to students who require immediate medical attention. In case of illness or accidental injury not requiring immediate medical attention, standard first aid procedures may be followed. The Superintendent is authorized to develop and promulgate procedures, rules, and regulations concerning the taking, administration, and handling of medication and anaphylaxis at school consistent with state law and appropriate health standards.

Adopted: May 12, 2017

#### **JGFA – 4.15 - YOUTH SUICIDE AWARENESS & PREVENTION**

4.15.1 Prevention of Suicide - The Jason Flatt Act was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected. This act, which amends 16-288-8 of the Code of Alabama 1975, includes prevention of harassment and violence.

#### 4.15.2 Actions:

1. Foster individual, family, and group counseling services related to suicide prevention.
2. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
3. Foster training for school personnel who are responsible for counseling and supervising students.
4. Increase student awareness of the relationship between drug and alcohol use and suicide.
5. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
6. Inform students of available community suicide prevention services.
7. Promote cooperative efforts between school personnel and community suicide prevention program personnel.
8. Foster school-based or community-based, or both, alternative programs outside of the classroom.

9. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
  10. Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
  11. Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.
  12. Develop a process for discussing with students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
  13. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing inservice training programs or as a part of required professional development offered by the local school system.
- 4.15.3 Behavior Expected of Students - 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 to
- (1) Comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation and
  - (2) To comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.
- 4.15.4 Responsibility of Reporting - Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law.
- 4.15.5 Promulgation of Policy and Related Procedures, Rules and Forms - This policy and any procedures and rules developed and approved to implement the policy are 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, including the districts web site.

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

Adopted: May 11, 2017

## **JGEB 6.16.1 – AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM**

The Superintendent is authorized to develop procedures regarding the use of AEDs.

Adopted: December 12, 2013  
Revised: November 13, 2014

### **JGFF - MOTOR VEHICLE USE**

Students driving any motor vehicle (automobile, motorcycles, etc.) to school must park them in the student parking lot. All vehicles should be locked after arriving on campus in the morning.

Students are prohibited from driving any motor vehicle on a school campus without a valid driver's license, proof of insurance and tag receipt.

Students must secure a school parking permit from the appropriate school personnel.

Adopted: January 11, 1979  
Revised: January 13, 2005  
May 6, 2008

### **JGFG STUDENT INJURY/INCIDENT REPORT**

Any student injury is a primary concern. First aid treatment will be limited to minor cuts and bruises. More serious injuries shall be reported to parents, legal guardian and/or a physician.

After school nurse and/or supervising teacher assessment of the injury, the following procedure will be followed:

1. All accidents must be reported immediately to the principal's office.
2. The principal's office or designee will take the responsibility of notifying the parents, legal guardian and/or a physician.
3. Immediate steps should be taken to prevent possible recurrence of the accident.  
Teachers may make recommendations concerning hazardous conditions that might exist.
4. All accidents occurring after school hours, such as accidents connected with athletics, band, field trips, etc., should also be reported to the principal's office as soon as it is practical to do so.

All employees should be aware of the legal implications involved with regard to the proper handling of student injuries/incidents.

**MORGAN COUNTY SCHOOLS  
STUDENT INJURY/INCIDENT REPORT**

**Please fill out the following for any student injury/incident.**

School: \_\_\_\_\_ Grade \_\_\_\_\_

Name of Student \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_\_ (M) \_\_\_\_\_ (F) \_\_\_\_\_ Phone \_\_\_\_\_

Address of Student \_\_\_\_\_

Parent/Legal Guardian Name(s): Mother \_\_\_\_\_ Father \_\_\_\_\_

Notified \_\_\_\_\_

Name of Teacher \_\_\_\_\_ Witness \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Type of Incident \_\_\_\_\_

Place of Incident \_\_\_\_\_

Action taken: \_\_\_\_\_

Was medical attention needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Attending Physician \_\_\_\_\_

Comments: \_\_\_\_\_

**PRINCIPAL'S SIGNATURE** \_\_\_\_\_

**NURSE'S SIGNATURE** \_\_\_\_\_

Please attach copies of any pertinent information relative to this injury/incident. Report should be filed in the principal's office on day of injury/incident.

**ORIGINAL: Send to Superintendent's Office**

**COPY: File in Local School Office**

Adopted: January 11, 1979

Revised: January 13, 2005

May 6, 2008

Ref: Dailey vs. Los Angeles Unified School District, 2 Col. 3d 241 (Cal. Rptr. 2970); Titus vs.

Lindberg, 49 N. J. 66, 228 2d 65 (1967)

## **JGH - CHILD NUTRITION PROGRAM SERVICES**

The school cafeteria has become an important aspect of our regular school program. The original purpose of serving breakfast and lunches at school was not only to provide a hot, well-balanced meal in the middle of the day, but also to teach proper habits of nutrition. All students should be required to go to the cafeteria at the designated time even if they bring their own lunch. Regular attendance checks should be made in the cafeteria just as any other period of the school day. Teachers are expected to patronize the cafeteria and encourage students to do likewise. Food is not to be taken out of the cafeteria.

Schools are prohibited from selling any confectionary item before the lunch period is over.

Adopted: January 11, 1979  
Revised: May 6, 2008  
February 9, 2012  
October 23, 2018

## **JGHB 7.12 SCHOOL WELLNESS**

### **7.12 *School Wellness***

In furtherance of its commitment to fostering healthy nutritional and physical activities that support student achievement and that promote the development of lifelong wellness practices, the Board endorses the following programs, practices, and activities:

- 7.12.1 Nutrition Education – Nutrition education that teaches the knowledge, skills, and values needed to develop healthy eating behaviors will be integrated into the curriculum and offered throughout school campuses, including school dining areas and classrooms, by appropriately trained personnel.
- 7.12.2 Nutrition Standards – The Child Nutrition Program (“CNP”) will ensure that reimbursable school meals meet the program requirements and nutritional standards established by applicable state and federal regulations. The CNP will encourage students to make nutritious food choices and will monitor all food and beverages sold or served to students, including those available outside federally regulated child nutrition programs. The CNP will consider nutrient density and portion size before permitting food and beverages to be sold or served to students.
- 7.12.3 Physical Education and Physical Activity Opportunities – The Board will offer physical education opportunities that include the components of a sound physical education program. Physical education will equip students with the knowledge, skills, and values necessary to maintain healthful lifelong physical activity. Physical education instruction will be aligned with the curriculum. All students will be provided the opportunity to participate regularly in supervised physical activities that are intended to maintain physical fitness and to impart the benefits of maintaining a physically active and healthy lifestyle.



- 7.12.4 Other School-Based Activities Designed to Promote Student Wellness – The Board may implement other programs that help create a school environment that conveys consistent wellness messages and that is conducive to healthy eating and physical activity.
- 7.12.5 Administrative Implementation – The Superintendent is authorized to develop and implement administrative rules and directives that are consistent with this policy and that are based on input from teachers (including specialists in health and physical education), school nurses, parents and guardians, students, representatives of the school food service program, school board members, school administrators, and the public. The Superintendent will report to the Board, as requested, on programs and efforts that are designed to meet the purpose and intent of this policy.

Adopted: July 13, 2006  
 Revised February 14, 2013

**JGHI - LIMITING CLASSROOM DISRUPTIONS**

Effective teaching and learning are enhanced by a classroom environment free of external disruptions and distractions such as public announcements and unscheduled visitors.

To help limit the number of classroom disruptions the following rules shall be followed.

1. The intercom system shall be used only for school business.
2. The intercom system shall be used during the first five and the last five minutes of the day for general school announcements.
3. In an emergency situation the intercom system shall be directed only into the classroom(s) involved.
4. In order to decrease interruptions, it is recommended that an announcement sheet be placed in each teacher's box daily.
5. All classroom visitors must clear through the Principal's office before going to a classroom.

Adopted: June 27, 1985

**JHB – 7.8 - CAREER AND TECHNICAL EDUCATION PROGRAMS**

- 7.8.1 Work-Based Learning Experience – A work-based learning experience provides students with educational opportunities in a work setting that typically cannot be obtained in a classroom and may include, but is not limited to, cooperative education, internships, clinical experiences, and other related opportunities. The Superintendent is authorized to develop guidelines and procedures in accordance

with the regulations of the Alabama State Department of Education for work-based learning experiences to be conducted in the school system, including, but not limited to, guidelines for decision making and protocol for solving problems at the workplace and school.

[Reference: Ala. Admin. Code 290-6-1-.04]

7.8.2 Live Work – Live work consists of work conducted by students that relates to the knowledge and skills taught as part of a CTE program of study, but is presented from outside the classroom. The Superintendent is authorized to develop for Board approval guidelines and procedures in accordance with the regulations of the Alabama State Department of Education and any applicable Business/Industry Certification requirements for live work to be conducted in the school system, including, but not limited to, a systematic method for managing live work, work requests and orders, and procedures for approval of where and for whom work may be conducted, school liability, and restrictions on live work. Any money collected for live work will be accounted for in accordance with the Board’s Finance Manual.

7.8.3 Safety –To the extent practicable, reasonable safety procedures will be implemented in the Career and Technical Education program in accordance with Alabama State Department of Education regulations and any applicable Business/Industry Certification requirements.

[Reference: Ala. Admin. Code 290-6-1-.04]

Adopted: February 23, 1984

Revised: January 13, 2005

December 12, 2013

November 13, 2018

### **JM - CONTESTS FOR STUDENTS**

Contests and activities, which are sponsored by outside organizations or agencies and involve pupil participation, will not be permitted unless approved by the principal.

Activities and contests sponsored by the school, having educational value for the participants, who do not consume undue time from regular instruction, are encouraged.

Awarding of prizes or awards to individual pupils shall conform to the policies of the Alabama High School Athletic Association, The National Honorary Societies, The National Association of Secondary School Principals and/or The Morgan County Board of Education.

Adopted: January 11, 1979

### **JOE - PREGNANT STUDENTS**

A pupil who becomes pregnant should notify the principal in writing immediately upon knowledge of the condition. A physician's statement shall be required stating the pupil's medical condition and activities in which the pupil may not participate. The school will not be held responsible for any medical problems that may arise with a pregnant pupil while she is in school. Failure on the part of the pupil to notify the principal of the knowledge of the pregnancy may result in the immediate suspension and possible expulsion.

Marital, maternal, or paternal status shall not affect the rights and privileges of pupils to receive a public education.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school. The school administration is authorized to make special arrangements for the instruction of pregnant pupils and to provide an education program designed to meet their special needs.

Adopted: January 11, 1979

Ref: Davis vs. Meeks, 344 F. Supp 298 (N.D. Ohio 1972);

Holt vs. Shelton, 341 F. Supp 821 (N.D. Tenn 1972)

### **JOE - MARRIED STUDENTS**

Married students will be treated the same as all other students and shall be required to follow all rules and regulations.

Adopted: January 11, 1979

## **JR – 6.1 -PROTECTION OF PUPIL RIGHTS AMENDMENT**

- 6.1.1 Consent – The Board will obtain parental consent before students are required to participate in a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
- a. Political affiliations or beliefs of the student or student's parent(s);
  - b. Mental or psychological problems of the student or student's family;
  - c. Sexual behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parent(s); or
  - h. Income, other than as required by law to determine program eligibility.
- 6.1.2 Notice and Option to Opt Out – Parents will be provided notice and an opportunity to opt a student out of any of the following:
- a. Any survey that is designated to obtain protected information from a student, regardless of the source of funding;
  - b. Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, that is administered by the school or its agent, and that is not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or for the purpose of selling or otherwise distributing the information to others.
- 6.1.3 Inspection – Parents will be allowed to inspect, upon request and before administration or use, the following:
- a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.
- 6.1.4 Special Provisions for Certain Students – Students who are at least 18 years old and emancipated minors under state law will be allowed to take the above actions in lieu of their parents or guardians.
- 6.1.5 Additional Policies and Procedures Authorized – In consultation with parents, the Superintendent is authorized to develop additional policies, and arrangements to protect

student privacy in the administration of protected information surveys and in the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Board will directly notify parents of these policies and procedures at the beginning of each school year and after any substantive changes are approved.

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

## 6.2 Student Records

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

[Reference: 20 U.S.C. §1232g(a)(4); 34 CFR 99.3]

Adopted: January 11, 1979

Revised: May 6, 2008

December 12, 2013

Ref: Section 438 of the General Education Provisions Act (Pl. 93-380) November 17, 1974; 20 U.S.C 1232 g, et seg

### **IR-R - STUDENT RECORDS ADMINISTRATIVE DUTIES**

Each school shall maintain an accurate, accumulative record in the principal's office with up-to-date information on each pupil enrolled.

1. In order to have a continuous permanent record for guidance and pupil placement purposes, copies of permanent records for students transferring out of the school district will be forwarded upon request from the school principal to which the pupil is transferring.
2. All schools shall forward original records for students transferring to schools within the district. Copies of relevant information shall be kept at the original school.
3. All feeder schools shall forward original records to the next school. Copies of relevant information shall be kept at the original school.

4. It is important that the permanent records of pupils be accurate, complete, and stored in a safe place. It shall be the responsibility of the principal that permanent records for students are kept in good order, as they become more important with the passage of time.
5. The guidance counselor or person enrolling new students shall start a permanent record card for the student.
6. The principal or his designee shall check all permanent records at the end of each semester.
7. Mailing, transferring or forwarding permanent records is to be completed under the direction of certified personnel.

Adopted: January 11, 1979

Revised: December 12, 2013

### **JS - STUDENT FEES**

Fees will be charged only for elective courses requiring special equipment and supplies such as Driver Education, Vocational Courses, Band, Typing, etc. All students will be required to pay the fee in order to remain in the class, except a student whose family is determined to be unable to pay the fee. The family can apply for a waiver of the fee should they feel they do not have the financial ability to pay. Applications for the fee waiver shall be submitted to the student's principal within one week of class enrollment.

Adopted: October 27, 1983

Revised: May 6, 2008

**JS -APPLICATION FOR FEE WAIVER**

Instructions: To apply for the waiver of a fee for your child, you must return a completed and signed application. The Fee Waiver Committee composed of representatives from the School System and Pensions and Security will review the application and determine if the fee is to be waived.

\_\_\_\_\_

Name of Student	School	Grade
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Course for which the waiver of fee is requested: \_\_\_\_\_

Number in Family \_\_\_\_\_

Family Income \$ \_\_\_\_\_

Source of Income of all money coming to your family.

LIST BELOW THE SOURCE AND AMOUNT

	\$ _____
	\$ _____
	\$ _____

Does your child receive free lunch? \_\_\_\_\_

Does your family receive food stamps? \_\_\_\_\_

Briefly state why you feel the fee for your child should be waived.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number	Signature	Date	Social Security Number
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Adopted: October 27, 1983

Revised: May 6, 2008

## **JOAA - SERVICE ANIMALS IN PUBLIC SCHOOLS**

The Morgan County Board of Education acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following:

### **A. SERVICE ANIMALS**

A “service animal” means a dog, or in specific circumstances a miniature horse, that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler’s disability or necessary to mitigate a disability.

School officials may ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do unless the answers to these inquiries are readily apparent. School officials may not ask about the nature or extent of a person’s disability and may not require documentary proof of certification or licensing of the animal as a service animal.

### **B. REQUIREMENTS THAT MUST BE SATISFIED BEFORE A SERVICE ANIMAL WILL BE ALLOWED ON SCHOOL PROPERTY**

**Request:** Any request for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools and must contain documentation of vaccinations. Forms JQAA-1 and JQAA-2 must be complete and submitted to the Superintendent of Schools and/or designee at least 10 business days prior to bringing the service animal to school or a school function. The request must be renewed each school year.

**Vaccinations:** The service animal must be immunized against diseases common to that type of animal. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Coronavirus), Bordetella, and Rabies. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephelomyelitis, Rhinoneumonitis, Influenza, and Strangles.

**Health:** The service animal must be in good health. The service animals must be kept clean and groomed to avoid shedding and dander. The service animal must be treated for, and kept free of, fleas and ticks. The service animal must be spayed or neutered.

**Control:** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service



dog, leash (blaze orange in color for hearing dogs), or other tether unless either the handler is unable because of a disability to use a harness, backpack, vest, leash, or other tether, or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safety or effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.

### **C. SERVICE DOGS IN TRAINING**

Experienced trainers of service animals may be accompanied on school property by a dog that is in training to become a service animal. The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business. Persons who are part of a three-unit service dog team may be accompanied by a service dog while on school property provided that person is conducting continuing training of a service dog. A three-unit service dog team consists of a trained service dog, a disabled person, and a person who is an adult and who has been trained to handle the service dog. The dogs may accompany these persons while on school property for school purposes.

**Use of Harnesses, Vest, etc.** A dog that is in training to become a guide dog or a currently trained guide dog that is undergoing continuing training must be in a harness.

A dog that is in training to become a hearing dog or a currently trained hearing dog that is undergoing continuing training must be on a blaze orange leash.

A dog that is in training to become a service dog or a currently trained service dog that is undergoing continuing training must be in a harness, backpack, or a vest identifying the dog as a trained service dog.

The training cannot disrupt or interfere with a school's educational process. It is expected that training would not normally take place in the classroom during instructional time.

All requirements of this policy which apply to service animals, such as health certificates, annual written requests, and supervision, care and damages, also apply to dogs in training.

### **D. MINIATURE HORSES**

The school district will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the school district must consider the following factors:

- 1 The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

- 2 Whether the handler has sufficient control of the miniature horse;
- 3 Whether the miniature horse is housebroken; and
- 4 Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

#### **E. EXTRA CHARGES**

The owner or handler of a service animal cannot be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

#### **F. SUPERVISION AND CARE OF SERVICE ANIMALS**

The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal. In the case of a young child or student with disabilities who is unable to care for or supervise the service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the Superintendent or his or her designee.

#### **G. DAMAGES TO SCHOOL PROPERTY AND INJURES**

The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

#### **H. REMOVAL OF SERVICE ANIMALS FROM SCHOOL PROPERTY**

A school administrator can require an individual with a disability to remove a service animal from school property under the following circumstances:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health or safety of others; or
4. The presence of an animal would require a fundamental alteration to the service, program, or activity of the school division.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

#### **I. DENIAL OF ACCESS AND GRIEVANCE**

If a school official denies a request for access of a service animal or a dog in training, the disabled individual or parent or guardian can file a written grievance with the school's Compliance Coordinator, at 1325 Point Mallard Parkway, Decatur, Alabama 35601.

*Reference: ADA Regulations, 28 CFR Part 35 (as amended 2010)*

Adopted      June 14, 2012

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**JOAA-1 - MORGAN COUNTY SCHOOLS REQUEST TO ALLOW AN INDIVIDUAL  
TO BRING A SERVICE ANIMAL TO SCHOOL OR WORK**

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Staff Name \_\_\_\_\_

Parent Name

(if applicable) \_\_\_\_\_

School \_\_\_\_\_

Identify the disability of the individual upon whose behalf this request is being made and identify the task performed by the service animal that is directly related to the disability.

Type of Service Animal:

Dog                       Other: \_\_\_\_\_

\_\_\_\_\_  
Name of Animal

Appropriate documentation to support the existence of a disability attached. Documentation attached that the Service Animal is:

Properly and currently vaccinated

Under the control of a properly trained handler. Name of handler: \_\_\_\_\_

Covered by adequate liability insurance

Submit Request to Superintendent's Office

**ANNUAL APPLICATION REQUIRED**

**JOAA-2 - MORGAN COUNTY SCHOOLS SERVICE ANIMAL  
REGISTRATION/AGREEMENT**

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Student (if applicable)

**Type of Service Animal:**

Dog                       Other: \_\_\_\_\_

\_\_\_\_\_  
Name of Animal

Request Form attached

Appropriate documentation to support the existence of a disability attached

**Documentation attached that the Service Animal is:**

Properly and currently vaccinated

Under the control of a properly trained handler. Name of handler: \_\_\_\_\_

Covered by adequate liability insurance

I have read and understand Morgan County Schools Service Animals Policy. I will abide by the terms of the Policy.

I understand that if my Service Animal is: out of control and/or the animal's handler does not effectively control the animal's behavior; not housebroken or the animal's presence or behavior fundamentally interferes in the function of Morgan County Schools; or, poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications, Morgan County Schools has the discretion to exclude or remove my Service animal from its property.

I agree to be responsible for any and all damage to Morgan County Schools property, personal property, and any injuries to individuals caused by my Service Animal. I agree to indemnify, defend and hold harmless Morgan County Schools from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my Service Animal.

I agree that the Morgan County Schools is not responsible for the care or supervision of the service animal.

OWNER

MORGAN COUNTY SCHOOLS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different Service Animal will be used.*

## **K-GENERAL PUBLIC RELATIONS**

### **KA - 4.10 - POLITICAL ACTIVITY**

Board employees may participate in political activities to the full extent permitted by the United States Constitution and federal and state laws securing the right to engage in such activities, subject to the following restrictions:

- a. Employees may not appropriate Board property or resources for use in political campaigns, and may not engage in partisan political activities (including but not limited to the distribution of campaign material or literature) during regular school or duty hours or at Board sponsored or sanctioned events, functions, or at activities at which the employee is on duty or assigned official responsibilities;
- b. Employees may not represent their political beliefs or positions on political matters to be those of the Board or other Board officials, or to falsely assert or imply that their political activities or positions are endorsed by or undertaken in the name of the Board or other Board officials;
- c. Candidates and representatives of candidates for political office may not be invited or allowed to address student groups except when 1) such candidates are participating in a forum or like format that is designed to provide all candidates the opportunity to participate; or 2) the candidate is a current public official invited to address student groups for non-campaign related purposes. Such forums may be conducted only for appropriate age groups, and with the advance approval of the school principal and the Superintendent; and
- d. Political signs may not be placed on schools or school board property. Campaign literature and other material may not be distributed on Board property during the regular school or work day and may not be distributed at school or Board sponsored events or activities in a manner that impedes the normal and safe movement of pedestrian or vehicular traffic, that creates any other safety hazard or risk, or that disturbs or disrupts the function, activity, or event.

Notwithstanding these restrictions, any common area that is available for use by the general public may be used for political purposes as long as such area is available to all candidates on an equal basis and such activity does not disrupt the normal business of the property.

Adopted: November 13, 2018

### **KBC - NEWS MEDIA RELATIONS**

The Board of Education encourages a policy of sound relations with the press and other communication media in the community. The Superintendent shall plan for releases to the press

and other communication media which will provide information to the community concerning its schools and various phases of the Board's program.

The Superintendent shall be the official spokesman for the school system unless he designates another staff member to make releases of information to the press.

In order to keep the public informed concerning programs and special projects, the Board of Education encourages school personnel to work with the principals to secure positive news coverage at the local level. Adopted: April 28, 1983

### **KC - PARENT INVOLVEMENT POLICY**

Morgan County Schools recognize the importance of parent involvement.

Successful schools and successful students are the result of a committed partnership between the home and school. In recognition of the need for strong parental involvement, Morgan County Schools will support the following:

1. Involving parents when forming school policy, programs and goals
2. Giving parents ideas and strategies for helping their child at home
3. Involving parents in determining if policy and programs meet students' needs
4. Increasing the awareness and coordination of community programs and resources
5. Providing assistance at the school and central office
6. Providing communication and activities for all parents

Adopted: April 8, 2003

### **KDCA - SOLICITATIONS**

The sale of any article is prohibited without prior approval of the Superintendent of Education or his designee.

Adopted: January 11, 1979

**KG ALSO EBH - USE OF SCHOOL FACILITIES**

It is the policy of the Morgan County Board of Education that only those activities and programs sponsored or supervised by the Board or its designated representatives will have priority to school grounds, school buildings, or any other school areas.

The meeting of community needs shall be considered a secondary function; therefore, the use of school facilities by agencies outside the school will be permitted as long as the use does not interfere with school programs. Morgan County Board of Education reserves the right to refuse use of facilities to any group who has previously violated the policy or has previously abused the facilities.

The use of school facilities by individuals or groups shall be governed by a signed use agreement between the individual or group and the school. The use agreement shall contain, but is not limited to, the following:

1. A "hold harmless" statement having the effect of holding the Board free from the negligence of the party using the facilities.
2. A statement requiring, with limited exception, any person or group leasing the school facilities to purchase liability insurance identifying the Board and its members as additional insured's. A certificate verifying the purchase of such insurance should be presented to the school prior to use of the facilities.
3. A statement that the individual or group lessee shall assume all responsibility for damages and/or maintenance expenses resulting from the lessee's use.

Administrative Rules and Regulations:

Use of school indoor facilities by organized recreational groups not sponsored by the Morgan County Board of Education will be permitted if lights are out by 9:00 P.M. This must be scheduled through the principal. Facilities can also be scheduled for use on Fridays and Saturdays until 11:00 P.M.

Use of the outdoor facilities by such groups during the school term shall be



The recreational program is to be properly supervised in order to protect school buildings and property at all times.

1. The community as liaison to principals for scheduling, renting and resolving problems will select one individual from each community/school.
2. Clean up of facilities is the responsibility of the community organization. Ref. Ala. Code 16- 10-11.
3. Access to buildings will be arranged through the local principal at all times.
4. Any expense incurred by the Board of Education will be reimbursed by the organization using the facility, based on the formula determined by the local school principal. This includes such items as heating, lighting, damages, janitors, etc.
5. Use of outdoor fields will be arranged through the principal at all times. When lights are required, arrangements must be made with the organization responsible for the meter. All field maintenance is the responsibility of the community organization to include clean up.
6. Any organization using buildings must provide proper supervision and will be responsible for proper care and use of the property.
7. When the cafeteria kitchen is used to prepare food, the food service manager or a designated employee will be paid for being present during the time the facility is used. This person is not expected to help with food preparation.

Adopted: January 11, 1979

Revised: October 27, 1983

March 22, 1984

April 25, 1985

January 22, 1987

June 23, 1994

July 10, 2008

July 21, 2011

Ref: Ala. Code 16-8-12, 16-10-11, 16-8-8, 16-11-9, 16-11-11, 16- 11-12, 16-12-3(a), (b), Westside Community Board of Education v Mergens, 58 U.S.L.W. 4720 (June 4, 1990).

### **KM - VISITORS TO SCHOOLS**

All visitors, including former students, are expected to go to the school office upon entering the building and secure approval to visit classrooms during instructional time.

Students from other schools will not be permitted to visit classrooms unless prior arrangements have been made with the teacher and principal.

Adopted: January 11, 1979

Revised: May 22, 2008

### **KMA -4.12 - DISRUPTIVE VISITORS**

Visitors with a legitimate reason for being on school property may enter and remain on school campuses and Board facilities in accordance with limitations and requirements that are designed to preserve security and maintain an orderly educational environment. Visitors are required to observe appropriate decorum at all times and to respect administrative requirements and restrictions regarding their activities and interaction with faculty, staff, and students while on Board property. School officials are authorized to revoke permission to be on school property to noncompliant visitors; to limit, condition, or prohibit their future access to school property as deemed necessary to ensure safety and order; and to enlist the assistance of law enforcement agencies if and as necessary to accomplish these objectives.

Adopted: May 12, 2017

### **KN - PUBLIC COMPLAINTS**

Although no member of the community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction,

discipline, or learning materials is as follows:

1. Teachers
2. Principals
3. Superintendent
4. School Board

Any complaint about school personnel shall be investigated by the local school administration and/or the superintendent's office. In cases where an investigated complaint warrants consideration and/or action by the Board, then written background information will be provided to the Board prior to any scheduled meeting.

Adopted: January 11, 1979

Revised: January 13, 1983

June 14, 2012

## **L-Interorganizational Relations**

### **LDAJ - RELATION WITH POLICE AUTHORITIES**

It is the policy of the Morgan County Board to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility school officials should observe the following:

1. A student in school may not be interrogated by any authority without the knowledge of the school official.
2. Any interrogation must be done in private with an official school representative present.

3. A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority.

4. If a student is removed from the school by legal authority, parents should be notified of this action by school officials as soon as possible.

Adopted: January 11, 1979

### **LEB - PARENT-TEACHER ORGANIZATION**

All professional employees should be active members of the Parent-Teacher Organization(s). Such organizations are the strongest support which schools can depend upon for help and interest in public education.

Adopted: January 11, 1979

## **M-RELATIONS WITH OTHER EDUCATION AGENCIES**

### **ME - RELATIONS WITH EDUCATION RESEARCH AND SERVICE CENTERS**

The Superintendent is authorized to cooperate as far as possible with colleges, universities, and other recognized research agencies in promoting potentially useful research. Because of the large number of requests for studies in our schools it is necessary to limit the number and establish guidelines for the approval of studies.

Decisions in connection with research involving students, teachers, or other employees will be influenced by the following factors:

1. The objectives of the research should be clearly stated and the design should produce valid and reliable results that will then be made available to the Morgan County Schools.
2. The research should be expected to contribute to the improvement of education and the general welfare of children.

3. Data derived from school records, interviews, or questionnaires which have potential for invasion of the privacy of students or their families must have advanced written authorization of parents or guardians even though the data are to be collected and reported under conditions of anonymity.
4. Research proposals should be of sufficient scope and depth to justify the time and effort of students and staff members.
5. In general, instructional activities will not be interrupted unless there is a clear significance for the educational program of the Morgan County Schools.
6. Projects involving student researchers must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.

Adopted: January 11, 1979

### **MF - COLLEGES AND UNIVERSITIES**

The Board desires that staff and students of Morgan County benefit in every feasible way from resources provided by the colleges and universities in our state. The Superintendent is to keep the Board informed of all opportunities for shared and cooperative services between the county and institutions of higher learning.

Adopted: January 11, 1979

### **MI - STATE EDUCATION AGENCY RELATIONS**

The Board declares its desire to work in close cooperation with and in harmony with the State Board of Education and the State Department of Education. The County Superintendent is instructed to pay close attention to this matter and to establish satisfactory communications and relations to work cooperatively in every way for the advancement of education.

Adopted: January 11, 1979

### **MK - EDUCATIONAL ACCREDITATION AGENCY RELATIONS**

It shall be the policy of the Board to seek the highest status of membership for its schools in the Southern Association of Colleges and Secondary Schools, cooperating in the Association's evaluations of the school system and considering its recommendations.

Adopted: January 11, 1979