

"Preparing our Students for the Future"



Franklin County
Board of Education

POLICY MANUAL

January 2013

Gary Williams, Superintendent

FRANKLIN COUNTY BOARD OF EDUCATION

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APPENDIX A - INDEX

CHAPTER 1.00 – PHILOSOPHY

PHILOSOPHY, VISION AND MISSION

1.10

The Franklin County School System subscribes to the belief that the primary function of the public schools is to promote the understanding, maintenance, and improvement of the American way of life. To that end, the curriculum in the Franklin County Schools shall promote the development of democratic values and shall be based on a program of instruction in academic, technical subjects, fine arts, vocational/technical skills, citizenship, cultural development, and enhancement of moral and spiritual values.

The responsibility for providing a free, appropriate education for all children and youth in Franklin County is placed on the Franklin County Board of Education by the Alabama Legislature. In fulfilling this responsibility, the Board will:

- Plan for program variety to allow for individual differences in mental abilities, physical stamina, learning styles, and other factors which determine progress in the school program.
- Plan for educational opportunity for each individual who is eligible for enrollment in the school system.
- Employ competent personnel and counseling procedures during placement of individuals, which include conferences among pupils, parents, and teachers.
- Support athletics and all school activities as an integral part of the local school program, but to be supportive to the basic academic program.
- Insist on reasonable standards of behavior and application so that pupils' right to learn is protected and no pupil is permitted to infringe in any way on the right of his or her classmates to learn.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 1.00 – PHILOSOPHY

SYSTEM LEGAL STATUS

1.12

The Franklin County School System derives its legal status from the State Legislature which, in turn, is subject to the Constitutions of both the State of Alabama and the United States. Amendment III to the Alabama Constitution provides that the legislature may by law provide for or authorize the establishment and operation of schools.

The Franklin County School System is, therefore, under the exclusive control and management of the Franklin County Board of Education as prescribed above, and shall be operated in accordance with constitutional and statutory law.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#), [16-8-9](#)

ALABAMA CONSTITUTION of 1901, AMENDMENT III

HISTORY:

ADOPTED: 2001

REVISED: JANUARY 24, 2013

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCOPE OF THE SCHOOL SYSTEM

2.10

The Franklin County Board of Education is the governing body of the system and is responsible for the control, operation, organization, management, and administration of public schools in the system pursuant to the provisions and standards prescribed by Alabama statutes and State Board of Education rules. As members of an instrumentality created by the state, the Franklin Board of Education members are officers of the state, but they have only local jurisdiction.

The Franklin County Board of Education is the agency through which the county acts in regard to school matters. The board members have authority only when functioning as a body or group in legally called regular or special meetings. The powers of the Franklin County Board of Education are delegated only to the Board as a body. No authority is granted to members acting as individuals.

The Franklin County Board of Education is cognizant that all actions must be taken in good faith, with reasonable prudence, sincerity and based on the belief that such actions are correct and in the best interest of the Franklin County School System in accordance with statutes and pertinent judicial precedents. The Board shall have the authority to determine and establish written educational policy for the school system and shall prescribe such rules and regulations for the conduct and management of the schools as deemed necessary.

REFERENCE(S):

CODE OF ALABAMA

16-8-8, 16-8-9

ALABAMA CONSTITUTION OF 1901, §256, AMENDMENT III

HISTORY:

ADOPTED: 2001

REVISED: JANUARY 24, 2013

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

QUALIFICATIONS OF BOARD MEMBERS

2.11

Many desirable characteristics are needed to be a Franklin County Board of Education member, such as a willingness to give time and effort; a belief in the spirit and need for public education; the ability to motivate other people; the capacity to understand people; the insight which is needed to work as a part of a cooperative body; and a devotion to the concept of a better society through education.

To become a member of the Franklin County Board of Education elected to serve six (6) year terms, the following criteria must be met:

- I. The individual must be a qualified elector of Franklin County, Alabama;
- II. The individual shall not be employed by the Franklin County School System;
- III. The individual must be of good moral character;
- IV. The individual must have at least a high school education;
- V. A candidate for election as a member of the Board shall be a resident of the district which he or she seeks to represent for at least one (1) year immediately preceding the deadline date for qualifying as a candidate, and shall reside in that district during the entire term of office;
- VI. The individual is not serving on the governing board of a private elementary or secondary educational institution;
- VII. The individual is not on the National Sex Offender Registry or the state sex offender registry;
- VIII. The individual has not been convicted of a felony; and,
- IX. The individual must have no direct or indirect financial or contractual interest in Franklin County Board of Education business matters.

REFERENCE(S):

CODE OF ALABAMA
[16-8-1 to -2](#), 14-16-60, 36-25-1 TO -14, 41-16-60
ALABAMA CONSTITUTION OF 1901 ARTICLE VII, 173-175
LEGISLATIVE ACT 2012-221

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD ORIENTATION, TRAINING AND EVALUATION

2.12

Franklin Board of Education members will pursue ongoing training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations. Training will include participation in:

- a. Orientation for newly elected or appointed Board members;
- b. Training or consulting workshop for the local Board as a whole;
- c. State or national school board association event addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.

The Board recommends the requirements of this policy be satisfied by participation in training provided by the Alabama Association of School Boards or other sources considered knowledgeable in school board governance and leadership and approved by the Board. Board members will provide a report to the Board about training experiences at the next available Board meeting.

The Superintendent shall include an amount in each proposed annual budget to cover expenses to support the participation of the Board in activities and programs conducted by the State and other organizations as the Board chooses. Board member travel outside of the state of Alabama must be approved in advance by the Franklin County Board of Education in order for a member to receive reimbursement.

The Franklin County Board of Education shall maintain membership in the Alabama Association of School Boards. Board members shall participate when possible in AASB development opportunities and training programs.

The Board may conduct an annual evaluation that includes development of a list of recommended improvements in knowledge and skills of Board members.

REFERENCE(S):

CODE OF ALABAMA
[16-1-6, 16-8-8](#)
LEGISLATIVE ACTS 2009-229 and 2009-297

HISTORY:

ADOPTED: 2001
REVISED: JANUARY 24, 2013

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

TERMS OF BOARD MEMBERS

2.13

Members of the Franklin County Board of Education shall be elected for six (6) year terms by the qualified electors of Franklin County. Members of the Board shall hold office until their successors have been elected and qualified. Before exercising any authority or performing any duties as a member of the Franklin County Board of Education, each member thereof shall qualify by taking and subscribing to the oath of office prescribed by Article XVI of the Alabama Constitution, the certificate whereof shall be filed in the office of the Judge of Probate of Franklin County.

Vacancies of Franklin County Board of Education positions shall be filled according to legal procedures including:

- I. Filling of an Unexpired Term
 - A. In the event a vacancy occurs in the office of members of the Franklin County Board of Education, the vacancy shall be filled by appointment by a majority of the remaining members of the Board and the appointee shall serve for the unexpired term.
 - B. In the event the vacancy is not filled by the remaining members of the Board within thirty (30) days, the State Superintendent of Education shall fill such vacancy by appointment.
 - C. The Franklin County Superintendent shall notify the State Superintendent of Education when a vacancy in the office of a member of the Board has not been filled within thirty (30) days.
- II. Resignation of Board Members
 - A. Franklin County Board of Education members may submit resignations at any time during their term of office. Such resignations are subject to Board approval.
 - B. In the event a Board member chooses to resign, a written statement of resignation should be submitted to the Franklin County Board of Education as far in advance of the effective date of resignation as possible.
 - C. A Board member shall be considered resigned when he/she permanently establishes residence outside the district he/she was elected to represent, outside the area served by the Franklin County School System, outside Franklin County, becomes subject to the authority of the Board as an employee other otherwise, or becomes an elected official for another governmental agency.
- III. Removal from office
 - A. Members of the Franklin County Board of Education are officers of the State and may be removed from office only through impeachment proceedings in Circuit Court or other court of like jurisdiction as stipulated in the Alabama Constitution of 1901.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

B. A Board member may be censured and/or removed from office under circumstances and by procedures described in Alabama Legislative Act 2012-221. Causes for impeachment of any Board member shall be those applicable to all public officers, namely:

1. willful neglect of duty;
2. corruption in office;
3. incompetence;
4. intemperance in the use of intoxicating liquors or narcotics to such an extent that it renders the officer unfit to discharge duties of the office; or
5. any offense involving moral turpitude while in office, or connected therewith.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8 to -9](#), [16-8-6](#), [16-8-2](#), [41-16-60](#), [36-9-1](#), [36-25-1 to -14](#)
LEGISLATIVE ACTS 2001-507 and 2012-221
ALABAMA CONSTITUTION OF 1901, VII, 173-175

HISTORY:

ADOPTED: 2001
REVISED: JANUARY 24, 2013

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD RESPONSIBILITIES, AUTHORITY AND ETHICS

2.20

- I. The Franklin County Board of Education is responsible for the organization and control of the public schools of the system and is empowered to determine the policies necessary for the effective operation and general improvement of the school system. The Board is a public corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. The Franklin County Board of Education shall limit its action to establishing policy and to meeting the requirements prescribed by federal and state law and rules of the State Board of Education. Individual members of the Franklin County Board of Education have authority to take official action only when sitting as a member of the Board in public session, except when the Board specifically authorizes the member to act. The Franklin County Board of Education shall not be bound in any way by any action on the part of an individual Board member or an employee, except when such statement or action is in compliance with the public action of the Franklin County Board of Education.
- II. The specific duties of the Board shall include, but not be limited to the following:
 - A. To approve policies relating to the operation of the public schools;
 - B. To adopt the annual budget and approve expenditures of funds as recommended by the Superintendent;
 - C. To monitor the financial status of the system;
 - D. To appoint principals and other Franklin County School System employees upon the written recommendation of the Superintendent;
 - E. To determine or approve salary schedules and other personnel policies;
 - F. To consider reports of the Superintendent on the progress of the schools and advise him/her on recommended changes in educational programs;
 - G. To adopt plans for structural improvements and construction of new facilities and determine the means to finance them; and
 - H. To inform the citizens of the community and the Legislature of the needs of the schools.
- III. The duties and obligations of an individual Franklin County Board of Education member shall include, but not be limited to the following:
 - A. To attend all meetings;
 - B. To become familiar with selected federal and state school laws, State Department of Education rules and regulations, and local Board policies, rules and regulations;

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- C. To assist in establishing the highest goals and objectives for the Franklin County School System which realistically can be achieved;
 - D. To vote and act in the Board meetings for the total good of the school system;
 - E. To accept the will of the majority vote and give support to the resultant policy;
 - F. To represent the Franklin County Board of Education in such a way as to promote public interest in and support for Board-related activities;
 - G. To refer complaints and inquiries to the proper school authorities and to abstain from individual counsel and action;
 - H. To recognize that candid discussions based on objective rationale are vital to the ultimate success of the school system;
 - I. To comply with statutory requirements, state and Franklin County Board of Education policies, and regulations of duly authorized administrative agencies;
 - J. To act ethically in all matters at all times, thereby representing the school system to the best of one's ability; and
 - K. To receive no financial interest or personal benefit, either directly or indirectly, in the purchase of or contract for real or personal property or contractual service with the Franklin County Board of Education.
- IV. The Franklin County Board of Education may maintain membership in the Alabama Association of School Boards.
- V. The Franklin County Board of Education adopts for its members the following Code of Ethics:
- As a member of the Franklin County Board of Education, I will strive to improve public education, and to that end I will:
- A. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings;
 - B. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
 - C. Render all decisions based on the available facts and by independent judgment and refuse to surrender that judgment to any individual or special interest group;
 - D. Encourage the free expression of opinion by all Board members and seek systematic communication among the Board and students, staff, and all elements of the community;

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- E. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the Franklin County schools to the Superintendent;
- F. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. Inform myself about the current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association;
- H. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff;
- I. Avoid being placed in a position of conflict of interest and refrain from using my Franklin County Board of Education position for personal or partisan gain;
- J. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law; and
- K. Remember always that my first and greatest concern must be the educational welfare of the students attending the Franklin County School System public schools.

REFERENCE(S):

CODE OF ALABAMA
[16-8-1 to -12.1](#), [16-8-8 to -10](#), [36-25-1](#),
[36-25A-1 to -11](#), [41-16-50](#), [41-16-57](#)
ALABAMA OPEN MEETINGS ACT

HISTORY:

ADOPTED: 2001
REVISED: JANUARY 24, 2013

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

ORGANIZATION AND OFFICERS OF THE BOARD

2.21

- I. The Franklin County Board of Education shall elect, at its annual meeting in November of each year, one of its members as President and one as Vice-President. The President shall preside at all meetings of the Board and shall call special meetings when circumstances require such meetings.
- II. The President shall sign, with the Superintendent, the minutes and other official documents which require the signature of the President. He/she shall perform other duties as prescribed by law or specified in the policies of the Franklin County School System.
- III. The President shall preside at all School Board meetings and perform such other duties as may be prescribed by law or by action of the School Board. The Vice-President shall preside in the absence of the President and shall perform such other duties of the President as required by circumstances.
- IV. If the President and Vice-President are absent from a meeting at which a quorum is present, the ranking member present in terms of continuous service on the Franklin County Board of Education shall preside.
- V. The Superintendent, as provided by law, shall be the secretary and executive officer of the School Board.

REFERENCE(S):

CODE OF ALABAMA
[16-8-1](#), [16-8-6](#), [16-8-7](#), [16-9-1](#)

HISTORY:

ADOPTED: 2001
REVISED: JANUARY 24, 2013

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS

2.22

All Franklin County Board of Education meetings shall be open to the public, and all informal meetings and conferences involving Board members shall be conducted as public meetings unless specifically exempted by Alabama Statutes. The Franklin County Board of Education may take no official action at any time other than an official meeting.

- I. Regular Franklin County Board of Education meetings shall be established at the organizational meeting held in November. The regular meeting date may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
- II. Regular, special, and emergency meetings of the Franklin County Board of Education shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. Regular meetings are scheduled on the fourth (4th) Thursday of each month at 5:00 pm at the Board office.
Any regular or special meeting may be held at any other appropriate public place within the system by giving prior public notice.
- III. Notice and a preliminary agenda for all meetings of the Franklin County Board of Education shall be posted convenient for public viewing as required by law. Meeting notice deadlines as legally prescribed are as follows:
 - Regular meeting – seven (7) days' notice
 - Special meeting – one (1) day notice
 - Emergency meeting – one (1) hour noticeThe notice shall include the time, date, and place of the meeting. If a preliminary agenda is not created, a general description of the nature and purpose of the meeting shall be stated.
- IV. Members of the Franklin County Board of Education shall receive any and all materials or supplemental information which the Superintendent considers important to clarify, broaden, and/or help increase understanding of the school system's business matters for which Board members are duly responsible. The Superintendent shall be responsible for the distribution of all material.
- V. Any item to be placed on the agenda of a regular Franklin County Board of Education meeting shall be submitted in writing to the Superintendent's office no later than 2:00 p.m. five (5) days before the next scheduled Thursday meeting. This rule shall not preclude the right of any citizen to address the Franklin County Board of Education; however, except for good cause as provided herein, the Board of Education shall not take action on any substantive proposal until such matter has been formally placed on the Board agenda. An individual or representative of a delegation addressing the Board must adhere to a time allotment as specified by the Board President. Copies of the tentative agenda for regular meetings shall be made available prior to the scheduled meeting. Copies of the agenda for a special meeting shall be prepared.
A majority vote of the Board shall be required to place an item on the agenda that has not been previously submitted in writing. However, substantive action on such a matter shall not be taken until sufficient consideration and/or investigation by the Board has been accomplished.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- VI. All Franklin County Board of Education meetings shall be conducted in accordance with standard rules of order, with the exception that the President may discuss and vote on all matters before the Board. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require three (3) votes of the total membership.
- VI. The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school district. The President or presiding officer shall be able to regulate and control public participation. Any concerns or complaints about Board actions or operations may be addressed directly to the Board by written request for the matter to be placed on the agenda as described in section V. Comments involving specific concerns related to instruction, discipline, or learning materials are to be addressed at specified levels in the following order:
- A. Teacher
 - B. Designated building-level employee, if applicable (athletic director, counselor, assistant principal, etc.)
 - C. Principal
 - D. Designated Central Office Staff Member, as determined by the Superintendent
 - E. Superintendent
 - F. Board of Education

Complaints about school personnel will be investigated by the administration prior to any consideration or actions by the Board. At no time, however, shall the remarks of any person be focused as a personal attack. If such an attack occurs, the President or presiding officer of the Board shall proceed to terminate the citizen's time on the agenda.

- VII. A majority shall constitute a quorum for any Franklin County Board of Education meeting. Unless a majority is present, no meeting can be convened.
- VIII. The official minutes of the Franklin County Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.

Only motions, resolutions, and the necessary information related thereto; the name of the person making the motion or submitting the resolution; the name of the person who seconds the motion; and the vote or action thereon must be recorded. Other relevant information as determined by the Superintendent may be recorded.

- IX. The Franklin County Board of Education may vote in a legally called meeting and, upon approval of the majority of the whole Board, may hold executive sessions for specific purposes as provided by law. Executive sessions shall be attended only by members of the Franklin County Board of Education, the Superintendent, counsel if necessary, and persons necessary to ensure due process for the individual discussion. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussions. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session.
- X. There shall be no representation by proxy of any Franklin County Board of Education member.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

REFERENCE(S):

CODE OF ALABAMA
[16-8-7 to -9](#), [36-12-2](#), [36-12-40](#), [16-8-4](#)
ALABAMA OPEN MEETINGS ACT [36-25A-1 TO -11](#)

HISTORY:

ADOPTED: 2001
REVISED: JANUARY 24, 2013

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL BOARD POLICY

2.23

- I. The Franklin County Board of Education shall formulate policies by which its schools shall be managed.
- II. No Franklin County Board of Education policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to those expressed in law or written contract.
- III. Before adopting written policies, the Board shall directly or indirectly through the Superintendent, consult with the local employees' professional organization whose parent organization represents the majority of school employees statewide. Input by the applicable professional organization shall be made in writing to the Superintendent. The Superintendent may also consult professional assistants, principals, employees and interested citizens. All policies shall be made available to all persons affected and employed by the Franklin County Board of Education.
- IV. Policy Dissemination
 - A. Board policies and administrative rules and regulations shall also be made accessible to all members of the Franklin County Board of Education, students and members of the community served by the school system.
 - B. Any amendments to the policies, rules and regulations of the Franklin County Board of Education shall be furnished to the affected persons employed by the Board.
- V. Policy Suspension

All policies established at any time by the Franklin County Board of Education are implemented with the expectation that they will apply under routine circumstances. No policy is intended to restrict the Board's general authority to exercise all powers necessary and proper for the administration and management of the schools. Therefore, whenever in the Board's opinion it would be in the best interest of the system to suspend one or more policies, the Board may acknowledge that fact, suspend the application of the policies, and take whatever action it deems appropriate. Any such action taken by the Board under this policy shall not be a violation of any suspended policy, provided the minutes of the Board reflect the Board's determination that the best interest of the system justified the suspension of the policy.
- VI. Administration in the Absence of Policy

The Superintendent shall have the power to act in cases where the Board has not provided policy statements to guide administrative action. However, his/her decisions shall be subject to

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

review of the Board. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

REFERENCE(S):

CODE OF ALABAMA
[16-1-30](#), [16-8-1](#), [16-8-7 to -10](#), AAC §290-3-1-.02

HISTORY:

ADOPTED: 2001
REVISED: JANUARY 24, 2013

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEMBER COMPENSATION

2.24

Franklin County Board of Education members are authorized to receive reasonable compensation for their services, not to \$550.00 per month, unless set at a higher limit by local act.

The Franklin County Board of Education shall set the level of compensation to be received by Board members upon a majority vote of the Board at its organizational meeting in November. Any increase in compensation approved by the Board shall take effect following the expiration of the next member's term of office.

The compensation identified herein shall be in addition to actual travel expenses and other necessary, sensible expenses incurred in attending meetings and transacting business of the Board.

REFERENCE(S):

CODE OF ALABAMA

[16-1-26](#)

ALABAMA CONSTITUTION ARTICLE IV, SECTION 68

LEGISLATIVE ACT 2000-123

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.25

The Franklin County Board of Education shall be responsible for school and student performance and for developing, approving, implementing, and maintaining a system of school improvement and education accountability pursuant to Alabama statutes and State Board of Education rules. The system shall establish the individual school as the unit for education accountability and shall conform with the provisions of planning and budgeting as required by Alabama statutes. School as used herein shall include each school-within-a-school, magnet school, self-contained educational alternative center, and satellite center.

Each system school shall develop and present to the Superintendent or his/her designee, by the date set by the Superintendent, an individual Continuous Improvement Plan for consideration by the Franklin County Board of Education. The approved plan shall be implemented the next school year.

- I. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on a needs-assessment conducted pursuant to data collection requirements in Alabama statutes.
- II. The plan shall address school progress, goals, indicators of student progress, strategies, and evaluation procedures, including adequate measures of individual student performance. Plans shall also address professional development, school culture and climate improvement strategies, and may include school safety, attendance, and/or discipline goals.
- III. The plan for each school shall be submitted annually and shall be implemented as a new, amended, or continued school improvement plan.
- IV. The plan shall be developed by Franklin County Board of Education employees in each school in conjunction with an advisory council.

REFERENCE(S):

CODE OF ALABAMA
[16-6B-3](#), [16-6B-7](#), [16-8-8](#), AAC §290-4-1-.01

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SPECIAL COMMITTEES OF THE SCHOOL BOARD

2.26

No standing committees of the Franklin County Board of Education shall be authorized.

Special committees may be appointed by the Franklin County Board of Education President when deemed necessary. The duties of any such committee shall be outlined at the time of appointment. The committee shall be automatically dissolved when the Board accepts the committee's final report. Each Franklin County Board of Education member shall be notified of all committee meetings but shall have no vote unless the member is serving as a committee member. All meetings of Board committees shall be open to the public. The Board may disband a committee at its discretion. The Board President and Superintendent of Education shall be ex-officio members of all committees.

Special committees or individuals who serve on special committees shall take no action which is binding upon the Franklin County Board of Education.

REFERENCE(S):

CODE OF ALABAMA
[16-8-6](#), [16-8-7](#), [16-8-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

LEGAL COUNSEL – BOARD

2.30

The Franklin County Board of Education attorney, obtained from outside the Board's membership, shall act as legal advisor to the Franklin County Board of Education and the Superintendent. When approved by the Board, special counsel may be retained to assist in any litigation or other matter. The services of legal counsel may be secured at Board expense without competitive bid. The Board shall establish terms of such service.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8, 41-16-51\(a\)\(3\)](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD AND SUPERINTENDENT RELATIONS

2.31

The operation of a public school system is a complex undertaking. Important to success is the quality of relationship that exists between the Board and the Superintendent and his/her staff. In some cases the duties and prerogatives of each can be clearly defined; while in others, functions necessarily overlap. Often complicated questions which cannot be anticipated will arise; faith, understanding, and patience are essential to teamwork. Advance knowledge that certain codes of conduct and principles will be observed by the Superintendent and board members promotes confidence, trust, and provides for understanding and cooperation.

The Franklin County Board of Education considers the formulation and adoption of policies as its most important function. The execution and implementation of adopted policies shall be the function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and judicial and evaluative functions.

The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. In an effort to keep the Board informed, the Superintendent shall promptly notify Board members of any happenings of an emergency nature that occur in the schools.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 3.00 - SCHOOL ADMINISTRATION

ADMINISTRATIVE ORGANIZATION

3.10

The Franklin County Board of Education is the policy-forming body of the Franklin County School System. The Board shall approve all policies in conformance with applicable federal, state, and local statutes and regulations as well as with established judicial decisions.

The Superintendent shall have the responsibility to enforce the policies of the Board and interpret, with assistance of Board counsel as needed, all legal issues which pertain to the operation of the school system. The administration of all facets of operation of the schools shall be the responsibility of the Superintendent, including budgeting and other business affairs, direction of the instructional program, the selection, evaluation and improvement of personnel, and planning and development of the physical plants. The staff organization for effective operation of the schools shall be planned by the Superintendent and submitted to the Board for approval.

The Superintendent shall be the chief executive officer and professional advisor to the Board and shall be responsible directly to the Franklin County Board of Education. The Superintendent shall be authorized to delegate certain responsibilities for the operation of the school system to respected designees as needed for the efficient and effective operation of the school system. The Superintendent, however, shall be directly accountable to the Board for all results produced at operational levels.

School principals shall be required to supervise and direct the programs in the school of their assignment. Principals shall work under the direction of the Superintendent, to whom they are professionally and administratively responsible.

Teachers and other school-based employees shall be responsible to the building principal and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

REFERENCE(S):

CODE OF ALABAMA

[16-8-7](#), [16-8-8](#), [16-8-9](#), [16-9-23](#)

HISTORY:

ADOPTED: MAY 10, 2001

REVISED: JANUARY 24, 2013

CHAPTER 3.00 –SCHOOL ADMINISTRATION

CALENDAR, LENGTH OF SCHOOL DAY AND YEAR

3.12

The Franklin County Board of Education shall set the opening of school according to state law and Alabama State Department of Education regulations and shall direct the Superintendent to prepare a yearly calendar for the School System. The School System calendar shall include a yearly schedule of school holidays for students and selected personnel of the School System.

The length of the school day and of the school year for students will be in keeping with the intent of State laws and Alabama State Board of Education rules and regulations. They are as follows:

1. School Day – shall not be less than six (6) hours, or 360 minutes, of actual teaching, exclusive of all recesses or intermission periods. Class periods shall be planned to allow for this amount of instructional time.
2. School Year – shall provide for at least the minimum number of days of instruction required by the State Board of Education and current state law.

The scholastic, or school, year shall begin on July 1 and end on June 30 of the following year. The daily schedule for beginning and closing times may vary from school to school but must meet the minimum instructional day requirements. The school principal shall ensure that the school's schedule shall reflect at least six (6) hours (360 minutes) of instructional time as specified herein.

REFERENCE(S):

CODE OF ALABAMA
[16-1-1](#), [16-8-30](#), AAC §290-3-1-.02(2)(a)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SUPERINTENDENT ELECTION

3.13

The voters of Franklin County shall elect the Superintendent as provided by the laws of the State of Alabama. The Superintendent is a statutory officer as provided by the Constitution and laws of the State of Alabama. As such, he/she has certain authorities and functions which are provided for by law. His/her duties include serving as secretary and executive officer of the Franklin County Board of Education.

The Franklin County Board of Education agrees, as a further condition of this elected office it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his/her individual capacity, on his/her official capacity as agent and employee of the School System, provided the incident arose while the Superintendent was acting within the scope of his/her duties.

If in the good faith opinion of the Superintendent, a conflict exists as regards the defense to such claim between the legal position of the Superintendent and the legal position of the School System, the Superintendent may engage counsel in which event the School System shall indemnify the Superintendent for the cost of legal defense.

REFERENCE(S):

CODE OF ALABAMA

[16-9-1](#), [16-8-7](#)

HISTORY:

ADOPTED: MAY 10, 2001

REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

QUALIFICATIONS OF SUPERINTENDENT

3.20

- I. The Superintendent of the Franklin County Board of Education shall possess the following qualifications as minimum requirements:
 - A. Hold a Master's degree from an accredited four-year college or university;
 - B. Three (3) years of successful educational experience as a teacher, principal, supervisor, superintendent, educational administrator, or instructor in school administration during the five (5) years immediately preceding his/her election;
 - C. Hold a valid Alabama certificate in administration and supervision.

- II. Any candidate elected must satisfactorily complete required State Department of Education training on school finance, education law and curriculum/instruction.

REFERENCE(S):

CODE OF ALABAMA
[16-1-38, 16-8-7](#)
LEGISLATIVE ACT 1969-1039

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

CONTRACT OF SUPERINTENDENT

3.21

- I. The Franklin County Board of Education shall contract with the duly elected Superintendent, subject to such conditions and limitations as are prescribed by law or by contract with the Board. The Superintendent shall be evaluated as prescribed by the Board and according to legislative acts and regulations of the State Department of Education.
- II. The Board shall determine the salary, additional benefits, vacation entitlement and other leave of the Superintendent.

Additional benefits such as health and other forms of insurance, annual vacation, holidays, and temporary and extended leaves and absences shall be at least equal to those granted other professional Franklin County School System staff members.

The Superintendent will be reimbursed travel costs.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-9-12](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

DUTIES OF THE SUPERINTENDENT

3.22

The Superintendent shall act as the chief executive officer of the Franklin County Board of Education. He/She shall have, under the direction and policies of the Board and in accordance with state law and regulations of the State Board of Education, responsibility for the management of the school system and the supervision of all personnel in the system.

The Superintendent shall be authorized to delegate to other employees of the Board such responsibilities imposed on him/her by the Board, as he/she may deem necessary. Delegation of responsibility to other personnel of the system shall not relieve the Superintendent of his/her responsibility for the total operation of the schools.

The general scope of duties of the Superintendent shall include, but not be limited to, the following:

1. Exercise, pursuant to state statutes and under the direction of the Board, general supervision of the public schools in the district.
2. Enforce all provisions of law relating to the management of the schools, and other educational, social, and recreational activities under the direction of the Board of Education.
3. Attend all meetings of and have a seat on the Board of Education; to have the right to speak on all matters but not the right to vote and to bring such matters before the Board as seem to him/her necessary for the general welfare of the schools.
4. Keep abreast of and to keep the Board of Education informed concerning acceptable, modern school practices; and to make such recommendations to the Board as shall lead to the establishment of standards that will assure growth and progress of the school district.
5. Carry out the policies adopted by the Board under such powers as may be delegated by the Board as are necessary to that end.
6. Initiate those matters required of the Superintendent under Alabama law and other applicable rules respecting the duties and responsibilities of the county superintendent.
7. Exercise general supervision over all employees and have the right to nominate, assign, suspend, and transfer all employees. All appointment and transfers are subject to a written recommendation from the Superintendent and the approval of the Board.
8. Suspend any pupil from school whenever, in his/her judgment, the best interests of the schools are served.
9. Assure the proper maintenance of all school district records and the proper distribution of such records to board members, principals, etc.

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10. Plan and administer the budget as enacted by the Board, acting at all times within legal requirements and in accordance with policies of the Board.
11. Represent the school system in community affairs.
12. Perform such official duties as may be prescribed by law or the Board.
13. Develop plans for the maintenance, improvement or expansion of buildings and property needed to provide an adequate educational program.

REFERENCE(S):

CODE OF ALABAMA
[16-9-13 TO -16, 16-9-23](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

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OPENING AND CLOSING OF SCHOOLS

3.24

The time set for the official opening and closing of the schools of the Franklin County School System are fifteen (15) minutes prior to the time students are to report to homeroom/first class and fifteen (15) minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise care for students. However, School System personnel should not and are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above.

By presentation of this policy, the Board hereby notifies parent/guardians that school personnel are not available to assume responsibility for students who arrive on a school campus before and remain after the times noted above, except that school personnel shall be on duty to assume responsibility for students transported via School System-owned buses.

REFERENCE(S):

CODE OF ALABAMA
[16-1-1](#), [16-8-8](#)
AAC §290-030-010-06

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

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CARE OF STUDENTS BEFORE AND AFTER SCHOOL

3.24.1

Parents' Responsibilities

Parents/guardians are expected to take responsibility for seeing that their child arrives before the beginning of school and is picked up after the end of school within published time frames. If for any reason parents are not able to comply with the times noted, a conference should be scheduled with the principal to discuss the matter. Parents should not deliver students to school prior to the official arrival time of teachers/employees assigned to early arrival/bus duty. Each school shall publish annually the official times for student arrivals, dismissals, and teacher supervision.

Students Not Picked Up Promptly After School

Due to the necessity of having to supervise students closely and the fact that teachers and other school personnel have many responsibilities after the regular school day, parents/guardians must assume the responsibility for picking up their child(ren) promptly after the school day ends. In situations where parents do not abide by the school dismissal schedule and fail to pick up their child(ren) within the specified time frame, the school principal and appropriate personnel shall develop and publish incremental procedures to elicit parent cooperation and compliance, up to and including the instigation of neglect charges against the parent/guardian and notification of law enforcement and/or the Department of Human Services.

Before and After-School Supervision Plan

Each school principal shall develop a plan for supervising students who arrive prior to the time set for the opening of school and for students who remain after the time set for the closing of school. Such plan should incorporate the following minimal requirements:

1. The plan should be written.
2. The plan should direct students arriving early to report immediately to a designated room/location/site, etc. The room/location/site should be properly supervised by an appropriate number of staff members.
3. The plan should direct students remaining on the school premises after school closes for any extended length of time to report to a designated room/location/site, etc.
4. The room/location/site should be supervised by an appropriate number of staff members.

Notification

School principals are hereby directed to give notice to the parents/guardians of all students in their respective school of the content and intent of this policy. The notification shall be given in written form (newsletters, student handbooks, newspaper articles, etc.) at the beginning of each school year. Further, the Board directs that the content and intent of this policy be made a part of the Franklin County School System's newspaper advertisement at the beginning of each school year.

Care of Students after School-Sponsored Events

The schools of the Franklin County School System offer a variety of after-school, extra-curricular activities, which contribute greatly to the total educational experiences of students. Students'

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involvement in such activities contributes to their physical, mental, social, and emotional growth and development. Events, such as plays, athletic contests, debates, scholars bowl, beauty contests, band presentations, choral groups, etc. are vital components of each school's curriculum. The Board supports and encourages such after-school learning opportunities for students of the School System. However, the Board is also cognizant that such activities necessitate additional work and time on the part of teachers, school administrators, and others to develop and conduct such meaningful extra-curricular events. While the Board encourages parents/guardians to contribute to such school-sponsored events, the Board further encourages parents/guardians to do their part in assisting school personnel by assuming responsibility for their child(ren) promptly after participating in or attending such activities.

Limits of Care: School System's Responsibility

The Board expects that school administrators will assign sponsor and personnel to supervise and monitor before, during, and for up to thirty (30) minutes after all extra-curricular events sponsored by the schools of the School System in order to ensure the safety and well-being of students who must remain on school premises until picked up by their parents/guardians. Further, the Board expects that school administrators will announce to parents/guardians that they are expected to pick up their child(ren) promptly after such events in order to permit school personnel to return to their homes at reasonable hours.

Students Not Picked Up Promptly After School-Sponsored Events

In situations where parents/guardians repeatedly fail to pick up their child(ren) promptly following after-school, extra-curricular activities within the specified time frame, the school principal and appropriate personnel shall develop and publish incremental procedures to elicit parent cooperation and compliance, up to and including the instigation of neglect charges against the parent/guardian and notification of law enforcement and/or the Department of Human Services.

REFERENCE(S):

CODE OF ALABAMA
[16-1-1](#), [16-8-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 3.00 - SCHOOL ADMINISTRATION

EMERGENCIES

3.25

- I. In case of emergency, the Superintendent may close any school or all schools. The members of the Franklin County Board of Education shall be informed of any event or condition which requires the closing of any school(s) of the system.
- II. In the event of a declared state of emergency, control of pupils shall be retained by school personnel until pupils are released from school or in the case of transported pupils, until the students depart from the school bus.
- III. The school officials shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a riot or similar condition, the principal shall cooperate with law enforcement.
- IV. The Superintendent or his/her designee shall make public announcements and releases to the media concerning emergency school closings.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [36-19-10](#), [16-6B-5](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

RESPONSIBILITIES OF PRINCIPALS

3.30

The principal is assigned, under supervision of the Superintendent, direct and primary responsibility for his/her school and serves as the administrative and supervisory head of the school. Each principal is responsible for the enforcing of Alabama statutes, State Board of Education rules, Franklin County Board of Education rules and directives of the Superintendent. Each principal shall carry out all duties as reflected in the Board-adopted job description and state law relating to making advisory recommendations regarding personnel appointment, assignment, evaluation, promotion, transfer and cancellation of contracts.

The principal is the educational leader of the school. He/she should be alert to opportunities to improve the instructional programs, to foster professional growth among the faculty and staff, to work for the best interest of students and faculty, and to maintain good relations with the community.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-24B-4](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.40

- I. The Franklin County Board of Education has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all school-sponsored activities.
- II. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending Franklin County Board of Education or school-sponsored events or activities. All procedures shall reflect the following provisions:
 - A. No persons other than Franklin County School System students and employees shall be on a school campus during school hours unless they have been approved by the principal's office.
 - B. A student who is suspended or expelled is not in good standing and is not permitted on the Franklin County school campus or school grounds.
 - C. Any person on a Franklin County school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify a building administrator.
 - D. Individuals who enter Franklin County School System property, a Franklin County Board of Education meeting or attend a school-sponsored activity without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board President, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Alabama statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at Franklin County School System schools or school activities.
- III. Emergency Plans
 - A. The Superintendent shall develop and present to the Franklin County Board of Education for review and approval, appropriate school emergency management and preparedness plans.
 - B. The Superintendent shall establish a uniform format for the development of the schools' emergency management and preparedness plans.
 - C. Each Franklin County school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Alabama law, State Board of Education rules, and other applicable regulations.

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IV. Safety Procedures

- A. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.
- B. Emergency evacuation drills (fire, bomb threat, terrorist, tornado, severe weather, other disaster, and school bus) shall be held in compliance with state requirements. Each Franklin County School System principal, site administrator or transportation official is responsible for:
 - 1. Developing and posting emergency evacuation routes and procedures;
 - 2. Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation and re-entry; and
 - 3. Identifying and reporting hazardous areas requiring corrective measures.

V. Violence Prevention

Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the Franklin County School System.

VI. Security

- A. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- B. Each Franklin County school's emergency plan shall include security provisions including emergency lockdown procedures.
- C. All doors and exits shall remain unlocked from the interior during school hours and shall meet the required codes.
- D. The Superintendent shall require that all state statutes regarding safety, security and discipline are carried out.

REFERENCE(S):

CODE OF ALABAMA
[16-1-24](#), [16-1-24.1](#), [16-6B-5 TO -6](#), [16-8-8](#),
[36-19-10](#), [36-19-11](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PROHIBITION OF HARASSMENT

3.43

- I. The Franklin County Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities.
- II. The Superintendent shall develop procedures which shall be used by persons alleging harassment.
- III. Sexual Harassment by Students – The Franklin County Board of Education desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Franklin County Board of Education. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency toward further unacceptable behavior. For these reasons, the Franklin County Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students.
 - A. Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, or written materials;
7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature;
8. Sexually suggestive audio or visual displays on electronic devices.

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- B. Specific Prohibition - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.
 - C. Procedures - Any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselor(s) or Superintendent' designee. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.
 - 1. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
 - 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
 - D. Penalties - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
- IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance or creating an intimidating, hostile or offensive work or school environment.
 - D. Examples of sexual harassment may include, but are not limited to, the following:
 - 1. Verbal harassment or abuse of a sexual nature;
 - 2. Subtle pressure for sexual activity;
 - 3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;

CHAPTER 3.00 - SCHOOL ADMINISTRATION

4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
 6. Display of sexually suggestive objects, pictures, or written materials;
 7. Sexually suggestive audio or visual displays on electronic devices.
- E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- F. Any suspected child abuse shall be reported in accordance with state law.
- G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.
1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
 2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.
 3. It is sexual harassment for a Franklin County Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
- H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant.

Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated

CHAPTER 3.00 - SCHOOL ADMINISTRATION

against, in any manner, for reporting conduct which is believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

- I. Penalties – Necessary disciplinary action, up to and including termination, may result if sexual harassment occurs. Any employee who makes false allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

REFERENCE(S):

CODE OF ALABAMA [16-9-23](#)
TITLE IX OF EDUCATION AMENDMENTS OF 1972
PUBLIC LAW 100-960, PUBLIC LAW 102-143

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

EQUAL OPPORTUNITY

3.44

- I. No person shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school system except as provided by law.
- II. The Franklin County Board of Education shall comply with the Americans with Disabilities Act of 1990 (ADA), Title IX of Education Amendments of 1972, and all other federal and state laws that make it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.
- III. Persons alleging such discrimination shall use the grievance procedure provided elsewhere in these policies as a remedy.
- IV. The Superintendent shall develop procedures to notify Franklin County School System employees, applicants for employment, and other affected groups.

REFERENCE(S):

CODE OF ALABAMA
[16-1-30](#), [16-8-8](#), AMERICANS WITH DISABILITIES
ACT OF 1990, TITLE IX OF EDUCATION AMENDMENTS OF 1972,
CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS,
SECTION 504 OF REHABILITATION ACT OF 1973

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

TOBACCO USE IN SYSTEM FACILITIES

3.45

The Franklin County Board of Education prohibits the use or possession of tobacco in any form by students, faculty, support personnel, or any other person on school property under the control of the Franklin County Board of Education. This includes a public school building, Franklin County Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Franklin County Board of Education.

Parents/guardians and other persons are hereby notified that they are prohibited from use or possession of tobacco in any form on Franklin County School System property at any time.

School principals and other work site supervisors as may be designated are directed to post signs at the entrance of all school buildings and on the grounds of Franklin County School System property designating the school property as a tobacco free facility.

Franklin County Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to: reprimand, suspension pending a hearing, and termination of employment. Students who violate this policy are subject to discipline as described in student handbooks and the Code of Student Conduct.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PUBLIC INFORMATION

3.50

- I. All public records pursuant to Alabama statutes, except those involving sensitive personnel records, pending criminal investigations, recorded information received by a public officer in confidence, or other records, the disclosure of which would be detrimental to the public's interest, shall be available for inspection or copying at reasonable times during normal office hours of the Franklin County School System office or other offices in which records are maintained.
- II. The Superintendent shall:
 - A. Keep citizens adequately informed through all channels of communication on policies, programs, problems, and planning of the Franklin County School System and instruct schools to carry out this policy through their efforts and the office of the Superintendent.
 - B. Seek input from community members.
 - C. Encourage Franklin County School System staff to cooperate in keeping the public informed of newsworthy events which would be of interest or concern to citizens and which would promote the welfare of the school system, provided that any news release be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the system as a whole be approved by the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [36-12-40](#), [41-13-1](#), AAC §290-1-4-.01

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

COPYING OF PUBLIC RECORDS

3.51

Copies of Franklin County School System public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records will be based upon a fee schedule set by the Superintendent. Copies shall be made by the appropriate staff members and reproduced at a time which does not interfere with the normal work duty.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#), [16-1-30](#)

HISTORY:

ADOPTED: MAY 10, 2001

REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SCHOOL CEREMONIES AND OBSERVANCES

3.61

Flag Display

The Franklin County Board of Education requires that all school display both the flags of the United States and the State of Alabama at some suitable place each and every day school is in session.

Pledge of Allegiance

All students must have the opportunity to recite on a voluntary basis the Pledge of Allegiance to the United States flag each day.

Prayer and Religious Expression

The Eleventh Circuit Court of Appeals has ruled that school-sponsored prayer or other religious observances at public school activities is illegal. The Franklin County Board of Education, in compliance with federal law as it applies to the State of Alabama, allows student-initiated prayer or other religious observances at school activities.

As required by the No Child Left Behind Act of 2001, the Superintendent shall, by October 1 of each year, certify in writing to the state that students of the School System are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent shall ensure that the staff, parents/guardians, and students are made aware of the parameters of acceptable religious speech and actions. The Superintendent shall also distribute guidelines to each school concerning religion in the schools.

Moment of Quiet Reflection

Franklin County School System teachers shall provide students a moment of quiet reflection for one (1) minute every school day.

REFERENCE(S):

CODE OF ALABAMA
[16-1-20.4](#), [16-43-1](#), [16-43-5](#)
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SCHOOL VOLUNTEERS

3.70

The Franklin County Board of Education recognizes that volunteers can make many valuable contributions to the schools and can be used as effective learning resources. Therefore, the Board endorses a volunteer program, subject to suitable regulations and safeguards. These regulations and safeguards shall include unpaid volunteers operating within the written authorization of the Board and/or members of its administrative staff and under the supervision of Board employees. These regulations shall be developed and promulgated by the Superintendent or staff in cooperation with the faculty of each school.

The school principal or designee shall conduct an orientation for all school volunteers.

Any volunteer (a person performing services for the School System without compensation) shall be immune from civil liability in any action on the basis of any act or omission of a volunteer resulting in damage or injury if:

1. The volunteer was acting in good faith and within the scope of such volunteer's official functions and duties for a non-profit organization, a non-profit corporation, a hospital, or a governmental entity; and
2. The damage or injury was not caused by willful or wanton misconduct by such volunteer.
3. The principal or designee must provide orientation training for all volunteers.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#)

HISTORY:

ADOPTED: MAY 10, 2001

REVISED: JANUARY 24, 2013

CHAPTER 3.00 - SCHOOL ADMINISTRATION

COMMUNICABLE DISEASES and CONDITIONS

3.80

It is the intent of the Franklin County Board of Education, in cooperation with county and state agencies, to carry out laws and regulations designed to protect and promote the health, safety, and general welfare of school children and Board employees.

Communicable/Infectious Diseases or Conditions

Students and/or employees having communicable diseases, and/or conditions or parasites, including students wishing to enroll or potential employees, will be dealt with on an individual basis. Administrators and supervisors shall observe current regulations for the control of communicable diseases in the schools of the Franklin County Schools as required by the State Board of Health. The system's nurse(s) will maintain liaison with the State Board of Health and support the processing of cases.

The Superintendent shall have the authority to exclude a student and/or an employee from attendance when reliable evidence confirms he/she has a communicable disease, parasite or condition that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or employee shall be excluded from school for a period of time as may be prescribed by the local health department or physician. The Superintendent may require written documentation from health department officials and/or a physician to allow the student or employee to resume attendance.

Due process will be followed when reliable evidence or information from a qualified source confirms that a student or employee is known to have a communicable disease or infection that is known not to be spread by casual contact (i.e. HIV/AIDS, Hepatitis B, etc.).

Infection Control

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

Exposure Control Plan and Staff Development

The Superintendent will direct the preparation of procedures for processing cases and an exposure control plan. Procedures will incorporate appropriate considerations of confidentiality. Employee training and communication of school system procedures related to student health education, exposure control, communicable diseases and conditions, and standard precautions shall be implemented by the direction of the Superintendent.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

Certificate of Immunization

A certificate of immunization against diseases designated by the state health officer shall be required before a student can be enrolled initially in kindergarten or first grade in the Franklin County School System. If this requirement can not be met according to federal law, the student will be allowed to enroll and all efforts will be made by school employees (including but not limited to the principal, teacher, and school nurse) to help the student meet this requirement.

Confidentiality of Medical Information

All persons privileged with any medical information that pertains to students or employees 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. Such a review committee shall include the parent/guardian of the affected student, the student if over age 18, the affected employee or his/her representative.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [16-29-1 TO -6](#), AAC §290-1-4-.01

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

THE CURRICULUM

4.10

- I. The Franklin County School System curriculum shall be determined by
 - A. Alabama State Department of Education Courses of Study;
 - B. Objectives and standards for state assessments;
 - C. Students' needs and interests;
 - D. Regular evaluation of curriculum effectiveness; and
 - E. Alabama statutes, State Board of Education rules, and policies of the Franklin County Board of Education.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system.
- III. The Superintendent shall designate appropriate staff members who are responsible for the development and coordination of the curriculum of the system.
- IV. The Superintendent shall cause a program of instruction for all grade levels to be developed, implemented, frequently monitored and regularly updated.
- V. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
- VI. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis.
- VII. The Superintendent shall recommend and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading systems, and methods of reporting.
- VIII. All course materials and verbal or visual instruction shall conform to the requisites and intent of Alabama law and the state Constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents/guardians of the children engaged in such classes.
- IX. The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented.
- X. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [16-8-28](#), [16-9-21](#), [16-35-4](#), [16-35-5](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SPECIAL EDUCATION

4.11

The Franklin County Board of Education will provide educational and related services to enrolled exceptional students who qualify under state and federal guidelines and who reside within the jurisdiction of the Franklin County School System. Such students are encouraged to take full advantage of or to respond to educational programs and opportunities because of a physical, mental, emotional, social, or learning exceptionality as determined by an IEP team which reviews psychological, educational, and/or physical evaluation results provided by qualified specialists. Exceptional students include students qualifying in the area of autism, deaf-blindness, developmental delay, emotional disability, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment and gifted.

- I. Upon recommendation of the Superintendent, the Board shall adopt a plan for the provision of education programs for all Franklin County School System students with disabilities and for gifted students.
- II. The plan for special programs and procedures for exceptional students shall include screening procedures, pre-referral activities, referral procedures, eligibility criteria, program placement, program dismissal, and descriptions of program organization and operations.
- III. The Franklin County School System special education program shall conform to the provisions adopted by the Board and shall function in accordance with the provisions of state and federal law, State Board of Education rules, and other applicable provisions of Board rules.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-13-231](#), [16-39-3](#)
AAC §290-1-4-.01

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

AT-RISK AND ALTERNATIVE EDUCATION PROGRAMS

4.12

The Superintendent or designee shall develop, for the Franklin County Board of Education's approval, a plan for at-risk students addressing drop-out prevention. Components of the plans for academically at-risk students may include but are not limited to High Hopes grants/programs, Childrens' First, Jobs for Alabama's Graduates (JAG), Title I, Title VI, Title IV Safe and Drug Free Schools programs, and other state, federal, or local initiatives.

The Franklin County Board of Education maintains a comprehensive career awareness program in middle schools to help students appreciate the value of a high school education and understand the consequences of not acquiring a high school diploma. The Board places strong emphasis on the utilization of school counselors for early identification of and intervention for students deemed to be at-risk.

REFERENCE(S):

CODE OF ALABAMA
[16-1-13](#), [16-1-16](#), [16-13-231](#), AAC §290-1-4-.01

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

HOMework

4.13

The Franklin County Board of Education recognizes that homework should be meaningful and reasonable. It should not be a substitute for teaching but should provide reinforcement, practical application, and enrichment of what has been taught. Consideration should be given to the time involved in completing homework assignments. No homework assignment should be made that does not directly support a clearly identified instructional objective.

The Board encourages the use of reasonable homework assignments that both support instructional objectives and expand the scope of instruction limited by the constraints placed on classroom teaching.

Homework assignments should be commensurate with the resources available. Homework should not be used as punishment for disciplinary infractions. Students should receive feedback on homework assignments.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#)

HISTORY:

**ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SUMMER PROGRAMS

4.14

The Franklin County Board of Education authorizes summer programs when needed. The Superintendent or designee shall determine the building site(s).

Summer program requirements and extended school year services shall be developed by the Superintendent and approved by the Franklin County Board of Education.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), AAC§290-030-010-(9)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT FEES, FINES AND CHARGES

4.16

- I. The Franklin County Board of Education shall hold each student responsible for all textbooks, technology, equipment, and other educational materials issued to him/her. It shall be understood that the parent, guardian or other person having custody of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse or damage in excess of that which would result from the normal use of such materials.
- II. Fees may only be charged in courses which are not required for graduation.
- III. Principals shall have the authority to waive fees for students with financial limitations who cannot afford the fee.
- IV. The Franklin County Board of Education maintains that activities for which an admission fee is charged shall be kept to a minimum. The admission charges shall be fixed at amounts permitting the maximum number of pupils to attend, commensurate with the cost of providing such activities.
- V. Concession sales at school activities may be operated by student groups or parent groups as approved by the principal.
- VI. All income from school activities and concession sales shall be deposited in the appropriate account and shall be disbursed in accordance with Board Policy, accreditation standards, and State Department of Education regulations.

REFERENCE(S):

CODE OF ALABAMA
[16-8-7 TO -9](#), [16-10-6](#), [16-13-13](#)
LEGISLATIVE ACT 98-230

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

DUAL ENROLLMENT

4.17

The Franklin County Board of Education authorizes the establishment of dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and participating postsecondary levels. The dual enrollment program shall strictly follow all State Department of Education regulations and will be open to all eligible students.

REFERENCE(S) IMPLEMENTED:

CODE OF ALABAMA
[16-8-8](#), AAC §290-3-1-.02(10)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDY/WORK RELEASE PROGRAMS

4.18

For School Approved Programs

The Board has authorized cooperative education/special education transition programs in those areas of the curriculum which have gained approval from the State Department of Education (e.g. marketing education, business education, trade and industrial education, etc.) and which conform to the guidelines for such programs. Carnegie units shall be awarded according to the State Department of Education regulations. Release of students to participate in cooperative education /special education transition programs is permissible, provided:

1. Employment is approved and supervised by the appropriate cooperative education/special education transition coordinator.
2. Employment is approved in writing by the student's parent/guardian.
3. Employment does not conflict with student's other schoolwork.
4. Employment is an extension of course work.
5. The student is legally eligible for employment.
6. The student follows all guidelines of the cooperative education/special education transition program while in the program.

The primary objective of student employment should be to contribute to his/her educational development and should in no way limit his/her performance in the regular school program. Employment shall be in accordance with the Child Labor Law. .

Employment After School Hours

No child under nineteen (19) years of age who is enrolled in any public or private primary or secondary school system shall work between 10:00 p.m. and 5:00 a.m. on any night preceding a school day. The Superintendent shall have authority to grant exemptions to the 10:00 p.m. provisions. Students who are enrolled in certified training programs as authorized by the State Department of Education shall be allowed to work past 10:00 p.m.

REFERENCE(S):

CODE OF ALABAMA
[16-3-18](#), [16-37-4](#), 28-8-33 thru -35, 25-8-37
LEGISLATIVE ACT 87-675

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CLASSROOM INSTRUCTIONAL SUPPORT FUNDS

4.20

- I. The distribution of funds for classroom instructional support materials shall be based on projected enrollment, available funds, and Alabama statutes and shall include library enhancement, classroom materials and supplies, professional development, technology, and other classroom instructional support approved by the State Board of Education.
- II. Each Franklin County School System school shall form a committee to develop a budget for library enhancement, classroom materials and supplies, professional development, technology and any other classroom instructional support funds allocated to the school.
 - A. The composition and procedures used by such committee will follow Alabama statutes and guidelines.
 - B. The proposed budget shall outline common purchases, specify the common items which may be purchased and designate a specific allotment per teacher.
 - C. The proposed budget will be consistent with the plans developed for the school and the Franklin County School System.
 - D. The proposed budget will be submitted for approval by the teachers at each school prior to the close of the current school year.
- III. All funds must be spent on classroom instructional support purposes consistent with system and state rules. Funds may be spent on instructional and electrical equipment used in the classroom with students.
- IV. Funds should be made available to each teacher before December 1. Unused funds will revert to the system or state.

REFERENCE(S):

CODE OF ALABAMA
[16-1-8.1](#), [16-13-231](#), [16-6B-10](#),
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

INSTRUCTIONAL MATERIALS AND TEXTBOOK MANAGEMENT

4.21

The Board shall approve all textbooks used in the Franklin County School System. Local textbook committees shall be appointed by the Franklin County Board of Education upon recommendation by the Superintendent. The number, size, and composition, which shall include parents, of the committees shall be determined by the Board. The name of each person serving on local textbook committee(s) shall be kept on file by the Superintendent.

The textbook committee(s) of the Franklin County School System and the Central Office personnel designated by the Superintendent shall endeavor to ensure that the selection and adoption of textbooks for use within the school system shall be in accordance with applicable provisions of Alabama law.

The Superintendent shall develop procedures based on Alabama statutes for purchasing, managing, selling, and discarding textbooks and other instructional materials. Fees for damage or loss of textbooks may be collected and shall be communicated to students and parents/guardians in School System publications.

REFERENCE(S):

CODE OF ALABAMA
[16-36-60 to -70](#)
LEGISLATIVE ACT 98-320

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIBRARY MEDIA CENTERS

4.22

The Franklin County Board of Education believes that the school library media center is a fundamental part of the educational program. It adheres to the premise that an effective library media program will provide:

1. Equal and maximum access to information resources which extend the limited content of textbooks.
2. Instruction for students in acquiring the research skills necessary for independent learning.
3. Motivation for students to read and enjoy good literature.
4. Encouragement for students to use a variety of media for a lifetime of learning and pleasure.

Each school in the Franklin County School System shall maintain a library media center under the direction of a state certificated library media specialist in accordance with accreditation standards. The responsibility for coordinating the selection and purchasing of instructional materials rests with the library media specialist with the final responsibility being vested in the Board.

Individual schools' library media programs may vary based on different school characteristics, the school's goals, and student needs. However, some functions will be common in all schools. Those functions include:

1. Equal access to information in the school collection.
2. Provision of supplementary materials to enhance the school curriculum.
3. Integration of information skills instruction with classroom activities.
4. Assistance to teachers in using a variety of media formats to improve instruction.
5. Motivation for students to enjoy good literature and other worthwhile resources.
6. Access to the use of current technologies to improve instructional effectiveness.

The Franklin County School System library media specialists and teachers should collaborate to ensure that all students have adequate and equal access to the library media center and its collection.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8, 16-21-1 TO -3](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIBRARY ENHANCEMENT MATERIALS SELECTION

4.23

I. Objectives of Selection

The primary objective of the Franklin County School System library media centers is to implement, enrich, and support the educational program of the schools. The centers shall provide a wide range of materials on all levels of difficulty, with diversity of appeal and the representation of different points of view.

II. Criteria for Selection

A. The standards to determine the propriety of the educational materials shall be pursuant to Alabama statutes.

B. Educational media materials shall be evaluated and selected to implement, enrich, and support the educational programs of the schools.

C. Media, *e.g.*, films, videos, software, print texts, from sources other than the system or a school media center collection must be approved by the principal. Request for Use of Educational Media from Outside Sources forms are available at each school site and shall be used to request permission to use such materials. The content of the curriculum shall determine the need for use of media.

III. Funds shall be spent in accordance with the budget adopted for designated local school or system funds.

IV. A media specialist should be consulted in budgeting all library enhancement funds.

REFERENCE(S):

CODE OF ALABAMA
[16-21-1 TO -3](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

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CHALLENGED MATERIALS

4.30

The following procedures shall be followed when the appropriateness of books or materials is questioned:

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
 - A. Author, compiler, or editor;
 - B. Publisher;
 - C. Title;
 - D. Reason for objection;
 - E. Page number of each item challenged; and
 - F. Signature, address and telephone number of person making criticism.
- III. These procedures shall be followed for Franklin County School System school-level reviews:
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
 - B. Challenged materials shall not necessarily be removed immediately. Challenged materials shall be available pending a final decision.
 - C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
 - D. The complainant shall be informed in writing concerning the committee's recommendations.
- IV. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member shall not be selected from the school where the challenged materials originated.
 - B. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.

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- C. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- D. The committee's recommendations shall be submitted to the Superintendent.
- E. The complainant shall be informed, in writing, after the committee's recommendation is received by the Superintendent.
- F. An appeal to the Franklin County Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#)

HISTORY:

ADOPTED: MAY 10, 2001
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CONTROVERSIAL ISSUES

4.31

The Franklin County Board of Education recognizes that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues are an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum provided the following guidelines are observed.

- I. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.
- II. Teachers shall place major emphasis on **HOW** to think rather than **WHAT** to think.
- III. Pupils shall have access, insofar as possible, to all materials that are relevant and educationally significant to the issues at hand.
- IV. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
- V. Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
- VI. Teachers shall seek to develop in pupils the ideals of truth and honesty.
- VII. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear or hostility but with mutual respect for all viewpoints.
- VIII. Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions and attitudes and shall encourage pupils to base same on research, tested experience and knowledge as recorded in our cultural heritage.
- IX. Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
- X. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

REFERENCE(S):

CODE OF ALABAMA
[16-8-28](#)

HISTORY:

ADOPTED: MAY 10, 2001
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ANIMALS ON SCHOOL PREMISES

4.33

The purpose of the Franklin County Board of Education Animals on School Premises policy is to allow animals in the classroom while providing for the health and safety of school staff, students and animals. The policy identifies five (5) categories of animals and the procedures to be followed in order to bring animals on school premises. It specifies conditions under which animals must be removed from school premises.

CATEGORY	PROCEDURES
Animals Used in Educational Presentations (single event)	<ul style="list-style-type: none"> • Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below: <ol style="list-style-type: none"> 1. Identify the instructional purpose or social/emotional objective of the presentation/event. 2. Provide statement of animal health and temperament or verify that the animal is part of a presentation conducted by an experienced animal handler who engages in demonstrations in a school setting on a regular basis. 3. Obtain principal’s/designee’s approval to proceed. 4. Notify parents of upcoming presentation. 5. Provide modifications for students who have animal fears or allergies. 6. Obtain principal’s final approval in writing.
Cold Blooded Animals Not Handled by Children (for 1 semester, renewable) and/or Classroom Animals (for 1 semester, renewable)	<ul style="list-style-type: none"> • Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below: <ol style="list-style-type: none"> 1. Identify instructional purpose or social/emotional objective. 2. Provide statement of animal health and temperament or verify that animal is provided by a certified program or agency. 3. Obtain principal’s signature of approval to proceed to next steps. 4. Notify parents of proposed presence of animal. 5. Provide modifications for students who have animal fears or allergies. 6. Obtain principal’s final signature of approval. • Faculty/Staff member follows established Health Department/standard precautions procedures for cleaning and disinfecting sinks, cages and surfaces.

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Animals Excluded from School or Classroom Use	<ul style="list-style-type: none"> • Poisonous, venomous animals. • Family pets unless all policy requirements are met.
Animals Exempt from Compliance With Policy	<ul style="list-style-type: none"> • Trained and certified service animals supporting individuals with disabilities. • Animals used in K-8 Science Curriculum. • Invertebrates used in Grades 9-12 Science Curriculum.

Conditions requiring removal of an animal from school premises:

Injury: Any animal that causes injury to staff or students must be immediately isolated and removed from the school premises until the situation is resolved. An Injury Report must be completed and the appropriate medical care must be administered.

Health Issue: If a student or staff member has an allergic reaction or other health problem because of the presence of an animal, the animal must be immediately removed from the classroom/workspace of the affected individual and removed from school premises until the situation is resolved.

Aggression: Any animal that behaves aggressively must be immediately isolated and removed from the school premises.

Animals may not be transported to and/or from school on school buses or via any other transportation provided by the school district.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

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PUBLIC APPEARANCE OF SCHOOL GROUPS

4.42

- I. Requests for any Franklin County School System group or organization to make a public appearance on behalf of agencies or entities other than the Franklin County School System shall be directed to the principal for approval.

- II. The parent/guardian shall be notified prior to any such public appearance of the school group on behalf of agencies or entities other than the Franklin County School System. Such notice shall state the place to be visited, the date of the public appearance, the time of departure, and the time of return to the school. Any student making a public appearance shall present a note from his/her parent/guardian giving permission for the student to make the public appearance. All documents needed in case of emergency should be provided before the public appearance and should be in the possession of the Franklin County Board of Education employee in charge of the public appearance.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#)

HISTORY:

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FIELD TRIPS

4.43

Recognizing that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, the Franklin County Board of Education delegates to the Superintendent the responsibility for development of administrative criteria governing field trips. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time except where the school is engaged in an activity, competition, or contest that requires use of school time.

- I. All local and in-state field trips must be approved in advance by the school principal with prior notification given the Superintendent. Notification of such travel must be received by the Superintendent at least seven (7) days prior to the anticipated travel date.
- II. All out-of-state and overnight field trips must be approved in advance by the principal, the Superintendent, and the Board. Requests for out-of-state and overnight travel must be submitted to the Superintendent at least thirty (30) days prior to the anticipated travel date, unless extenuating circumstances approved by the Superintendent require notice of less than thirty (30) days.
- III. Requests for approval of all field trips must be submitted on field trip request forms. Upon approval of any field trip, the school principal shall be responsible for notifying the Superintendent through the submission of a copy of an approved field trip request form. Such notification shall be made at least seven (7) days in advance of the expected travel date for local and in-state field trips with a thirty (30) day advanced notification required for out-of-state and/or overnight field trips. Written approval of the Superintendent is required to schedule a field trip with fewer days' advance notice.
- IV. Before any trip as noted above is taken, a completed and signed parental permission form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed parental permission form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one parental permission form to cover all trips associated with the activity.
- V. Franklin County School System medication administration procedures and policies shall be followed for students participating in field trips.
- VI. Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, Franklin County School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to discussions of the trip with students. Private buses/common carriers should be used only when School System buses are unavailable or impractical. When School System buses are used, the following provisions will apply:

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- A. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the principal or designee with the teacher/sponsor preparing the field trip request form for approval by the principal.
 - B. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
 - C. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperone by the field trip sponsor and approved by the school principal.
 - D. The principal or his/her designee is responsible for handling the scheduling of such trips.
 - E. Mileage and other applicable cost factors (driver, substitute driver, etc.) for each field trip will be computed by the Board based on the current, approved rates with billings submitted to schools on a monthly basis.
 - F. Only adult drivers with a commercial driver's license will be permitted to drive field trip buses with the cost of paying the driver to be borne by the school or class making the trip(s).
 - G. The field trip sponsor should return the School System-owned bus in a clean condition as determined by the Director of Transportation.
 - H. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.
- VII. Field Trip Transportation Using Private Vehicles: The Board approves the use of privately-owned vehicles to transport students participating in field trips, excursions, or interscholastic activities where only a small number of students will be attending or participating in a respective activity. Such approval is based on a recognized need for additional standard, cost effective transportation at certain times to support the School System's instructional program and extra-curricular activities. Privately-owned vehicles may be utilized to transport a student or student groups to and from such activities provided:
- A. A small number of students will be involved in the respective field trip, excursion, or interscholastic activity. In such instance, the school principal shall have the discretion to utilize a private vehicle(s) with sufficient passenger capacity(ies) not to exceed the number of approved seat belts to transport the student or student group on such trips.
 - B. Students going on the field trip, excursion, or interscholastic activity present signed parental permission forms noting the use of private vehicles to the field trip sponsor prior to the date of expected travel.

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- C. Said vehicle is owned and/or operated by a member of the professional staff of the School System or an approved adult member of the community.
- D. The trip is covered by the Board's liability insurance or other approved liability insurance.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#)

HISTORY:

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SCHOOL FUNCTIONS

4.44

All Franklin County school functions including field trips, extracurricular events, and recreational activities such as picnics, parties, and excursions under the sponsorship of the school shall have a sponsor and an appropriate number of chaperones as determined by the school principal. A sponsor is a professional Franklin County Board of Education employee who is currently certified by the State Department of Education. Chaperones are volunteers approved by the principal.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

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STUDENT CLUBS AND ORGANIZATIONS

4.50

- I. All Franklin County School System student clubs and organizations shall be approved by the principal before they can operate within a school.
- II. All student clubs and organizations shall comply with the following:
 - A. All clubs and organizations must clearly establish and adhere to membership criteria that have been approved by the principal.
 - B. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
 - C. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student's mental or physical health or safety.
 - D. Dues shall be reasonable and not prohibitive.
 - E. All meetings shall be held on Franklin County Board of Education property, unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.
 - F. A Franklin County School System faculty sponsor/designated employee shall be present at all meetings and functions.
 - G. All social events shall be adequately chaperoned.
 - H. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
 - I. A student club or organization shall not conduct any activity or act which violates Alabama statutes, Franklin County Board of Education rules, or the regulations of the local school.
- III. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.

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- IV. Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

REFERENCE(S):

CODE OF ALABAMA

[16-1-23, 16-8-8](#)

HISTORY:

ADOPTED: MAY 10, 2001

REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT PUBLICATIONS

4.51

Franklin County School System school principals may approve establishment of a school newspaper or magazine for students.

The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school.

The principal shall not allow advertisements of intoxicants or tobacco products or other products which would be inappropriate for the intended audience.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

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ASSESSMENT PROGRAM AND TEST RESULTS

4.60

- I. The Franklin County School System shall periodically assess student performance and achievement within each school of the system. The assessment programs must be based upon local goals and objectives that are compatible with the state Courses of Study adopted by the State Board of Education. All schools will participate in the state assessment program designed to measure annual student learning and school performance.
- II. The Franklin County School System will follow recommendations of the State Board of Education for the provision of test adaptations and modifications of procedures as necessary for special populations (504, special education, ELL, etc.)
- III. Test results shall be treated with confidentiality. Results of student evaluations and test data shall be used solely for the purposes of measuring student performance and for improving the instructional program.
- IV. School assessment reports and system accountability reports containing test results for student groups shall be disseminated and/or published as directed by the Alabama State Department of Education.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#),
FAMILY EDUCATION RIGHTS AND PRIVACY ACT,
NO CHILD LEFT BEHIND ACT OF 2001
PUBLIC LAW 103-227

HISTORY:

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TEST SECURITY

4.61

All mandatory tests administered by or through the State Board of Education shall be secured and subject to the State Test Security Policy.

- I. Franklin County School System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
 - A. The system test coordinator shall instruct building test coordinators and principals on test security measures and other assessment related information in accordance to the system's test security policy.
 - B. Principals are ultimately responsible for all assessment activities within the school and shall work with the building test coordinator to assure standardized testing administrations for all students on all mandatory state assessments.
- II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the system test coordinator. Any unresolved problems in the system shall be reported to the Superintendent and state assessment contact.
- III. The system test coordinator shall oversee the destruction of statewide assessment test materials in accordance to the system's test security policy.
- IV. The possession of a digital device is strictly prohibited during the administration of a secure test. A student in possession of a digital device during testing shall be subject to applicable disciplinary consequences. The prohibited device shall be confiscated and may be subject to search. The student's test shall be invalidated if test security procedures are violated.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), AAC §290-4-2-.04

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REPORT CARDS

4.71

The Superintendent shall develop procedures relating to the content and issuance of Franklin County School System student report cards.

REFERENCE(S):

CODE OF ALABAMA
16-8-8

HISTORY:

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REVISED: JANUARY 24, 2013

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

TRANSFERS FROM NON-ACCREDITED OR HOME SCHOOLS 4.80

To allow transfer of credits and/or determine the appropriate class/grade placement of a student transferring to this system from a non-accredited or home school, the following shall be implemented:

- I. Credit for all elective courses shall be accepted without validation.
- II. Uncontested credit for core courses of English, mathematics, science and social studies shall be transferred as follows:
 - A. Using all available records and nationally standardized tests, if available, the principal or his/her designee shall determine the appropriate placement and then notify the student and the parent/guardian.
 - B. Upon agreement by the parent/guardian, the student shall be assigned to the class and/or grade agreed upon.
 - C. For any initial core course the student completes successfully in this system, he/she shall be permitted to transfer in that subject area all previous credits earned at a non-accredited or home school. (Example: Successful completion of eleventh grade English in this system would allow the student to transfer ninth and tenth grade English if completed successfully at the non-accredited or home school).
- III. Contested credit for core courses shall be transferred as follows:

If the parent/guardian disagrees with the placement decision, the principal or designee shall supervise the administration of the school's most recent semester examination or other appropriate assessment for each prerequisite to the core course in which the parent/guardian is requesting enrollment. For each test passed, the student shall be placed in the next level core course and credit for the prerequisite course(s) shall be transferred.
- IV. In the event of the existence of controversial records/transcripts and/or the absence of any official or notarized records/transcripts, the student shall take placement tests consisting of the system school's previous semester tests for core courses.

All transfer students must pass state-required examinations and meet all other requirements for graduation.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), AAC §290-3-1-.05(2) C 7 and 290-3-1-.06 (10) c

HISTORY:

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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CAREER/TECHNICAL COOPERATIVE EDUCATION

4.81

The Franklin County Board of Education recognizes the importance of the school-community linkage in training individuals for specific occupations; assisting individuals with the transition from school to the world of work; providing an environment for developing proper skills, knowledge, work and safety habits, and pride in achievement. As such, Cooperative Career/Technical Education Programs will be provided to the extent possible to strengthen this linkage. These programs will operate in compliance with general career/technical education policies established by the Board and program standards outlined in current administrative code.

Each cooperative career/technical education program shall provide on-the-job training that:

1. is related to existing employment opportunities which offer promotion and advancement.
2. is related to the student's occupational objective.
3. does not displace other workers who can perform such work.
4. is conducted in accordance with written training agreements and training plans that incorporate methods for solving problems at work and problems at school.

Criteria for Participation

The following criteria must be met prior to a student's participation in Cooperative Career/Technical Education Programs:

1. The student and his/her parent(s)/guardian(s) must select the cooperative career/technical course(s) as an elective.
2. The student's parent(s)/guardian(s) must sign a release form authorizing the school to release his/her child from school to travel to and from the educational job site.
3. All transportation costs must be borne by the student and his/her parent(s)/guardian(s).
4. The student meets prerequisites for the cooperative career/technical course selected as described in the current Franklin County School System course catalog.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-37-1](#), [16-37-4](#)
ALABAMA CAREER TECHNICAL EDUCATION STANDARDS

HISTORY:

ADOPTED: MAY 10, 2001
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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SAFETY IN CAREER/TECHNICAL CLASSES

4.82

In order to ensure safety of students and personnel in Franklin County School System Career/Technical education classes, all laws, regulations, and guidelines established by local, state, and federal agencies shall be followed.

Franklin County School System teachers in career/technical classes shall establish safe working conditions and shall promote the development of safety awareness and safe work habits by students. Safety procedures and safe work habits shall be taught and tested in all career/technical classes as specified in the Alabama Course of Study for each content area.

A safety plan shall be posted in each career/technical classroom and shall include methods for encouraging safe procedures in the following areas:

- Continuous supervision of students in the classroom, laboratory, and/or shop environment.
- Ensuring that protection devices are worn by students when appropriate.
- Safe storage of toxic, flammable, or hazardous materials.
- Safe use of electrical devices and avoiding electrical hazards.
- Safety demonstrations, safety instruction, and testing for safety knowledge.
- Periodic inspection of materials, equipment, and tools to ensure safe use.

The goals of safety instruction are to keep students safe while participating in career/technical programs and for transfer of this knowledge to the work place.

REFERENCE(S):

CODE OF ALABAMA
[16-37-1](#), AAC § 290-6-1-.04(6)

HISTORY:

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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CAREER/TECHNICAL PROGRAM EQUIPMENT

MAINTENANCE, REPAIR, REPLACEMENT AND DISPOSAL

4.83

Franklin County School System teachers in career/technical classes are expected to keep all machines, equipment, tools, and other items needed for effective instruction in good repair. A program of preventive maintenance of machines, tools, and equipment shall be implemented to prolong the use of the items and to teach proper care and maintenance of equipment. A schedule for the cleaning, greasing, and oiling of equipment, the changing of filters, and other routine maintenance shall be developed by the teacher for all equipment, machines, and tools used in the classroom.

Annual review of needs for repairs, servicing, and other maintenance shall be submitted to designated system personnel. Requests for major repairs or replacement of equipment or tools shall be submitted with estimates of costs for parts, service, or replacements. The teacher using allocated maintenance funds, fees, program funds, or school funds shall pay for routine maintenance and small repairs. Major repairs and appropriate equipment replacement shall be considered in the annual system career/technical budget. The Franklin County School System shall maintain a reasonable allocation to fund emergency repair of equipment essential to the instructional program.

Principals and system personnel shall conduct periodic inspection of career/technical shops, laboratories, and classrooms to determine that tools, supplies, and equipment are properly maintained and stored and to see that equipment is kept in good repair and operated safely.

Designated central office personnel shall work cooperatively with teachers and school administrators to annually assess the need for updated equipment, supplies, tools, and materials for career/technical classes. Each teacher shall maintain an accurate inventory of equipment, tools, supplies, furnishings, textbooks, and other materials necessary for instruction in career/technical classes. When equipment is unserviceable or obsolete, the teacher shall notify the school principal. The principal shall notify the designated central office personnel in writing of equipment, tools, or other items in need of disposal. Central office personnel will make arrangements for the removal of such items from the school and for the proper disposal of the items according to state and system regulations.

To maintain the optimum classroom learning environment, each teacher shall:

1. Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the work place.
2. Maintain tools and equipment daily.
3. Maintain an accurate inventory of tools, supplies, and equipment.
4. Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.
5. Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.
6. Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REFERENCE(S):

CODE OF ALABAMA
[16-37-1](#), AAC § 290-6-1-.10(1-3) revised

HISTORY:

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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIVE WORK IN CAREER/TECHNICAL PROGRAMS

4.84

The Franklin County Board of Education recognizes live work as being a valuable tool for students in career/technical programs to assist students in developing workplace competencies as a tool for positive community relations. Live work experiences are authorized by the Franklin County Board of Education in career/technical classes when the following guidelines are followed.

Live work is defined as work performed by students as part of the instructional training program. This work may be performed by students at a job site or at school. All live work projects must be pre-approved by the teacher in writing and coordinated with the school principal. Live work projects are not to be performed in competition with private enterprise. The career/technical education programs assume no responsibility for the results of the work being performed by students.

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students. The career/technical teacher is responsible for documenting the live work through a work order, the invoicing of the person/organization for whom the work is performed, and the collection of all charges associated with the live work projects performed by students. The Franklin County Board of Education, the school, nor school employees shall receive economic benefit from career/technical education live work projects.

REFERENCE(S):

CODE OF ALABAMA
[16-37-1](#), AAC§290-6-1-.04(5)

HISTORY:

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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

PLACEMENT AND FOLLOW-UP OF CAREER/TECHNICAL GRADUATES

4.85

Each Franklin County School System career/technical teacher is responsible for assisting graduates in job placement or entry into post-secondary education. Active files will be maintained in each school of opportunities for employment and graduates who are seeking employment. The principal shall designate school personnel to serve as a placement coordinator to maintain records of student placement and to serve as a liaison with businesses and industry representatives when career/technical teachers are not available.

School counselors will maintain active files available to students on colleges, junior colleges, technical schools and other post-secondary training possibilities. In addition, scholarship information will be made available to students.

Each career/technical teacher is responsible for the implementation of a follow-up system to determine employment and/or post-secondary education placement of graduates. A purpose of the follow-up of graduates is to solicit feedback regarding the appropriateness and effectiveness of career/technical programs.

Formal follow-up reports of graduates shall be completed according to schedules established by the Alabama State Department of Education. In addition, career/technical teachers should use informal contacts with employers of graduates to gain information and suggestions for improving instruction in career/technical classes.

REFERENCE(S):

CODE OF ALABAMA
[16-37-1](#), AAC 290-6-1-.06(2)

HISTORY:

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REVISED: _____

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

TITLE I PROGRAM

4.87

Title I services will be offered in schools within the School System that qualify according to state and federal guidelines and legislation. Eligible students are those whom the school identifies as failing or most at risk of failing to meet the state's challenging student performance standards and having greatest academic need for special assistance. The Board requires that the following criteria be met for all qualified Title I programs (Schoolwide or Targeted Assistance) within the School System:

- Improve teaching so that Title I students will meet challenging state content performance standards.
- Implement effective instructional strategies that increase the amount and quality of learning time for at-risk students and that deliver an enriched and accelerated curricula.
- Ensure that school-based planning takes place.
- Promote effective parent participation.

Title I Schoolwide programs use their funds to upgrade the entire program of the school. Schools are encouraged to use research-based school reform strategies that provide an accelerated and enriched curriculum and increase the amount and quality of learning time. The programs must be integrated with other resources and initiatives. The intent is still to assist disadvantaged children, but this goal will be achieved by upgrading the entire education environment.

Title I Targeted assistance programs will target only individually identified students and must use their funds only for programs that provide services for those identified as in greatest need of assistance. However, these targeted assistance programs must meet the same requirements of schoolwide programs such as emphasizing accelerated curricula and extended learning times; coordinating their activities with other school reform activities; and providing adequate professional development for teachers and others serving Title I students.

Title I Teachers

Teachers paid from Title I funds are employees of the Board and are subject to the same regulations as other teachers.

REFERENCE(S):

IMPROVING AMERICA'S SCHOOLS ACT OF 1994
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

HOMEBOUND INSTRUCTION

4.89

The Superintendent is responsible for appointing a qualified person(s) to provide homebound instruction for eligible students.

Procedures, forms, and regulations for implementing the homebound instruction program of the Franklin County School system shall be developed at the direction of the Superintendent by designated personnel and shall be disseminated to appropriate employees, parents, students, and agencies as needed.

REFERENCE(S):

**CODE OF ALABAMA
16-8-8
AAC §290-060-010 (15) (k)**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REPRODUCTION OF COPYRIGHTED MATERIALS

4.90

The following guidelines shall govern the reproduction of copyrighted materials in the Franklin County School System:

1. Board employees may reproduce copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code 106.
2. Any reproduction of copyrighted materials will be undertaken either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act. Otherwise, the individual responsible for reproduction may be liable for infringing the copyright under existing laws.
3. The ethical and practical problems caused by the unauthorized copying of any copyrighted materials (printed or video) will be taught to educators and students in all schools of the School System.
4. The Board in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the Board paying any judgment rendered against the employee and paying any attorney's fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the Board for any damages which the Board is liable to pay.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), TITLE 17 US CODE 106

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

PROGRAM FOR LIMITED ENGLISH PROFICIENT STUDENTS

4.93

Franklin County School District within thirty (30) days of the beginning of the school year will inform a parent of identification of a student for participation in the limited English proficient program. The notification will include the following information:

1. The reason for the identification of the student as limited English proficient and the need for placement in language instruction.
2. The child's level of English proficiency and the method used for assessment as well as the status of the child's academic achievement.
3. The method of instruction to be used in the language program and how the class differs in content, goals and method from the regular English class
4. The way the program will meet the education needs of the child and build on strengths.
5. The way the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation.
6. Specific exit requirements from the program and transition back into the regular English class.
7. Services for a child with disabilities to meet objectives of the individualized education program.
8. The right of parents to have their child removed from a special language program.
9. Options parents have for other kinds of service if they decline enrollment in the program for limited English proficient students.

Parents will also be notified within fifteen (15) days if the system fails to make progress on the annual measurement achievement objectives. All information provided will be in a uniform and understandable format and to the extent practical in a language that parents can understand. The system will implement a parenting program that helps parents understand how they can be involved in their child's education and be active participants in assisting their children to obtain English proficiency. The parenting program will also inform parents of the state's challenging standards and the opportunity to meet regularly to make their recommendations for assisting students.

REFERENCE(S):

NO CHILD LEFT BEHIND ACT OF 2001, SECTION 112

HISTORY:

**ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013**

CHAPTER 5.00 – STUDENTS

ADMITTANCE/ENROLLMENT REQUIREMENTS

5.10

- I. Any student who initially enrolls in the Franklin County School System shall be required to present the following documents:
 - A. An official birth certificate;
 - B. Immunization as required for the prevention of those communicable diseases designated by the State Health Officer;
 - C. Proof of residency (copy of power bill, telephone bill, rent receipt, etc.) of the parent(s), legal custodian(s), and/or legal guardian(s); and,
 - D. Proof of guardianship or custody when warranted.

Exceptions may be granted as provided in Alabama statutes and federal law.

- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Franklin County Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.
- III. Admission may be denied a resident student who is over seventeen (17) years of age and who has repeatedly been dismissed from previous schools for violation of the rules of the school with the exception of students who have current IEPs.
- IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) should be informed that prior to admission/readmission to any Franklin County school, the disciplinary action would have to be completed. This includes any suspension, work assignment, or referral to the Superintendent or Board of Education for a hearing.
- V. Resident Students
 - A. The Board defines resident students as students whose parents or legal guardians live within the jurisdiction of the Franklin County School System. All resident students of the school district shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Franklin County Schools.
 - B. Children of employees of the Franklin County Board of Education shall be allowed admission as resident students as long as their parents remain employed by the Franklin County Board of Education. Children of employees may attend the school in the zone of their residence or in the zone in which their parent is employed.

CHAPTER 5.00 – STUDENTS

- VI. All homeless, migratory, immigrant, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.

Students who live in the attendance areas of Franklin County School System and who are homeless, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:

- C. Residency requirements
- D. Lack of social security number
- E. Lack of birth certificate
- F. Lack of school records or transcripts
- G. Lack of immunizations
- H. Legal custody requirements
- I. Transportation
- J. Language barriers
- K. Disabilities

REFERENCE(S):

CODE OF ALABAMA
[16-28-4](#), [16-30-1 TO -4](#),
NO CHILD LEFT BEHIND ACT OF 2001,
TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT OF 2001

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 – STUDENTS

KINDERGARTEN ADMISSION

5.11

Any child shall be eligible for admission to kindergarten if he/she has attained the age of five (5) years on or before September 1 of the school year.* However, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided. Before admitting a child to kindergarten, the principal shall require evidence of

- I. The child’s date of birth documented in the manner provided by Alabama statutes; and
- II. An up-to-date immunization record.

*An opinion of the Attorney General states in effect that under the common law one’s age is computed by including the day of birth so that a given age is obtained the day before the birthday anniversary. Therefore, a child whose sixth birthday falls on September 2 is entitled to attend the public elementary schools at the opening of school for that school year. A child whose fifth birthday falls on September 2 is entitled to attend kindergarten.

REFERENCE(S):

CODE OF ALABAMA
[16-28-3 TO -4](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 – STUDENTS

FIRST GRADE ADMISSION

5.12

For admission to first grade, a student shall be six (6) years old on or before September 1 of the school year.*

Previous attendance in an out-of-state school into which a student was admitted on the basis of age requirement established by the state of residency shall be accepted as meeting the age requirement.

*An opinion of the Attorney General states in effect that under the common law one's age is computed by including the day of birth so that a given age is obtained the day before the birthday anniversary. Therefore, a child whose sixth birthday falls on September 2 is entitled to attend the public elementary schools at the opening of school for that school year. A child whose fifth birthday falls on September 2 is entitled to attend kindergarten.

REFERENCE(S):

CODE OF ALABAMA
[16-28-3 TO -4](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 - STUDENTS

STUDENT RIGHTS AND RESPONSIBILITIES

5.17

The Franklin County Board of Education possesses the responsibility to offer an education which shall be provided in an orderly, healthy atmosphere, both physical and emotional, and in which treatment of students is both firm and fair in all matters pertaining to school life.

Every student shall comply with all rules and regulations of both the State and the Board pertaining to pupil behavior. Codes of student conduct shall be based on maintaining within each school a proper atmosphere for learning. Codes of conduct shall be consistent with the policies of the Board, which in turn, shall be in full compliance with State and Federal statutory provisions.

REFERENCE(S):

CODE OF ALABAMA

[16-28A-3](#)

TITLE IX, SECTION 504, OF THE REHABILITATION ACT

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 5.00 - CURRICULUM AND INSTRUCTION

GRADUATION REQUIREMENTS

5.20

All students entering the 9th grade will be required to complete course requirements specified by the Alabama State Board of Education. The Franklin County Board of Education shall direct the Superintendent to produce a widely-disseminated publication which describes requirements for all diplomas and certificates awarded by the Franklin County Board of Education.

Publications describing graduation requirements for Franklin County students shall describe types of diplomas and endorsements, core course requirements, elective course offerings, and the process for earning weighted credit.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, AAC §290-030-010-.06(11)(k)1

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 5.00 – STUDENTS

PARTICIPATION IN GRADUATION CEREMONIES

5.21

The Franklin County Board of Education authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:

1. Students who have met the requirements for any Alabama High School Diploma and have passed all required areas of the Alabama High School Graduation Examination are eligible to participate in the graduation ceremony (marching). Special Education students who have met the requirements for an Alabama Occupational Diploma are eligible to participate in the graduation ceremony (marching). Students who entered the ninth grade in 2006 through 2009 who complete all courses required for graduation but who have not passed required sections of the AHSGE may participate in graduation ceremonies (march) and receive an attendance certificate.
2. Special education students who have not met the requirements for a diploma but have met the requirements of their IEPs shall be permitted to participate in the graduation ceremony and will be awarded the Graduation Certificate.
3. Students who meet all requirements after their designated graduation date (i.e., pass the required number of Carnegie Units and pass all requirements of the Alabama High School Graduation Examination) may participate in the graduation ceremony/exercise the following year.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.0 – STUDENTS

CLASS RANKINGS

5.22

The Franklin County Board of Education maintains that high schools should keep accurate records concerning class ranking of each student. This is especially important for the 12th graders since colleges and scholarship committees consider rankings in their acceptance process. Confidentiality of all records shall be respected as specified by law.

Class rankings for senior students shall be determined on a four (4) point scale as follows:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

Class rankings shall be calculated at the end of the first semester of the senior year with the exception of schools with non-traditional schedules (i.e., block or other schedule) which will be calculated at the end of the third nine weeks grading period. Calculations will be carried out four decimal places with no “rounding”.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 5.00 - STUDENTS

HONOR GRADUATES

5.23

The following criteria shall determine honor graduates of Franklin County high schools:

1. A student must be enrolled in a particular school for the entire senior year to be designated an honor graduate.
2. All students with a grade point average (GPA) of 4.0 or higher and who have earned the highest diploma offered at a particular school shall be designated honor graduates. GPA for the determination of honor graduates shall be calculated at the end of second term. GPA calculations shall be carried to the fourth decimal place with no "rounding".
3. In the event that no student in the graduating class has a GPA of 4.0 or higher, up to the top 10% of the class with GPAs of 3.5 or higher may be designated as honor graduates.
4. The local school will determine how honor graduates will be recognized at the graduation ceremony.
5. The two (2) honor graduates with the highest numerical averages (in academic core courses including foreign language) shall each deliver an address at commencement. In the event that one or both students decline the opportunity to speak, the principal shall appoint another honor graduate to speak or no one at all.

REFERENCE(S):

CODE OF ALABAMA
16-8-8

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 - STUDENTS

STUDENT PROMOTION AND RETENTION

5.26

All students must comply with the Franklin County School System attendance policy to be promoted to the next grade. No student will be recommended for retention unless their case has been presented to the school's problem-solving team. Any teacher recommending retention must document using intervention strategies and their results. Promotion or retention decisions for students who transfer after the beginning of the final quarter of the school year will be made on a case-by-case basis.

Grades K-4

To be promoted to the next grade, a student in grades K through 4 should be proficient in reading and mathematics to grade level standards (receiving passing grades on the latest report card). The process of making decisions as to promotion and retention of students in grades K through four (4) should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

Grades 5-8

Students enrolled in grades five (5) through eight (8) must pass reading and math plus one additional core course each year in order to be promoted to the next higher grade. Students who do not pass required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program.

Placement

If a student is retained twice in any grade, he/she may be placed in the next higher grade level upon teacher recommendation(s) and the approval of the principal. A possible referral for evaluation for special education would be recommended.

Grades 9-12

For students to be permitted to move to the next higher grade level, the following standards must be met:

Tenth Grade – students who have earned five (5) credits will be classified as tenth graders.

Eleventh Grade - students who have earned twelve (12) credits will be classified as eleventh graders.

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Twelfth Grade – students who have earned nineteen (19) credits will be classified as twelfth graders.

Summer School Options

A student who does not pass coursework in a logical and sequential order should be strongly encouraged to attend an approved summer school to earn the required Carnegie unit(s) necessary for orderly progression through the courses required for graduation.

Special Education Students

Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

REFERENCE(S):

CODE OF ALABAMA
[16-8-35](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 – STUDENTS

STUDENT HARASSMENT PREVENTION

5.28

- I. No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Franklin County Board of Education in this policy. Students who violate this policy are subject to disciplinary sanctions.
- II. Definitions
 - A. The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the characteristics set forth in Section III B below. To constitute harassment, a pattern of behavior may do any of the following:
 - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
 - B. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
 - C. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
 - D. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

CHAPTER 5.00 – STUDENTS

- E. The term “student” as used in this policy means a student who is enrolled in the Franklin County School System.

III. Description of Behavior Expected of Students

- A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- B. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student’s race;
 - The student’s sex;
 - The student’s religion;
 - The student’s national origin; or
 - The student’s disability.

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

V. Reporting, Investigation, and Complaint Resolution Procedures

- A. Complaints alleging violations of this policy must be made on Board-approved complaint forms available at the principal’s and or counselor’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- B. Upon receipt of the complaint, the principal or the principal’s designee will, in his/her sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s designee determines that the complaint alleges a serious violation, the principal or the designee will undertake an investigation of the complaint in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

CHAPTER 5.00 – STUDENTS

- C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy is subject to disciplinary sanctions as outlined in the Code of Student Conduct.
 - D. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal’s designee will inform the student’s parent or guardian of the report.
- VI. This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Franklin County School System web site.

REFERENCE(S):

**CODE OF ALABAMA
16-8-8, LEGISLATIVE ACT 2009-571**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 5.00 - STUDENTS

DUE PROCESS

5.29

The Board recognizes that observance of applicable substantive due process entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, e.g., based upon a rational or compelling state interest; and (2) the means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of school officials within the School District. To assure compliance with these two substantive aspects, the Board has approved the following guidelines as applicable to all policies, rules, and regulations.

1. Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.
2. Each local regulation shall be based on a Board policy.
3. All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, and administrative regulations of duly authorized agencies; e.g. State Board or State Department of Education.
4. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.
5. No Board policies or local school codes of conduct shall deny any student his/her constitutional rights.
6. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
7. Authority exercised by administrators, teachers or school officials, shall be capable of withstanding close judicial scrutiny and be free from arbitrary, capricious, discriminatory, or otherwise illegal practices.
8. Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

Procedural due process within the School District shall relate primarily to the area of discipline and disciplinary measures, e.g., short-term suspension, long-term suspension, and expulsion.

The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

CHAPTER 5.00 - STUDENTS

1. The student shall be given oral or written notice of the charges against him;
2. The evidence against the student shall be explained to him; and
3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension (more than 10 days) or expulsion, the Board shall afford the student the following:

1. The right to an administrative hearing;
2. The right to be represented by an attorney and to present evidence on his/her behalf;
3. The opportunity to question witnesses;
4. A written record at the hearing and a written record of the decision; and,
5. The right of appeal to the Franklin County Board of Education.

A school may not unilaterally expel or cease the provision of educational services to a student with a disability whose education is governed by an individualized education plan (IEP).

REFERENCE(S):

CODE OF ALABAMA
[16-28A-1](#), [16-28A-3](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 – STUDENTS

STUDENT CONDUCT AND SUPERVISION

5.30

All students enrolled in the Franklin County School System shall be subject to federal and state laws, regulations of the State Board of Education, the rules and policies of the Franklin County Board of Education, and the Code of Student Conduct and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during the time they are on Franklin County Board of Education premises for school attendance and authorized activities.

- I. The principal or the principal’s designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal’s designated representative and shall keep good order in the classroom or other places where in charge of students.
- III. The Franklin County Board of Education’s authority and responsibility do not extend to students while they are being transported by private vehicles not affiliated with a school-sponsored activity or on school property.
- IV. The Code of Student Conduct and any revisions shall be approved and adopted by the Franklin County Board of Education. The Code of Student Conduct shall:
 - A. Be developed with input from Franklin County Board of Education members, appropriate grade level teachers, school personnel, school administrators, students, and parents.
 - B. State grounds for disciplinary action procedures and the rights of students.
 - C. Be distributed to all Franklin County School System teachers, school personnel, students, and students’ parent(s)/legal guardian(s) at the beginning of each school year or upon enrollment.
 - D. Be filed in the Superintendent’s office and in the office of the school principal.
- V. The Code of Student Conduct shall be discussed with students, parents and teachers at the beginning of each year.
- VI. The principal shall use the Code of Student Conduct to familiarize students with Franklin County Board of Education rules relating to students’ rights, responsibilities, and conduct at the beginning of each school year and whenever he or she deems it necessary.

REFERENCE(S):

CODE OF ALABAMA
[16-1-14](#), [16-1-24.1](#), [16-6B-5](#), [16-28-2](#), [16-28-12](#), [16-28A-3](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 - STUDENTS

CORPORAL PUNISHMENT

5.30.1

Each teacher is held responsible for the discipline within his/her room or class. The Franklin County Board of Education permits the use of corporal punishment (paddling) as a last resort and under the following conditions:

- I. The student has been notified of the offense for which he/she is to receive corporal punishment, and the student has been given an opportunity to explain his/her actions;
- II. The punishment is administered by the teacher responsible for the student at the time of his/her misconduct, the school principal or his/her designee and witnessed by a certified school employee;
- III. The punishment is administered out of view of any other students;
- IV. The use of corporal punishment shall at all times be reasonable and proper and must not be severe enough to cause bodily injury to the student;
- V. All cases of corporal punishment shall be documented by both the person administering the punishment and the witness;
- VI. Documentation shall be filed in the principal's office;
- VII. Parents/guardians shall be notified that their child has received corporal punishment; and;
- VIII. Corporal punishment shall consist of no more than three (3) licks administered to the buttocks with a smooth surface paddle free of holes and/or cracks.

Discipline of a student with disabilities shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the student's IEP.

REFERENCE(S):

CODE OF ALABAMA
[16-1-14](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 - STUDENTS

PHYSICAL RESTRAINT AND SECLUSION

5.30.2

A. Policy Purpose

1. The Franklin County School System acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.
2. The purpose of this policy is to ensure that physical restraint is administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm, and to prevent or minimize any harm to a student as a result of the use of physical restraint.
3. The Franklin County School System places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to both students and program staff, as well as the care, safety, and welfare of our students.

B. Definitions

1. **Physical restraint** is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student when teaching a skill; redirecting attention; providing guidance to a location; providing comfort; or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.
2. **Chemical restraint** is any medication that is used to control violent physical behavior or to restrict the student's freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.
3. **Mechanical restraint** is the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

4. **Seclusion** is a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.
5. **Time-out** is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion when:
 - (a) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
 - (b) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
 - (c) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
 - (d) The time-out space is free of objects that unreasonably expose the student or others to harm.

C. Prohibitions

1. The use of physical restraint is prohibited in the Franklin County School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment.
2. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs is prohibited in the Franklin County School System and its educational programs.
3. The use of chemical restraint is prohibited in the Franklin County School System and its educational programs.
4. The use of mechanical restraint is prohibited in the Franklin County School System and its educational programs.
5. The use of seclusion is prohibited in the Franklin County School System and its educational programs.

D. Requirements

1. Each local school's principal or his/her designee and each educational program of the School System that utilize physical restraint under this policy will provide staff with guidelines and procedural information regarding physical restraint and will arrange for the appropriate training of those designated staff members that may be called upon to physically restrain a student. This training of designated staff members shall be provided as a part of a program which addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible. Each local school's principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.
2. Each local school's principal or his/her designee and each educational program that utilize physical restraint will maintain written or electronic documentation on training provided at the local school regarding physical restraint and the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.
3. Each local school's principal or his/her designee and each educational program that utilize physical restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint as well as reports of any prohibited use of seclusion and chemical, mechanical, or physical restraint at the local school and for gathering/reporting data to the Franklin County Board of Education and to the Alabama Department of Education annually. The use of physical restraint will be monitored by each local school's principal or his/her designee or program's coordinator on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following any situations in which procedures are not being followed.
4. Each local school's principal or his/her designee and each educational program that utilize physical restraint shall ensure that following an incident of restraint or seclusion of an student, all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided notification of this debriefing session and afforded the opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.
5. Each local school's principal or his/her designee and each educational program that utilize physical restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.
6. Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when their child is

removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.

7. Each student's parent or legal guardian will be provided information regarding the school or program's policies governing the use of physical restraint. This information will be provided to parents at the beginning of each school year or upon the student's enrollment if the student enrolls after school has started. To effectuate this requirement, the School System's website and student handbook/code of conduct will contain the following statement:

As a part of the policies and procedures of the Franklin County School System, the use of physical restraint is prohibited in the Franklin County School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Franklin County School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

E. Clarifications

1. Nothing in this policy shall be construed to interfere with the School System's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed as part of this policy.
2. Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12.
3. Nothing in this policy shall be construed to prohibit the School System's or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.

4. Nothing in this policy shall be construed to prohibit the School System or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.
5. Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.
6. Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees.
7. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights the School System or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.

REFERENCE(S):

**CODE OF ALABAMA
16-28-12, 16-1-14, AAC§290-3-1-.02(1)(F)**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 5.00 - STUDENTS

DETENTION, SEARCH, AND SEIZURE

5.31

- I. Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit, or has knowledge of a violation of Alabama statutes, Franklin County Board of Education Code of Student Conduct, or a school's Code of Student Conduct.
- II. Desks, lockers and other equipment at school belong to the Franklin County Board of Education and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material, which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school, is contained therein.
- III. Students shall reasonably expect his or her person to be free from search in accordance with rights guaranteed by the U.S. Constitution. Therefore, any search of a student conducted by school officials shall be made only when reasonable belief that the student is in possession of weapons, stolen items, illegal drugs, or other items harmful to the safety of the student or others. Any search shall not be intended to embarrass, intimidate, or harass any student.
 - A. Franklin County School System officials shall be authorized to search a student and the student's property including vehicles under the following conditions:
 1. A reasonable cause for a search exists.
 2. The student is in full agreement with the search. (See section C below.)
 3. The search must be conducted in privacy by a person of the same sex.
 4. A third person of the same sex must be present during the search.
 - B. Parents or legal guardians shall be notified if the search results in the identification of any illegal paraphernalia.
 - C. If a reasonable cause exists for a search of an individual student and the student does not agree to the search, school officials shall not search the student. The following procedure shall be followed:
 1. The student shall be retained in the presence of school officials under constant observation and supervision.
 2. Parents or legal guardians of the student shall be notified and requested to come to the school.

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3. Parents or legal guardians shall be informed of the situation and asked to search the student.
4. If parents or legal guardians refuse to cooperate with school officials, appropriate law enforcement authorities shall be notified and proper suspension or expulsion procedures shall be initiated.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8, 16-1-14, 16-28A-2](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 - STUDENTS

INTERROGATIONS AND SEARCHES

5.31

I. Search of Property

The Franklin County Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are and remain the property of the Board.

The Board is charged with maintenance of such property and thus authorizes inspection for any maintenance-related reasons. With respect to opening of lockers or desks for other reasons, the following shall apply through the Franklin County School System.

Desks, lockers and other equipment at school belong to the school board and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some object, item, article, substance or other material is contained therein which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

Vehicles driven by students and parked on school property are subject to search with or without the consent of students.

Any items which are specifically prohibited by law, by Board policy, or by fair and reasonable local school regulations may be impounded by school officials. In such cases, students shall be given a receipt for said impounded items. Such prohibited items shall include, but not be limited to the following:

- a. Any weapons;
- b. Drugs of any sort;
- c. Alcoholic beverages;
- d. Pornographic or otherwise obscene material; or
- e. Any other object, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of Board policy, or of the local school's fair and reasonable regulations.

If possible, the student or students shall be contacted prior to any search of a desk or locker assigned to such student, and the desk or locker shall be opened in his/her presence. A witness from the professional staff shall be present during the inspection at all times when students cannot be contacted.

The content of this policy shall be communicated to all students and staff at the beginning of each year.

II. Search of a Student's Person

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The Board authorizes teachers and administrative personnel who have reasonable belief that a student(s) is in possession of weapons, illegal drugs or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s) under the following conditions:

- Any such action shall not be taken unless there is a reasonable belief of violation of law or policy which can be substantiated if necessary;
- Any such action shall not be deliberately intended to embarrass, harass, or intimidate the student(s);
- Parents/Guardians shall be notified, in writing, of all such searches of a student's person. A copy of said notice shall be retained by the principal.

The search of a student's person shall be with the knowledge, and under the supervision, of the principal or his/her designee.

Any search of a student's person shall be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search. A record of the search shall be made. One copy shall be filed in the principal's office. One copy shall be sent to the Superintendent of Education. Students shall be given a receipt for all items impounded.

Reasonable belief of a violation of law or policy may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence or any of these factors.

III. Detection of Illegal Drugs

The Board authorizes law enforcement agencies to make periodic, unannounced visits to any of its schools for the purpose of detecting the presence of illegal drugs. Such visits are unannounced to any one except the Superintendent and building Principal.

IV. Interrogation

A student enrolled in the Franklin County School System shall not be interrogated by any non-school authority without the knowledge of the school principal or the assistant principal. When law enforcement officers make it known that they wish to talk to a student while under the supervision of the school, the student will be informed by the principal or assistant principal that the student has three choices:

- He/she may converse by telephone with his/her parent/guardian.
- He/she may decline to talk to the officers until his/her parent/guardian is present.

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- He/she may talk with the officers either in or outside the presence of a school official.

School officials will make every reasonable effort in every case to notify the parent/guardian. In those instances where a parent/guardian cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent/guardian. Other non-school persons, with the exception of parent/guardian, shall not interview students during school hours.

No student shall be removed from the school without a warrant or petition being officially served.

REFERENCE(S):

CODE OF ALABAMA
[16-1-14](#), AAC 290-030-010-06

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1. for a search exists.
 2. The student is in full agreement with the search. (See section C below.)
 3. The search must be conducted in privacy by a person of the same sex.
 4. A third person of the same sex must be present during the search.
- B. Parents or legal guardians shall be notified if the search results in the identification of any illegal paraphernalia.
- C. If a reasonable cause exists for a search of an individual student and the student does not agree to the search, school officials shall not search the student. The following procedure shall be followed:
1. The student shall be retained in the presence of school officials under constant observation and supervision.
 2. Parents or legal guardians of the student shall be notified and requested to come to the school.
 3. Parents or legal guardians shall be informed of the situation and asked to search the student.
 4. If parents or legal guardians refuse to cooperate with school officials, appropriate law enforcement authorities shall be notified and proper suspension or expulsion procedures shall be initiated.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-1-14](#), [16-28A-2](#)

HISTORY:

ADOPTED: _____

REVISED: _____

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USE OF VIDEO SURVEILLANCE EQUIPMENT

5.31.1

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Franklin County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the Franklin County School System.

Equipment shall not be used where there is an expectation of privacy, i.e. bathrooms, gym/locker rooms, and private offices. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes and on applicable laws related to the use of surveillance equipment. Equipment may be used in classrooms with the written request of the teacher.

Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only.

All Franklin County School System personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8, 16-1-24.1](#)

HISTORY:

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USE OF METAL DETECTORS

5.31.2

In order to provide and maintain a safe and secure environment for students, school personnel and authorized visitors, the Franklin County Board of Education may employ the use of hand-held metal detectors. Prior to implementing the use of metal detectors, training shall be provided for authorized persons regarding the use, maintenance and storage of said equipment and on laws and procedures for conducting searches.

In implementing the use of metal detectors, the following guidelines will be followed:

1. All metal detector searches shall be conducted by school board employees only.
2. Any information obtained through the use of metal detectors will be used only for school disciplinary or law enforcement purposes.
3. The metal detectors will be used by authorized personnel at any time there is reasonable suspicion that the student being searched has violated or is violating a particular disciplinary rule or public law relating to the possession of weapons. Any search of a student’s person as a result of activation of the detector will be conducted in accordance with the Board’s policy on student searches (Policy 5.31).

REFERENCE(S):

CODE OF ALABAMA

[16-1-24.1](#)

HISTORY:

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CHAPTER 5.00 – STUDENTS

UNANNOUNCED VISITS BY LAW ENFORCEMENT

5.31.3

To provide and maintain a safe and secure environment for students, staff, and visitors, the Franklin County Board of Education supports the requirement of the Alabama Administrative Code, §290-030-010-.06, to permit law enforcement agencies to make periodic, unannounced visits to any school within the school system. Such visits shall be for the purpose of detecting the presence of illegal drugs or warrants. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to the visitation.

In accordance with the Code of Alabama, 16-1-24.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).

REFERENCE(S):

**CODE OF ALABAMA
16-1-24.1, AAC §290-030-010-.06**

HISTORY:

**ADOPTED: JANUARY 24, 2013
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CHAPTER 5.00 – STUDENTS

USE OF CANINE LAW ENFORCEMENT

5.31.4

In order to maintain drug-free schools and deal with problems associated with drug use and drug trafficking, the Franklin County Board of Education allows law enforcement officials to make periodic, unannounced visits to any public school in the school system to detect the presence of illegal drugs or weapons. The superintendent and the principal shall be given prior notice.

In implementing the use of drug-sniffing dogs, these guidelines will be followed:

1. Although reasonable cause is not necessary under law in using dogs to sniff unoccupied automobiles, buses, and lockers, principals will use reasonable care in the search process.
2. Only the principal or designee with approval from the superintendent or designee shall implement the use of drug-sniffing dogs in schools.
3. In the search for drugs, drug-sniffing dogs will be handled by trained dog-handlers under the supervision of the principal or designee and an appropriate law enforcement official.
4. Dogs will not be allowed to sniff students or employees.
5. Dogs will not be brought into the school while large numbers of students are occupying the halls or other gathering places such as lobbies, buses, cafeterias, restrooms, and auditoriums.

REFERENCE(S):

CODE OF ALABAMA
[16-1-14](#)

HISTORY:

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CHAPTER 5.00 – STUDENTS

DEADLY WEAPONS

5.32

Possession of a deadly weapon on school property or on a school bus with the intention to do bodily harm is a Class C felony. All persons, other than authorized law enforcement personnel, are prohibited from bringing or possessing any deadly weapon or dangerous instrument on school property, and specific penalties for students and school personnel who violate this policy, notwithstanding any criminal penalties, may also be imposed.

The Franklin County Board of Education authorizes the Superintendent or designee to immediately and automatically suspend any student found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by students on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

A student determined to have brought to school or have in his/her possession a firearm defined in Section 921 Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be expelled for a period of one (1) year. The Board and the Superintendent may modify the expulsion requirement on a case-by-case basis.

The Franklin County Board of Education directs the Superintendent to provide the State Department of Education a description of the circumstances surrounding each expulsion pursuant to this policy. This description shall include:

- The name of the school concerned.
- The number of students expelled.
- The types of weapons concerned.

No person found guilty of violating a weapons policy may be readmitted to the public schools of this state without psychiatric or psychological counseling and an accompanying report in writing to the Board that the person does not represent a threat to the safety of any student or employee of the school system.

Discipline of Franklin County School System students with disabilities who violate this deadly weapons policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Any person who violates the provisions of this policy may be arrested on the appropriate warrant signed by the principal or appropriate school authority.

If pursuant to a Franklin County Board of Education hearing, any person is found guilty of violating this policy, such person shall not be admitted to school until any criminal charges or offenses arising from such conduct have been disposed of by proper authorities and such violator(s) have satisfied all other requirements imposed by the Board as a condition for readmission.

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REFERENCE(S):

**CODE OF ALABAMA
16-1-24.3, 16-28-6, 16-28-40
LEGISLATIVE ACTS 94-820 and 94-817**

HISTORY:

**ADOPTED: JANUARY 24, 2013
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CHAPTER 5.00 – STUDENTS

EXPULSION

5.33

The Franklin County Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action. If a student is suspended and recommended for expulsion, the local school principal shall:

- 1) Notify, in writing, with a copy to the Superintendent, the student and parent/legal guardian of the action taken and the additional disciplinary action recommended and the cause or causes for such action and recommendation.

- 2) Furnish (within three days) to the student written notice of the due process hearing at the Central Office. The notice shall contain:
 - a. Date, time and place of hearing;
 - b. A statement of facts alleged against the student and proposed disciplinary action;
 - c. The student’s right to be represented by an advocate of his/her choice, including legal counsel; and
 - d. The student’s right to present evidence, call witnesses and cross-examine adverse witnesses.

- 3) Prior to expulsion, the Board will consider whether the affected student is an appropriate candidate for assignment to the Board’s Alternative Education Program.

The Superintendent may extend the suspension of the student pending the decision of the Board to expel said student. Before making the decision to extend such suspension, a brief but adequate opportunity shall be provided for the student to explain or present his/her side of the situation to the Superintendent. If the Board does not render a decision within a reasonable time, the student shall be readmitted to school until such time as the Board reaches a decision.

The Board hearing relative to expulsion, as well as preliminary steps concerning said hearing, shall fully comply with the applicable due process criteria.

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

Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct. However, the dismissal of an exceptional education student shall not result in a complete cessation of educational services. The Franklin County School System is responsible for providing the dismissed student’s education during the expulsion in accordance with a revised individual education plan (IEP).

REFERENCE(S):

**CODE OF ALABAMA
16-1-14**

HISTORY:

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CHAPTER 5.00 – STUDENTS

STUDENT GRIEVANCES

5.33.1

Whenever a Franklin County School System student believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided herein.

I. Definitions

- A. *Complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition.
- B. *Complainant* shall mean any student or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.
- C. *Faculty/Staff and Administration* shall mean the employees of the Franklin County Board of Education or representatives under the direct supervision of an employee of the school board.
- D. *Day* shall mean a school/academic day.

II. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

III. Released Time – The complaint procedure will normally be carried out during non-instructional time. If, however, the Board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.

IV. Complaint Procedure

- A. Informal Discussion – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
- B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within five (5) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within five (5) days of receiving the written complaint. Class

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complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.

- C. Level Two – If the complainant is not satisfied with the resolution at level one, he/she may, within five (5) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within five (5) days.
- D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent’s decision to the Franklin County Board of Education, provided request for placement on Board agenda is filed within five (5) days.
- V. Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

REFERENCE(S):

**CODE OF ALABAMA
16-1-30, 16-12-3(c)**

HISTORY:

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CHAPTER 5.00 – STUDENTS

STUDENT CHECK-OUT

5.34

No student shall be permitted to leave the Franklin County school grounds during the school day for school business/activities without the principal's/designee's prior approval or consent from the student's parent(s)/legal guardian provided an acceptable reason is established.

The principal or the designee shall establish definitely the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent/guardian having custody of the child, the principal or designee concerned shall not release the child without the verified authorization of the parent/guardian who has custody of the child.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-28-12](#) TO -28

HISTORY:

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STUDENT ATTENDANCE AND ABSENCES

5.40

Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child's regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the Board. Parents failing to enroll students and ensuring their proper behavior and attendance are subject to fines and imprisonment under state law.

Excused/Unexcused Absences

If any child fails to attend school without a legal excuse for more than five (5) days, that child and the person having custody of that child, shall be referred to Early Warning. The child and the person having custody of that child will be referred to juvenile court if the problem is not resolved in Early Warning. Absences are excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or Superintendent
6. Prior permission of the principal with the consent of the parent or legal guardian

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. Students shall have three (3) days for each day of excused absence to complete and return make-up work. It is the responsibility of the student to request and return make-up work.

Early Warning Program

The Early Warning Program has been adopted by the Franklin County School System for dealing with students who are truant. Students shall be referred to the Early Warning Program in accordance with its established guidelines. Additional information about the Early Warning Program is provided in Policy 5.43 Truancy.

REFERENCE(S):

CODE OF ALABAMA
16-28-2.2, 16-28-12 TO -15, LEGISLATIVE ACTS 2009-564 and 2012-295

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 – STUDENTS

COMPULSORY SCHOOL ATTENDANCE AGE

5.41

Every student residing in the area served by the Franklin County School System between the ages of six (6) and seventeen (17) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the seventeenth (17th) birthday. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

REFERENCE(S):

CODE OF ALABAMA
16-28-2.2, [16-28-12](#), [16-28-3](#), [16-28-4](#),
LEGISLATIVE ACTS 2009-564 AND 2012-295

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 – STUDENTS

REVOCATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT

5.42

In order to qualify for and maintain an Alabama Driver's License or Learner's Permit, a student between the ages of seventeen (17) and nineteen (19) must be either enrolled in a public school, enrolled in a GED program, enrolled in a job-training program approved by the State Superintendent of Education, or exempted for circumstances beyond the control of the student as defined by the State Department of Education guidelines.

The Franklin County Board of Education will verify the enrollment status of a student upon request.

The Franklin County Board of Education will notify the Department of Public Safety when a student has more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single term.

A student may appeal the Board's determination of his enrollment status by providing written notification to the appropriate school principal of the intent to appeal. The notice must state the reasons for the appeal and be filed within fifteen (15) days of the Board's issuance of enrollment status. Except as stated herein, the Board will treat the appeal procedurally the same as the process for long-term suspension or expulsion of a student.

REFERENCE(S):

**CODE OF ALABAMA
16-28-40 to -45, LEGISLATIVE ACTS 93-368 AND 94-820**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 5.00 - STUDENTS

TRUANCY

5.43

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools shall explain in writing the cause of any and every absence of the child no later than three (3) school days following the child's return to school. Failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the current State Department of Education attendance manual.

State law requires parent/guardians who enroll a student in school to be responsible for the child's regular attendance and proper conduct. The Franklin County Board of Education, in cooperation with the Franklin County District Attorney's Office and the Franklin County Juvenile Probation Office, adheres to procedures published annually in the Code of Student Conduct to reduce truancy and to promote school attendance. In addition, the Franklin County School System actively participates in the Early Warning Program. Students shall be referred to the Early Warning System under circumstances described in the Code of Student Conduct and/or other system publications.

Excessive absences as described in the Franklin County Code of Student Conduct may result in a loss of academic credit and/or retention for the succeeding school year.

REFERENCE(S):

**CODE OF ALABAMA
16-28-14, 16-28-15, 16-28-17**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 5.00 - STUDENTS

ALCOHOL, ILLEGAL DRUGS AT SYSTEM ACTIVITIES

5.45

It shall be the policy of the Franklin County Board of Education that the school principal or authorized official of the school shall automatically suspend any student found in possession of, or in the act of using:

- Alcohol, marijuana; or
- Drugs or controlled substances (e.g., stimulants, depressants, hallucinogens, or opiates) for which the student has no prescription from a duly recognized physician.

The appropriate law enforcement agency must also be notified. Also, the school principal or authorized official of the school shall automatically suspend any student who is caught selling alcohol and/or harmful drugs to others.

The above policies apply when the act(s) take place at school, on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. Recommendation of expulsion may be made if the situation seems to be sufficiently grave.

The principal shall immediately notify the parent/guardian of the student by telephone. If the parent/guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four hours. Care shall be given to afford due process to all students.

Persons, firms, corporations, or associations who knowingly sell, give, or otherwise dispense any alcoholic beverage to a school student under the age of eighteen (18) years or who have sold alcoholic beverages on school premises shall be liable for prosecution according to state law.

REFERENCE(S):
ALABAMA

CODE OF

[16-1-2](#), [16-1-10](#), [16-1-14](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 5.00 – STUDENTS

STUDENT INJURY

5.60

The Franklin County Board of Education instructs the school principal to make a written report to the Superintendent concerning every accident requiring the services of a doctor which occurs on school property or during school-related activities. This report shall be given to the Superintendent within twenty four (24) hours after the accident. In the event of an athletic injury requiring medical attention, the school principal is to use his/her own judgment concerning whether the Superintendent is to be advised. If the injury is of a serious or permanent nature, the principal shall report the matter to the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-9-13](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 – STUDENTS

ADMINISTRATION OF MEDICATION

5.62

- I. Each Franklin County School System school principal along with the school nurse shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the school nurse.
- II. Administration of prescription medications during school hours is discouraged unless a physician determines that a student’s health needs require medication during school hours. Administration of non-prescription medication during school hours is discouraged unless necessary for a student’s illness.
- III. Instructions on using a prescription shall be provided by a physician and described on the medication container provided by the physician or pharmacist. Written instructions on using non-prescription medication shall be provided by the student’s parent(s)/legal guardian.
- IV. Written permission must be given by the student’s parent(s)/legal guardian in order for prescription medication to be administered at school. All medications shall be delivered to the office/clinic by a parent/guardian and must be counted with two (2) persons signing to verify the count. All medication to be administered at school must be identified with the following information:
 - A. Diagnosis
 - B. Reason for giving medication
 - C. Name and purpose of medication
 - D. Time the medication is to be given
 - E. Specific instructions on the administration of the medication
 - F. Approximate duration of medication
 - G. Beginning date – Ending date
 - H. Allergies
 - I. Side effects
- V. The first dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
- VI. Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student’s name attached. Only authorized Franklin County School System staff members that administer said medication shall have access to it.
- VII. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered.

REFERENCE(S):

**CODE OF ALABAMA
16-8-8, ALABAMA BOARD OF NURSES GUIDELINES**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 5.00 – STUDENTS

EYE PROTECTION DEVICES

5.64

Some instructional programs require the use of eye protection devices. The principal shall direct such teachers to continuously follow procedures without exceptions.

- I. The Franklin County Board of Education shall provide protective devices for Board employees, students, and visitors during activities that require eye protection.
- II. The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities where eye protection is needed. The student’s failure or refusal to wear the device shall be cause for his/her suspension or dismissal from the course.
- III. Any Franklin County School System teacher who fails to carry out the provisions of this policy shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

REFERENCE(S):

**CODE OF ALABAMA
16-1-7, 16-8-8**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 5.00 – STUDENTS

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

5.68

An automated external defibrillator (AED) will be maintained on the premises of each school in the Franklin County School System. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. The lead school nurse will be responsible for coordinating the AED program, communicating with appropriate local physicians and/or emergency medical service providers, and for advising the Superintendent in developing, implementing, and publishing procedures and guidelines for AED use in school system facilities.

Authorized personnel who have successfully completed appropriate training and/or any volunteer responder who has successfully completed an approved CPR/AED training program and has a current course completion card are authorized AED users. Signage and/or publications in school buildings shall identify the location of AEDs and the names/locations of AED/CPR-trained staff members.

School system office personnel are responsible for receiving emergency medical calls from internal locations, contacting the EMS (911) if required, and deploying the school nurse and/or AED/CPR-trained staff members to the location of the emergency.

Initial training in first aid/CPR/AED use will be conducted through the American Red Cross or American Heart Association. Designated staff members will renew CPR/AED training annually and first aid training every three (3) years. Training records will be kept by the lead school nurse.

REFERENCE(S):

**CODE OF ALABAMA
16-11-12, LEGISLATIVE ACT 2009-754**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 5.00 – STUDENTS

STUDENT RECORDS

5.70

Franklin County Board of Education rules and procedures for maintaining student records shall be consistent with Alabama statutes, State Board of Education rules, and federal laws relating to IDEA, Family Educational Rights and Privacy Act (FERPA) and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community. Data shall be protected from unauthorized use at all times.

REFERENCE(S):

**AAC 290-030-010-.5(5)
PUBLIC LAW 93.380
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
INDIVIDUALS WITH DISABILITIES EDUCATION ACT AS AMENDED**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 5.00 – STUDENTS

PARENTAL NOTIFICATION

5.72

In accordance with Title I of the No Child Left Behind (NCLB) Act of 2001, parents through the Right-to-Know provision, may request information regarding the professional qualifications of their child's classroom teacher(s) or the qualification of paraprofessionals providing services to their child. Additionally, parents may request information about their child's level of achievement on any state academic assessments. This Right-to-Know applies to any and all schools receiving Title I funds. For that information, send written requests to the school principal or the system Human Resource Coordinator.

REFERENCE(S):

CODE OF ALABAMA
16-8-8,
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 STUDENTS

PARENT INVOLVEMENT

5.73

The Franklin County School System recognizes the value of parental involvement and acknowledges the powerful influence of parents in their child's school success. Parental participation is encouraged and supported in the learning process and educational experience of all students. Studies demonstrate that when parents are involved in their children's education, the attitudes, behaviors, and achievement of students are positively enhanced.

Although parents and families are diverse in culture, language and needs, they share the school's commitment to the educational success of their children. The Franklin County School System, in collaboration with parents, will work towards establishing programs and practices that enhance parental and family involvement and reflect specific needs of the students and their families.

Professional development opportunities for teachers, administrators, and other school employees shall be offered to enhance the ability of schools to effectively serve all students, parents, and families. Administrative leadership is recognized as important in setting expectations and creating a climate conducive to parental participation.

To this end, the Franklin County School System supports working towards the development, implementation and regular evaluation of parental involvement programs and policies, which will involve parents and families in the decisions and practices for all grade levels in a variety of roles. The parental involvement programs to be developed shall be comprehensive and coordinated.

The parental involvement policy of the Franklin County School System embodies the following beliefs:

- Parents play an integral role in their child's learning.
- Communication between home and school is regular, two-way, varied, and meaningful.
- Parents are partners in the decisions that affect children and families. Parents are encouraged to serve on advisory committees that promote parent input into the process of program review, planning, and improvement.
- School shall assist parents in helping their child meet challenging state and local student content and achievement standards.
- Schools are inviting and actively seek support and assistance for school programs.
- Positive parenting is promoted and supported through programs and practices designed to strengthen parenting

Parents shall be notified of this policy and parent involvement activities in the Franklin County School System. It shall be reviewed periodically with the participation of parents in the evaluation of its effectiveness and shall be revised and/or amended as needed to improve parent involvement and student achievement.

REFERENCE(S):

CODE OF ALABAMA

16-8-8

NO CHILD LEFT BEHIND ACT of 2001

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 5.00 - STUDENTS

CO- CURRICULAR AND EXTRACURRICULAR ACTIVITIES

5.80

The Franklin County Board of Education requires that all co-curricular and extra-curricular activities within a school be teacher and school sponsored. A special effort should be made to provide each student the opportunity to participate in worthwhile co-curricular and extra-curricular activities. Each staff member is expected to assume a reasonable share of the various responsibilities pertaining to the sponsorship of co-curricular and extra-curricular activities.

All school sponsored activities such as clubs, newspaper and annual staffs, student councils, bands, cheerleading squads, and athletic teams are classified as extracurricular and subject to the requirements of this policy.

Eligibility

1. To participate in extracurricular and/or co-curricular activities, a student must meet the requirements of the "Academics First" policy as set forth in the *Administrative Code of the State Board of Education*. Students ineligible for extracurricular or co-curricular activities according to the "Academic First" requirements are also ineligible to participate in practice sessions, meetings, or preparatory events associated with extracurricular or co-curricular activities.
2. A student suspended from school for violation of the *Franklin County Code of Student Conduct* is also suspended from all school sponsored extra-curricular activities and out-of-school practice sessions until that suspension has been lifted.
3. Participation in co-curricular and/or extracurricular activities is limited to students that are currently enrolled in the Franklin County School System.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-12-3, AAC290-3-1-.02(17)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 5.00 – STUDENTS

ATHLETICS

5.81

- I. All Franklin County School System schools, grades 7-12, shall be members of the Alabama High School Athletic Association (AHSAA) and shall be governed by the rules and regulations adopted by AHSAA. Students who participate in athletics shall meet eligibility requirements established by AHSAA, the Franklin County Board of Education and the Alabama Administrative Code. Membership dues will be paid from the internal accounts of each respective school.
- II. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a signed statement from the student’s parent(s)/legal guardian, of the student’s insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s)/legal guardian through the school or the parent(s)/legal guardian may submit evidence that insurance has been provided through another source.
- III. No student shall engage in practice or participate in any interscholastic game without the written permission of the student’s parent(s)/legal guardian and a current physical examination as required by the Alabama High School Athletic Association being on file.
- IV. Pursuant to Alabama statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
- V. All athletic programs of the Franklin County Schools shall abide by AHSAA rules and legislative acts regarding athletes who sustain concussions, including annually providing information to parents and students regarding concussions, training coaches annually, and holding students suspected of having a concussion out of competition.
- VI. All students shall be subject to all Franklin County Board of Education rules and to the Code of Student Conduct while attending athletic events and practices.

REFERENCE(S):

**CODE OF ALABAMA
16-8-8,
ALABAMA HIGH SCHOOL ATHLETICS ASSOCIATION GUIDELINES,
LEGISLATIVE ACT 2011-541**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 5.00 – STUDENTS

NON-FACULTY COACHES

5.82

- I. All non faculty coaches shall work under the direct supervision of a certified Franklin County Board of Education employee. The conduct of each non-faculty coach is the responsibility of the school principal and the athletic director. Any violation of Alabama High School Athletic Association (AHSAA) guidelines by a non-faculty coach is subject to disciplinary action by the Board of Education.

- II. All non-faculty coaches must complete the course or courses required by the Alabama High School Athletic Association (AHSAA). All non-faculty coaches must be fingerprinted and must undergo a background check at their own expense prior to participation in coaching. In addition all non-faculty coaches must be recommended by the principal to the Superintendent and must be approved by the Board of Education prior to beginning coaching duties.

- III. Only individuals who have fulfilled the requirements stated above and who have signed a release stating that the Franklin County Board of Education is not responsible for any injury or problem that may result from his/her work as a non-faculty coach may serve as a non-faculty coach in Franklin County schools.

REFERENCES:

**CODE OF ALABAMA
16-8-8**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 5.00 - STUDENTS

ACCEPTABLE USE OF COMPUTER TECHNOLOGY AND RELATED RESOURCES

5.90

To facilitate achieving a quality education for its students, it is the policy of the Franklin County Board of Education to provide all students and employees with opportunities to access a variety of technological resources. A large and varied technological environment requires that technology use by employees and students be legal, ethical, and safe. Technology use must be consistent with the educational vision, mission, and goals of the Board.

- I. **Copyright Law:** It is the obligation and intent of the Board to comply with the copyright laws of the United States. Franklin County School system employees and students shall use technology resources in accordance with Board policies and procedures, as well as local, state, and federal laws and guidelines governing the use of technology and its component parts.
- II. **Electronic Mail:** The Board provides access to electronic mail for students as requested by teachers for special projects and for employees whose normal work activity requires access. That access is intended to support only educational, instructional, extracurricular, or normal administrative activity. Board policies and procedures shall apply to the use of electronic mail. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail. The Board will use a filtering device to screen e-mail for spam and inappropriate content. Contents of electronic mail cannot be considered private. All contents of electronic mail are the property of the Board.
- III. **The Internet:** The intent of the Franklin County Board of Education is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use only information that is appropriate, beneficial, and/or required for his/her various curricular or extracurricular activities or staff duties. Teachers will screen resources that will be used in the classroom for content prior to their introduction. Board policies and procedures shall apply to the use of the Internet.
 - A. Internet access is provided to allow students, faculty, and staff to conduct research. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner. Students must provide written permission from legal custodial parents, a signed copy of permission to use Internet resources for each student in the household. Students will not be allowed to conduct independent research on the Internet until receipt of the signed form.
 - B. The Board provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers must preview required web sites and observe students using the Internet. Sites that are deemed inappropriate or a disruption of the learning atmosphere should be reported to the Director of Technology. Teachers may also request that sites be opened for periods of research.
 - C. Network users are prohibited from accessing external networks or alternate Internet service providers within the Franklin County School's internal network unless expressly

CHAPTER 5.00 - STUDENTS

authorized by the Superintendent or Superintendent's designee and properly protected by a firewall, other appropriate security device(s), and appropriate filtering software.

- D. All school rules and guidelines for appropriate technology use shall apply to use of the Internet. Because communications on the Internet are often public in nature, all users must engage in appropriate and responsible communications with particular regard to avoiding disruption of the educational environment.
 - E. Student posting of personal information of any kind about themselves or others is prohibited. Personal information includes home and/or school addresses, work addresses, home and/or school phone numbers, names, social security numbers, pictures, etc. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- IV. District, School, and School-Sponsored Activity Web Sites: Because any school system web sites can be globally available and represent the community at large, the designated school system webmaster will review all web sites and/or new features and links before adding them to the system web server. Review includes coordination with and approval of the school principal and Superintendent. Only the designated school system webmaster may place web sites, features, or links on the web server, and only computers on the Franklin County School System networks may be used for the task. The webmaster may reject all or part of proposed home pages and/or new features and links for technical reasons.
- A. The legal and ethical practices and responsibilities of appropriate use of technology resources shall be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).
 - B. Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal and/or Technology Coordinator.
 - C. All Board technology resources, regardless of purchase date, location, or fund sources (including donations), are subject to this policy.
 - D. Students who misuse the school system's technology will be subject to denial of computer usage, monetary charges, detention, suspension, and/or expulsion.
 - E. Employees who misuse the school system's technology may be subject to denial of computer usage, monetary charges, reprimands, and/or loss of employment.
 - F. Violation of civil and/or criminal law relating to technology and its use will result in the notification of law enforcement officials.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-13-231
CHILDREN'S INTERNET PROTECTION ACT (Public Law 106-554)

HISTORY:

ADOPTED: JANUARY 24, 2013

CHAPTER 5.00 - STUDENTS

REVISED: _____

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CELL PHONE USE

5.91

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

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

REFERENCE(S):

CODE OF ALABAMA
16-1-27; LEGISLATIVE ACT 89-953;
P.1880, §1, LEGISLATIVE ACT 2006-530, §1

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 6.00 – HUMAN RESOURCES

EQUAL OPPORTUNITY FOR EMPLOYMENT

6.10

- I. The Franklin County Board of Education recognizes that an effective educational program depends on the quality of the personnel employed in the system. Therefore, every effort shall be made to employ the most qualified personnel available. Applicants for position will be selected on the basis of their qualifications, suitability, merit, and ability. No person shall be denied employment, re-employment, advancement, or evaluations, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group or disability.
- II. All personnel shall be appointed or re-appointed as prescribed by federal law, Alabama law and in conformance with applicable State Board of Education and Franklin County Board of Education rules.
- III. The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all Franklin County School System personnel. Employment qualifications and other criteria will be listed in job descriptions for each position within the school system.

REFERENCE(S):

CODE OF ALABAMA
[16-8-23](#), [16-9-23](#), [16-9-24](#)
CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS;
SECTION 504 OF THE REHABILITATION ACT OF 1973,
AMERICANS WITH DISABILITIES ACT OF 1993,
TITLE IX OF EDUCATION AMENDMENTS OF 1971

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYMENT STATUS AND TIME SCHEDULES

6.11

- I. Full Time - A regular full time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Franklin County Board of Education for that position or job. A full time support employee includes adult bus drivers and those employees working twenty (20) or more hours per week.
- II. Part-time - A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Franklin County Board of Education for a regular full time employee. A part-time support employee is a person employed less than twenty (20) hours per week.
- III. Temporary - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may work any number of hours up to 40 hours per week.
- IV. Time Schedules for Certified Personnel – Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor of said personnel. All administrative and supervisory personnel shall normally observe an eight (8) hour work day, unless otherwise assigned by the Superintendent. Local school administrators shall be on duty no less than thirty (30) minutes prior to the time fixed for school to open and thirty (30) minutes after the close of school. Certified teaching personnel are generally required to be on duty 15 minutes before the time set for the opening of their respective school and 15 minutes after the close of the school day, Monday through Friday, and the necessary time to transact faculty meetings, school business, and safe orderly dismissal of students, etc.
- V. Time Schedules for Non-Certified Personnel – Time schedules for non-certified personnel may be designated by the Superintendent or the immediate supervisor of said personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass said employee's workday. Said work schedules shall be in compliance with the Fair Labor Standards Act.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [36-25-1](#), [36-26-100](#)
FAIR LABOR STANDARDS ACT

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

POSTING VACANT POSITIONS and RECRUITMENT

6.12

- I. The Franklin County Board of Education shall post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and worksite at least fourteen (14) calendar days before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:
 - A. Job description and title
 - B. Required qualifications
 - C. A statement of reference to the approved salary schedule.
 - D. Information on where to submit an application
 - E. Information on any deadlines for applying
 - F. Other relevant information
- II. In accordance with Attorney General Opinion 2002-069, November 21, 2001, the following are exceptions to posting vacancies:
 - A. There is no vacancy when two (2) teachers trade positions; and
 - B. Where a lateral transfer occurs and the positions are neither newly created nor supervisory or managerial in nature, and there has been no increase or decrease in salary.
- III. If a personnel vacancy occurs during the time when schools are in session, the vacancy notice shall be posted not less than seven (7) calendar days before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen (14) calendar days. If the vacancy is to be filled on a temporary emergency basis through an involuntary transfer within fifteen (15) days before or after the first day of school (AL Code § 16-24B-7), the notice must be posted at least five (5) working days.
- IV. Nothing in this policy shall prohibit the immediate employment or transfer of Franklin County School System personnel needed to ensure the welfare and safety of students, personnel or others on a temporary emergency basis as provided by law.
- V. It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet all requirements of State Law and State Board of Education rules and regulations.

CHAPTER 6.00 – HUMAN RESOURCES

- VI. The Superintendent shall establish and maintain a plan for actively recruiting promising personnel for employment by the Franklin County School System. The recruitment program may include, but shall not be limited to, the following:
- A. Interview prospective employees prior to graduation at area colleges;
 - B. Advertise and/or disseminate information about job vacancies; and,
 - C. Review files obtained by college placement bureaus and the Alabama State Department of Education.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [16-9-23](#), [16-9-24](#), [16-23-6](#), [16-24B-7](#),
LEGISLATIVE ACT 98-147

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

JOB DESCRIPTIONS

6.13

- I. The Franklin County Board of Education must approve a job description prior to the establishment of any new position.
- II. Each job description shall contain the minimal qualifications, required skills, essential performance responsibilities, physical requirements of the position and other information as deemed necessary.
- III. The Superintendent shall maintain comprehensive, up-to-date job descriptions for all Franklin County School System positions. It shall also be the responsibility of the Superintendent or his/her designee to familiarize the personnel with their duties and responsibilities as defined by the job description.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8 TO -10](#), [16-9-23](#), [16-9-24](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

CONFLICTS OF INTEREST

6.14

The Franklin County Board of Education prohibits School System employees from engaging in additional employment or any other personal pursuits that would affect their efficiency or usefulness as employees in the system; that would make time and/or energy demands upon such individuals which would interfere with their effectiveness in performing their contractual obligations to the Board; that would compromise or embarrass the School System; that would adversely affect their Franklin County School System employment status or professional standing; or that would in any way conflict with or violate professional ethics or the state ethics.

The Franklin County Board of Education prohibits any employee of the School System from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students in the School System or to parents of students.

Franklin County School System employees acting as individuals are further prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of students in the School System or parents of students to persons, firms, corporations, associations or organizations or to the salespersons or agents of any such entities who are engaged directly or indirectly in the business of selling school supplies or school-related activities, equipment or items without the written approval of the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
[16-9-13](#), [36-25-1](#), [36-25-2](#), [36-25-5](#), [36-25-8](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

GIFTS

6.14.1

- I. Staff members may, at their discretion, present gifts to groups of students on special occasions. Franklin County School System staff members must exercise good taste and sound professional judgment when giving gifts to students. Gifts provided by staff members to students must not be elaborate or expensive.
- II. Franklin County School System staff members shall not solicit or accept a gift, including money, from any source, when such a gift could be construed to be:
 - A. associated with the performance of school-related duties or activities; or
 - B. a result of or a precondition to business transactions between the parties.
- III. Gifts of a nominal (de minimus) value on special occasions such as Valentine’s Day, birthday, etc., are excluded from this provision.
- IV. All gifts must comply with the current Alabama Ethics Law.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [36-25-1](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 6.00 – HUMAN RESOURCES

USE OF SYSTEM-OWNED EQUIPMENT AND MATERIALS

6.14.2

All equipment and materials owned by or purchased in the name of the Franklin County School System shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.

Use of Equipment Away From School Work Sites/Classrooms

The use of School System-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing instructional/teaching-oriented work assignments.

Fixed Asset Equipment and Certain Electronic Equipment

Under no circumstances are School System employees authorized to take equipment shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or more away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. When an employee is approved to use such equipment away from the work site/classroom, the equipment must be checked out by serial number or other appropriate identification and returned to the work site/classroom on a daily basis. However, when the schools are not in session, the principal may approve the use of such equipment away from the classroom/work site for longer periods of time.

Non-Fixed Asset Equipment and Certain Electronic Equipment

Employees may be authorized to take School System equipment not shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or less away from their classrooms /work sites to complete school related tasks with the verbal approval of the principal.

Use of School System-Owned Equipment for Personal Gain

Under no circumstances shall an employee lend, rent, or lease School System-owned equipment or system-owned vehicle to a non-employee or use such equipment or vehicle for personal gain.

REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#), [36-25-5](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 6.00 – HUMAN RESOURCES

TUTORING FOR PAY BY CERTIFIED PERSONNEL

6.14.3

Franklin County School System certified personnel shall not receive pay or its equivalent for out-of-school tutoring of students currently enrolled in their classes when the out-of-school tutoring is in subject areas taught the students during the regular school day. However, certified personnel may engage in out-of school tutoring of students in their classes when such tutoring is sponsored, organized, and paid for by the School System or other state-accredited educational institutions. Tutoring for any form of remuneration shall not be done during the regular school hours.

Use of School System Facilities, Equipment, Materials, or Supplies for Tutoring

Certified personnel shall not under any circumstances use School System consumable materials or supplies for private tutoring for personal gain. Use of facilities, materials, or supplies must be approved by the principal.

REFERENCE(S):

CODE OF ALABAMA

[36-25-5](#)

HISTORY:

**ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013**

CHAPTER 6.00 – HUMAN RESOURCES

NEPOTISM

6.15

- I. Two or more close relatives may not work in the same administrative unit except by special permission of the Superintendent.
- II. Close relatives are defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same. This includes any other individual who by marriage assumes one of the relationships listed herein, such as step-father, step-mother, step-child, etc.
- III. All personnel employed as of the adoption date of this policy who are in violation of this provision are exempted from this policy.

REFERENCE(S):

CODE OF ALABAMA
[16-1-30, 41-1-5](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYMENT REQUIREMENTS

6.16

Any person desiring employment, as defined by Policy 6.11, shall file a completed application on the form provided by the Superintendent.

- I. Qualifications
 - A. Must be of good moral character;
 - B. Must be at least twenty-one (21) years of age unless otherwise approved by the Superintendent.
- II. Certificate requirements - Each applicant for an instructional or a certified administrative position shall hold an Alabama Teacher's Certificate and all career/technical personnel shall meet the State Department of Education requirements and have the proper license to perform services.
 - A. To be considered for a position, an applicant shall be properly qualified for that position in accordance with state law, regulations of the State Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the contract of employment.
 - B. Any person not holding a valid Teacher's Certificate at the time of employment shall be required, upon initial employment to make application to the State Department of Education for such a certificate, through the personnel office of the Franklin County School System. When such certificate is received, it must be filed with the office of the Superintendent. If the State Department of Education declines to issue a certificate, the person's employment shall be terminated. Failure to file for such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.
- III. Criminal background checks by means of fingerprinting for prospective and current employees who have unsupervised access to students shall be conducted consistent with requirements of law.
- IV. All potential employees of the School System shall verify their identity and employment status to the Superintendent. The Superintendent shall maintain a file on all of the School System's employees hired after November 6, 1986, proving that each employee has verified his or her identity, employment status, U.S. citizenship, or legal alien status to the Superintendent's satisfaction. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: U.S. birth certificate, social security card, and a current driver's license; a state or military identification card; or one of the following: U.S. passport, certificate

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of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

- V. The Franklin County School System shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity to ensure equal employment opportunity. Neither the system nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

REFERENCE(S):

CODE OF ALABAMA
[16-22A-5](#), [16-22A-6](#), [16-23-1](#)
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

MEDICAL EXAMINATIONS

6.16.1

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician or counselor licensed in the state of Alabama when in the Superintendent’s judgment such an examination is relevant to the teaching performance or employment status of a Franklin County Board of Education employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and the Board shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s), to be submitted to the Superintendent with a copy being forwarded to the employee.

Employees shall provide documentation of satisfactory medical examinations from licensed health professionals as required by state health department requirements to prevent the spread of communicable conditions.

REFERENCE(S):

CODE OF ALABAMA
[16-1-18.1](#), [16-8-8](#), [16-22-3](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 6.00 – HUMAN RESOURCES

**USE OF FEDERAL FUNDS FOR TEACHERS TO
BECOME HIGHLY QUALIFIED**

6.17

- I. The No Child Left Behind Act of 2001 requires that all public elementary, middle, and secondary teachers of core academic subjects meet the federal definition of “highly qualified” no later than the end of the 2005-2006 school year. It is a professional development priority to assist teachers to become “highly qualified.”
- II. Title I federal funds may be used to assist teachers in Title I schools to attain the “highly qualified” status. Funds must be used according to the specified priorities.
 - A. Priority 1 – Teachers in Title I funded programs
 - B. Priority 2 – Paraprofessionals in Title I funded programs
 - C. Priority 3 – Other teachers in core courses in Title I schools
- III. Title II funds (professional development) may be expended to assist teachers of core courses in non-Title I schools to become “highly qualified.”
- IV. A teacher who has satisfactorily completed coursework to meet the “highly qualified” status may submit receipt(s) and transcript(s) to the central office for reimbursement of tuition costs. Reimbursement is limited to those courses which enable a teacher to become “highly qualified” and is contingent on the availability of federal funds budgeted for this purpose.
- V. Federal funds which are designated to be used to assist teachers to become “highly qualified” may be used to reimburse teachers for the fee of the Praxis II test.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-23-2](#),
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 6.00 – HUMAN RESOURCES

EXTRA DUTIES AND STAFF MEETINGS

6.18

Extra work-related duties associated with the school's curriculum may be assigned to and/or requested of certified personnel employed by the Franklin County School System. When extra duties related to the curriculum are assigned to said personnel, the following provisions shall apply:

1. Extra duties shall not be assigned during regular school hours that require certified teaching personnel to be removed, on a continuing basis, from teaching responsibilities.
2. The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board or school.
3. Extra duties that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of the activity and the teacher involved.

The curriculum is defined as any activity that occurs in the name of the school (school plays, athletic contests, math team competition, social events, etc.).

An administrator and/or supervisor may call staff meetings when he/she feels such meetings are warranted. Attendance by employees may be required. Such compulsory attendance should be stated within the notice announcing the meeting. Meetings requiring employee attendance should be planned and announced as far in advance as possible in order to allow employees to appropriately plan their individual schedules.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-8-9](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

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SUBSTITUTE TEACHERS

6.20

- I. An approved list of Franklin County School System substitute teachers shall be provided to the schools. The principal or his/her designee shall secure all substitute teachers from this approved list.
- II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required:
 - A. Be at least twenty-one (21) years of age unless otherwise approved by the Superintendent;
 - B. Hold a valid teacher's certificate or valid substitute teacher's license;
 - C. Attend required substitute teacher training.
- III. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted by the Franklin County Board of Education.

REFERENCE(S):

CODE OF ALABAMA
[16-23-2](#), [16-25-26](#), [16-8-8](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

NON-PROBATIONARY STATUS/TENURE

6.21

- I. Teaching Personnel – Teachers attain tenure (non-probationary status) after three (3) complete, consecutive school years of full-time employment as a teacher with the Franklin County School System unless the Board of Education approves and issues written notice of termination to the teacher on or before the last day of the teacher’s third consecutive complete school year of employment.
- II. Non-certified Personnel – Classified employees attain non-probationary status after three complete, consecutive school years of full-time employment with the Franklin County School System unless the Board of Education approves and issues written notice of termination to the employee on or before the 15th day of June immediately following the employee’s third consecutive complete school year of employment.
- III. Employees of the Franklin County Schools do not earn tenure or non-probationary status in a particular position, rank, work site or location, job assignment, title or rate of compensation. Employees may not apply service years in a classified position to service years in a professional/certified position or vice versa for purposes of attaining tenure or non-probationary status. Tenure cannot be earned in positions where the funding and duration of employment are finite, such as summer school, part-time substitute, temporary employment, or position created to serve experimental, pilot, temporary or similar special programs or projects.

REFERENCE(S):

LEGISLATIVE ACT 2011-270

HISTORY:

**ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013**

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYEE CODE OF CONDUCT

6.29

Franklin County School System personnel are employed for the express purpose of contributing in a positive way to the education of the youth of the community. The community expects School System employees who will provide an environment that will foster a well-rounded educational program and a safe and conscientious place for the children to learn.

In order to provide such educational programs and school environments in the respective schools of the School System, all employees of the board are expected to abide by (1) all federal and state laws, (2) all State Board of Education policies, (3) all local ordinances, and (4) all local Board policies; and to adopt and follow ethical and professional codes of conduct that reflect favorably upon the School System. Failure to comply with the above-noted expectations may result in disciplinary actions.

REFERENCE(S):

**CODE OF ALABAMA
16-8-10, 16-9-15**

HISTORY:

**ADOPTED: JANUARY 24, 2013
REVISED: _____**

CHAPTER 6.00 – HUMAN RESOURCES

VIOLATION OF LAW

6.30

Anyone known to be violating a local, state, and/or federal law on Franklin County Board of Education property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to state statutes and Franklin County Board of Education rules.

Franklin County School System employees in violation of this policy may be subject to termination or other disciplinary action.

REFERENCE(S):

CODE OF ALABAMA
[16-1-24](#), [16-1-24.1](#), [16-8-9](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 6.00: HUMAN RESOURCES

POSSESSION OF DEADLY WEAPONS

6.30.1

Possession of a deadly weapon on Franklin County School System property or on a school bus with the intention to do bodily harm is a Class C felony.

The Franklin County Board of Education authorizes the Superintendent or designee to immediately and automatically suspend, terminate, or separate from service in accordance with Board policy any employee found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by any employee on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

Any Franklin County School System employee determined to have brought to school or have in his/her possession a firearm defined in Section 921, Title 18 of the U.S. Code, in a school building, on school grounds, or at other school-sponsored functions shall be subject to suspension, termination and/or separation from service in accordance with Board policy.

Parents/guardians and other persons are hereby notified that they are prohibited from bringing firearms or other weapons on school system property at any time.

Resource police officers and/or regular law enforcement members employed by the City or County by joint arrangement with the Franklin County Board of Education or retained for services under contract exclusively by the Board are excluded from provisions of this policy.

REFERENCE(S):

CODE OF ALABAMA

[16-1-24.1](#)

HISTORY:

ADOPTED: MAY 10, 2001

REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

POLITICAL ACTIVITIES

6.32

- I. Franklin County Board of Education employees shall not solicit support for any political candidate or issue during regular work hours.
- II. Assemblies, school classes, materials, and/or equipment shall not be used for partisan or political purposes.
- III. A Franklin County Board of Education employee who offers himself/herself as a candidate for public office shall conduct his/her campaign so as not to interfere with his/her responsibilities.
 - A. Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees.
 - B. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or the Franklin County Board of Education, to evaluate the compatibility of the dual responsibility and the amount of time the employee will be absent. Under no circumstances will a Franklin County School System employee who has been elected to public office be allowed to perform duties related to the public office while performing his/her duties for the school system.

REFERENCE(S):

CODE OF ALABAMA
[17-17-4 and -5, 36-26-38, 16-8-8 TO -9](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

PROFESSIONAL ORGANIZATIONS

6.33

Certified and non-certified personnel of the Franklin County School System shall respect each other's rights to choose for themselves the professional organizations with which they affiliate. Membership in professional organizations shall be on a voluntary basis. Administrators of the School System or local schools shall not take punitive action against employees because of their membership in professional organizations or because of their failure to affiliate with said organizations.

REFERENCE(S):

CODE OF ALABAMA
[36-26-100 to -108](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYEE GRIEVANCES

6.41

The Franklin County Board of Education is committed to the task of maintaining the highest possible level of professional relations among members of the staff of the school system and of maintaining good morale among employees. Grievances and problems which may arise from time to time should be resolved at the lowest possible level that provides equitable and satisfactory solutions. The goal is to encourage the best possible relations among employees and to enhance morale. Persons who may become concerned in grievance matters are urged to work together constructively in a sincere effort to resolve their disagreements.

Whenever a Franklin County School System employee believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees can resort to the more formal procedures as provided herein.

Definitions

- I. Grievance – A *grievance* is a complaint by an employee based upon an alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the school system. The term *grievance* should not apply to any matter in which the method of review is prescribed by law. *Grievances* are objections to a specific act or condition. Dismissals, terminations, transfers and any other procedures already established by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedures herein described.
- II. Employee – The term *employee* is considered to apply to anyone employed on a full time or part-time basis by the Franklin County Board of Education, with the exception of the Superintendent.
- III. Supervisor – This term refers to that individual assigned to direct the work efforts of a person or group of persons within an organizational element and who has both the authority over and responsibility for management in respect to the functions of a defined organizational element. In a school, the principal would be the supervisor unless the job description states otherwise.
- IV. Organizational Element – The term *organizational element* is any identifiable segment of the system that is clearly under the supervision of a single individual. This would include a school, a center and any support function.
- V. Representative – The term *representative* refers to any person chosen, if desired, by the aggrieved party to serve as the liaison supervisor.
- VI. Complaint – The term *complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition. Dismissals, termination, transfers and

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any other procedure already instituted by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedure herein described.

- VII. Complainant – The term *complainant* shall mean any employee or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.
- VIII. Employer – The term *employer* shall mean the Franklin County Board of Education or its representatives.
- IX. Day – *The term day* shall mean a working day.
- X. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.
- XI. Released Time – The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.
- XII. Complaint Procedure
 - A. Informal Discussion – If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor (except in cases of discrimination or harassment involving the supervisor, in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
 - B. Level One – If the complainant is not satisfied with the informal resolution, he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her immediate supervisor or alternate. The supervisor or alternate shall communicate his/her answer in writing to the complainant. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.
 - C. Level Two – If the complainant is not satisfied with the resolution at level one, he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant.
 - D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Franklin County Board of Education, provided request for placement on Board agenda is filed within ten (10) days.

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- XIII. Confidentiality will be provided to the extent possible to any employee, student or affected party who alleges discrimination or harassment.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8 TO -9](#), [16-9-23](#), [16-23-1](#),
TITLE VII OF CIVIL RIGHTS ACT OF 1964, TITLE IX OF
EDUCATION AMENDMENTS OF 1972

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

SALARY SUPPLEMENTS

6.45

Pursuant to the Alabama Ethics Law, certificated personnel are permitted to receive salary supplements from local booster clubs or other approved organizations but only in accordance with the following guidelines:

Teachers, coaches, band directors and other certificated employees of the Franklin County Schools may receive a salary supplement paid by a booster club or other organization only if the employee has first entered an employment contract with the Board that expressly authorizes receipt of such supplements. Only officially recognized, school-affiliated booster clubs, or similar organizations as approved by the Superintendent, may provide salary supplements to employees of Franklin County Schools under this policy.

At least thirty (30) days prior to the payment of any supplement, an organization must submit notice to the Superintendent of the organization's intent to pay a supplement and the amount of the proposed supplement. All supplements are subject to the Superintendent's approval based upon the criteria stated in this policy. For the supplement to be approved, the following determinations must be made: (1) that the organization proposing to pay the supplement is a qualified, school-affiliated organization as required under this provision; (2) that the employee is employed under a contract authorizing receipt of such supplements; (3) that the supplement does not exceed the limits set forth below; and (4) that the supplement is otherwise consistent with the law and Board policy and practice. Upon approval by the Superintendent, the supplement shall be forwarded to the central office for payment to the employee.

All supplements under this policy are subject to the following limitations. No school employee may receive supplement(s) from a booster club or other organization that, when added to the salary and other compensation paid to the employee by the Franklin County Board of Education, would cause the employee to receive an amount equal to or in excess of the compensation received by the school principal for the contract year. Stated differently, total supplements received by a school employee during a contract year from booster clubs and/or other approved organizations shall be less than the difference between the total compensation paid to the school principal and the compensation paid to the employee by the Franklin County Board of Education.

Neither this policy nor the employment contract permitting the employee to receive a supplement from a booster club or other organization should be construed as an agreement, promise, commitment, or guarantee by the Board regarding the payment of any such supplement. Salary supplements by booster clubs and other groups are paid from the funds of the organization(s) and solely at the discretion of the organization(s).

The Franklin County Board of Education and its schools are in no way responsible, obligated, or liable for any such supplemental payment(s) to school employees.

Supplements paid hereunder shall not be construed as earnable compensation for purposes of determining contributions to the retirement system and shall not be counted in determining the average annual compensation of an employee for retirement purposes or for otherwise determining the retirement benefits to which an employee is entitled.

CHAPTER 6.00 – HUMAN RESOURCES

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-13A-1](#), [36-25-1](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

SUSPENSION, TERMINATION, SEPARATION

6.50

- I. The Franklin County Board of Education may suspend or terminate employees who have earned tenure or non-probationary status or are principals serving under contract for the following reasons:
 - A. Immorality;
 - B. Incompetence;
 - C. Insubordination;
 - D. Neglect of duty;
 - E. Failure to perform duties in a satisfactory manner;
 - F. Justifiable decrease in the number of positions (for contract principals, decrease must be due to decreased enrollment or funding); and
 - G. Other good and just cause.

- II. Contract principals also may be terminated for
 - A. Conviction of a felony or a crime involving moral turpitude;
 - B. Failure to fulfill the duties and responsibilities imposed upon principals by Alabama code;
 - C. Failure to maintain his/her certificate in a current status; and,
 - D. Willful failure to comply with Franklin County Board of Education policy.

- III. Notification to the Franklin County School System employee of a proposed termination and his/her hearing rights will be governed by applicable state law.

- IV. Suspensions of more than twenty (20) work days may be appealed by the employee in the same manner as an appeal of termination.

- V. The Franklin County Board of Education may end its employment relationship with employees who have not earned tenure or non-probationary status by providing the appropriate notice required under state law or contract.

- VI. The Franklin County Board of Education may end its employment with principals serving as non-probationary contract principals by providing a reason why their contract will not be renewed and notice as provided in state law. Probationary contract principals may not be provided a reason.

REFERENCE(S):

CODE OF ALABAMA
[16-24-8](#), [16-24-12](#), [16-24-14](#); LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 6.00 – HUMAN RESOURCES

PERFORMANCE ASSESSMENT

6.60

- I. The Franklin County Board of Education shall evaluate and assess the performance of the Superintendent per his/her contract and State Department of Education guidelines.
- II. The Board will use the state-approved personnel evaluation program for the evaluation of all certified personnel as required by the state.
 - A. The Superintendent will develop a plan for implementation of the evaluation program, consistent with state guidelines, that ensures all Franklin County School System personnel serving as evaluators will undergo the required state training and be certified under the program.
 - B. Evaluation results shall be used to develop system and individual employee professional development plans.
- III. Other Personnel – The Superintendent shall develop or select personnel performance assessment systems for all other staff.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-8-9](#), [16-9-31](#), [36-26-101](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

NOTIFICATION OF ABSENCE

6.70

- I. The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.

- II. A Franklin County School System employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.

- III. Any Franklin County School System employee who is willfully absent from duty without leave may be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

REFERENCE(S):

CODE OF ALABAMA

[16-1-18.1](#), [16-1-30](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

ANNUAL LEAVE OF ABSENCE

6.70.1

- I. A leave of absence is permission granted by the Franklin County Board of Education or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.
- II. Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.
- III. A leave shall not be granted to any Franklin County School System employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave. The person on leave may be notified that he/she must return to work with the Franklin County Board of Education immediately, resign, or be terminated.
- IV. All requests for a leave of absence must be submitted to the Superintendent, in writing, with the additional approval and signature of the employee's direct supervisor. Requests must be received by the Superintendent at least one (1) week prior to a monthly Board meeting. Upon the recommendation of the Superintendent, the Board may grant a leave of absence. Limitations of the leave shall be specified in the action taken by the Board.
- V. A Franklin County School System employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by May 1st of that fiscal year.
- VI. A leave of absence grants the employee the right to return to the system in a similar role, but does not guarantee the reappointment to the specific job held prior to the leave. Alabama teachers' tenure laws cover the specific aspects of leaves of absences and shall be followed in the Franklin County School System.
- VII. A leave of absence is limited to one (1) year.

REFERENCE(S):

CODE OF ALABAMA
[16-1-18.1](#), [16-8-25](#), [16-24-13](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

INTERMITTENT LEAVE

6.70.10

If medically necessary for a serious health condition of the employee or the employee's spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions which pertain to instructional employees (those whose principal responsibility is to teach or instruct students).

When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least twenty (20) percent of the total number of working days in the period during which the leave would extend, the Board may require the employee to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position with the school system, that is equivalent in pay, for which the employee is qualified and which better accommodates the intermittent situation. If an employee requests partial days for intermittent leave, the Board may require that the leave increment be held to the smallest increment payroll recognizes.

Notification

Except where circumstances are such that reasonable advance planning is not possible, employees must provide the Superintendent at least thirty (30) days written notice of the date when leave is to begin. With respect to foreseeable family or employee illness, the employee shall make a reasonable effort to schedule treatment – including intermittent and reduced hour leave – so as not to disrupt unduly the operations of the Franklin County School System.

Certification

The Board requires that a request for leave based on the serious health condition of the employee, the employee's son, daughter, spouse, or parent be supported by a certification issued by the appropriate health care provider. The certification shall state:

- A. The date the serious health condition began
- B. The probable duration of the condition
- C. The necessity for the employee's leave
- D. That the employee is unable to perform the employee's job functions

The Board reserves the right, at its own expense, to designate a second health care provider (other than a Franklin County School System employee), to provide a second opinion. If the first and second opinion conflict, the Board can require, at its own expense, a third opinion by a health care provider approved by the Board and the employee. This opinion shall be binding. Upon the employee's return to work, the Board may require the employee to provide certification by the employee's health care provider that the employee is able to resume work.

Benefits

Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period under the same conditions these benefits would have been provided if no leave had been taken. If an employee fails to return to work after the leave period expires, the Board may recover the health benefits premiums paid by the employer for the employee's benefit during the leave period.

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Restoration

Upon return, the employee is entitled to restoration to an equivalent position, with equivalent pay, benefits, and conditions of employment. The Board may deny position restoration to an employee whose salary is in the highest ten percent of the employees employed by the Board if such denial is necessary to prevent substantial and grievous economic injury to the Board's operations.

Because the end of the semester is a critical time for both teachers and students, the following conditions apply to requests from instructional employees seeking to return from leave within the last three weeks of the semester:

- A. If the employee begins any category of Family and Medical Leave five or more weeks prior to the end of the semester and the leave is for more than three weeks, the Franklin County Board of Education may require the employee seeking to return within the last three weeks to wait until the next semester.
- B. If the employee begins any category of Family and Medical Leave except personal sick leave less than five weeks before the end of the semester and the period of leave is greater than two weeks, the Franklin County Board of Education may require the employee seeking to return within the last two weeks to wait until the next semester.
- C. If the employee begins any category of Family and Medical Leave except personal sick leave three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the Franklin County Board of Education may require the employee to wait until the next semester.

When an instructional employee's leave falls within one of the three categories above, the required additional leave (for example, the last two weeks of the semester in Category A) is considered part of the available twelve-week unpaid leave period per year.

Return to Work

Prior to returning to work following medical leave, an employee should submit a statement from his/her health care provider to the Superintendent certifying that he/she is able to perform the essential functions of his/her job without restrictions. A position description containing the essential functions can be obtained from the immediate supervisor or the personnel office. The health care provider should review the essential functions of the job and certify a release to return to work. An employee that is unable to return to work following leave due to medical limitations should discuss those limitations with the Superintendent and the employee's Supervisor as soon as possible.

REFERENCE(S):

CODE OF ALABAMA

[16-24-13](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

VACATION LEAVE

6.70.2

All twelve month staff shall earn ten (10) vacation days per school year and may carry over a maximum of five (5) days into the subsequent school year. Vacation days may not be used before they are earned. Vacation time may not extend beyond the termination of an employee's contract. No compensation will be paid in lieu of vacation time upon the resignation or retirement of an employee.

All vacation leave dates must be approved in advance by principals/work site supervisors and the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-9-23](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

FAMILY AND MEDICAL LEAVE

6.70.3

- I. An eligible employee of the Franklin County Board of Education shall be granted up to a total of twelve (12) workweeks of unpaid family and medical leave during any 12-month period for one or more of the following reasons:
 - A. for the birth and care of the newborn child of the employee;
 - B. for placement with the employee of a son or daughter for adoption or foster care;
 - C. to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
 - D. to take medical leave when the employee is unable to work because of a serious health condition.
- II. An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.
- III. Spouses employed by the Franklin County Board of Education are jointly entitled to a **combined** total of 12 workweeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.
- IV. If FMLA is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the Board's approval. Leave for birth and care or placement for adoption or foster care must conclude within 12 months of the birth or placement.
- V. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. When intermittent leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.
- VI. **"Serious health condition"** means an illness, injury, impairment or physical or mental condition that involves either:
 - A. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, any period of incapacity or subsequent treatment in connection with such inpatient care; or
 - B. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 1. A health condition (including treatment therefore, or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes
 - a. treatment two or more times by or under the supervision of a health care provider; or
 - b. one treatment by a health care provider with a continuing regimen of treatment.
 2. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or

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3. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
4. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
5. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

VII. **“Health care provider”** means:

- A. Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or
- B. Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
- C. Nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or
- D. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- E. Any health care provider recognized by the employer or the employer's group health plan benefits manager.

VIII. Job Restoration

- A. Upon return from FMLA leave, an employee shall be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.
- B. In addition, an employee's use of FMLA shall not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a “no fault” attendance policy.
- C. Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the board may refuse to reinstate certain highly-paid “key” employees after using FMLA leave during which health coverage was maintained. In order to do so, the board must:
 1. Notify the employee of his/her status as a “key” employee in response to the employee's notice of intent to take FMLA leave;
 2. Notify the employee as soon as the board decides it will deny job restoration, and explain the reasons for this decision;
 3. Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
 4. Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.
- D. A **“key”** employee is a salaried eligible employee who is among the highest paid ten percent of employees of the board.

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- IX. Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.
- X. Employees shall be required to provide medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member. Second or third medical opinions (at the employer's expense) and periodic recertification; and periodic reports during FLMA leave may be required regarding the employee's status and intent to return to work.
- XI. The board will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee has continued to work. Arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

REFERENCE(S):

THE FAMILY AND MEDICAL LEAVE ACT OF 1993

HISTORY:

**ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013**

CHAPTER 6.00 – HUMAN RESOURCES

MILITARY FAMILY AND MEDICAL LEAVE

6.70.3.1

I. Military Caregiver Leave

- A. An eligible employee of the Franklin County Board of Education shall be granted up to a total of 26 workweeks of unpaid military family and medical leave during any 12-month period to care for a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness.
- B. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- C. An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.
- D. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.
- E. The “single 12-month period” for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the Franklin County Board of Education for other types of FMLA leave.
- F. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period.” Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.

II. Qualifying Exigency Leave

- A. An eligible employee shall be granted up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the Franklin County Board of Education for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

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- B. Qualifying exigencies include:
- Issues arising from a covered military member’s short notice deployment (i.e. deployment on seven or less days of notice) for a period of seven days from the date of notification;
 - Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
 - Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
 - Making or updating financial and legal arrangements to address a covered military member’s absence;
 - Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which rises from the active duty or call to active duty status of the covered military;
 - Taking up to 5 days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
 - Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member’s active duty status, and addressing issues arising from the death of a covered military member;
 - Any other event that the employee and employer agree is a qualifying exigency.
- III. Spouses employed by the same employer are limited to a combined total of 26 workweeks in a “single 12-month period” if the leave is to care for a covered service member with a serious injury or illness and for the birth and care of a new born child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.
- IV. Military FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the school system’s operation.
- V. Appropriate and verifiable documentation of the qualifying exigency, military status, and relationships of the individual(s) seeking military FMLA leave may be requested.

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REFERENCE(S):

**NATIONAL DEFENSE AUTHORIZATION ACT 2008,
PUBLIC LAW 110-181 AS AMENDED
FAMILY AND MEDICAL LEAVE ACT OF 1993**

HISTORY:

**ADOPTED: _____
REVISED: JANUARY 24, 2013**

CHAPTER 6.00 – HUMAN RESOURCES

ON-THE-JOB INJURY

6.70.4

- I. Any full time employee or adult bus driver of the Franklin County School System shall be entitled to on-the-job injury leave.
- II. An on-the-job injury is any accident or injury to the employee occurring during the performance of duties (or when directed or requested by the employer to be on the property of the employer), which prevents the employee from working or returning to his or her job.
- III. To be considered for on-the-job injury leave, the following conditions shall be met:
 - A. Within 24 hours after occurrence of the injury, the employee must make proper written notification of the injury to the Superintendent (or school principal or immediate supervisor, if applicable).
 - B. In the event the employee is clinically unable to report the injury, the injury may be reported by another person who is reasonably knowledgeable of the injury.
 - C. The Franklin County Board of Education may require medical certification from the employee’s physician that the employee was injured and cannot return to work as a result of the injury.
 - D. The Superintendent may require a second opinion from another physician at the expense of the Board.
 - E. The Board may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.
- IV. If the Superintendent determines that the employee has been injured on the job and cannot return to work as a result of the injury, the employee’s salary and benefits will continue up to ninety (90) working days consistent with the employee’s injury and absence from work resulting from the injury.
- V. Sick leave days will not be deducted for the days the employee is paid for an absence approved for on-the-job injury pay.
- VI. The employee may file for reimbursement with the Alabama Board of Adjustment for un-reimbursed medical expenses and costs incurred as a result of an on-the-job injury. Reimbursement to the employee shall be determined by the Alabama Board of Adjustment’s policies, rules and regulations.

REFERENCE(S):

CODE OF ALABAMA
[16-1-18.1](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

LEGAL SERVICE - JURY DUTY LEAVE

6.70.5

An employee of the Franklin County Board of Education who is summoned as a member of a jury panel may be granted leave with pay. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

When a Franklin County School System employee is subpoenaed in the line of duty to represent the Board as a witness or defendant, he/she may retain any fees received from the court. In the event no fees are received from the court, he/she may be paid for meals, lodging, and travel expenses.

REFERENCE(S):

CODE OF ALABAMA
[12-16-8](#), [16-1-18.1](#), [16-13-231](#)
LEGISLATIVE ACT 1977-759

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

MILITARY LEAVE

6.70.6

Military Leave shall be granted to employees of the Franklin County Board of Education in compliance with state laws, federal laws, and applicable court rulings. All employees are entitled to military leave when ordered to active duty for training as members of the Alabama National Guard or any component of the US Armed Forces. Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary during the first twenty (21) days of such absence in any calendar year. Employees who are ordered for such duty shall provide a copy of their orders to the Superintendent. Leave will be without loss of benefits.

In compliance with Act 92-430 that deals with the activation of service members of the Alabama National Guard and other military reserve units, employees of the Franklin County Board of Education will be compensated for the difference in pay from active duty and their position with the system under Act 92-430 if the following occurs:

- 1) Activated employees requesting the difference in pay restoration of leave or continuation of health coverage on active duty are required to have the length of their Active duty determined by the Adjutant General.
- 2) Activated employees must provide the Superintendent of Education with a set of Mobilization / Homeland Security orders or Military Records of Service (DD214) that reflects the length of duty. Copies of these orders and/or military records should be transmitted to headquarters as follows:
The Office of the Adjutant General
ATTN: ALSPDO
PO Box 3711
Montgomery, AL 36109-3711
- 3) The Adjutant General will determine the validity of the orders and certify to the Superintendent of Education that pay, leave or insurance is proper in accordance with Act 92-430.

REFERENCE(S):

CODE OF ALABAMA
[16-24-13](#), [31-2-13](#), LEGISLATIVE ACT 92-430

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

PERSONAL LEAVE

6.70.7

The Franklin County Board of Education shall permit each professional employee and each support employee who works twenty (20) hours weekly and who is not covered by the teacher tenure law to be absent two days each year to attend to personal or business affairs. Employees hired by the Board to begin work during the first semester (July 1 – December 31) shall be allowed two (2) days of personal leave. Employees hired by the Board to begin work during the second semester (January 1 – June 30) shall be allowed one (1) day of personal leave. Such leave days shall not be cumulative.

Teachers should attempt to plan personal leave so that the educational process will experience a minimum of disruption. No more than ten (10) percent of a local school staff may take personal leave concurrently. Requests will be approved on a first submittal basis.

Personal leave days not used by the deadline, nor reimbursed to the employee at the end of the school year (at the same daily rate of pay as is paid to a substitute) for each day of personal leave not taken by the employee will be converted to sick leave. Reimbursement must be requested in writing by the employee by the same deadline for them to be used. Employees that wish to utilize personal days for the current contract year should do so before the close of the June payroll of that contract year.

REFERENCE(S):

CODE OF ALABAMA
[16-1-18.1](#), [16-8-25](#) TO -26.1
LEGISLATIVE ACTS 85-644, 95-314, 97-444

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

PROFESSIONAL LEAVE AND LEAVE FOR TRAINING

6.70.8

- I. Professional Leave - Professional leave may be granted to personnel for participation in educational activities related to instructional improvement in the Franklin County School System.
- II. Leave for Training – Leave for training shall be granted to support personnel to participate in activities that will enrich the Franklin County School System’s program and improve skills or understandings of the employee.
- III. All professional leave and leave for training requests must be approved by the Superintendent of Education before utilization.

REFERENCE(S):

CODE OF ALABAMA
[16-1-18.1](#), [16-13-231](#), [16-24-13](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

SICK or BEREAVEMENT LEAVE

6.70.9

- I. Sick leave is defined as the absence from regular duty by an employee because of the following:
 - A. Personal illness or doctor's quarantine;
 - B. Incapacitating personal injury;
 - C. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);
 - D. Where unusually strong personal ties exist because of an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the employee concerned shall file with the supervisor a written statement of the circumstances which justify an exception to the general rule;
 - E. Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie.
- II. Franklin County School System employees shall be allowed to accumulate an unlimited number of sick leave days.
- III. A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.
- IV. If an employee is on sick leave for six or more consecutive days, the employee shall provide his principal or immediate Supervisor with a statement signed by a doctor and submitted with payroll certifying to the illness or injury. If absences occur frequently or if the absences constitute a pattern or there is reason to question whether an absence complied with the above causes, the Superintendent or designee may require that the employee provide verification of the reason for the absence.
- V. See Policy 6.71 for Franklin County School System Sick Leave Bank provisions.

REFERENCE(S):

CODE OF ALABAMA
[16-1-18.1](#), [16-8-25](#), [16-13-231](#), [16-22-9](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

SICK LEAVE BANK

6.71

- I. The Franklin County Board of Education, upon request of a minimum of ten percent (10%) of its full time professional personnel and full time support personnel, shall establish a sick leave bank for such personnel. The plan, if established, shall allow each employee to deposit into the bank an equal number of his/her earned sick leave, not to exceed five (5) days. These days shall be available for loan to any other participating employee whose sick leave has been exhausted.
- II. A Sick Leave Bank Committee composed of four (4) Franklin County School System employees and one (1) representative of the Franklin County Board of Education shall be established and selected as provided by law.
- III. The Sick Leave Bank Committee shall write the guidelines and procedures for the sick leave bank, including catastrophic leave provisions of law, for Board approval. All changes must be approved by a majority of the Sick Leave Bank committee.
- IV. All guidelines and procedures must be consistent with law.

REFERENCE(S):

CODE OF ALABAMA
[16-1-18.1](#), [16-22-9](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

DRUG-FREE WORKPLACE

6.72

It is the policy of the Franklin County Board of Education that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Board's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action, including termination of employment. The specifics of this policy are as follows:

- I. The Board does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on or in Board property will be subject to disciplinary action, including termination of employment.
- II. The term "controlled substance" means any drug listed in 21 U.S.C., 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine (including "crack"), and PCP. They also include "legal drugs" which are not prescribed by a licensed physician.
- III. Each employee is required by the Drug-Free Workplace Act of 1988 to inform the Superintendent within five (5) days after he/she is convicted for a violation of any federal or state criminal drug statute where such violation occurred on School Board property. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a Judge or jury in any federal or state court.
- IV. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to disciplinary action, including termination of employment. Alternatively, the Board may require the employee to finish successfully a drug abuse program sponsored by an approved private or governmental institution.
- VI. As a condition of further employment on any federal government grant, the Act requires all employees to abide by this policy.

REFERENCE(S):

**CODE OF ALABAMA
16-3-11 to -12, 16-3-14, 16-26-1-3,
DRUG FREE WORKPLACE ACT OF 1988**

HISTORY:

**ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013**

CHAPTER 6.00 – HUMAN RESOURCES

DRUG AND ALCOHOL TESTING

6.80

In accordance with the Federal Transportation Employee Testing Act of 1993, certain employees involved in the operating of Franklin County School System owned vehicles on a regular basis are required to submit to drug and alcohol testing. The Board, in compliance with the Act, has adopted the following provisions:

- I. All employees of the School System, including substitutes, who are required to hold a Commercial Drivers License (CDL) as a precondition to employment or to continued employment, will be subject to drug and alcohol testing. Such employees will be prohibited from performing assigned duties while under the influence of any prohibited drug or alcohol. While employees are prohibited from having any alcohol present in their systems while on duty, a Blood Alcohol Count (BAC) of .04 will be accepted as a presumptive evidence of intoxication. An employee who tests between .01 and .039 BAC will be removed from job related functions until they test below .01 or until their next duty period, which must be at least 24 hours.
- II. The proper use of medication prescribed by a physician is not prohibited; however, the Board prohibits the misuse of prescribed (or over-the-counter) medications and requires all employees using drugs at the direction of a physician (or over-the-counter drugs) to notify the Board's Medical Review Officer (MRO), or the employee's supervisor where these drugs may affect their job performance, such as causing drowsiness.
- III. Employees who are required to hold a CDL as a precondition to employment or to continued employment who refuse or do not pass a drug or alcohol test will be recommended for termination or removed from consideration for employment.
- IV. Employees testing positive by urinalysis or alcohol/breathalyzer test or requesting treatment may be referred to a mental health substance abuse counselor for an assessment of needs and possible referral for treatment. All such treatment shall be at the individual employee's expense.
- V. Drug and alcohol testing will include the following categories:
 - A. Pre-employment: (Post-Offer - This is to be interpreted as a conditional offer of employment.) Each person, after a conditional offer of employment has been made, will have to undergo a drug test before being employed in a position that requires the employee to hold the CDL.
 - B. Reasonable Cause Testing: Each employee that is required to hold the CDL as a precondition to employment or to continued employment will be subject to drug and alcohol testing based on reasonable cause as established by a supervisor through the use of objective evidence.
 - C. Post Accident: Any employee who is required to hold the CDL as a precondition to employment or to continued employment that is involved in a reportable accident will undergo drug and alcohol testing within two (2) hours following any accident.

CHAPTER 6.00 – HUMAN RESOURCES

- D. Random Testing: All employees required to hold a CDL as a precondition to employment or to continued employment will undergo testing on a random basis. Random testing will be administered in a number equal to or greater than 50 percent (drug screening) and 25 percent (alcohol screening) of the CDL work force, without advanced notice, in the first 12 months of testing. There will be no maximum number of samples that any one employee will be required to provide during the testing period. Employees refusing to be tested may be suspended pending a recommendation for termination.
 - E. Return to Duty Testing: Any employee who is required to hold a CDL as a precondition to employment or to continued employment and tests positive or refuses testing must pass a "Return to Duty Drug Test." In such instance, the Medical Review Officer must determine when and under what conditions the employee may return to duty. Any employee subject to "Return to Duty Drug Testing" will be subject to random and/or unannounced drug testing for sixty (60) months after return to duty. Follow-up tests for alcohol are unannounced and at least six (6) tests must be conducted in the first 12 months after an employee returns to duty.
- VI. The Medical Review Officer is designated by the Board.
 - VII. Test results will not be released by the Board beyond the MRO without the individual's written authorization.
 - VIII. Procedures for drug testing shall be distributed to all affected employees. Receipt of Franklin County School System Drug Free Workplace regulations and procedures shall be acknowledged by employees on signed acknowledgement forms as required for initial and continued employment.

REFERENCE(S):

CODE OF ALABAMA [16-1-18.1](#),
OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1993,
[DRUG FREE WORKPLACE ACT OF 1988.](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

PERSONNEL RECORDS

6.82

The Franklin County Board of Education shall require complete and current personnel records for each employee. All information contained in an employee's personnel file, except sensitive personnel records, are considered public records under Alabama's Sunshine Law.

- I. Each Franklin County School System employee shall have a right to review her/his local school or central office personnel file during normal business hours. No anonymous letters or materials shall be placed in personnel files. Each employee may have included in his/her personnel file a written response to any material contained within the file.
- II. Any Franklin County School System employee may request to review her/his personnel file at any time that is mutually agreeable with the Personnel Administrator and when the employee is not engaged in fulfilling employment-related duties. The Personnel Administrator or certified designee must be present during the review. A log shall be maintained documenting any such review.
- III. Copies of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.
- IV. Any anonymous complaint or materials received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the superintendent, principal, or other designated official in charge of the complaint, dated, attached to the materials in question, and may be placed in the personnel file of the employee. Any anonymous complaint which is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained but shall be destroyed.
- V. The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee. The Franklin County School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-23-1](#) TO -13, [16-9-27](#), [16-8-23](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYEE SALARY SCHEDULES

6.83

- I. All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the Franklin County Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule.
 - A. All teaching/administrative experience gained in all public elementary and secondary schools and/or state or regionally accredited public institutions of higher learning shall be approved as credit for placement on the salary schedule.
 - B. No teaching/administrative experience gained in private elementary and secondary schools shall be considered for credit for placement on the salary schedule.

- II. Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1988, as amended, and who is required to work in excess of forty (40) hours in any work week, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1½) times the regular rate of pay for the service performed.

Any Franklin County School System employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

REFERENCE(S):

CODE OF ALABAMA
[16-8-24, 16-23-1 TO -3](#)
LEGISLATIVE ACT 90-235
FAIR LABOR STANDARDS ACT OF 1988 AS AMENDED

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYEE SALARY DEDUCTIONS

6.85

- I. The Franklin County Board of Education will make salary deductions which are required by law, including federal income tax, state income tax, retirement, and other deductions in accordance with applicable laws and regulations.
- II. The Board may make certain other salary deductions when 35% of the employees properly request such deductions. The deductions shall be made from salaries earned in at least nine (9) different pay periods and shall be remitted to the appropriate recipient as specified by the employee within ten (10) days following each deduction.
 - A. Deductions made for membership dues and voluntary contributions shall be made based upon membership lists and forms provided by the respective organizations.
 - B. Authorization for voluntary contributions may be revoked by providing a thirty (30) day written notice of revocation.
 - C. New authorization for payroll deductions may be added during open enrollment for that specific deduction.
 - D. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.
 - E. When amounts have been correctly deducted and remitted by the Board, the Franklin County Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.

REFERENCE(S):

CODE OF ALABAMA
[16-22-6](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

OVERTIME – NON-SUPERVISORY PERSONNEL

6.87

It is the intent of the Franklin County Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated work week. However, there may be certain circumstances, in the best interest of students and the school system, when emergencies would necessitate that certain employees work beyond their designated work week. However, the option to receive compensatory time rather than pay must be approved by the immediate supervisor and the Superintendent.

Overtime should always be requested by the immediate supervisor and approved by the Superintendent or a designated representative on the approved form for overtime. Verbal approval should be given by the immediate supervisor at the time the work is done; however, an immediate follow-up written request must be forwarded to the Superintendent for approval within one working day after the work has been performed. Overtime pay may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory.

Payment for overtime shall be made to the appropriate Franklin County School System employee at the next regular pay period if the request is submitted prior to the deadline for the pay period.

REFERENCE(S):

CODE OF ALABAMA
[16-22-6](#), LEGISLATIVE ACT 83-207,
FAIR LABOR STANDARDS ACT OF 1988 as amended

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

TRANSFERS

6.90

Franklin County School System employees may be reassigned or transferred to any position for which they are qualified by skill, training, or experience.

A teacher may be transferred within the same school or campus by the Superintendent once per year by the 20th calendar day after school begins, provided the teacher has the appropriate certification for the position to which he/she is transferred. Tenured teachers may be transferred to another school without reduction in compensation to a position for which he/she is certified with the approval of the Board of Education once per year by the 20th calendar day after school begins.

Non-probationary classified employees may be transferred once per year to any position for which they are qualified provided that the transfer is without loss of or reduction in compensation, that written notice of the proposed transfer is issued to the employee not less than 15 calendar days before a final decision is made, and that the transfer is effective not less than 15 calendar days after the date of the final decision to transfer.

Probationary employees (certified or classified) may be transferred to a position for which he/she is certified or qualified that results in a loss of or reduction in compensation. Such transfers must be effective not less than 15 calendar days after the date of the final decision to transfer. Employees must be provided notice of the proposed transfer that contains a written explanation of the effect of the transfer on the employee's compensation and notice that the employee may object in writing to the transfer before a final decision is made. Tenured teachers or non-probationary classified employees involuntarily transferred to a position with less pay shall be provided due process in the same manner as a proposed termination of employment.

REFERENCES:

CODE OF ALABAMA
16-12-16, 16-24-1, 16-24-5 TO 7, 6-24B-7,
16-24B-8, 36-26-105, 36-26-106, 36-26-107
LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

REDUCTION IN FORCE

6.91

- I. In accordance with The Code of Alabama §16-1-33 (1975) a reduction-in-force may be declared by the Franklin County Board of Education and layoffs approved thereunder if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board’s financial, legal, or operational obligations.

A “layoff” within the meaning of this policy is a separation from employment with the Franklin County Board of Education. However, employees who are laid off under this policy are eligible for recall to employment as conditionally provided in this policy. Moreover, layoffs are not terminations within the meaning of the Alabama Teacher Tenure or Fair Dismissal laws and are not subject to the procedural or substantive requirements thereof. The term “layoff” does not include or apply to the expiration of temporary, occasional, or “at-will” appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

- II. The order, priority, rank or selection of individual employees who are to be laid off under authority of this policy shall be determined on the basis of objective criteria. However, nothing herein shall be deemed or construed to limit or abridge the Board’s legislative discretion to identify areas, department, programs, groupings or classifications for reductions (layoffs). (For example, the Board is not required to implement layoffs in classified or support categories of employees before laying off certified or instructional staff.)

- A. The criterion or criteria on which the layoffs are to be based shall be announced or otherwise communicated by the Board to affected employees no later than the date of the notice of layoff is provided to employees.

- B. “Objective criteria” within the meaning of this policy may include any lawful selection standard, or combination of standards, that is verifiable, calculable, measurable, or otherwise determinable by means or methods other than the personal or subjective judgments or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons. Such objective criteria may include, but are not limited to:

- Seniority, longevity, or time in service that will be more specifically described in the notice of layoff that is provided to affected employees
- Years of experience
- Degrees, certification, or licensure
- Job classification
- Status as probationary or non-probationary employee

- III. Employees who have been laid off under the terms of this policy will be given priority in filling positions as enrollment or financial circumstances warrant, provided that:

- A. The nature of the position and qualifications therefore have not materially changed;

CHAPTER 6.00 – HUMAN RESOURCES

- B. The laid-off employee remains properly qualified, licensed, or certified; and
- C. The laid-off employee confirms in writing his or her availability for and interest in re-employment to the Board's Director of Human Resources in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.

Circumstances permitting, and to the extent practicable, the selection of employees for recall will be based on the criteria that were applied to the layoffs themselves if there are more employees eligible for recall than positions available to fill. When layoffs occur over a period of time, the Board will take relative length of separation from service into consideration in assigning recall priority, other factors being equal. In no case will any right to be recalled to employment extend beyond one (1) year from the effective date of the employee's layoff. Recalled employees will retain credit for the tenure, years of service, and the pay and benefit status they held on the effective date of their layoff. No pay, benefit, status, or additional rights will accrue or be credited to the recalled employee for the time he or she has been laid off.

- IV. Notification of layoff and recall shall be by United States certified or registered mail, hand delivery, or such other means as are reasonable under the circumstances. Upon receipt of notification of recall, a laid-off employee shall respond affirmatively to the notice of recall in accordance with such specific directions or instructions as may be contained therein. Any laid-off employee who does not so respond or who otherwise declines an offer of re-employment by the Board will be deemed to have waived any right to be recalled under the terms of this policy.

REFERENCE(S):

**CODE OF ALABAMA
16-1-33, 16-1-30
LEGISLATIVE ACT 2011-270**

HISTORY:

**ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013**

CHAPTER 6.00 – HUMAN RESOURCES

RETIREMENT

6.92

Any employee who plans to retire shall submit his/her resignation in writing to the Franklin County Board of Education through the Superintendent.

REFERENCE(S):

CODE OF ALABAMA

[16-25-1](#)

HISTORY:

ADOPTED: MAY 10, 2001

REVISED: JANUARY 24, 2013

CHAPTER 6.00 – HUMAN RESOURCES

RESIGNATION

6.93

A tenured teacher is not permitted to resign within thirty (30) calendar days before the first day of the next school term for students. Any teacher terminating his/her employment in violation of this policy is guilty of unprofessional conduct, and the State Superintendent of Education may revoke or suspend the teacher's certificate.

Employees other than tenured teachers may resign at any time by giving five (5) days' written notice to the Board of Education.

An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the Franklin County Board of Education and fails to complete and file the required records and reports, may have final compensation withheld.

REFERENCE(S):

CODE OF ALABAMA
[16-24-11](#), [16-24-12](#); LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

FISCAL YEAR	7.10
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The fiscal year for the Franklin County School System shall be October first through September 30th.

REFERENCE(S):

CODE OF ALABAMA

[16-13-1](#), [16-1-1](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

BUDGET DEVELOPMENT

7.11

- I. The Franklin County Board of Education shall provide for the preparation and adoption of the annual budget for the school system. The Board delegates the responsibility for preparation of the budget to the Superintendent and appropriate members of his/her staff. Providers of budget information shall adhere to all state and federal guidelines, and the budget shall be prepared on forms and in accordance with such rules and regulations as may be prescribed by the Alabama State Board of Education and the federal government.
 - A. Budget development will incorporate a plan to maintain one month's operating cost as a reserve fund.
 - B. The budget shall be presented to the Franklin County Board of Education prior to the date set by the State Department of Education for budget submission.
- II. Public Hearings – The Franklin County Board of Education shall hold at least two open public hearings pertaining to its proposed annual budget.
 - A. Copies of the proposed budget shall be provided to the public at each hearing on forms provided by the State Department of Education.
 - B. The Franklin County Board of Education shall seek input from the public concerning the proposed budget and the allocation of resources.
 - C. Each hearing shall be held during a scheduled Board meeting in a place and at a time convenient for the general public to attend.
 - D. The date and time of each hearing shall be publicized in the local media in advance of the hearing. In addition, notice of each hearing shall be posted in a conspicuous place at the central office and at each school, county courthouse and municipal buildings.
- III. Proposed Budget – The proposed budget shall:
 - A. Reflect the total amount of resources available to the Franklin County Board of Education from all funding and revenue sources.
 - B. Reflect the projected enrollment and the total proposed expenditure by the Board and for each school which shall be available at the public hearings.
 - C. Clearly delineate the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each Franklin County school.
 - D. Clearly list the operating costs by category or function at each school.

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

- E. Delineate by school those operating resources earned including, but not necessarily limited to, those items contained in the Instructional Support Program of the Foundation Program, designating the amount of funds earned at each school per item based on average daily membership.

IV. Final Adoption Procedures

- A. After at least two public hearings have been held, the Franklin County Board of Education and Superintendent shall develop, consistent with state laws, a final budget.
- B. The School System annual budget shall become official when it:
 - 1. Has been approved by the Board in accordance with requirements of section 16-13-140 of the Code of Alabama and other pertinent statutory requirements.
 - 2. Has been filed with and approved by the State Superintendent of Education.
- C. The Annual School Budget approved by the State Department of Education will be posted on the school systems website.

V. Periodic Budget Amendments

The Board authorizes the Superintendent to review and analyze the School System budget for needed changes and amendments during the fiscal year. Such needed changes shall be recommended to the Board for review and consideration. Any recommended changes shall be made only after a determination is made that the changes will not create deficits or violate State Board of Education policy or state law.

REFERENCE(S):

CODE OF ALABAMA
[16-13-140](#), LEGISLATIVE ACT 97-225

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

ACCOUNTING AND REPORTING

7.12

The Franklin County Board of Education shall, following recommendations by the Superintendent, prescribe regulations for the keeping of accounts and fiscal records and the making of reports by all under the Board's jurisdiction who are charged with such responsibility. Prescribed regulations shall be in accordance with those of the State Board of Education, Division of Administration and Finance of the State Department of Education, the directives of the State Examiners of Public Accounts, with generally-accepted accounting principles. Said accounts, fiscal records, and reports shall be made available to the public and submitted to the appropriate agencies according to procedures and deadlines prescribed in the School Fiscal Accountability Act (Act 2006-196). They shall be preserved for a five-year period of time or for such period as specified by the State Department of Education or the State Examiners of Public Accounts.

The Superintendent shall develop specific procedures to assure that accounting practices throughout the School System are consistent with generally accepted accounting procedures.

Inventories

The Board requires that all fixed assets of the Franklin County School system be inventoried and a perpetual inventory record be maintained in the Central Business Office. An inventory audit shall be made annually and shall be comprehensive to assure that all fixed assets are properly accounted.

The Franklin County Board of Education directs that all assets or capital assets shall be inventoried annually. Inventory records of fixed capital assets shall be maintained in the school board's central office. A supplemental inventory of equipment items not classified as fixed or capital assets shall be maintained.

Audits

The Franklin County Board of Education is audited as required by law by the Department of the Examiner of Public Accounts. Annually, as required by the State Board of Education, local school funds and accounts for which the principal at each school has responsibility shall be audited.

Accountability Reports

The Board shall prepare an Annual Accountability Report for each of its schools. This report shall include but not be limited to the following:

- 1) A Funding and Expenditure Report which shall include annual budgets and financial statements and any other document which may be necessary to assess the financial stability of the Board;
- 2) A Student Achievement Report which shall include a comparison of the immediately previous school year with previous years regarding student performance on testing required by the State Board of Education, dropout rates, attendance rates, graduation rates, and any other data deemed necessary by the Board or State Board of Education to inform the public about student achievement in each school.
- 3) A School Safety and Discipline Report which shall include statistical information relating to student safety and discipline in each school and any other data deemed necessary by the Board of Education to inform the public about safety and discipline in each school.

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

REFERENCE(S):

CODE OF ALABAMA
[16-13A-6](#), [16-6B-7](#), [16-8-37](#), [16-9-28](#), [41-5-14](#)
LEGISLATIVE ACT 2006-196

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

RECONCILIATIONS

7.13

All bank accounts of the Franklin County Board of Education and its local schools shall be reconciled to the financial records monthly. The Chief School Financial Officer shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensures accurate monthly financial statements.

Submission of monthly local school accounting reports shall ensure accurate monthly financial statements and shall be accompanied by a copy of the corresponding bank statement, copy of the bank reconciliation report, report of outstanding encumbrances, and report of accounts payable.

REFERENCE(S):

CODE OF ALABAMA
[16-13A-6](#)
FISCAL ACCOUNTABILITY ACT 2006-196

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

CHIEF SCHOOL FINANCIAL OFFICER

7.14

In consultation with the Superintendent, the Franklin County Board of Education shall appoint a Chief School Finance Officer (CSFO) who shall be an employee of the Board. The Board shall have authority to remove the chief school finance officer as provided for by law.

The chief school finance officer shall meet the minimum job qualifications established by the Franklin County Board of Education and the State Board of Education and shall possess or be eligible to possess certification required pursuant to regulations promulgated by the State Board of Education.

The Chief School Financial Officer shall work under the direct supervision of the local Superintendent of Education but shall have a fiduciary responsibility to the Franklin County Board of Education.

The CSFO shall perform duties as specified by the Board as well as those duties specifically specified by state law. The Superintendent may also assign additional duties to the chief school finance officer in order to provide for the efficient administration of the school system.

REFERENCE(S):

CODE OF ALABAMA
[16-13A-5](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

DEPOSITORY OF FUNDS

7.15

The Franklin County Board of Education requires that all funds of the Board, whether federal, state or local, be deposited in banks designated as the depositories of School system funds. The Board shall designate said depositories for the term of the Chief School Financial Officer or when in the opinion of the Board the situation warrants a change.

Depositories shall be located in the County and shall be approved as a qualified depository by the Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

All checks in the name of the Board or the local school shall be drawn upon such accounts. All financial transactions of the School System shall be paid by check or electronic funds transfer and no cash payments shall be made.

Principals shall notify the Board prior to changing their school’s current depository of school funds.

Depositories outside the county may be approved by the Superintendent for special accounts.

REFERENCE(S):

CODE OF ALABAMA
[16-13A-6](#), [11-1-7](#)
FISCAL ACCOUNTABILITY ACT 2006-196

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

AUTHORIZED SIGNATURES

7.16

Checks drawn on the general fund or any special fund, with the exception of local school accounts, require the signature of the Chief School Financial Officer or his/her alternates as designated by the Franklin County Board of Education. Checks drawn on local school accounts require the signature of the principal.

All checks used by the School System shall be pre-numbered. Checks drawn on Board funds may be signed and processed by electronic means, under the direction of the Chief School Financial Officer or Superintendent.

REFERENCE(S):

CODE OF ALABAMA
[16-13A-1](#), [16-13A-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

LINE ITEM TRANSFER AUTHORITY

7.17

The Franklin County Board of Education shall retain control of the budget, once adopted, and all officials subject to the Board in the implementation of the budget shall adhere to Board policies.

Line items in the budget may be changed, with Board approval, at any time during the fiscal year provided such change is consistent with existing laws and regulations of the State and Federal government.

The Superintendent shall keep the Board informed concerning the status of the budget, and Board action necessitating expenditures shall be considered sufficient authority to exceed a line item if such action so requires.

REFERENCE(S):

CODE OF ALABAMA
[16-13-143](#), [16-13-144](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

FEES/TUITION

7.21

The Franklin County Board of Education shall not collect fees of any kind from children attending public kindergarten or any of the first six (6) grades of the school system.

No fees shall be collected in secondary schools for courses required for graduation. The Franklin County Board of Education shall set reasonable fees in non-required courses, *e.g.*, reasonable fees for laboratory and shop materials and equipment. Such fees shall be waived for students who cannot afford to pay set fees.

REFERENCE(S):

CODE OF ALABAMA

[16-10-6](#)

HISTORY:

**ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013**

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

SCHOOL STORES

7.22

The Franklin County Board of Education authorizes the Superintendent to grant permission for the operation of stores selling merchandise that is needed by pupils to facilitate classroom instruction. School stores shall operate as a convenience to the students and shall not in any way interfere with the educational process or cause any student to be in class less than the minimum number of hours in the Franklin County Board of Education approved day.

Separate records, subject to audit, shall be kept for school stores, and profits derived from sales shall be used for general items supporting the school as a whole.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [16-13A-1](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

PAYROLL PROCEDURES

7.23

I. Payroll Preparation

- A. The Franklin County Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his/her designee. The payroll shall be in accordance with the salary policy approved by the Board, any rules or regulations promulgated by the State Superintendent of Education, and state law.
- B. Payroll checks shall be directly deposited on the last working day of the month on a twelve (12) month basis.

II. Salary Deductions

- A. The Franklin County Board of Education will make salary deductions which are considered statutory, including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations.
- B. New authorization for payroll deductions may be added during open enrollment or upon state required enrollments.
- C. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.
- D. When amounts have been correctly deducted and remitted by the Franklin County Board of Education, the Franklin County Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the deductions.
- E. Whenever an employee is separated from the system prior to the end of the contract period, the terminal pay shall be computed on a per diem basis.
- F. All employee deductions which are eligible under Section 125 are to be considered as pre-tax deductions, with the exception of disability policies which are not to be pre-tax premiums.
- G. The Board reserves the right to hold salary checks of employees who fail to furnish required data such as retirement forms, I-9 forms, grade reports, etc. Checks will be held only after such an employee has been requested to complete files and has failed to comply.

REFERENCE(S):

CODE OF ALABAMA
[16-22-6](#), [16-22-7](#), [16-9-32](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

TRAVEL EXPENSE REIMBURSEMENT

7.24

The Franklin County Board of Education directs the Superintendent and the CSFO to develop procedures which conform to sound principles of financial accounting and to state regulations for reimbursement of expenses of school personnel and Board members traveling on official school business.

REFERENCE(S):

CODE OF ALABAMA

[16-8-9, 16-13A-1](#)

HISTORY:

**ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PAYROLL DIRECT DEPOSIT

7.25

The Franklin County Board of Education requires employees to participate in direct deposit of payroll checks. Forms for indicating the banking institution, employee account number, and other necessary information shall be available through the payroll department.

Employees shall receive a statement showing gross pay, itemized deductions and net pay. Payments that cannot be directly deposited shall be mailed to the employee's home address of record or shall be delivered by other means as directed by the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-8-9](#), [16-9-32](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

GOVERNMENTAL FUNDS

7.28

The following definitions will be used in reporting activity in governmental funds. The Franklin County Board of Education may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

- The General Fund is used to account for and report all financial resources not accounted for and reported in another fund.
- Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.
- Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt Service Funds should be used to report resources if legally mandated.
- Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Fund balances will be reported in governmental funds under the following five categories using the definitions provided by GASB Statement No. 54:

- A. Nonspendable fund balances include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact. Examples of nonspendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, and long-term receivables.
- B. Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Examples of restricted fund balances include: restricted grants.
- C. Committed fund balances consist of amounts that are subject to a purpose constraint imposed by formal action of the Board before the end of the fiscal year and that require the same level of formal action to remove the constraint.
- D. Assigned fund balances consist of amounts that are intended to be used by the school system for specific purposes. The Board authorizes the Superintendent or Chief School Finance Officer to make a determination of the assigned amounts of fund balance. Such

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assignments may not exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund. Assigned fund balances require the same level of authority to remove the constraint.

- E. Unassigned fund balances include all spendable amounts not contained in the other classifications. This portion of the total fund balance in the general fund is available to finance operating expenditures.

When expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the Board to consider restricted amounts to have been reduced first. When an expenditure is incurred for the purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the Board that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

The Franklin County Board of Education along with the Superintendent and Chief School Finance Officer will periodically review all restricted, committed, and assigned fund balances. The Chief School Finance Officer will prepare and submit an annual report of all restricted, committed and assigned funds for the Board of Education.

REFERENCE(S):

GASB STATEMENT NO. 54

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

FOOD SERVICE FUNDS

7.31

The Franklin County Board of Education requires that all Child Nutrition Program funds be accounted for in accordance with policies and procedures set forth by the local, state, and federal requirements.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

INVESTMENT OF FUNDS

7.32

- I. Based upon a written system of internal controls and operational procedures, the Superintendent or his/her designee shall invest temporarily idle funds to earn the maximum return for the period available. Highest priority shall be placed on the safety and liquidity of funds. Funds may be placed in the following types of investments:
 - A. Bids from qualified depositories;
 - B. Certificates of deposit;
 - C. Time deposits;
 - D. Securities of the United States Government including obligations of the United States Treasury; or,
 - E. Investment pools managed and directed by an approved agency of the state.
- II. The principal may invest temporarily idle internal account funds in qualified depositories at the best available return subject to the advice of Franklin County School System staff trained in investment practices and procedures.
- III. Other investments may not be made unless specifically authorized.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [16-13A-1](#), [16-13-2](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

RESERVE FUNDS

7.33

The Franklin County Board of Education, in accordance with Alabama law, directs that a General Fund reserve fund balance be maintained of an amount not less than one month's operating expenditures. Operating expenditures shall include all funds necessary to support normal operations of the school district for one month.

The Franklin County Board of Education sets as a goal to achieve and maintain a balance equal to one (1) month's operating reserves. This goal does not replace the legal requirement specified in the previous paragraph.

The Superintendent or Chief School Financial Officer will inform the board, before the Board votes on a budget or budget amendment, if the approval of the budget or budget amendment will prevent the establishment or maintenance of a one-month's operating balance.

A one-month's operating balance shall be determined by dividing the General Fund expenditures and fund transfers out by twelve. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

REFERENCE(S):

CODE OF ALABAMA
[16-13A-5](#), [16-13A-9](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 –FINANCE AND BUSINESS SERVICES

LOCAL TAX REVENUE

7.34

Alabama State law requires that school districts collect school taxes equivalent to ten (10) mills in order to participate fully in the Alabama Foundation Program.

REFERENCE(S) :

CODE OF ALABAMA

[16-13-231](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

FOOD SERVICE CHARGED MEALS

7.35

The Franklin County Board of Education Child Nutrition Program (CNP) shall not allow adult meals or meals for students in grades 7 – 12 to be charged. No student “a la carte” items may be charged in Franklin County schools.

Elementary students who have lost or forgotten meal money may, with written authorization from the principal or his/her designee, charge a meal. Monies for these charged meals will be charged back to the principal by the Child Nutrition Program. Only school funds from a non-public source (such as PTA funds) may be used for the payment of these charged meals.

Records of all charges and repayments must be maintained by CNP officials. Charges must be collected by the end of the school year or must be made up from funds other than CNP funds. Documentation of efforts to collect for charged meals must be maintained.

REFERENCE(S):

CODE OF ALABAMA
[16-13A-1](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

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BONDED PERSONNEL

7.40

The Superintendent and the designated Chief School Financial Officer (CSFO) shall be bonded at an amount fixed by the State of Alabama in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be recorded by the Probate Judge in the Franklin County Probate Office and placed on file with the State Department of Education.

The Superintendent or his/her designee shall secure surety bonds, in an amount agreed upon by the Board, for all employees of the Franklin County School System who may be charged with the responsibility for handling public school funds.

The Board shall be authorized to make payment from public funds for surety bonds.

REFERENCE(S):

CODE OF ALABAMA

[11-1-7](#), [16-13A-12](#)

HISTORY:

ADOPTED: MAY 10, 2001

REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

INDEBTEDNESS

7.41

Any Franklin County school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the Franklin County Board of Education unless authority exists under duly adopted policy of the Franklin County Board of Education or unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule may be subject to cancellation of his or her contract or dismissal from employment.

Bonded Indebtedness

The Franklin County Board of Education shall not incur any bonded indebtedness that shall require annual payments on the principal and interest in excess of eighty percent (80%) of the anticipated revenue of the ad valorem tax, gross receipts, and/or other taxes pledged to retire such bonds.

All proposed bond issues for the Franklin County School System shall be recommended by the Superintendent and approved by the Board and State Superintendent of Education prior to offer for sale.

Current Indebtedness

Tax proceeds, which are not pledged to retire bonded indebtedness, shall be used for current expenses. The Board shall not spend or obligate to spend more money in any fiscal year than the income received during that year plus the balance on hand at the beginning of said fiscal year.

REFERENCE(S):

CODE OF ALABAMA
[16-13-70](#), [16-13-144](#), [16-13-145](#), [16-13-140](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

INSUFFICIENT FUNDS AND WORTHLESS CHECKS

7.42

The face value of a check returned for insufficient funds (NSF) may not be absorbed as a cost by state, federal or public local funds since an uncollected check is considered a bad debt. The principal or other designated school administrator shall exercise due diligence in the acceptance of checks and in the collection of NSF checks. A list of individuals who have submitted bad checks during the school year is to be maintained in order to prevent the receipt of any further checks from those individuals.

Uncollected NSF checks may not be written off. Necessary actions must be taken to collect the check amount in compliance with and through the District Attorney's Worthless Check Unit. Documentation of those actions and procedures are to be maintained. A NSF fee (the maximum charge allowed by law) must be charged to the check writer for all returned checks whether collected or not. NSF fees may not be waived for any reason. Non-public funds must be used to cover any NSF check in state, federal or public funds accounts.

NSF fees shall be deposited in a separate, non-public activity account. This non-public activity account can then be utilized to transfer funds to the appropriate state, federal or public fund to cover the amount of any NSF check.

REFERENCE(S):

**CODE OF ALABAMA
16-8-8, 16-13A-1**

HISTORY:

**ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PURCHASING

7.60

- I. Local Purchasing
 - A. Pursuant to state law, the Board, when purchasing personal property or contractual services, shall give preference to commodities produced in Alabama or sold by Alabama persons, firms or corporations.
 - B. The Franklin County Board of Education shall not be limited to making purchases within the local community or the state of Alabama when such local purchases within the local community or the state of Alabama do not meet the quality or competitive price of goods or services available from vendors outside the local community or state of Alabama.
 - C. Preference may be given to a local vendor having a place of business in the county or municipality for the purchase of personal property, when a bid submitted by such a resident bidder is no more than three (3) percent greater than the bid of the lowest responsible bidder.
 - D. Franklin County Board of Education shall require that a requisition/purchase order system be established and followed.
 - E. A purchase order or Board-approved purchase card shall be required for all purchases. The purchase order shall be approved/signed by principal/worksite supervisor or Superintendent or designee prior to the purchase of any material, goods, services, or equipment.
 - F. Failure to complete or secure proper purchase order approval(s) prior to any purchase will result in the individual(s) making the invalid purchase personally responsible for payment of the purchase. Any exceptions must be based on standards of reason that would be acceptable for consideration.
 - G. The Board shall not spend or borrow funds in excess of anticipated revenues plus any balances on hand, except as provided by the Code of Alabama.
 - H. No payment shall be made by the Chief School Financial Officer which exceeds ten (10) percent in any program area in the budget except as authorized by the Superintendent and the Board.
 - I. All financial transactions of the Franklin County School System shall be paid for by check and no cash payments shall be made.
 - J. No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a School System fund or local school fund or account beyond the available resources of that fund or account.

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II. Emergency Purchases

The Franklin County Board of Education grants the Superintendent the authority to approve purchases over the current maximum amount set in the State Bid Law (currently \$15,000) for labor, services or work, materials, equipment, supplies, other personal property or contracted services in emergency situations. Such situations shall be critical to the continued and efficient operation of the school and of the system. In all cases, the Superintendent shall be required to apprise the Board at its next regular meeting of any such emergency purchases.

REFERENCE(S):

**CODE OF ALABAMA
41-16-50, 41-16-51, 41-16-57, 39-2-1 et seq.**

HISTORY:

**ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

BIDDING

7.61

The Franklin County Board of Education directs that expenditures of public school monies in excess of \$15,000 made by the Board for labor, services, work, the purchase or lease of materials, equipment, supplies or any other personal property, with limited exceptions established by state law, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications.

All purchases associated with public works contracts (building, construction, renovation, demolition, etc. of capital projects) in excess of the current amount set by the State Public Works Bid Law (currently \$50,000) shall be made by contractual agreement via free and open competitive bidding in compliance with the Code of Alabama, Title 39, Chapters 1, 2, 3 and 5.

REFERENCE(S):

CODE OF ALABAMA
[41-16-50](#), [41-16-51](#), [39-1-1](#), [39-2-2](#), [39-2-4](#), [39-2-5](#)
LEGISLATIVE ACT 97-225

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PROPERTY SALE, TRANSFER, DISPOSAL

7.62

The Franklin County Board of Education shall be advised by the Superintendent in the event that certain real or personal property is no longer needed for public school purposes. Prior to presentation to the Board, the Superintendent shall determine that the property is not needed by any Franklin County school facility. The Superintendent is authorized to store property for later use if that property is determined to have value and the Superintendent believes the property will be used in the future by a Franklin County School System facility.

The Board, upon receipt of such report, may at such time as it deems proper and at its discretion declare that such property is no longer needed for public school purposes.

Once real property is declared as surplus by the Franklin County Board of Education, the Superintendent or his/her designee shall be authorized to take appropriate action in disposing of such property as outlined below:

- A. Obtain an appraisal(s) reflecting the fair market value of all real property and significant personal property.
- B. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is a need for such property.
- C. Follow the procedures in the manner prescribed by state law for the sale of real property.
- D. Upon receipt of the final bid, a recommendation shall be made by the Superintendent for Board action.

REFERENCE(S):

CODE OF ALABAMA
[16-8-40, 41-5-14](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

LOST OR STOLEN PROPERTY

7.63

- I. The principal or designee shall notify the following individuals when any Franklin County School System property has been vandalized, stolen, or lost:
 - A. The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;
 - B. The system office by telephone; and
 - C. In writing with a copy of such notice being sent to the Superintendent or the clerk of fiscal assets.
- II. The custodian of the property records, or their designee, shall prepare a written report and recommendation to the Superintendent if the property is not recovered within thirty (30) days of notification.
- III. The Superintendent shall report to the Franklin County Board of Education any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such a report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PROPERTY MANAGEMENT

7.64

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the Franklin County School System. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all controlling requirements of Alabama statutes and rules. School inventories shall be verified by administration at the Superintendent's direction.

- I. All equipment that has a value or cost specified by the Franklin County Board of Education shall be listed.
- II. Property inventories shall be performed annually. It shall be each principal's duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be verified by the central office and filed with the central office either at the time designated in writing by the property control officer or at the time of any principal's resignation.
- III. Any incoming principal and the facilities supervisor shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the central office to identify any shortages or discrepancies.
- IV. The principal shall also be responsible for inventories of properties not listed in section I above such as library books, films and tapes, and other materials as deemed appropriate. These inventory records shall remain on file in the individual school.
- V. The Superintendent shall prescribe the procedures for the accountability of property.
- VI. All equipment purchased by the various school organizations or by outside organizations for school or system use shall become Franklin County Board of Education property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- VII. The Superintendent or designee shall maintain a current and perpetual inventory of all stock in Franklin County Board of Education warehouses and shall file an annual end-of-the-year report of the count and value of such items with the finance department.

REFERENCE(S):

CODE OF ALABAMA
[16-1-2](#), [16-8-9](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PURCHASE ORDERS

7.65

Purchase orders are required by the Franklin County Board of Education for all materials, equipment and supplies paid for from funds of the Franklin County Board of Education.

“Blanket” purchase orders may be issued by the Purchase Order clerk to vendors from whom materials are purchased on a regular basis. This blanket purchase order will be valid only during the month in which it is issued.

No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a school system fund or local school fund or account beyond the available resources of that fund or account.

REFERENCE(S):

CODE OF ALABAMA
[16-13A-5](#), [16-13A-6](#), [41-16-50](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY

7.67

- I. Acquisition
 - A. All property purchased through system funds, internal funds, or donations from outside sources shall be acquired using system purchasing procedures.
 - B. All property, including vehicular equipment, shall be under the full control and name of the Franklin County Board of Education.
 - C. All property with a value of five thousand dollars (\$5,000.00) acquired through internal accounts or donations shall be reported immediately by the principal or worksite supervisor to the designated property records office on the prescribed forms.
 - D. Principals and supervisors of facilities shall be responsible for determining that all property is identified and accounted.
- II. Exchange - Each principal and supervisors of facilities shall determine the property needs for his/her school or department. The Franklin County principal or system department head shall declare any property which is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.
 - A. Surplus property shall be reported on proper forms to the designated property records office which shall be responsible for acquiring and storing the surplus property.
 - B. Property items with a value as established in section I, paragraph C above may be exchanged between system departments and schools when approval is granted by the designated property records office and subsequently by the appropriate Franklin County administrator. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and system departments.
 - C. Franklin County Board of Education equipment (including vehicles) shall not be used for gainful outside employment or private use of employees or by any for profit group or organization.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [16-8-40](#), [36-25-1](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 7.00 - BUSINESS SERVICES

VENDOR RELATIONS

7.69

The Franklin County School System shall promote good vendor-system relations through honest and fair business transactions. The Board and its employees shall seek to secure quality services and products in the most economical manner. Favoritism of certain vendors shall not be the policy of the Board.

No member of the Board or employee of the Board shall accept a thing of value from any person, agency, or company doing or desiring to do business with the Franklin County School System. A thing of value is defined by the Code of Alabama, §36-25-1(32) as any gift, benefit, favor, service, gratuity, tickets or passes offered only to public officials, unsecured loan not made in the ordinary course of business, reward, promise of future employment, or honoraria. The terms specifically exclude campaign contributions; insignificant seasonal gifts; hospitality on a social occasion of food, beverages, tickets, and lodging of three (3) consecutive days or less; reasonable transportation, food, beverages and lodging incident to educational or informational purposes; promotional items commonly distributed to the public; and food and beverages of nominal value.

REFERENCE(S):

CODE OF ALABAMA
[36-25-1\(32\)](#), [16-8-9](#), [36-25-5 TO -7](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 - FINANCE AND BUSINESS SERVICES

RISK MANAGEMENT INSURANCE

7.70

- I. No new policy or procedure will be adopted or approved by the Franklin County Board of Education without first giving careful consideration to the School System’s risk exposure.
- II. When the purchase of insurance coverage is deemed necessary, such purchase will be made on the basis of service offered by the insurer or self-funded programs, the reliability and financial stability of the insurer or self-funded program, and the price of the coverage as competitively determined.
- III. Insurance Coverage – The Franklin County Board of Education shall insure for:
 - A. Full value of all property for which it has title, including but not necessarily limited to buildings and contents.
 - B. Errors and omissions liability coverage to protect Board members, Board employees and the school system.

REFERENCE(S):

CODE OF ALABAMA
[16-8-42](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

FINANCIAL OPERATIONS OF SCHOOL-RELATED ORGANIZATIONS

7.80

Each school shall choose one of the following options in order to meet the accounting requirements of school-related organizations set forth by the Alabama State Department of Education:

- Option 1 is for all funds generated by school-related organizations to be recorded in the local school's financial records and accounts.
- Option 2 is for the principal and the school-related organization's officer to have a signed agreement of compliance with the Alabama State Department of Education's Guidelines for Financial Operations of School-Related Organizations. The principal shall accept full responsibility to ensure that all organizations have complied with the signed agreement.

Failure of the principal to ensure that school-related organizations comply with all aspects of the agreement will result in a personal conference with the Superintendent followed by official corrective action to be placed in the principal's employment file. At the Superintendent's discretion the school could be made to accept option 1 as the procedures to be adopted at the local school.

Failure of the school-related organization to comply with the agreement will result in the organization being denied the right to raise money or conduct fund raisers on school property or on behalf of the school or to have option 1 as the only procedure available to the organization.

REFERENCE(S):

CODE OF ALABAMA
[16-8-7, 16-8-9, 16-13A-1](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

LOCAL SCHOOL ACCOUNTING

7.81

I. General

- A. The principal shall be responsible for the proper handling of all business affairs in the school. This includes the establishment of bank depository accounts, savings accounts, receipt and disbursement of funds, financial records and reports. The principal, as trustee, is responsible for replacement of student activity money improperly spent.
- B. All money collected from students on school premises and all money collected at school-sponsored activities, on or off the premises, shall be accounted for through the school accounting system.
- C. The use of a change cash account should be avoided if possible. If change cash funds are established, they may be used only to initiate the daily operation of school stores, school sponsored events and lunchrooms. Purchases may not be paid for from such funds. However, lunchroom managers may refund student meals, only for the purpose of overpayment upon withdrawal of a student or at the end of the school year from their change cash fund, with proper documentation.
- D. Funds shall not be transferred from one account to another by borrowing or otherwise, except as authorized in writing by the principal, faculty sponsor, and student representative if applicable. (Note: In no circumstance shall funds be transferred from public to non-public accounts.)
- E. All funds collected in a school shall be expended for the expressed purpose for which they were collected. All funds generated from continuing or recurring events, school store or athletic events should be used to support that activity and other purposes that will benefit the student body.
- F. No contributions to fund-raising drives for charitable organizations may be made from the school's public funds. However, funds may be collected for such a purpose and should be recorded (receipts and disbursements) in the Accommodations Account.

II. Cash Receipts

- A. Extreme care must be taken when receiving and recording receipts of cash by the school. The school principal is responsible for safeguarding this money and maintaining accurate records indicating the purpose for which this money is received. All funds received should be accounted for by a pre-numbered receipt form.
- B. All money received must be deposited in the school's checking account. This checking account is to be an interest bearing account established in a bank that is approved as a qualified depository by Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

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- C. All money received by the school should be deposited as promptly as possible, daily if feasible.
- D. Money should never be kept in a school building overnight except change cash funds established to initiate the daily operation of school stores, school-sponsored events and lunchrooms. The principal, bookkeeper, or other school personnel shall not carry money on his/her person or keep money at home until it is convenient to deposit it.

III. Purchasing

- A. The principal must ensure that good, sound business practices are followed regarding the purchase of goods and/or services from the school's funds. In order to control the purchasing, the principal should determine the need for the goods and/or services and the availability of funds, and then approve or disapprove the proposed purchase.
- B. A purchase order or Board-approved purchase card shall be required for all purchases. The purchase order shall be approved/signed by principal/worksite supervisor or Superintendent or designee prior to the purchase of any material, goods, services or equipment.
- C. A student body organization shall not be obligated for purchases made by students, sponsors, faculty, and others unless supported by a local school purchase order signed by an authorized person.
- D. No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a local school fund or activity beyond the available resources of that fund or activity.

IV. Cash Disbursements

- A. The principal must ensure that all disbursements from the schools' funds are adequately documented and are made only by check. No petty cash funds shall be maintained, except those established to initiate the daily operations of school stores, school sponsored events and lunchrooms.
- B. All disbursements shall be made by check to a specific payee. No check shall be made payable to cash. No other payments should be made by cash.

V. Travel

- A. Only reimbursement for travel related to school business that has prior approval of the principal will be allowed.
- B. Principals' travel reimbursements must have approval of the Superintendent.

VI. Reporting

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

- A. A cumulative and systematic record shall be kept of all accounts between the Board and individual schools in order that schools shall be responsible for their financial obligations and shall operate within budget regulations and individual school allocations approved by the Superintendent and the Board.
- B. Each local school principal shall prepare a monthly financial report, to include all school accounts, and submit a monthly financial report signed by the person preparing report and principal to the Superintendent for inclusion in the School System's monthly annual financial reports.

REFERENCE(S):

CODE OF ALABAMA
[16-13-32](#), [16-13A-1](#), [16-13-235](#)

HISTORY:

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CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

SHORT-TERM NOTES

7.91

In accordance with state law, the Franklin County Board of Education has the authority during any fiscal year, and upon recommendation of the Superintendent, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans if funds on hand are not sufficient to meet current expenses. All such loans shall be recommended by the Superintendent and approved by the Board. Rates of interest on any loans shall not exceed the maximum allowed by law.

REFERENCE(S):

CODE OF ALABAMA
[16-13-145](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 - BUSINESS SERVICES

PRIZES AND AWARDS

7.92

In order to promote academic excellence and recognize significant contributions to education, the Franklin County Board of Education may expend public funds for the purchase of trophies, plaques, academic banquets, and other appropriate honors to recognize academic achievements (including athletics) by students, faculty, staff, and the public that strengthen public education in the school system and the state of Alabama.

Non-public activities including parent organizations may give prizes and awards of nominal value to students and employees of the Board for any reason deemed appropriate and approved by the organization in documented minutes of the organization.

REFERENCE(S):

CODE OF ALABAMA
[16-13A-8](#)
LEGISLATIVE ACTS 95-313 AND 95-314

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

AUTHORITY TO EXPEND FUNDS

7.93

The Franklin County Board of Education grants authority to the Superintendent, subject to applicable laws, policies, and Board-approved budget limitations, to expend funds for budgeted operating expenditures, without advance Board approval of specific expenditures. All such expenditures shall be included in the monthly expenditure report to the Board. Any contract entered into by any employee of the Franklin County School System or any designee for duration of twelve (12) months or longer shall be approved by the Board.

The Franklin County Board of Education grants authority to the Superintendent to act on behalf of the Board in the following matters:

1. To apply for federal and/or other grants;
2. To enter into contracts and/or lease purchase plans; and
3. To serve as authorized representative for selection of surplus property.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [16-13-32](#), [16-13A-6](#), [16-13A-8](#)

HISTORY:

ADOPTED: MAY 10, 2001
REVISED: JANUARY 24, 2013

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY

8.10

The Superintendent shall develop a safety program for Franklin County Board of Education approval which meets the standards set forth by the Alabama State Department of Education. The program shall ensure that:

- I. Employees shall cooperate with the law enforcement and local safety agency officials in providing safe conditions for students.
- II. All Franklin County School System employees strive to protect the physical welfare of each student.
- III. Employees remove hazards or report their existence to an immediate supervisor.
- IV. School alarm systems are monitored. Any malfunction shall be reported for immediate repair.

REFERENCE(S):

CODE OF ALABAMA
[16-1-2](#), [16-1-7](#), [16-8-9](#), [16-9-18](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

INSPECTIONS

8.14

As part of a comprehensive safety and loss control program, the Franklin County Board of Education requires that all Franklin County School System-owned property be inspected regularly for potential safety hazards. These inspections should be conducted by the person responsible for managing the site. Hazardous conditions identified within the inspection report should be reported to the maintenance department or other appropriate staff for correction. A written report of all safety inspections shall be submitted to the Superintendent and placed on file.

REFERENCE(S):

CODE OF ALABAMA

[16-9-18](#), [16-1-2](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

EMERGENCY DRILLS

8.15

Fire Drills – The Franklin County Board of Education requires that at least one (1) fire drill be held in each school during each month school is in session. A fire drill shall require complete evacuation of the building.

Weather Drills – At least one (1) severe weather (tornado) drill shall be held monthly at each school. Each Franklin County school shall keep a record on file of all emergency drills and shall forward a copy of the report to the Superintendent.

Procedures shall be developed as part of the Franklin County School System’s Safety Plan to deal with other disasters and emergencies. Drills on such procedures, including lock down drills, will be conducted periodically.

REFERENCE(S):

CODE OF ALABAMA
[36-19-10](#), [36-19-11](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

SANITATION

8.20

Each Franklin County School System principal or work site supervisor or designee, shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#), [16-8-43](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

VEHICLE INSPECTIONS

8.30

All Franklin County Board of Education buses used for the transportation of children shall be inspected both monthly and annually in accordance with standards established by the State Department of Education.

Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

REFERENCE(S):

CODE OF ALABAMA

[16-27-5](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

SPECIAL USE OF SCHOOL BUSES

8.31

School buses may be used for student trips or excursions to enhance instructional activities. The use of a school bus for such trips shall be strictly governed by regulations adopted by the Board and/or established by the Superintendent or administrative staff.

Application for the use of any school bus must be submitted to and approved by the Superintendent or his/her designee at least four (4) days prior to the date of anticipated use. Only qualified, licensed school bus drivers shall drive school buses on any trip or excursion, and the expenses thereof shall be paid by the local school. Only school pupils, school personnel, and appropriate school patrons shall be permitted to ride the bus on such trips. A teacher who is regularly employed by the Board shall ride the school bus at all times when making such trips. In addition, appropriate school patrons may be used as chaperones.

The use of a school bus for a student trip or excursion shall not interfere with the regular transportation of students to and from school.

Each school must submit accurate mileage for the trip from the time the school bus leaves the driver's home or school until the school bus returns. Each school must submit to the Board a check for each mile traveled at the reimbursement rate currently approved by the Board. All damage beyond regular wear and tear will be paid for by the local school, other than damages resulting from an accident.

The Franklin County Board of Education will waive the mileage reimbursement charges for certain trips. IN years of proration or other financial crisis, the Board shall determine if a waiver may not be possible. Trips for which mileage fees may be waived include:

- Academic Competition – those events sponsored by the Franklin County School System where all schools are asked to participate and supplements are paid to sponsors. Compensation for the driver(s) will remain the responsibility of the local school.
- Band Performance – regular scheduled performances where students are representing the school. Weekend competitions (marching festivals, etc.) are not included in this waiver. Compensation for the driver(s) will remain the responsibility of the school or a booster organization.
- Athletic Competition – regular scheduled athletic events and State-sanctioned play-offs. Compensation for the driver(s) will remain the responsibility of the local school. A maximum number of buses to be used for each trip will be established by the Superintendent based on the previous year's usage. Additional buses may be used and appropriate charges shall be paid by the school.

REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#), [16-27-1](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 8.00 – AUXILIARY SERVICES

CHILD NUTRITION PROGRAM

8.40

- I. The Franklin County Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.
- II. It is an objective of the Franklin County School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.
- III. The Franklin County Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines. Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.
- IV. Students are prohibited from bringing carbonated beverages and/or fast food items in their original containers into the school lunchrooms.
- V. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [16-22-3](#),
PUBLIC LAW 91-248 PART 245, PUBLIC LAW 108-265 SECTION 204

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

MEAL PATTERNS

8.41

All Franklin County schools with grades PreK-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.

The principal is responsible for scheduling adequate lunch time for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.

REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 8.00 – AUXILIARY SERVICES

UNCOLLECTED CHARGED MEALS

8.42

The Franklin County Board of Education does not permit students or adults to charge meals from the Child Nutrition Program (CNP). Uncollected charged meals are bad debts and are not an allowable expenditure for the Child Nutrition Program (CNP). The CNP director and principal of each school shall develop and oversee a written contingency plan to provide a nominal meal for students when they do not have money to purchase a meal. If the contingency plan allows students to charge a meal, the principal is responsible for eliminating any outstanding indebtedness of students by the end of each school year by utilizing a non-public fund source.

All adult meals will be paid for unless the meals are part of a special incentive program or the meals are for school food service employees.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 8.00 – AUXILIARY SERVICES

FACILITIES

8.50

- I. It shall be the responsibility of the Franklin County Board of Education and Superintendent to develop and/or implement plans that will meet the present and future educational requirements of the community consistent with state laws. To discharge this responsibility effectively, the Board shall develop a long-range capital plan to meet the school facility-related requirements of the system.
- II. The Board will involve administrators, teachers, students, parents, local citizen groups, specially designated committees, and technical personnel, *e.g.*, architects, planners and approved outside consultants in the design, development and/or revision of the long-range capital program.
- III. Subject to Board approval, the Superintendent is authorized to secure the services of experts, including planning and architectural consultant(s), in the area of school planning, to work with staff in developing project specifications.
- IV. New construction or renovation at school facilities shall have the approval of the State Superintendent of Education.

REFERENCE(S):

CODE OF ALABAMA
[16-9-17](#), [16-9-18](#), AAC §290-2-2-03(1)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 8.00 – AUXILIARY SERVICES

SUPERVISION OF CONSTRUCTION

8.51

- I. The Superintendent or designee shall provide to the Franklin County Board of Education a review of the architect’s activities in his/her supervision of any building construction. This review shall include adequacy of field inspection of the contractor’s operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school system. The Superintendent or designee shall make periodic reports certifying that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.

- II. Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Franklin County Board of Education by the Superintendent.

- III. Orientation of school personnel to new or expanded facilities shall be the responsibility of retained architects and shall precede any administrative recommendation for final acceptance of any project.

REFERENCE(S):

CODE OF ALABAMA
[16-9-17](#), [16-9-18](#), [16-13-90](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

8.53

Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for Franklin County Board of Education approval. Any such improvement or addition shall become the property of the Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of an individual who has been associated with the school either as a student or Franklin County School System employee or in honor of an organization which has made some outstanding contribution to the school or system.

All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#), [16-8-40](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60

- I. The Franklin County School System shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.
- II. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan which shall be presented to the Franklin County Board of Education for approval. Such plan shall be updated periodically and submitted for Board review and approval.
- III. Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access, sale of computer services, acceptable use, proper etiquette, security, vandalism, harassment, and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.
- IV. Franklin County School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system's mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are Franklin County Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:
 - A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is prohibited.
 - B. E-mail, World Wide Web pages, and other forms of electronic documentation:
 1. Users shall not be obscene and shall not access or use abusive language or other inappropriate material.
 2. User information will require the same handling as other public records.
 - C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.
 - D. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.

CHAPTER 8.00 - AUXILIARY SERVICES

- E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems. (Access to data storage accounts and services are limited to selected personnel.)
- F. Use of electronic mail, social media, and/or other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
- G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- H. Connection of non-system-owned devices to the School System technology network must be approved by the Technology Coordinator or his/her designee.
- V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Franklin County Board of Education provided equipment and network resources.
- VI. Students must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Franklin County School System Acceptable Use Policy. The Franklin County School System will annually update the Acceptable Use Policy for Students.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#)
CHILDREN'S INTERNET PROTECTION ACT

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

REMOTE NETWORK ACCESS

8.61

Purpose

The purpose of this policy is to define standards for connecting to the Franklin County Board of Education network from any internet host. These standards are designed to minimize the potential exposure of the Franklin County Board of Education to damages which may result from unauthorized use of Franklin County Board of Education resources. Damages include the loss of sensitive or confidential data, intellectual property, damage to public image, or damage to critical Franklin County Board of Education internal systems, etc.

Scope

This policy applies to all Franklin County Board of Education employees, contractors, vendors, and agents where a computer workstation or network capable device is used to connect to the Franklin County Board of Education network. This policy applies to all remote access connections to the Franklin County Board of Education network including those remote access connections used to do work on behalf of the Franklin County Board of Education, including reading or sending email and viewing intranet web resources. Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and capable modems, etc.

Policy

It is the responsibility of the Franklin County Board of Education employees, contractors, vendors and agents with remote access privileges to the Franklin County Board of Education corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the Franklin County Board of Education. General access to the Internet for recreational use by immediate household members through the Franklin County Board of Education Network on personal computers is not permitted. The Franklin County Board of Education employee is responsible to ensure that family members do not violate any Franklin County Board of Education policy, do not perform illegal activities, and do not use the network access for outside business interests. The Franklin County Board of Education employee bears responsibility for the consequences should the access be misused.

Requirements

- 1) Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases.
- 2) At no time should any Franklin County Board of Education employee provide their login password to anyone, not even family members.
- 3) Franklin County Board of Education employees and contractors with remote access privileges must ensure that their Franklin County Board of Education owned or their personal computer or workstation, which is remotely connected to the Franklin County Board of Education corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.
- 4) Franklin County Board of Education employees and contractors with remote access privileges to the Franklin County Board of Education corporate network must not use non-Franklin County Board of Education email accounts (i.e., *Hotmail*, *Yahoo*, *AOL*), or any other external resources to conduct Franklin County Board of Education business, thereby ensuring that official business is never confused with personal business.

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- 5) Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
- 6) All hosts that are connected to the Franklin County Board of Education internal networks via remote access technologies must use anti-virus software available for their personal computers that has been recommended by the Franklin County Technology Operations Department.
- 7) Personal equipment that is used to connect to the Franklin County Board of Education corporate network must meet the requirements of the Franklin County Board of Education owned equipment for remote access.
- 8) Organizations or individuals who wish to implement non-standard remote access solutions to the Franklin County Board of Education production network must obtain prior approval from the Franklin County Technology Operations Department.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Technical Support

Technical support for home users will not be supported after hours. Limited technical support will be provided for home users by the Technology Operations Department during established working hours but will not receive priority over school or government offices.

Release

Remote access users agree to be bound by this agreement unless written notification is provided to the Franklin County Board of Education, Human Resources Department. Non-acceptance of this agreement will deny access for home usage. Users of this agreement also accept to hold harmless agents of Franklin County Board of Education and agree to accept remote access "as is" with no warranty for server-ability or usage.

Term Definitions

- **Remote User** – Individuals or Administrators with proper security credentials that access the Franklin County Board of Education network from remote locations via the Internet, using secure protocols (i.e. Home users)
- **Cable Modem** – Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain areas.
- **Challenge Handshake Authentication Protocol (CHAP)** – CHAP is an authentication method that uses a one-way hashing function. DLCID Data Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network, and has local significance only to that channel. Dial-in Modem-A is peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name "modem" for modulator/demodulator.
- **Dual Homing** – Dual homing is having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the corporate network via a local

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Ethernet connection, and dialing into AOL or another Internet service provider (ISP); being on a Franklin County Board of Education provided remote access home network, and connecting to another network, such as a spouse's remote access. Configuring an ISDN router to dial into the Franklin County Board of Education and an ISP, depending on packet destination.

- **Digital Subscriber Line (DSL)** – DSL is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).
- **Frame Relay** – Frame relay is A method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame relay has a flat-rate billing charge instead of a per time usage. Frame relay connects via the telephone company's network.
- **ISDN** – There are two types of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office remote access. BRI has two "Bearer" channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.
- **Remote Access** – Remote access is any access to the Franklin County Board of Education corporate network through a non-Franklin County Board of Education controlled network, device, or medium. Split-tunneling is simultaneous direct remote access to a non-Franklin County Board of Education network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into the Franklin County Board of Education corporate network via a VPN tunnel.
- **Virtual Private Network (VPN)** – VPN is a method for accessing a remote network via "tunneling" through the Internet 6.0 Revision History

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

WELLNESS

8.62

The Franklin County Board of Education believes a good education prepares students for all facets of life, including healthy living. In accord with USDA and the Alabama State Board of Education's Implementation Guidelines for Exercise and Nutrition, the Board supports activities to encourage student wellness, including:

1. Integrating nutrition information across the curriculum, aside from the health curriculum, when appropriate;
2. Providing students opportunities for physical activity such as physical education courses and intramural athletics;
3. Adopting regulations regarding reimbursable meals consistent with federal guidelines;
4. Encouraging students to participate in the school meal program for which they are eligible; and
5. Supporting professional development for staff and informational programs for students on nutrition and physical education.

The Superintendent will designate an administrator to oversee the Board's efforts to promote student wellness and collaborate with parents, students, administrators and food authority representatives when developing student wellness policies and programs.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), PUBLIC LAW 108-265 SECTION 204

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

INFORMATION MANAGEMENT SYSTEM

8.70

The Franklin County School System shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.

REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#), [16-13-231](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 8.00 - AUXILIARY SERVICES

RECORDS RETENTION AND DISPOSAL

8.80

- I. The Franklin County Board of Education shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the Franklin County School System more efficiently.
- II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.
- III. Document Preservation Plan and Litigation Hold for Electronic Records

The Board shall adopt a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially-relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately. A litigation hold suspends any board or divisional policies or procedures that might call for the destruction of electronic records under the recipient's control and protects and preserves all electronic records in their original electronic form. The board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

After a lawsuit is filed and when the board receives a request from an opposing party for production of electronic records, the board's counsel and the board will determine the best approach to take in order to efficiently produce a complete and accurate response.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#), [16-13A-6](#), [36-12-2](#), [36-12-40](#), [41-13-1](#)
ALABAMA STATE RECORDS RETENTION SCHEDULE #917

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

PUBLIC INFORMATION/RELATIONS

9.20

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the Franklin County Board of Education:

- I. To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs, and the planning of the school system and to carry out this policy through its own efforts and the office of the Superintendent.
- II. To seek advice and opinion of the people of the community.
- III. To require Franklin County School System staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens and which would promote the welfare of the school system, provided that any news release by a particular school be approved by the principal or designee and that any release relating to the Franklin County School System as a whole shall be approved by the Superintendent or designee.
- IV. Media requests for interviews with minor students will be denied unless parental permission is given.
- V. All requests by media organizations for interviews with employees and/or students during school hours shall be coordinated through the Superintendent.

REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

USE OF FACILITIES

9.30

The Superintendent or designee shall have the authority to permit or deny for good cause a legitimate community group, citizens or a community organization to use the school system facilities or grounds for activities related to civic programs. When permission is granted, the Superintendent shall require appropriate supervision of the event by a school system employee or principal's designee, and shall collect expenses for rental (if applicable), utilities, custodial services, and other costs. School organizations, clubs, and boosters shall have priority to all facilities. Facilities may not be used for commercial purposes unless it is to enhance the educational process of the system.

In cases of natural disaster or national emergency, such organizations as Civil Defense and the American Red Cross shall have use of any school facility that may be needed for the benefit of the public.

Acceptable Use of School Facilities

There shall be three methods by which individuals or groups may use school facilities:

1. Be registered in a class or activity listed in a school publication or newsletter;
2. Upon approval of an application for use of school facilities for groups such as youth associations; and
3. A lease or other agreement between the Franklin County Board and a group.

Charges for Use of School Facilities

A schedule of charges for facility rental/use, fees for supervisory, custodial, and/or food preparation workers and for utilities shall be established and published at least annually. Payments of fees and rental charges shall be made to the Franklin County Board of Education.

Application for Use of School Facilities

An application form shall be completed by the group sponsor or individual wishing to use a Franklin County Board of Education facility one time or on an extended basis (less than one year). Signed agreement to abide by published rules and regulations for use of school system facilities is required at the time of application.

Rules for Use of School Facilities

To ensure the Franklin County Board of Education's control and protection of school property, the following rules and regulations must be adhered to for the use of the school facilities:

- 1) The regular school program has priority at all times.
- 2) Request for use of school facilities should be made at least six weeks prior to the anticipated date in order to obtain Board approval and to avoid conflicts at the school and to allow for preparation for use.
- 3) Principals are responsible for ensuring supervision of school sponsored programs conducted on school premises. The principal or the principal's designee is also responsible for ensuring that adequate supervision and safeguards are provided for activities by outside groups.
- 4) Outside groups must be charged for custodial services (time and one-half regular pay plus benefits) during the activity. Custodial services include opening and closing the building. Custodial service fees must be paid to the school system bookkeeping department.

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

- 5) There will be no fee charged to school affiliated groups when the group is raising funds for the schools. Such groups include PTOs and booster organizations.
- 6) Civic organizations may use the facilities for regularly scheduled meetings by written agreement at no charge.
- 7) Churches may use school facilities with Board approval if the church building has been damaged or destroyed. Use may not exceed one year.
- 8) Non-partisan political rallies serving a broad community purpose may be conducted in school facilities. Such rallies must have an organized community group sponsor, and the sponsor may be charged a fee for the use of the facility. To maintain the Board's non-partisan political stature, all opponents in a particular contest must be given equal opportunity to participate. Use by a particular candidate is prohibited.
- 9) Necessary food service personnel (paid time and one half-plus benefits) must be employed by the organization or group using the lunchroom to assure proper use and care of the kitchen and equipment. A lunchroom shall not be rented to outside groups for commercial purposes.
- 10) With limited exception, a certificate verifying the purchase of liability insurance must be presented to the Board at least twenty-four hours prior to the use of the facilities.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-8-40](#), [36-25-5](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

ADVERTISING IN SCHOOLS

9.40

Franklin County School System facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall Franklin County Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

- I. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.
- II. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- III. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- IV. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- V. Schools may utilize facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.
- VI. Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations including, but not limited to, school newspapers and yearbooks.

REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

9.50

Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Franklin County School System students.

The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Franklin County School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

VISITORS

9.60

Any person entering the premises of a Franklin County School System school shall report to the principal or designee and make known the purpose of the visit.

- I. This policy does not apply to routine deliveries or scheduled maintenance visits.
- II. The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school.
- III. A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.
- IV. Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's planning period. Parents/guardians are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.
- V. Any person who enters or remains upon Franklin County School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.

REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#)

HISTORY:

ADOPTED: JANUARY 24, 2013

REVISED: _____

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

RELATIONS WITH GOVERNMENT AUTHORITIES

9.70

- I. The Franklin County Board of Education will cooperate with local, state, and federal organizations and agencies when it is in the best interest of the system.
- II. The Superintendent may initiate or accept proposals and requests for cooperative endeavors. Final action shall be subject to Board review and approval.
- III. Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.
- IV. Formal agreements shall require Board approval. The Franklin County Board of Education shall also review and approve major cooperative agreements or arrangements between other school systems, colleges, universities, correctional schools, or other educational organizations.
- V. Guidelines related to joint activities and requests for cooperation shall address costs which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

REFERENCES:

CODE OF ALABAMA
[16-1-30](#), [16-8-9](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

PUBLIC GIFTS TO SCHOOLS

9.80

The Franklin County Board of Education may receive gifts which may serve to enhance and extend the work of the schools.

- I. Equipment contributed to the schools becomes the property of the Franklin County Board of Education and is subject to the same controls and regulations that govern the use of other Board property.
- II. Contributions of equipment or services that may involve major costs for installation or maintenance or continuing financial commitments from school funds shall be presented by the Superintendent to the Franklin County Board of Education for consideration and approval.
- III. Individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptability of such contributions in advance of the contribution.
- IV. All employees in a position to receive gifts in the name of a school or the school system shall apply a test of "reasonableness" to the gift. Reasonableness may be defined as anything that might not be construed to influence the decision makers in the purchase of school-related goods and services.
- V. All employees must abide by the Alabama Ethics Standards.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9, 36-25-7](#)

HISTORY:

ADOPTED: JANUARY 24, 2013
REVISED: _____

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

RELATIONS WITH EDUCATION RESEARCH AND SERVICE CENTERS

9.91

It is the policy of the Franklin County School System to cooperate with the colleges, universities, and other agencies in promoting potentially profitable research. In such instances of cooperation, the following procedures shall govern research projects conducted within the School System:

Research Projects Using School System Data

Requests for permission to conduct research projects utilizing School System data, students, or collective groups of employees must be submitted to the Superintendent in written form for review and approval prior to initiating such projects.

Projects Using Individual Employees

Requests by various colleges, agencies, etc. to an individual employee(s) to complete questionnaires, opinion surveys, etc. relative to professional perceptions, thoughts, methods, etc. may be completed at the individual employee's discretion. However, any such requests involving factual information regarding School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to completing such research instruments.

Individual Employee Research Projects

Requests by individual employees to conduct personal or college related research projects utilizing School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to initiating such projects.

REFERENCE(S):

CODE OF ALABAMA
[16-8-9](#)

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