

TABLE OF CONTENTS
A - SCHOOL DISTRICT ORGANIZATION

A-1	School System's Legal Status
A-2	School Board's Legal Status and Authority
A-2.1	Powers and Duties of the Board
A-2.2	Board Members' Legal Status
A-2.3	Legal Status of Superintendent
A-3	School Attendance Areas
A-4	School Year, Calendar, Extended School Year
A-4.1	Summer Sessions

A-1 SCHOOL SYSTEM'S LEGAL STATUS

The Anniston City School District is under the exclusive control and management of the Board of Education and shall be operated in accordance with constitutional and statutory provisions of the State of Alabama and the United States. The school district is subject to legislative action and acts as an agent of the state.

ADOPTED: January 6, 2025

LEGAL REF: The Code of Alabama, 16-8-8; U.S. Const. Amend. X; U.S. Const. Amend. XIV,1; Ala. Const. amend. 111; Wisconsin v. Yoder, 92 S. Ct. 1526 (1972); Milliken v. Bradley, 94 S. Ct. 3112 (1974); Dayton Board of Education v. Brinkman, 97 S. Ct. 2766 (1977)

ALSDE REF: AA

A-2 SCHOOL BOARD'S LEGAL STATUS AND AUTHORITY

The Board is the body given the authority and charged with the responsibility for administering and supervising the educational interests of this school system in accordance with the laws and Constitution of the State of Alabama and in accordance with the laws and Constitution of the United States. The administration and supervision of the schools within this school system shall also adhere to applicable state and federal court precedents.

Board members are officers of the city of Anniston, the Board being the agency through which the city acts in regard to school matters. This Board is considered a quasi-corporation with the rights, among others, to contract, to sue and to be sued on such matters as are within the scope of the corporate powers of the institution, e.g., contracts.

Board members have authority only when functioning as a "body" or "group" in legally called regular or special meetings. The powers of the Board are delegated only to the Board as a "body". No authority is granted to members acting as individuals.

The corporate name is the Anniston City Board of Education and said corporation conducts its business at its office, 4804 McClellan Blvd, Anniston, Alabama 36206. The mailing address is Post Office Box 1500, Anniston, Alabama, 36202.

The Board is a legal body created by the statutes of the State of Alabama. Its members are state officials receiving their responsibilities and powers through state law.

The Board is, in practice, primarily a policy-making body. Although legally authorized to administer policy, the Board delegates this function to an officer of the Board, the Superintendent.

Delegating the administrative function makes the Board responsible for evaluating the effectiveness of the execution of Board policies. Evaluation by the Board requires continuous appraisal of the results of its education policies as well as the effectiveness of the general administration.

The Code of Alabama, Title 16, Chapter 11, specifically grants city boards of education all powers necessary and proper for the administration and management of the free public schools within such city.

ADOPTED: January 6, 2025

LEGAL REF: Day v. Andres, 279 Ala. 563, 188 So. 2d 523 (1966); Turk v. County Board of Education, 222 Ala. 177, 131 So. 436 (1930); Alabama Constitution, 1901, Sect. 256; AL. Code, 16-11-9 General reference, 16-11-1 through 16-11-27; The Code of Alabama, Title 16, Chapter 11.

ALSDE REF: AB

A-2.1 POWERS AND DUTIES OF THE BOARD

The Board shall act as the general agent of the State of Alabama in carrying out the will of the people of the district in matters of public education.

The Board shall be responsible for carrying out mandatory laws pertaining to education and shall consider and accept or reject the provisions of the permissive laws. In all cases where the state laws do not provide or prohibit, the Board shall consider itself the agent responsible for establishing and appraising the educational activities under its jurisdiction.

In general, the Board shall be responsible for policy-making, with the advice of the Superintendent, and for the evaluation of these policies.

The specific duties of the Board shall include, but not be limited to, the following:

- Selection of the Superintendent to serve as the Chief Executive Officer and to support the one selected in the discharge of his/her duties
- Establishment of policies for the operation of the public schools as recommended by the Superintendent
- Adoption of a school calendar for each ensuing year and to distribute the calendar to employees and constituencies as recommended by the Superintendent
- Adoption of an annual budget and approval of payrolls and expenditures as recommended by the Superintendent
- Consideration of reports of all business transactions and their relation to the financial status of the system
- Appointment of employees only upon the written recommendation of the Superintendent
- Adoption of salary schedules as recommended by the Superintendent
- Consideration of reports of the Superintendent on the progress of the schools, and advise him/her on recommended changes in educational programs
- Adoption of plans for structural improvements and determination of the method to finance them as recommended by the Superintendent
- Informing citizens of the community and other pertinent governing bodies of the needs of the schools

Policies are generally broad statements of principle and purpose, and are intended to serve as a framework for decision making and administration action rather than a manual for day-to-day decision making and action. Policies can establish specific standards and requirements, including standards of personal and professional conduct. Violation of policies may result in disciplinary action, up to and including termination.

The Board's policies are governed by terms of the consent decrees and other applicable orders entered by the federal court in *Lee v. Macon* (Anniston City Board of Education, CV 70-251-S, Northern District of Alabama). The Board complies with the requirements of those consent decrees and orders in the administration of its policies. If any policy contained in this policy manual conflicts with an existing consent decree or other applicable order, the requirements of the consent decree or other applicable order will control.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-11-1 to 27, 16-22-5 to 6, 41-16-50 to 51.

ALSDE: ABB

A-2.2 BOARD MEMBERS' LEGAL STATUS

Members of the Board constitute the legal body for governing the educational activities of the school system. Members of the Board shall have authority only when acting as a board legally in session. Upon the recommendation of the Superintendent, no motion or resolution shall be declared adopted without the concurrence of the majority of the whole Board. The Board shall not be bound in any way by any statement or action on the part of individual members except when such statements or actions are in pursuance of specific instructions of the Board.

Qualifications

A person is legally qualified to be elected as a member of the Board provided the person is:

- A resident of the city of Anniston.
- A resident of the district he/she represents.
- At least 21 years of age.
- Not an employee of the Board.
- Not serving on the governing board of a private educational institution.
- Has obtained a high school diploma or its equivalent.
- Of good character and good standing in his/her respective community, and known for his/her honesty, business ability, public spirit, and interest in the good of public education.
- Has not been convicted of a felony.
- Has no financial or contractual interest in Board business matters.
- Meets any other qualifications provided by law.

It is desirable that members of the Board have a genuine interest in and devotion to public education, a willingness to give time and effort to the work, a capacity for understanding people, and the ability to work cooperatively with others.

Terms Of Office

The Board shall be composed of five (5) members, each serving a term of four years. A member shall serve on the board until his or her successor assumes office.

Method Of Election

One member of the board shall be elected from each of the wards in the city and one member elected citywide. Each member shall qualify by district and shall be a qualified elector and resident thereof.

Filling Of Unexpired Term

In the event of a vacancy in the membership of the city board of education by resignation or otherwise, the fact shall be reported to the city council or commission by the board, and the council or commission shall elect a person to fill the vacancy for the unexpired term. The appointee shall reside in the ward he/she is appointed to represent. In the event the vacancy is not filled by the remaining members of the Board within thirty (30) days, the State Superintendent shall fill the vacancy by appointment. The 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.

Resignation of Board Members

A board member may submit his/her resignation at any time during his/her term of office. In the event a Board member chooses to resign, a written statement of resignation should be submitted to the Board as far in advance of the effective date of resignation as possible. A Board member shall be considered resigned when such resignation is accepted by the Board or when the member permanently establishes his/her residence outside the city or the ward he/she represents, or when he/she becomes an employee of the Board.

Removal From Office

Members of the Board are officers of the state, with local jurisdiction at the city level, and may be removed from office only through impeachment proceedings in Municipal Court or other court of like jurisdiction as stipulated in the Alabama Constitution of 1901.

Causes for impeachment of any Board member shall be those applicable to all public officers; namely:

- Willful neglect of duty
- Corruption in office
- Incompetency
- Intemperance in the use of intoxicating liquors or narcotics to such an extent, in view of the dignity of the office and importance of its duties, as unfits the office for discharge of such duties
- Any offense involving moral turpitude in office, or committed under color thereof, or connected therewith

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-11-2, 16-11-3, 41-16-60
36-25-1 to 14, 36-9-1, AL. Constitution Article, VII 173-175; Local Legislative Act 112, 1965, Day v. Andrews, 188 So. 2nd., 523 (1966); Wood v. Strickland, 95, Ct. 922 (1975); Baker v. Conway, 108 So. 18 (1926).

ALSDE REF: ABC

A-2.3 LEGAL STATUS OF THE SUPERINTENDENT

The Board shall appoint a Superintendent of Education who meets all legal qualifications as well as those established by the Board. The Superintendent shall be appointed by the Board for a term from the first day of July next succeeding his/her appointment. The Board shall have the authority to fix the contract of employment and set the term of appointment, compensation and fringe benefits which are applicable to the Superintendent. The Superintendent shall serve as the Chief Executive Officer and Secretary of the Board and shall perform duties established by law, Board policy, and others which the Board may direct.

The Superintendent or designee shall attend all Board meetings and shall have the right to advise on any motion under consideration, but shall not have a vote. He/she shall keep, or cause to be kept, an accurate copy of all minutes in an official minute book reflecting all business of the Board conducted at regular or special meetings. As Secretary of the Board, the Superintendent shall see that copies of all minutes are provided to Board members and that the official Board minutes are made available for public examination in accordance with state law. As Chief Executive Officer, the Superintendent shall be charged with the implementation of all adopted policies and with the management of the resources of the district. The Superintendent shall have all authority prescribed by Alabama statutes.

The Superintendent shall give bond in an amount fixed and approved by the Board.

ADOPTED: January 6, 2025

LEGAL REF.: Code of Alabama, 16-12-1 16-12-2, 16-12-3.

ALSDE REF: ABD

A-3 SCHOOL ATTENDANCE AREAS

The Board shall instruct the Superintendent or his/her designated representatives to assure that all students attend the school or schools in that attendance zone within which said student(s) reside, unless otherwise mandated by federal or state statute.

School principals shall consult attendance maps as guides to student location relative to legal authorization to attend respective schools.

ADOPTED: January 6, 2025

LEGAL REF.: U.S. District Court for M.D., AL. Eastern Region, Civil Action No. 604-e, 2-3-70.

ALSDE REF: AD

A-4 SCHOOL YEAR, SCHOOL CALENDAR, EXTENDED SCHOOL YEAR

School Year

The school year shall meet the minimum standards set forth in The Code of Alabama and State Board of Education rules and regulations. The instructional year shall consist of at least 175 days of not less than six (6) hours (360 minutes) instructional time per day.

School Calendar

The Superintendent shall prepare, or cause to be prepared a yearly calendar for the school system. The calendar shall be reviewed and be subject to approval by the Board. The calendar shall include the dates of the beginning and ending of the school term, the number of days to be taught and dates of all holidays for students and staff. The Board has discretionary power to identify in the school calendar holidays to be observed during each school year, except those holidays specified and required by law.

Extended School Year

In order to meet the minimum requirements set forth in The Code of Alabama and State Board of Education rules and regulations governing the number of days schools shall be in session, the Board shall have the authority to extend the school year to meet said requirements.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-1-1; Marshall County Board of Education v. State ex rel. Williams, 42, So. 2d 24 (1949), The Code of Alabama, 16-1-30.

ALSDE REF: AE

A-4.1 SUMMER SESSIONS

Summer schools operated within the Anniston City School System shall have prior approval by the Superintendent.

Summer schools shall comply with regulations, policies and requirements of the State Department of Education and the Anniston City Board of Education.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-1-30.
ALSDE REF: AEBA

TABLE OF CONTENTS

B - SCHOOL BOARD OPERATIONS

B-1	Code of Ethics for School Board Members
B-2	Internal Organization
B-2.1	Duties of Board Members
B-2.2	New Member Orientation
B-2.3	Board Member Development Opportunities
B-2.4	Compensation
B-2.5	Board Committees
B-2.6	Board and Superintendent Relations
B-2.7	Board's Attorney
B-2.8	Chief School Financial Officer
B-2.9	Consultants
B-3	Board Meetings
B-3.1	Agendas
B-3.2	Rules of Order
B-3.3	Voting Method
B-3.4	Minutes of the Board
B-3.5	Public Participation
B-4	Policy Development
B-4.1	Administration in Policy Absence
B-4.2	Suspension of Policy
B-5	Memberships in School Boards Associations

B-1 CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

The Board adopts for its members the following Code of Ethics:

1. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
2. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
3. That the future welfare of the community, of this state and nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
4. That my fellow Board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
5. That legally the authority of the Board is derived from the state which ultimately controls the organization and operation of the school system and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
6. That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are free and strong.

In view of the foregoing consideration, it shall be my constant endeavor:

1. To devote time, thought, and study to the duties and responsibilities of a school board member so that I may render effective and creditable service.
2. To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.

3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; therefore, to abide by and uphold the final majority decision of the Board.
4. To remember at all times that as an individual I have no legal authority outside the meeting of the Board, and to conduct my relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.
5. To resist every temptation and outside pressure to use my position as a school board member to benefit either myself or any other individual or agency apart from the total interest of the school system.
6. To recognize that it is as important for the Board to understand and evaluate the education program of the schools as it is to plan for the business of school operation.
7. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the Superintendent and staff.
8. To welcome and encourage active cooperation by citizens, organizations and the media of communication in the system with respect to establishing policy on current school operation and proposed future developments.
9. To support my State School Board Association.
10. Finally, to strive step by step toward ideal conditions for most effective school board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-1-30.

ALSDE REF: BA

B-2 INTERNAL ORGANIZATION

The Board will elect from its members a chair and vice-chair at the first meeting after the board takes office and each year thereafter. The chair shall preside over meetings of the board and shall possess the same powers and duties as other members of the board.

The Chair shall call special meetings when such are required. He/She will sign, with the Superintendent, the minutes of the Board and other such official documents as prescribed by statute or the policies of the Board. The Chair shall perform such other duties as may be specified by the action of the Board or legal agency.

The Superintendent will serve as both the Board's chief executive officer and secretary. If the Superintendent's position is vacant, the Board may appoint one of its members to act as secretary until such time as the Superintendent's position is filled.

No motion or resolution shall be declared adopted without the concurrence of the majority of the whole Board.

ADOPTED: January 6, 2025

LEGAL REF.: Alabama Code, 16-11-5

ALSDE REF: BB

B-2.1 DUTIES OF BOARD MEMBERS

The duties and obligations of an individual Board member shall include, but not be limited to, the following:

1. To administer and supervise the public schools that are located within the City of Anniston.
2. To endeavor to attend all meetings.
3. To become familiar with the state school laws, State Department of Education and State Board of Education rules and regulations, Board policies, and school system rules and regulations.
4. To have a general knowledge of educational aims and objectives of the school system.
5. To vote and act in the Board meetings for the good of the total school system.
6. To work collaboratively and cooperatively with other Board members to achieve system goals.
7. To accept the will of the majority vote and give wholehearted support to the resulting policy or decision.
8. To represent the Board in such a way that promotes public interest and support.
9. To refer complaints to the proper school authorities and to abstain from individual counsel and action.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-11-9.

ALSDE REF: BBBA

B-2.2 NEW MEMBER ORIENTATION

The Superintendent will assist new Board members in becoming acquainted with their duties and responsibilities. Orientation will be provided for new Board members through activities such as these:

- They will be provided with a copy of the Board policies and regulations.
- They will be provided with current copies of school budgets and financial statements.
- They will be provided with pertinent information on topics such as school enrollment, personnel, buildings, instructional program, etc.
- The Superintendent will conduct comprehensive tours of the school system for new Board members.
- The Superintendent and experienced Board members will provide time to meet jointly with the new Board members for orientation purposes.

New Board members may participate in external boardsmanship training programs.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-11-9.
ALSDE REF: BBBB

B-2.3 BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Members of the Board are encouraged to visit local schools, to attend (at Board expense) local, state, and national conventions, conferences and workshops pertaining to educational improvement of Board members.

Professional publications and documents of the school system shall be made available to Board members for information and data pertaining to professional development.

Board members will participate in orientation and ongoing training provided by the Alabama Association of School Board to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations in accordance with the requirements of state law.

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

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-1-6.

ALSDE REF: BBBC

B-2.4 COMPENSATION

Board members may be compensated for their services and reimbursed for expenses incurred in the performance of their official duties as authorized by law.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-1-26.
ALSDE REF: BBBE

B-2.5 BOARD COMMITTEES

The Board may divide itself into standing or special committees for the purpose of more efficiently conducting Board business, but no recommendation or action of any committee will bind the Board without the affirmative vote of a majority of the whole Board.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-11-9.
ALSDE REF: BBC

B-2.6 BOARD AND SUPERINTENDENT RELATIONS

The Board 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 to 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 emergency situations which occur in the schools.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-12-3.

ALSDE REF: BBD

B-2.7 BOARD'S ATTORNEY

The Board may retain and utilize legal counsel at Board expense. The attorney for the Board shall be appointed by the Board after consulting with the Superintendent.

A Board member may ask legal counsel for an opinion on a legal issue affecting the Board or the school district, which will not require legal research or significant expenditure of funds. The Board member requesting any such opinion realizes that the opinion may be given to all Board members, since the Board attorney represents the total Board.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-11-9.
ALSDE REF: BBE

B-2.8 CHIEF SCHOOL FINANCIAL OFFICER

The Board shall, after consultation with the Superintendent, appoint a Chief School Financial Officer who shall be an employee of the Board. The Custodian of Funds shall be the Anniston City School official whom the Board designates as the person in charge of the financial affairs of the Board.

Upon appointment, this person shall be titled and referred to as Chief School Financial Officer for the Board of Education. For the faithful performance of this duty, he/she shall execute a bond, to be approved by the Board of Education, with the penalty to be fixed by the Board in accordance with statutory requirements. The premium on such bond shall be paid by the Board.

Any monies received and paid to the Chief School Financial Officer shall be deposited in the proper bank accounts and all payments from such funds shall be made by the designated depository or bank upon order or draft presented for payment and signed by the duly authorized signatories of the Board. The Board, through its designated Chief School Financial Officer, may invest funds in accordance with law and the policies of this Board.

The Chief School Financial Officer shall personally notify in writing, each Board Member and the local Superintendent of Education of any financial transaction which the Chief School Financial Officer deems to be non-routine, unusual, without legal authorization, or not in compliance with the fiscal management policies of the Board. The notification shall be recorded in the minutes of the Board by the Chairman of the local Board of Education.

ADOPTED: January 6, 2025
LEGAL REF: Ala. Code, §16-13A
ALSDE REF: BBF

B-2.9 CONSULTANTS

The Superintendent and/or Board may contract with consultants to assist the Board and its employees. The services of consultants may be secured without competitive bids. Terms of contract for consultants shall be negotiated by the Superintendent and/or Board.

All consultants must be approved by the Superintendent prior to the invitation and arrangement for visitation by such person or persons to the system.

ADOPTED: November 30, 2004

LEGAL REF.: The Code of Alabama, 16-1-30, 41-16-51.

ALSDE REF: BBG

B-3 BOARD MEETINGS

All meetings of the Board shall be open to the public. The Board, through the Superintendent, will provide public notification of all meetings.

The Board shall transact all legal business of the Board in official meetings. No member of the Board, nor any committee of the Board, shall have power to act in the name of the Board outside of legal Board meetings unless authorized by the Board as a whole.

The Board shall hold an annual meeting each year in November during which the Board shall rotate one of its members to serve as Chair and one as Vice-Chair for a period of one year.

The schedule for the regular meeting date, time, and/or place may be changed subject to consultation with Board members. Such schedule and changes shall be made known to the Board and to the public by the Superintendent.

The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community, but it is necessary that the Board not allow such matters to interfere with its diligent attention to the affairs of the school system.

Executive Sessions

The Board may vote to retire to executive session after convening a meeting in public. The purpose of an executive session is to discuss the good name and character of an individual(s) & /or pending litigation. Only members of the Board, the Superintendent and persons designated by the Board shall attend such sessions. All discussions shall be treated confidentially by all in attendance and no minutes shall be taken. If a formal vote on the disposition of a matter is necessary, said vote must be taken in an open meeting.

Special Meetings

Special meetings may be held whenever statutorily required, ordered by the Chair, at the written request of a majority of the Board, or by request of the

Superintendent, provided that adequate advance notice setting forth the purpose for which said special meeting is called is given to each member of the Board.

Work Sessions

Periodically, the Board may deem it necessary or desirable to convene work sessions. These meetings, along with regular ones, shall be open to the public.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-11-5.

ALSDE REF: BC

B-3.1 AGENDAS

The Superintendent shall prepare an agenda for adoption at meetings of the Board. Items of business may be suggested to the Superintendent by Board members, administrative staff, employees, school patrons or lay citizens of the school district for inclusion on the agenda. Agenda items proposed by school patrons and citizens shall be submitted in accordance with Policy BCBI.

The order of business shall be as follows:

1. Chair calls Board to order
2. Invocation
3. Hearing of individuals and groups who have come before the Board
4. Roll Call (members present and absent are noted by Secretary)
5. Approval of payment of bills and accounts
6. Personnel recommendations
7. Action items
8. Unfinished business
9. New business
10. Superintendent's reports
11. Set next meeting date
12. Adjournment

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 6-11-9.

ALSDE REF: BCBD

B-3.2 RULES OF ORDER

The most recently revised edition of *Robert's Rules of Order* shall govern the Board in its deliberations, except as may be otherwise provided by Board policy or state law.

Three members of the Board shall constitute a quorum for the transaction of business at Board meetings. A motion must have three or more votes, a majority of the entire Board, to be declared approved.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-11-5
ALSDE REF: BCBF

B-3.3 VOTING METHOD

There shall be no representation by proxy of any member of the Board at any time. All members present are authorized to speak on issues, offer and second motions, and vote. The voting method shall be determined by the Board, as appropriate, i.e., show of hands or voice.

Any member may request a roll call vote. A roll call vote may be taken at the discretion of the Chair.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-11-5
ALSDE REF: BCBG

B-3.4 MINUTES OF THE BOARD

An accurate written record of all action taken at each Board meeting shall be kept by the Superintendent or a person designated by him/her. A copy of the minutes shall be provided to each member prior to the next board meeting. Minutes will include a record of the board members who make and second each motion as well as the names of those voting for or against each action or the word "unanimous." Discussion will be noted but not recorded verbatim.

At the next regular Board meeting, the minutes shall be presented, corrections made if necessary, and shall be adopted by the Board. After the approval of minutes by the Board, they shall be copied in an official record book, signed by the Chair and Superintendent and shall be open to public inspection at the office of the Superintendent during regular business hours.

ADOPTED: January 6, 2025
LEGAL REF.: Alabama Code, 16-12-3.
ALSDE REF: BCBH

B-3.5 PUBLIC PARTICIPATION

The Board shall encourage citizen participation at meetings for the purpose of communicating matters of importance to the improvement of the school district.

The Board shall vest in the Chair or presiding officer of the Board full authority to terminate the remarks of any person when such remarks have as their objective a personal attack on any individual.

All delegations or individuals who wish to appear before the Board shall submit their request in writing to the Superintendent at least five (5) working days prior to the meeting date. All requests should include the following:

1. His or her name, address, and telephone number
2. A brief summary of the situation
3. Steps taken at local school level to resolve the problem, if applicable to the situation
4. Spokesperson

In those situations where requests for items to be placed on the Board agenda concerning complaints, the superintendent shall advise the person requesting the following:

1. The Board has instructed the superintendent to initiate resolution of complaints at the various levels at which complaints may originate.
2. The superintendent or designee shall meet with the complainant and/or those toward whom the complaint is directed if applicable.
3. The superintendent shall investigate or cause to be investigated any complaint concerning curriculum, fitness of school conditions, or similar complaint which is directed toward the system itself or a particular condition rather than toward personnel.
4. All personnel grievances shall be resolved according to the Anniston City Schools Grievance Procedure.

If a mutually acceptable resolution is not reached following the superintendent's investigation of the complaint and hearing all sides of any issue, he/she shall notify the complainant and the Board Chairperson. The item shall then be placed on the Board agenda.

The determination of proper inclusion of suggested agenda items received from such sources shall be made by the Superintendent subject to Board review. Board members should receive copies of the proposed agenda, plus any information or documentation that would assist them in making sound decisions on each agenda item at least two (2) days prior to the meeting. Some matters may require further review by the Superintendent prior to inclusion on the Board agenda.

The spokesperson shall adhere to the time allotments as specified by the Board Chair.

The Board Chair may, but shall not be obligated to, recognize any person who desires to address the Board unless they have been properly placed on the agenda for that meeting.

Items of business may not be suggested from the floor for discussion except at the discretion of the Chair or by a majority vote of the Board.

ADOPTED: January 6, 2025

LEGAL REF.: Code of Alabama, 16-8-9, 13A-14-2.

ALSDE REF: BCBI

B-4 POLICY DEVELOPMENT

Upon the written recommendation of the Superintendent, the Board shall formulate policies to guide the actions of those to whom it delegates authority; thus, policies become the official documents which govern the operation of the school district. Policies shall be recorded in writing and adopted by the Board at a public meeting. A policy recommended to the Board shall not be adopted until a subsequent meeting is held. Board action regarding policies shall be recorded in the minutes of the meetings and the adopted policies made a part of the official policy manual. Policies are to be distinguished from practices, procedures, rules, regulations and other standards which, however widely followed, have not been approved as official policy by the Board.

The Superintendent shall be authorized to submit written recommendations for proposed new policies and revisions of existing ones.

In the development process, the Superintendent or a designated policy writer may consult with teachers, principals, staff and other employees as well as parents and interested citizens for input into the proposed policies. Also, the Superintendent or his/her designee shall consult with a representative of the professional organization representing the majority of employees.

The Superintendent shall establish and maintain an orderly plan for disseminating board policies and administrative rules and regulations. Board policies and administrative rules and regulations should be made available to all employees of the school system, to members of the Board, to students of the school system, and to members of the community.

The Board may periodically direct a systematic review of all or part of its policies. As in the development process, the Superintendent may involve representative groups to assist with reviews. Selection of individuals to

participate shall be neither arbitrary nor discriminatory. All recommendations of the review committee(s) shall be forwarded to the Superintendent for study and possible modification before a recommended revision is made to the Board.

ADOPTED: January 6, 2025
LEGAL REF.: Code of Alabama, 16-1-30.
ALSDE REF: BD

B-4.1 ADMINISTRATION IN POLICY ABSENCE

The Superintendent shall have the power to act in cases where the Board has not provided policy statements to guide administrative action. It shall be the duty of the Superintendent to inform the Board of such action.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-12-3.
ALSDE REF: BDG

B-4.2 SUSPENSION OF POLICY

The Board may suspend policy by a majority vote of its members. However, policy recommended to the Board for suspension shall not be suspended until a subsequent meeting. This action will provide Board members with time to study the policy proposed for suspension and give interested parties an opportunity to react.

Temporary suspension may be granted by the Board in lieu of formal suspension.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-11-5
ALSDE REF: BDH

B-5 MEMBERSHIPS IN SCHOOL BOARDS ASSOCIATIONS

The Board should maintain membership in organizations such as the Alabama Association of School Boards. The Board recognizes that the best source of continuing insights into good boardmanship is provided through membership in these associations and encourages the individual Board members to participate as fully as possible in the activities of the associations. Authorization to include the required organizational dues and cost of travel to the meetings of these associations in the annual budget shall be considered automatic from year to year.

ADOPTED: January 6, 2025
LEGAL REF.: Alabama Code, 16-1-6.
ALSDE REF: BGA

TABLE OF CONTENTS

C - GENERAL SCHOOL ADMINISTRATION

C-1	Line and Staff Relations
C-2	Superintendent
C-3	Board-Superintendent Relations
C-4	Administrative Personnel
C-5	Administrative Compensation and Contracts
C-6	Administrative Code of Conduct
C-7	Administrative Accountability
C-8	Administrative Qualification and Duties
C-9	Administrative Hiring
C-10	Administrative Assignment
C-11	Administrative Probation
C-12	Administrative Evaluation
C-13	Administrative Promotion
C-14	Administrative Tenure
C-15	Administrative Separation
C-16	Administrative Resignation
C-17	Administrative Records
C-18	Administrative Reports
C-19	Data Governance

C-1 LINE AND STAFF RELATIONS

The Board is the policy-forming body of the 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 for enforcing the policies of the Board and interpreting, with assistance of Board counsel, all legal issues which pertain to the 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 the maintenance and development of the physical plants. The staff organization for effective operation of the school shall be planned by the Superintendent and submitted to the Board for approval. The Superintendent's authority in all areas shall be commensurate with responsibilities designated by law and by the Board.

The Superintendent shall be the chief executive officer and professional advisor to the Board and shall be directly responsible to the Board.

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 Senior Directors and 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 lessons and regulations in the performance of their classroom and other assigned duties.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-12-1, 16-12-3, 16-12-5, 16-11-9.

ALSDE REF: CC

C-2 SUPERINTENDENT

The Superintendent shall be the chief executive officer of the School District and shall have, under the direction of the Board, general supervision of all employees of the School District. The Superintendent is responsible for the management of the schools in accordance with Board policy and is accountable to the Board.

The Superintendent is authorized to develop and implement lawful and reasonable rules, regulations, operating procedures, administrative directives to comply with legal requirements or attainment of the objectives of Board policy.

The Superintendent shall possess the minimum qualifications mandated by state law and any others that the Board may require.

The Superintendent, at his/her discretion, may delegate to qualified administrative personnel the authority to discharge any duties imposed upon the Superintendent by these policies or by the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

Before assuming any of the duties of his/her office, the Superintendent shall give bond in an amount to be fixed by the State Superintendent of Education in a reputable surety company authorized to do business in Alabama, conditioned upon the faithful performance of the duties of his/her office and upon the accounting and paying over to the proper authority of all monies coming into his/her hands, such bond shall be approved by the State Superintendent of Education. A certified copy of the bond shall be placed on file in the office of the State Department of Education.

Compensation And Benefits

The salary of the Superintendent, additional benefits, vacation entitlement, and other leave shall be determined at the time of his/her appointment (or reappointment) and shall be part of his/her contract.

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 to other professional staff members.

The Board may authorize a monthly travel allowance for the Superintendent. In addition, all out-of-district travel and other reasonable expenses incurred in the performance of his/her duties shall be reimbursed by the Board.

Professional Development Opportunities

The Board requires that the Superintendent participate in educational activities that will foster professional growth and development including state and national association meetings. The Superintendent shall continually seek to keep abreast of new and innovative concepts and practices in the field of education.

Superintendent Consulting

The Superintendent shall devote his/her time to the supervision of the School System. He/She shall not be engaged in any other business. Only by prior agreement with the Board may the Superintendent undertake for remuneration consultative work, speaking engagements, or other professional obligations. Said prior agreement may be stipulated in the contract of employment between the Superintendent and Board, or may be decided by the parties as opportunities arise.

Evaluation Of The Superintendent

The Board shall implement a systematic program for evaluating the effectiveness of the Superintendent. The Superintendent's evaluation shall be in compliance with the rules and regulations of the State Board of Education.

Resignation of The Superintendent

The Board shall be responsible for receiving and approving the resignation of the Superintendent at such time as the action is appropriate. The Superintendent shall submit his/her resignation in written form to the Board at least forty-five (45) days prior to the effective resignation date unless otherwise agreed upon by the Board and Superintendent.

ADOPTED: January 6, 2025

LEGAL REF.: 16-12-3, 16-12-2, 16-12-1, 16-11-7, 16-11-9.

ALSDE REF: CE-CEL

C-3 BOARD-SUPERINTENDENT RELATIONS

The Board believes that the formulation and adoption of policies is the most important function of the Board and that the execution of the policies should 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 policy appraisal. The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines. The Superintendent shall keep the Board informed about individual school and/or school system operation.

The Board shall delegate to the Superintendent the function of specifying required actions and designing detailed arrangements under which the schools will be operated. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. The Board shall formulate and adopt administrative regulations only when required to do so by specific state laws, strong community attitudes, or in accordance with the needs of its staff.

The Superintendent shall notify Board members as promptly as possible of any happenings of an emergency nature in the school system.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-1-30, 16-12-3, 16-11-9.

C-4 ADMINISTRATIVE PERSONNEL

The Board shall, upon the written recommendation of the Superintendent, employ such administrative and supervisory personnel as needed to carry out the policies and regulations of the Board.

Before any new administrative or supervisory position is established, the Board must approve a job description for the position, as presented by the Superintendent, which specifies the job holder's qualifications, the job's performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The Board of Education shall recruit and employ administrative personnel without regard to race, color, disability, sex, religion, creed, national origin, immigrant status, homeless status, or age.

An administrative training program shall be established and maintained by the Superintendent. The purpose of such a program is to provide existing and potential supervisors/administrators opportunities to enhance their leadership and management skills.

ADOPTED: January 6, 2025

LEGAL REF: The Code of Alabama, 16-12-3, 16-12-15 to 16-12-20.

ALSDE REF: CGA-CGL

C-5 ADMINISTRATIVE COMPENSATION AND CONTRACTS

Before any new administrative or supervisory position is established, the Board must approve a job description for the position which specifies the qualifications and performance responsibilities of the position, and the method by which the performance of these responsibilities will be evaluated.

The Board authorizes the Superintendent to prepare or cause to be prepared salary schedules for all administrative and supervisory personnel employed by the school system. The salary schedules shall be presented to the Board for approval.

The Board shall enter into contractual agreements with all administrative and supervisory personnel in accordance with Alabama law and consistent with established Board policy.

The Board of Education shall recruit and employ administrative personnel without regard to race, color, disability, sex, religion, creed, national origin, immigrant status, homeless status, or age.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-12-20, 16-12-16, 16-12-17.

C-6 ADMINISTRATIVE CODE OF CONDUCT

The Board requires that all administrators and supervisors observe the minimum eight (8) hour work day, unless otherwise agreed upon by the employee and the Superintendent. Arrival and departure times shall be established by the Superintendent. Administrative and supervisory staff are expected to abide by the established working hours and schedules, including time beyond the normal work day.

Workloads for administrative and supervisory personnel shall consist of all duties and responsibilities outlined in respective job descriptions and all other duties that may be assigned by the Superintendent.

Administrative and supervisory staff shall conduct themselves in a professional manner which helps to project the school district in a favorable light with the public. They shall treat their colleagues, students and citizens with courtesy and respect and shall communicate a sincere desire to be of assistance.

Use of profanity, failure to properly execute assigned tasks, insubordination, and unauthorized absences are examples of behaviors that are unacceptable.

Administrative and supervisory staff should dress in a manner befitting a representative of the profession. Staff members are expected to set model examples for others.

Administrative and supervisory staff shall not engage in unlawful activities or those which violate Board policy. These include, but are not limited to, reporting to work under the influence of alcohol or any other psychoactive substance, use of tobacco on school property, possession of firearms or other weapons during work hours or on school district property or causing physical, mental, or emotional harm to another.

Staff members must submit to alcohol and drug testing if directed by the Board for reasonable cause. Selected employees must cooperate with the

testing program that is authorized in the Omnibus Transportation Employee Testing Act of 1991.

ADOPTED: January 6, 2025
LEGAL REF.: 16-1-30, 16-12-3.
ALSDE REF: CGPB

C-7 ADMINISTRATIVE ACCOUNTABILITY

Administrators are responsible for effectively implementing all policies set forth by the Board and the Alabama State Department of Education. This ensures that operations throughout the district remain consistent and uninterrupted. Failure to properly execute these policies in a timely manner may lead to disciplinary action, up to and including termination.

ADOPTED: January 6, 2025

C-8 ADMINISTRATIVE QUALIFICATIONS AND DUTIES

Pursuant to its supervisory and administrative powers over the school system, the Board shall have the inherent authority to establish the qualifications and duties of administrative personnel in accordance with statutory requirements.

The Board shall appoint, upon the written recommendation of the Superintendent, individuals who in the judgment of the Board, are necessary for the proper functioning of schools within the school system.

The Board requires that the Superintendent prepare or cause to be prepared job descriptions for all administrative and supervisory positions in the school system.

The Superintendent shall review and update the job descriptions as necessary.

It shall also be the responsibility of the Superintendent or his/her designee to familiarize said personnel with their duties and responsibilities as defined by job descriptions.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-1-30.

ALSDE REF: CGBB

C-9 ADMINISTRATIVE HIRING

The Board shall employ such professional, clerical, accounting and statistical assistants as are necessary to the proper functioning of the school system. Each individual must be certified by the State Board of Education, if certification is applicable, in the particular field and the particular job for which he/ she is hired. The employment of personnel shall be upon the written recommendation of the Superintendent.

The Board shall not discriminate on the basis of race, color, disability, sex, religion, creed, immigrant status, homeless status, or age in its employment practices.

ADOPTED: January 6, 2025

LEGAL REF: U.S. Const. Amend. XIV,1; 42 U.S.C. 2000E-1 TO 17, 20 U.S.C. 1681; 29 U.S.C. 794; 29 U.S.C. 621; The Code of Alabama 16-12-16, 16-12-20, 16-12-15, 16-12-19.

ALSDE REF: CGC, CGD

C-10 ADMINISTRATIVE ASSIGNMENT

The Board authorizes the Superintendent to assign all administrative personnel. No assignments or reassignments of personnel shall be made in violation of federal, state, or local judicial statutes.

ADOPTED: January 6, 2025
LEGAL REF.: Students First Act of 2012
ALSDE REF: GCE

C-11 ADMINISTRATIVE PROBATION

The Board requires administrative and supervisory personnel covered by the Students First Act to serve a probationary period of three (3) years following appointment to said administrative or supervisory position. Annual evaluations and follow-up conferences designed to increase the administrator's or supervisor's capacity for leadership shall be held during this period.

Certified administrative and supervisory personnel may achieve tenure in accordance with the Code of Alabama.

ADOPTED: October 19, 2004 REVISED:
January 29, 2018
LEGAL REF.: The Code of Alabama, 16-24B-3, 16-24C-42.

C-12 ADMINISTRATIVE EVALUATION

The Board delegates to the Superintendent the responsibility for evaluating all administrative and supervisory employees at least once per year. This evaluation process shall be based upon the job description for the position held by the person being evaluated. The evaluation process utilized shall be one with which the person being evaluated was made familiar at least six months prior to being evaluated.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-12-16.

C-13 ADMINISTRATIVE PROMOTION

The Board shall promote administrative personnel based upon the written recommendation of the Superintendent. Such recommendations and promotions shall not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, immigrant status, homeless status, or age.

ADOPTED: January 6, 2025

LEGAL REF: U.S. Const. Amend. XIV, 1; Code of Alabama 16-12-16.

C-14 ADMINISTRATIVE TENURE

Certified administrative and supervisory personnel may achieve tenure in accordance with the Students First Act.

ADOPTED: January 6, 2025

LEGAL REF: U.S. Const. Amend XIV, 1; Board of Regents VS Roth, 92 S. Ct. 2701 (1972); Perry vs Sindermann, 91 S. Ct. 2694 (1972). AL Code 16-24C-4.

ALSDE REF: CGK

C-15 ADMINISTRATIVE SEPARATION

The Board recognizes that regularly certified administrative and supervisory personnel of the school system may be terminated from employment in accordance with the provisions of Chapter 24 of The Code of Alabama. No persons shall be dismissed without the express written recommendation of the Superintendent.

ADOPTED: January 6, 2025

LEGAL REF: U.S. Const Amend. XIV, 1; The Code of Alabama 16-24c-5 and 6.

ALSDE REF: CGM

C-16 ADMINISTRATIVE RESIGNATION

The Board prohibits contract personnel from canceling contracts of employment during the school term or for a period of thirty (30) days prior to the beginning of the school term, unless such cancellation is mutually agreed upon by the employee and the Board. At any other time, such personnel may resign upon giving five days notice to the employing Board. Contract principals must abide by the terms of their employment contract regarding resignations.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-24C-11.
ALSDE REF: CGN

C-17 ADMINISTRATIVE RECORDS

The Board shall provide the office of the Superintendent with space and equipment for efficient administration of the schools of this school system.

All official records of the Board shall be stored in said location as shall all necessary records associated with school system operation. These shall include all microfilms, digital records, or prints made thereof in accordance with Alabama law, the State Board of Education, or other legal and/or regulatory agency.

The Superintendent shall keep such records as directed by the Board, state law, the State Board of Education, or other legal and/or regulatory agency.

School system records are public records and are available for inspection by any person at reasonable times during working hours. Certain school documents, however, e.g., pupil school health records, pupil report cards, supervisory reports on teachers, budget "worksheets," and personnel folders are in the category of privileged information and are not public records.

No copies of school system records shall be copied on school system equipment or duplicated at cost to the system unless it be for official school business. No official records are to leave the school or system premises unless it be for official school business.

There is no obligation to the school system to reproduce any records except for appropriate official agencies. Copies of school system records will be made at the expense of the requester, except when required by appropriate official agencies. The Superintendent is authorized to develop a schedule of reasonable fees for the request for copies of documents and records. Nothing in this policy creates or expands any entitlement to copies of records or access beyond that which is established by law or specific Board policy.

Any person may request review of such records at a mutually agreeable time with the office of the Superintendent and such time and place will be mutually stipulated during normal working hours.

The parents of any students who are or have been in attendance at a school within the system shall have the right to inspect and review educational records of their children. Written permission must be obtained from the parents for the release of any educational records except directory information to any individual or agency as outlined in federal law.

The administration of the school system shall maintain a record which will indicate all individuals or agencies that have made a request to see education records and the relationship or interest of the said party. This record shall be available only to parents or school officials responsible for such records, or parties authorized to audit operations of the system.

When a student has attained eighteen (18) years of age, the permission or consent required of and the rights accorded to the parent of the student shall thereafter only be required of and accorded to the student.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-12-1, 16-1-3, 16-1-4, 16-1-5, 20 U.S.C. 1232 (g-i).

C-18 ADMINISTRATIVE REPORTS

The Board requires that the Superintendent file with federal and state agencies all reports required by those agencies. Further, each principal, director, supervisor, or other administrator shall give careful consideration to all procedures related to reports, accounting and general business matters that are required for the administration of the school program and shall make accurate and prompt return on scheduled dates of all statistical, accounting, and other information as required by the Superintendent or his/her designees.

The Board shall investigate any report that inaccurate records are submitted or filed in the system. Intentional falsification of records or reports shall be a basis for dismissal by the Board.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-11-21, 16-11-22, 16-12-12, 16-12-14.

C-19 DATA GOVERNANCE

The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including external data requests, and third party data use). Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy.

Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.

The complete Data Governance Policy is available on the Anniston City Schools website.

ADOPTED: January 6, 2025

TABLE OF CONTENTS

D-FISCAL MANAGEMENT

D-1	Chief School Financial Officer
D-2.1	Annual Operating Budget
D-2.2	Budget Amendments
D-2.3	Fiscal Year
D-2.4	Encumbrances
D-2.5	Monthly Financial Reconciliation
D-3	Current Budget Debt Limitation
D-4.1	Bond Sales
D-4.2	Short Term Notes
D-4.3	Student Fees, Payments and Other Charges
D-4.4	Activity Admission and Concession Fees
D-4.5	Investment Earnings
D-4.6	Equipment and Supply Sales
D-4.7	Fundraising
D-4.8	Affiliated Organizations
D-4.9	Property Sales
D-5.1	Central Office Depository of Funds
D-5.2	Cash Management for Federal Funds
D-6	Bonded Employees
D-7.1	Accounting and Reporting

- D-7.2 Audits
- D-7.3 Inventories
- D-8.1 Expenditures of Funds
- D-8.2 Travel Policy
- D-8.3 Purchasing Preference
- D-8.4 Purchasing Authority
- D-8.5 Procurement Policy
- D-8.6 Competitive Bid Law
- D-8.7 Expenditures of Public Funds for Recognition
- D-8.8 Vendor Relations
- D-8.9 Invoice Payment Procedures
- D-9 Activity Fund Management
- D-10.1 Insurance - Buildings, Buses and Other Vehicles
- D-10.2 Use of Board Vehicles
- D-10.3 School Use Policy
- D-11 Local School Accounting and Reporting
- D-12 Worthless Checks
- D-13 Fund Balance Policy in Accordance with GASB Statement No. 54
- D-14 Child Nutrition Procurements
- D-15 Classroom Instructional Support
- D-16 Authority to Execute Contracts

D-1 CHIEF SCHOOL FINANCIAL OFFICER

The Board will appoint a Chief School Financial Officer to oversee the financial operations of the Board and to perform the duties of the position that are set forth in state law and regulations. The Chief School Financial Officer may also be referred to as the Chief School Finance Officer.

ADOPTED: January 6, 2025

LEGAL REF: The Code of Alabama, 16-13A-4

D-2.1 ANNUAL OPERATING BUDGET

The Board 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 or her staff.

The Board shall hold at least two open public hearings pertaining to its proposed annual budget. Copies of the proposed budget shall be provided to the public at each hearing on forms provided by the State Department of Education. The Board shall seek input from the public concerning the proposed budget and the allocation of resources. Each hearing shall be held at times convenient for the general public to attend. The Board Chair shall publicize the date and time of each hearing in the local media in advance of the hearing. In addition, notice of each hearing shall be posted in a conspicuous place at the offices of the local Board of education, the county courthouse, the main municipal building, and at each school.

The proposed budget shall reflect the total amount of resources available to the Board from all funding and revenue sources. The projected enrollment and the total proposed expenditure by the Board and for each school shall be available at the public hearings. The proposed budget shall clearly delineate the number of teachers, librarians, counselors, administrators, and other support personnel projected to be employed at each school. The proposed budget shall clearly list the operating costs by category or function at each school. The proposed budget shall 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. After at least two public hearings have been held, the Board and Superintendent shall cause a final budget to be developed consistent with the laws of this state, and shall make copies of the final budget available to the public upon request. Copies of the budget and other financial documents may be secured from the Superintendent at a cost not to exceed the cost of production of the document.

On or before October 1 of each year, or at a time determined by the State Superintendent, the Board of Education shall prepare and submit to the state Superintendent of Education the final annual budget adopted by the Board, which budget shall be prepared and submitted according to the classifications and items specified on forms provided and in accordance with the regulations of the State Board of Education.

Budgets will be "balanced" such that the Board, or Superintendent, shall not approve any budget for operation of the school for any fiscal year which shall show expenditures in excess of income estimated to be available by the various state and other officials, as required in Sections 16-13-141 and 16-13-142, plus any balances on hand, except under conditions set forth by the laws of the state governing the issuance of school warrants.

The Board of Education recognizes that the establishment and maintenance of adequate fund reserves is necessary to avoid disruption in

the educational programs in the schools. 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 12. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

ADOPTED: January 6, 2025

LEGAL REF: The Code of Alabama, 16-13-140, 16-13-142, §16-13A

ALSDE REF: DC

D-2.2 BUDGET AMENDMENTS

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

The Board authorizes the Superintendent to review and analyze the budget for needed changes and amendments during the fiscal year. 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 governments.

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 is required.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13-143 to 144.

ALSDE REF: DCI

D-2.3 FISCAL YEAR

The fiscal year for the school system is October first through September thirtieth.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13-1.

ALSDE REF: DCB

D-2.4 ENCUMBRANCES

The Board shall not encumber funds in excess of anticipated revenues plus any balances on hand, except as provided by the The Code of Alabama.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13-140, 16-13-144.

ALSDE REF: DCG

D-2.5 MONTHLY FINANCIAL RECONCILIATION

All financial records shall be reconciled at the central office with corresponding bank statements each month by the Chief School Financial Officer or designee. A financial report showing revenues, expenditures and balances shall be presented to the Board monthly. The monthly financial reports and annual budget shall be made available to the public on the local internet site.

All reconciliations and financial reports shall be signed by the person(s) preparing the reports and the Chief School Financial Officer or Superintendent.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13A-13

ALSDE REF: DCH

D-3 CURRENT BUDGET DEBT LIMITATION

Bonded Indebtedness

The Board 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 revenues from the ad valorem taxes pledged to retire such bonds.

Current Indebtedness

Tax proceeds which are not pledged to retire bonded indebtedness shall be used for current expenses. All funds borrowed for current expenses shall be repaid before the end of the fiscal year in which funds are borrowed.

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 the fiscal year.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13-70, 16-13-144, 16-13-145, 16-13-146, 16-13-140(c).

ALSDE REF: DE

D-4.1 BOND SALES

All proposed bond issues for the school system shall be recommended by the Superintendent and approved by the Board and the State Superintendent of Education prior to offer for sale. Bonds issued by the Board shall be in accordance with all applicable laws.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13-70 to 77, 16-13-90 to 109, 16-13-120 to 122.

ALSDE REF: DFD

D-4.2 SHORT TERM NOTES

In accordance with state law, the Board 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. Such loans shall be due and payable not later than the close of the current fiscal year or when the state makes its final appropriation. All such loans shall be recommended by the Superintendent and approved by the Board prior to negotiation and execution of the loan. Rates of interest on any loans shall not exceed the maximum allowed by law.

All notes or other evidence of indebtedness of the Board, unless specified otherwise by law, shall be signed by the Chairman of the Board and the Superintendent and shall be limited as prescribed by law.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13-145 to 146; Harman v. Alabama College, 235 Alabama 148, 177 So. 2d 747 (1937).

ALSDE REF: DFE

D-4.3 STUDENT FEES, PAYMENTS AND OTHER CHARGES

The Superintendent shall prepare a schedule of legally permissible student fees, fines, and charges for all schools in the system, including provisions for lost or damaged textbooks and/or electronic devices. The parent or guardian of the student shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of the textbook and/or electronic device.

No course fees of any kind shall be assessed to any student enrolled in grades K through six (6). At the secondary level, no fees shall be assessed for any courses required for graduation. Reasonable fees for non-required courses may be assessed at the secondary level, provided, however, that students unable to pay such fees shall be exempted therefrom.

The above shall not be construed to prohibit voluntary gifts, bequests or other monetary donations at any scholastic level.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-10-6; 16-13-13;16-11-26; 16-10-11;
Act 129 Fourth Special Session, 1975.

ALSDE REF: DFG

D-4.4 ACTIVITY ADMISSION AND CONCESSION FEES

The Board desires that activities for which a student's admission fee is charged be kept to a minimum. The admission charges shall be fixed at amounts permitting the maximum number of students to attend while covering the cost of providing such activities.

Concession sales at school activities shall be operated by the school, student groups, or parent groups as approved by the principal.

It is recommended that all income from school-operated activities and concession sales shall be deposited in the appropriate school account and shall be disbursed in accordance with Board policy and State Department of Education regulations. All such funds shall be subject to audit by the Board.

The Superintendent shall develop regulations for handling admissions and gate receipts.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-12-3

ALSDE REF: DFGA

D-4.5 INVESTMENT EARNINGS

The Board may authorize the Superintendent and Chief School Financial Officer to invest any surplus funds which it may have on hand in the manner prescribed by law and approved administrative guidelines.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13-140 through 16-13-147, §16-13A

ALSDE REF: DFL

D-4.6 EQUIPMENT AND SUPPLY SALES

The Board authorizes the Superintendent to grant permission for the operation of stores selling merchandise that is needed by students 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 required by State and local Board policies.

A subsidiary account, to include adequate profit loss data, shall be kept for school stores and be subject to audit. Profits derived from sales shall be used for general items supporting school programs. School stores shall not operate on a deficit basis.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-12-3.

ALSDE REF: DFM

D-4.7 FUNDRAISING

All fundraising activities in the name of the school or related to the school must be approved in writing by the principal and Superintendent. The principal is responsible for following procedures outlined by the Central Office to account for funds raised at the school.

The principal will submit required forms for approval by the Chief School Financial Officer and Superintendent prior to the fundraising activity occurring. Supporting documents must be submitted to the Central Office once the fundraiser is complete to confirm total receipts and disbursements.

Fundraising activities will be permitted on school or Board property only if the following criteria are satisfied:

- The activity will be held at a time and in a manner that will not be disruptive to the instructional program or school system functions
- The activity is intended to support a bona fide school program or activity that is consistent with the mission of the school system
- Adequate provision has been made for the security and accounting of funds
- Information regarding the scope, nature and purpose of the activity is provided upon request
- Appropriate arrangements have been made for any special activities to be held in conjunction with the fundraising event

Any property, money or other resources that are obtained by a Board employee through grants, fundraising, online giving or like means

for the benefit of the students becomes the property of Anniston City Schools and are subject to Board policies and procedures.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-12-3.

ALSDE REF: DFMA

D-4.8 AFFILIATED ORGANIZATIONS

School Sponsored Organizations

School sponsored student organizations will be subject to Board policies and procedures concerning fiscal management and will maintain organization funds in schools accounts. All books, records and official documents pertaining to the management of such organizations will be maintained at the local school and will be subject to examination and audit by the Board or the principal. The use of funds collected, generated or held by such organizations will be determined in accordance with the constitution, charter or by-laws of the organization, with oversight by the sponsor of the organization and subject to approval of the principal.

Booster Clubs, Parent-Teacher Associations and Affiliated Organizations

Other organizations that are affiliated with local schools are permitted to operate or raise funds on Board property or at Board sanctioned events only in conformity with Board and State Department of Education policies, procedures and standards concerning the fiscal management of such organizations. An affiliated organization must conduct an annual audit of its financial operations and make its books and financial records available to the Board for review or audit.

ADOPTED: January 6, 2025

D-4.9 PROPERTY SALES

Real Property

In the event certain real property is no longer needed for school purposes, the Superintendent may recommend to the Board that this property be declared as no longer needed for school purposes.

The Board shall certify to the State Superintendent of Education that it is to the benefit of the public school interest of the City of Anniston that the property be sold in accordance with Section 16-20-8, Code of Alabama.

Once the real property owned by the Board is declared by the Board to be no longer needed for school purposes, the Superintendent will be authorized to take appropriate action to dispose of such real property as outlined below:

- a. Obtain a real estate appraisal reflecting the fair market value.
- b. Advertise that such property is no longer needed for school purposes and invite a proposal.
- c. Follow the procedure in the manner prescribed by state law for the sale of surplus real estate.
- d. Upon receipt of the final bid, a recommendation will be made by the Superintendent for Board action.

Personal Property

The Board also may sell surplus personal property for an adequate consideration in the manner prescribed by law when such action is in the best interest of the school.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 41-4-33, 41-16-120, 16-20-8, Attorney General's Opinion V. 91 at 49 (1944), V. 142 at 18 through 21 (1971), No. 89-0035 (June 22, 1989).

ALSDE REF: DFN

D-5.1 CENTRAL OFFICE DEPOSITORY OF FUNDS

The Board requires that all funds of the Board, whether federal, state or local, be promptly deposited in banks designated as the depository of the Board and to the account only of the Board. Banks shall be located in the City of Anniston and shall be approved as a qualified public depository by the Security for AL Funds Enhancement (SAFE Program) administered by the AL State Treasurer.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-1-30, §16-13A

ALSDE REF: DG

D-5.2 CASH MANAGEMENT FOR FEDERAL FUNDS

Federal Funds subject to the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles and Audit Requirements – Part 200 (OMB Part 200) will be subject to the following policies:

The Board will minimize the time between the receipt of Federal funds from the United States Treasury, the Alabama Department of Education, or other pass-through entity, and the disbursement of the federal funds. Federal funds will only be requested to meet immediate cash needs as follows:

- Reimbursement not covered by prior receipts and;
- Anticipated disbursements that are generally fixed, such as monthly program salaries and benefits; or,
- Disbursements will be made within fifteen business days after receipt of funds.
- The Chief School Financial Officer will maintain financial records that account for the receipt, obligation, and expenditure of each Federal program fund.
- Cash balances for each Federal program fund and for the aggregate of all Federal program funds will be monitored daily by the Chief School Financial Officer or designee.

Board procedures to minimize the cash balances in Federal program funds are expected to prevent the aggregate cash balances of Federal program funds from earning \$500 or more for the fiscal year if maintained in interest-bearing accounts. The Federal program funds, with the exception of Child Nutrition Program funds, will not be maintained in an interest-bearing bank account if the Chief School Financial Officer determines that banking

requirements for minimum or average balances are so high that an interest-bearing account would not be feasible. Federal program funds will be maintained in insured checking accounts that are subject to the state requirements for public deposits under the SAFE program.

Determination of Allowable Costs

Before instituting a financial transaction that will require the expenditure of Federal funds, the Federal Program Director and the Chief Financial Officer or designee will determine that the proposed transaction meets the requirements for allowable costs for the Federal program.

Actions to determine allowable costs will assure that:

- The proposed expenditure is included in the Federal program budget;
- The proposed expenditure is reasonable and necessary for the Federal program;
- The proposed expenditure is consistent with procedures for financial transactions of the Board including:
 - Purchase order approval procedures
 - Contract review and approval procedures
 - Applicable competitive purchasing procedures
 - Documentation supports the allowability of transactions.

Before payments are made from Federal funds, the Federal program Director and the Chief Financial Officer or designee will determine that the Federal program expenditure complies with generally accepted accounting principles and complies with state, local,

and Federal laws, rules, and regulations. Any cost reduction or cash refund (rebates, discounts, etc.) related to the transaction will be credited to the Federal program.

ADOPTED: January 6, 2025
ALSDE REF: DGA

D-6 BONDED EMPLOYEES

In accordance with The Code of Alabama, the Superintendent and the Chief School Financial Officer must give bond in an amount fixed by the State Superintendent of Education by a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be placed on file with the State Department of Education and with the Probate Judge of the County.

The Board delegates to the Superintendent the responsibility to secure surety bonds, in an amount agreed upon by the Superintendent and the Board, for all employees of the school system who may be charged with the custody and/or responsibility for handling public school funds. School principals and local school secretaries shall be bonded for not less than \$5,000, the Superintendent for not less than \$100,000.00 and the Chief School Financial Officer for not less than \$100,000.00.

The Board shall be authorized to make payment from public funds for surety bonds.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13-8 to 9, 16-13A-12

ALSDE REF: DH

D-7.1 ACCOUNTING AND REPORTING

The Board 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 consistent with those of the State Board of Education, the Division of Administration and Finance of the State Department of Education and with the directives of the State Examiners of Public Accounts.

Accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for such a 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 District are consistent with generally accepted accounting standards and procedures.

Annual Financial Report

The Board shall publish annually in a public newspaper a complete statement of receipts and disbursements as well as a statement of outstanding funded and unfunded indebtedness of the School District for the twelve-month period ending the preceding September 30. This report shall be published during the month of October. Such statements shall be drafted on the forms as required by the State Superintendent of Education.

Within thirty (30) calendar days after receipt of each annual report/financial statement, the Board shall place for public inspection the annual report in its entirety.

1. One copy in the office of the Superintendent
2. One copy on reserve in each high school library under the jurisdiction of the Board
3. A minimum of one copy in the main public library within the city in which the Board is located

Within thirty (30) calendar days after receipt of each annual report/financial statement, the Board shall provide written notice of the availability of the annual report to:

1. Each local parent group
2. Each Chamber of Commerce in the geographic area served by the Board
3. All local news media

Annual Status Report

The Board shall provide information to the State Department of Education necessary for the Department to publish an annual status report.

Within thirty (30) calendar days after receipt from the State Department of the Annual Status Report on the condition of education in the school district, the Board shall place for public inspection the annual report in its entirety as follows:

1. One copy in the office of the Superintendent
2. One copy on reserve in each high school library under the jurisdiction of the Board of Education
3. A minimum of one copy in the main public library within the city in which the Board is located

Within thirty (30) calendar days after receipt of the annual status report, the Board shall provide written notice of the arrival and availability of the annual status report to:

1. Each local parent group
2. Each Chamber of Commerce in the geographic area served by the Board
3. All local news media

Accountability Reports

The Board shall submit data to the State Department of Education to be used to 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 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 to inform the public about safety and discipline in each school.

These reports shall be released to the media, presented to parent organizations, members of the Legislature who represent the area in which a particular school is located and the State Superintendent of Education.

ADOPTED: January 6, 2025

LEGAL REF: The Code of Alabama, 16-6B-7, 16-13A-6, 16-13A-7, 41-5-14, §16-13A

ALSDE REF: DI

D-7.2 AUDITS

Central Office Audits

Business and financial transactions of the Board and the records of Board financial accounts will be audited in accordance with state law and appropriate auditing and accounting standards. No audit shall fail to provide a comprehensive report on all accounts assigned for audit by the Board.

The Board will forward a copy to the State Superintendent of Education of every audit report issued to the Board.

Audits other than annual audits shall be performed as needed.

Local School Audits

Local school funds and accounts, except those accounts designated for local schools with records maintained in the Central Office, shall be audited annually by an auditor approved by the Board on the recommendation of the Superintendent.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13A-7

ALSDE REF: DIA

D-7.3 INVENTORIES

The Board requires that all fixed assets of the School District be inventoried and a perpetual inventory record be maintained in the Central Business Office. An inventory audit shall be completed no later than the end of each fiscal year and shall be comprehensive to assure that all fixed assets are properly accounted. A supplemental inventory of equipment items not classified as fixed or capital assets shall be maintained.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13A-1

ALSDE REF: DIA

D-8.1 EXPENDITURE OF FUNDS

Any and all funds of the school system, whether received from federal, state, local or other sources, shall be disbursed only after being accounted for through proper accounting procedures and approved for expenditure by the Superintendent and the Board.

Anniston City Schools shall adopt procedures relating to the expenditure of funds which do not require express Board approval prior to the expenditure. The Superintendent, subject to these policies and Board-approved budget limitations, may expend funds without prior approval of the Board.

Two signatures by duly authorized persons shall be required on all disbursement checks issued within the school system. Official authorization forms shall be on file at respective depositories of school funds.

All financial transactions of a local school shall be paid by check. No cash payments shall be made. All checks used will be prenumbered. Checks drawn on Board funds may be signed and processed by electronic means, under the direction of the Chief School Financial Officer or Superintendent.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama,16-13A-8.

ALSDE REF: DJ

D-8.2 TRAVEL POLICY

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by Board employees who are in travel status on official business of the Board. The Board's travel policy provides for reimbursement and payments for travel costs of employees paid for from Federal funds that is consistent with the travel costs for Board employees paid from state or local funds.

The Board may authorize certain personnel to receive reimbursement for travel expenses incurred in the performance of duties for Anniston City Schools at a rate set by the Board. Procedures and standards for submitting and documenting such expenditures may be developed by the Chief School Financial Officer. In addition, designated central office personnel will receive monthly travel allowances as determined by the Superintendent. Limits may be placed on the amount of authorized travel reimbursement.

All reimbursed travel outside the state must be approved in writing in advance by the Superintendent. Travel expense reimbursement for travel outside the county, other than mileage and per diem for meals, shall be made on actual cost basis.

The Board reserves the right to deny reimbursement for expenses that are not submitted within ninety (90) days.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-1-30.

ALSDE REF: DJD/DJDA

D-8.3 PURCHASING PREFERENCE

The Board will purchase locally provided products of equal quality when readily available from local suppliers at prices equal to other non-local vendors. 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.

The Board shall not be limited to making purchases within the City of Anniston or the State of Alabama when such local purchases do not meet the quality or competitive price of goods or services available from outside the City of Anniston or State of Alabama.

The preference may be given a local vendor having a place of business in the City of Anniston for the purchase of personal property, when a bid submitted by such resident bidder meets specifications and is no more than three percent (3%) greater than the bid of the lowest responsible bidder having a place of business outside of the City of Anniston.

ADOPTED: January 6, 2025

LEGAL REF.: Alabama Code, 41-16-50, 41-16-51, 41-16-57, Tin Man Roofing Co., INC. v. Birmingham Board of Education, 5336 So. 2nd. 138 (1989)
Opinion of the Attorney General, 9 No. 93-00192; May 28, 1993.

ALSDE REF: DJE

D-8.4 PURCHASING AUTHORITY

Purchases will be made in accordance with an approved purchase order system that will include such requirements and procedures as may be established by the Superintendent and Chief School Financial Officer. The Board will not be responsible for purchases made without a purchase order unless prior written approval is received from the Superintendent or Chief School Financial Officer.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 41-16-50, 41-16-51.

ALSDE REF: DJEA

D-8.5 PROCUREMENT POLICY

The Board will follow state laws for the procurement of property and services. The primary state procurement laws for Alabama school Boards are:

- Alabama Competitive Bid Laws (Chapter 13B of Title 16, Code of Alabama 1975);
- Joint Information Technology Purchasing Agreement (Chapter 13B of Title 16, Code of Alabama 1975); and,
- Public Works Law (Title 39, Code of Alabama 1975).

To the extent allowed by state laws, the Board will utilize state, local, regional, and national purchasing agreements where appropriate for the procurement or use of goods and services. All procurement transactions are subject to the Board's Conflict of Interest Policy and the procurement decisions of the Board will:

- Avoid acquisition of unnecessary or duplicative goods and services
- Use the most economical and efficient approach for acquisitions
- Award acquisition contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement
- Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources prior to awarding procurement contracts
- Maintain records sufficient to document the history of the procurement
- Conduct procurement transactions in a manner that provides full and open competition

Procurement transactions that are not subject to the state procurement laws, but exceed the aggregate amount of the federal

micro-purchase threshold, will be obtained by utilizing price or rate quotes from two or more qualified sources. State procurement laws include requirements that comply with the Uniform Administrative Requirements for procurement of property and services.

The Board will request proposals for professional service contracts (excluding architectural and engineering services) that are not subject to the state procurement laws. The Board will utilize a team of three or more qualified individuals to conduct a technical evaluation of proposals received and for selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals is in compliance with the Board's conflict of interest policy.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13B, Title 39

ALSDE REF: DJEB

D-8.6 COMPETITIVE BID LAW

Competitive bids should be secured on certain purchases over \$40,000. The Board shall endorse competitive bidding to ensure that the highest possible efficiency at lowest possible cost is achieved.

The Board directs that expenditures in excess of \$40,000 made for labor, services, work, the purchase or lease of materials, equipment, supplies or other personal property, with limited exception, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications. (Exception for professional services. Ex. Construction managers, attorneys, etc.)

The Board shall authorize advertisement of all proposed purchases in excess of the current legal base by posting notice on a bulletin Board maintained in the central office and in any other manner and for such length of time as may be needed; provided, that sealed bids shall also be solicited by sending notice by mail to all persons, firms, or corporations who have filed a request in writing that they be listed for solicitations on bids for such particular items as are set forth in such request. If any person, firm, or corporation whose name is listed fails to respond to solicitations, such listing may be called. If the purchase or contract involves an amount less than the current legal base, the purchases or contracts may be made upon the basis of sealed bids or in the open market. No purchase or contract involving an amount in excess of the current legal base shall be divided into

parts involving lesser amounts for the purpose of avoiding the requirements of this policy.

All bids shall be opened at the office of the Board. Bids may be referred by the Board to the Superintendent and staff for consideration. The Board shall then consider the recommendation of the Superintendent before making the final decision. The Board reserves the right to reject any or all bids. If all bids are rejected, the Board has the right to negotiate with the bidders or other vendors.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13B-39; 41-16-50 and 41-16-51; 41-16-20 to 32, 41-16-53 to 58.

ALSDE REF: DJEB/DJED

D-8.7 EXPENDITURE OF PUBLIC FUNDS FOR RECOGNITION

In order to promote excellence and recognize significant contributions to education, the Board may expend public funds for the purchase of trophies, plaques, academic banquets, and other appropriate honors to recognize special contributions by students, faculty, staff, and the public that strengthen public education in the City of Anniston and the State of Alabama.

ADOPTED: January 6, 2025

LEGAL REF.: Amendment No. 94, Constitution of Alabama of 1901.

ALSDE REF: DJEF

D-8.8 VENDOR RELATIONS

The school system shall strive to promote positive vendor relations through honest and fair business transactions. The Board and its employees shall always seek to secure quality services and products in the most economical manner. Board policy prohibits favoritism toward certain vendors.

No Board member or employee will accept gifts or gratuities, with the exception of gifts of minimal amounts, from any person, agency, or company doing or desiring to do business with the school system.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-12-1, 36-25-5(a) to 7.

ALSDE REF: DJEI

D-8.9 INVOICE PAYMENT PROCEDURES

All invoices to be paid from central office accounts will be submitted to the business office for payment. A schedule of payment shall be established.

Invoices must be approved by the Chief School Financial Officer and the Superintendent prior to payment.

All invoices must be signed by appropriate persons noting that all goods or services have been received before they can be paid.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-13A, 16-12-13

ALSDE REF: DJEJ

D-9 ACTIVITY FUND MANAGEMENT

All student activity funds shall be under the control of the local school principal. Such funds shall be accounted for in accordance with financial bookkeeping procedures approved for use by the school system as developed by the Chief School Financial Officer or Superintendent.

Expenditure of such funds shall be approved by the local school principal and activity sponsor and shall be expended only through a written check signed by appropriate school officials.

All funds of the school system shall be subject to periodic financial audits at the direction of the Superintendent and the Board.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-12-3, 16-6B-4.

ALSDE REF: DK

D-10.1 INSURANCE - BUILDINGS, BUSES AND OTHER VEHICLES

All buildings owned by the Board are to be insured by the State Insurance Fund. All school buses, cars and service vehicles owned by the Board are to be covered by liability insurance with a commercial company.

Driver education cars on loan to the Board by automobile dealers are to be insured for comprehensive collision damage with a reasonable deductible clause.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama,16-11-27.

ALSDE REF: DMA

D-10.2 USE OF BOARD VEHICLES

The Board may require certain employees who are on-call twenty-four (24) hours a day to respond to emergencies involving school buses and buildings to take their service vehicle home with them in order to readily respond to emergency calls for assistance related to their employment positions.

Assigned vehicles are to be used only for school related business travel and may not be used for personal purposes other than minor use such as a stop for lunch between business/work sites. This policy shall apply to any individual operating a vehicle owned or leased by the Board (including school vehicles).

When said vehicles are not being used for Board business, they will be kept at the school bus garage or assigned school sites during business hours or at the homes of employees to whom the vehicles are assigned during non-business hours.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama,16-1-30.

ALSDE REF: DMAA

D-10.3 SCHOOL USE POLICY

The Board authorizes the use of school facilities for educational, cultural, civic, and recreational purposes by groups that have historically provided meaningful assistance to educational programs and activities. The Board shall seek to provide such groups use of school facilities when it will not conflict with nor hinder the programs sponsored by the schools. The use of such facilities shall be in compliance with the following guidelines and procedures:

Limitations - The Board prohibits the use of school facilities for the following purposes:

1. Promulgating any theory or doctrine contrary to the laws of the United States or any political subdivision thereof.
2. Any activity that violates the standards of good morals, manners, or customs subscribed to by the citizens of the community.
3. Dances other than those sponsored by the schools.
4. Gambling, raffles, lotteries, or games of chance.

Restrictions - The use of school facilities by outside groups shall be based on the following conditions:

1. No organization shall be eligible to use school facilities unless the majority of its membership lives in the county, except school sponsored activities.
2. The right of the school to operate concessions at any event held in or on school property shall be reserved to the school where such facility use occurs.
3. A fee shall be established for use by non-school groups.
4. A school employee(s) shall be employed by non-school groups to open and close buildings and operate school equipment such as cafeteria, heating, lighting, etc.

Eligibility - Use of school facilities shall be based on the following determination: Groups such as PTAs, athletic boosters, band boosters, study groups, school sponsored scouting activities, etc. shall be eligible to use school facilities at no cost, except when custodial help is required or additional utility costs are incurred.

Application Procedures - The Superintendent shall, in consultation with principals, establish administrative procedures to allow appropriate use of school facilities.

Services Provided - The school system shall be responsible for providing the following services for fees paid:

- School system employees shall be responsible for unlocking, locking, operating lights, heating and ventilating equipment, lunchroom equipment and supervising the facility while in use. The costs for such services are included in the fees charged.
- School system employees are not expected to assume any direct responsibility for crowd control or general control. Groups and organizations using school facilities are to assume responsibility for employing adequate police and crowd control personnel.
- Overtime custodial and administrative charges will be assessed for facility use during evening or non-school hours.

Property Damages - Groups and organizations using school facilities shall be financially responsible for any damages to school property during such use. Any group or organization that fails to compensate for damages shall be denied all further use of school facilities.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-1-30.

ALSDE REF: DMB

D-11 LOCAL SCHOOL ACCOUNTING AND REPORTING

All local school financial accounting and reporting systems must be approved by the Board prior to their use. The Board desires to keep the different types of financial accounting and reporting systems used by the local schools to an absolute minimum in order to facilitate some consistency throughout the school system. All accounting and reporting systems utilized in the schools of the school system must be approved by the State Department of Education.

The Board has approved for use in the schools of the school system the Uniform Accounting System for Local Schools in Alabama, Revised. The Superintendent or designee shall be responsible for preparing, updating and disseminating a school system manual outlining the operating procedures of the Uniform Accounting and Reporting System for Local Schools. Copies of the manual and appropriate forms shall be distributed to all school principals.

The principal shall be responsible for the proper administration of all business affairs at the local school. He/she shall be directly responsible for the conduct of local school financial activities in accordance with all pertinent laws, policies, rules, regulations and procedures.

Annually, local school accounts shall be audited by a certified public accountant recommended by the Superintendent and approved by the Board.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-12-3 State Department of Education
Bulletin 32, 1982.

ALSDE REF: DN

D-12 WORTHLESS CHECKS

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. An uncollected check is considered a bad debt. Bad debts are not an allowable expenditure for any state, federal or public local funds. Therefore, the following policy must be implemented and enforced in each local school:

1. The local principal or other school administrator must exercise due diligence in the acceptance of checks and in the collection of NSF checks. A list of individuals who have submitted bad checks should be maintained in order to prevent the receipt of any further checks from those individuals. Uncollected NSF checks may not be simply written off. The local school or school system must take necessary actions to collect the check amount and must document those actions and procedures.
2. A NSF check fee shall be charged to the check writer for all returned checks whether collected or not. The fees collected will be utilized to cover any expenses incurred in collecting checks and in covering the face value of any uncollected checks. The collected NSF check fees will be maintained in a non-public local school fund. If a check is determined not to be collectable, this non-public fund can then be utilized to transfer funds to the appropriate state, federal or public funds to cover the amount of the NSF check. The non-public fund must not be restricted or designated for any other purpose such as for a club or other fundraising purpose.
3. Uncollected NSF checks will be turned over to the Worthless Check Unit of the Calhoun County District Attorney's Office pursuant to its policies and procedures.

ADOPTED: January 6, 2025

LEGAL REF: State Department of Education memo dated February 25, 2002;
Worthless Check Unit of the Clarke, Choctaw, & Washington
County District Attorney's Office.

ALSDE REF: DP

D-13 FUND BALANCE POLICY IN ACCORDANCE WITH GASB STATEMENT NO. 54

Governmental Funds Definitions

The following definitions will be used in reporting activity in governmental funds. The Board may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

1. The General Fund is used to account for and report all financial resources not accounted for and reported in another fund.
2. 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.
3. 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.
4. Capital Project 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

Fund balances will be reported in governmental funds under the following five categories using the definitions provided by GASB Statement No. 54:

1. 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 intact. 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.
2. 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.
3. 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.
4. 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 Financial Officer to make a determination of the assigned amounts of fund balances. Such assignments may not exceed in any particular fund. Assigned fund balances require the same level of authority to remove the constraint.

5. 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.

Priority

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.

Review and Reporting

The Board of Education along with the Superintendent and Chief School Financial Officer will periodically review all restricted, committed, and assigned fund balances. The Chief School Financial Officer will prepare and submit an annual report of all restricted, committed and assigned funds for the Board of Education.

ADOPTED: January 6, 2025

ALSDE REF: DQ

D-14 CHILD NUTRITION PROCUREMENTS

The Superintendent may enter into a written agreement with the Child Nutrition Program at the State Department of Education in order to procure food and other food related products and services. The Board will comply with applicable state and federal laws and regulations governing participation in the child nutrition program.

Charged meals are not considered an allowable expense. All uncollected charges will be the responsibility of the school where the charge was made. Any charge balances must be paid to the Child Nutrition Program at the end of the school year using non-public funds.

ADOPTED: January 6, 2025

LEGAL REF: Alabama Administrative Code, 290-080-030-.01

D-15 CLASSROOM INSTRUCTIONAL SUPPORT

The Chief School Financial Officer and Superintendent shall develop procedures by which state allotments for classroom instructional support are made available for use by classroom instructors for the purposes authorized by statute and corresponding state regulations.

ADOPTED: January 6, 2025

LEGAL REF: The Code of Alabama, 16-1-8.1(b)(7)

D-16 AUTHORITY TO EXECUTE CONTRACTS

General Authority

The president of the Board, or, in the absence of the president, the vice-president will have authority to execute contracts on behalf of the Board upon approval of the contract by the Board. The Board may also authorize the Superintendent to execute contracts on behalf of the Board as its chief executive officer.

Limitation on Authority to Bind the Board

Principals and other administrators do not have the authority to enter into agreements with third parties. All binding contracts must be signed by the Board president or Superintendent.

ADOPTED: January 6, 2025

TABLE OF CONTENTS

E - PERSONNEL

E-1	Equal Opportunity Employment
E-2	Nepotism and Supervising Family Members
E-3	Employee Grievance
E-4	Disabilities
E-5	Staff Protection
E-6	Anti-Harassment/Sexual Harassment
E-7	Confidentiality
E-8	Solicitations
E-9	Gifts
E-10	Political Activity / Displays
E-11	Personnel Records
E-12	Application for Employment
E-13	Job Vacancies
E-14	Job Descriptions
E-15	Pay and Payroll Deductions
E-15.1	Non-Teaching Supplemental Duties
E-15.2	Supplements Funded by Booster Organizations
E-15.3	Minimum Wage and Overtime
E-15.4	Payroll Deductions
E-15.5	Unauthorized Payments
E-16	Freedom of Expression

E-17	Tobacco Use
E-18	Possession of Firearms and Weapons
E-19	Drug Free Workplace
E-20	Drug and Alcohol Testing Preface
E-21	Use of School System-Owned Equipment and Materials
E-22	Personnel Salary and Contracts
E-23	Code of Conduct for School System Personnel
E-24	Employee Qualifications
E-25	Recruitment of Personnel
E-26	Employment of New Personnel
E-27	Supervision of Personnel
E-28	Salary Supplements to Certified Personnel By Approved Organizations
E-29	Institute Day
E-30	Computer/Internet Acceptable-Use
E-31	Employee Use of Social Media
E-32	Probation of Personnel
E-33	Personnel Evaluation
E-34	Promotion
E-35	Transfer of Personnel
E-36	Suspension for Disciplinary Purposes
E-37	Cancellation of Contract
E-38	Reduction in Force

E-39	Resignation
E-40	Reemployment of Certified Staff
E-41	Retirement System
E-42	Health Examinations
E-43	Time Schedules and Work Loads
E-44	Fair Labor Standards Act Requirements
E-45	Employee Leave
E-45.1	Sick Leave
E-45.2	Personal Leave
E-45.3	Professional Leave
E-45.4	Military Leave
E-45.5	Jury Leave
E-45.6	Maternity Leave
E-45.7	Vacation Leave
E-45.8	Leaves of Absence
E-46	Family and Medical Leave Act
E-47	Substitutes
E-48	Sick Leave Bank
E-49	Job Related Injury
E-50	Conflict of Interest
E-51	Professional Development
E-52	Administrative Leave
E-53	Searches (Personnel)
E-54	Personnel Duties and Requirements

E-55

Truth In Salary Policy

E-56

Whistleblower Protections

E-1 EQUAL OPPORTUNITY EMPLOYMENT

The Board is an equal opportunity employer. No person shall, on the basis of race, color, disability, sex, religion, creed, national origin, immigrant status, homeless status, or age, be denied the benefits of or be subjected to discrimination in regard to recruitment, employment, retention, promotion, transfer, or dismissal in any education program or activity which is under the jurisdiction of the Board.

The Board authorizes the Superintendent to develop written procedures that comply with the regulation of Title IX of the Education Amendment of 1972, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The Superintendent is authorized and directed to implement such rules, regulations, procedures, and directives as necessary and appropriate to implement and enforce this policy and any law prohibiting discrimination in the workplace, including the designation of one or more complaint/grievance investigators, officials, or coordinators, the development of complaint or grievance procedures for responding to allegations of unlawful discrimination, the provision of training or dissemination of instructional materials and advisories to appropriate staff members, and the administration of corrective or remedial action in response to violations of the law and of this policy.

ADOPTED: January 6, 2025

LEGAL REF: Civil Rights Act, 1964, as amended; Title IX, Education Amendment, 1972; Americans with Disabilities Act of 1990.

ALSDE REF: GAAA

E-2 NEPOTISM AND SUPERVISING FAMILY MEMBERS

No supervisor or principal shall have a member of his/her immediate family working directly under his/her supervision. Immediate family is defined as husband, wife, partner, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, grandson, and granddaughter.

Board members, administrators, or supervisors may not use their positions to directly or indirectly seek or secure the employment of any family member as defined in the Alabama Ethics Law.

Employment decisions and relationships that violate any provision of Alabama law, including state ethics and nepotism laws, are prohibited. The Superintendent is authorized to take action to identify and correct violations of the policy in a manner consistent with applicable law.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30, 16-22-15.1

ALSDE REF: GAC

E-3 EMPLOYEE GRIEVANCE

I. Definition and Scope

The purpose of this Policy is to provide for a prompt and equitable resolution of disputes. Each level of the grievance procedure shall be observed and used in the normal order of proper channels. If the time limits specified in each level of the procedure are not met, the grievance shall be considered waived unless the employee can show extenuating or mitigating circumstances that resulted in a failure to act within the time limits specified.

This policy does not apply to special factual or legal circumstances, including but not limited to, sexual harassment, review of personnel matters under the Students First Act, "due process" hearings provided under the Individuals with Disabilities Act, etc. In such instances, the specific statute or policy-based process is the applicable procedure. This policy may not be used to challenge adverse personnel decisions that have received final Board approval.

II. Definitions

- A. "Grievance" is defined as an injury, injustice, or wrong that potentially gives ground for a complaint based on an alleged misapplication of Board policies, regulations, or procedures, violation of an established legal right, or occurrence of an illegal act. The alleged action must affect the grievant personally and directly.
- B. "Immediate supervisor" is defined as the employee closest in hierarchy to and possessing administrative authority to direct the activities of the employee. Employees should follow the ACS Organizational Chart and their chain of command.
- C. "Days" are defined as business days.

III. Employee Grievance Procedure

LEVEL ONE (Informal Procedures): The employee must first discuss his/her grievance with the immediate supervisor within three (3) working days of the date of the last occurrence with the objective of resolving the matter informally. The immediate supervisor is designated by following the chain of command outlined in the ACS Organizational Chart.

The aggrieved person and their principal/supervisor shall discuss the grievance with a view toward arriving at a mutually satisfactory resolution. The employee may appear at the informal conference either alone or be accompanied by a mutually acceptable person with the principal/supervisor being accorded the same privilege.

Failure on the part of the employee to appeal from one level to the next within three (3) working days shall be deemed an acceptance of the decision rendered at the previous level, and the decision rendered at the previous level becomes final and binding.

LEVEL TWO (Formal Procedure): If as a result of the discussion between the employee and principal/supervisor, the matter is not resolved to the satisfaction of the employee, the employee, within three (3) working days of the date of the meeting with the principal/supervisor, shall set forth his/her grievance in writing, using the Grievance Report (Attached).

The principal/supervisor shall communicate in writing his/her decision to the employee within ten (10) working days of receipt of the written grievance. If the grievance is pursued beyond this level, the written record shall be forwarded to the next level of procedure by the employee.

LEVEL THREE (Formal Procedure): If the employee is not satisfied with disposition of his/her grievance at Level Two, he/she may within three (3)

working days of receipt of the principal/supervisor's written decision present his/her grievance to the Superintendent. The Superintendent will appoint no less than three (3) district employees to join him/her to form the Hearing Committee.

The Hearing Committee will review the written record and convene an informal hearing, no later than fifteen (15) working days after the filing of the grievance, at which both the employee and the administrator responsible for the disputed action may present testimony and documents relevant to the grievance. Witnesses may be presented and cross examined. Detailed minutes of the hearing will be made and kept; a copy of the minutes will be made available to each party. Within ten (10) working days of the hearing, the Superintendent will provide a written copy of the Hearing Committee's determination to both parties and the principal/supervisor.

LEVEL FOUR (Formal Procedure): In the event the employee is not satisfied with the disposition of his/her grievance at Level Three, he/she may request a hearing before the Board of Education. The request shall be made in writing and include copies of the original complaint, the minutes of the hearing before the Hearing Committee and the written determination of the Hearing Committee. The request for a hearing before the Board must be made within three (3) working days of the receipt of the decision by the Hearing Committee. The request for a hearing before the Board shall be submitted to the Superintendent.

The Board shall convene a hearing within fifteen (15) calendar days of receipt of the request at which time the parties may present additional testimony and argument. The employee may be accompanied by his/her lawyer at this hearing. The employee shall be given a written decision by the Board within ten (10) working days of the Board's hearing.

Failure on the part of the Board to respond within ten (10) working days shall be acceptance of the decision rendered by the Hearing Committee.

LEVEL FIVE (Formal Procedures): In the event the employee is not satisfied with the disposition of the grievance by the Board, he/she may file a complaint with the appropriate authorities as provided by law or seek recourse through a state or federal court system.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-12-3; 16-11-9; Pickering v. Board of Education, 88 S.Ct. 1731 (1968); Givhan v. Western Line Consolidated School 99 S. Ct. (1979).

ALSDE REF: GAE

E-4 DISABILITIES

The Americans with Disabilities Act of 1990 (ADA) provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” The Board directs the Superintendent to develop written procedures to hear and respond to ADA complaints.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-12-3; 16-11-9.

ALSDE REF: GAEA

**NOTICE AS REQUIRED UNDER TITLE VII OF THE
CIVIL RIGHTS ACT OF 1964, AS AMENDED**

This NOTICE to all employees of Anniston City Schools is being posted as part of the remedy agreed to pursuant to a Conciliation Agreement between Anniston City Schools and the U.S. Equal Employment Opportunity Commission ("EEOC").

It is the policy of Anniston City Schools to offer employment opportunities to all qualified employees and applicants, regardless of race, sex, color, religion, national origin, age, or disability. There will be no intentional discrimination in violation of the provisions of Title VII of the Civil Rights Act of 1964, as amended ("Title VII"), the Americans with Disabilities Act of 1990 ("ADA"), the Age Discrimination in Employment Act of 1967, as amended ("ADEA"), the Genetic Information Nondiscrimination Act of 2008 ("GINA") or the Equal Pay Act of 1963("EPA").

We wish to emphasize that it is our fundamental policy to provide equal opportunity in all areas of employment practices. All employees shall be free to exercise their rights under this policy.

No employee will experience retaliation because he or she opposed any practice made unlawful under the laws enforced by the EEOC, or has filed charges, testified, assisted or participated in any manner in any Civil Rights Act investigation, proceeding, hearing or lawsuit.

Employees have the right, and are encouraged to exercise the right, to report allegations of employment discrimination in the workplace. While reporting is not a requirement, any employee may do so by notifying any Supervisory/Management official. Any report of such an allegation will be thoroughly investigated, with appropriate sanctions taken against any person(s) found to have engaged in inappropriate conduct.

Employees may, either alternatively or in addition to reporting such an allegation to management, contact the EEOC, or any Federal or State compliance agency, for the purposes of filing a charge of employment discrimination.

The address and telephone number of the nearest office of the EEOC is:

**U.S. Equal Employment Opportunity Commission
Ridge Park Place
1130 22nd Street, South; Suite 2000
Birmingham, Alabama 35205
(205) 212-2100 or (800) 669-4000**

DO NOT REMOVE THIS NOTICE

This NOTICE shall remain in effect until _____, 24 months from the effective date of the Conciliation Agreement entered into by Anniston City Schools and the U.S. Equal Employment Opportunity Commission.

SIGNED _____ day of _____, _____.

Signature of Respondent/Representative

E-5 STAFF PROTECTION

Any employee who is threatened with harm is to immediately notify his/her principal or supervisor.

ADOPTED: January 6, 2025
LEGAL REF: **The Code of Alabama**, 16-12-3.
ALSDE REF: GAEB

E-6 ANTI-HARASSMENT/SEXUAL HARASSMENT

Harassment, including sexual harassment of employees or students by employees, is contrary to basic standards of conduct, is unlawful, and will not be permitted. The Board is committed to providing an environment that is free of unlawful harassment, including sexual harassment, and will utilize available measures to deter such conduct. A notice of this policy will be posted to ensure that non-employees (vendors, contractors, salespersons, etc.) on Board premises are made aware of the intent of this policy. This policy applies to harassment that occurs not only on Board premises but at any function where Board sponsored activities occur. Employees shall not engage in conduct constituting any form of harassment.

Any employee who has been a victim of harassment should notify his/her supervisor immediately. If their immediate supervisor is the subject of the complaint, the employee should follow their chain of command and notify their Central Office supervisor. Reports will be kept confidential to the greatest extent possible. However, complete confidentiality cannot be guaranteed. The Board shall investigate all allegations of harassment and take appropriate action against employees who engage in any form of harassment. Sanctions against employees for violation of this policy may include verbal or written warning, transfer, suspension, or termination of employment.

The Board directs the Superintendent to develop written procedures for handling matters involving harassment.

ADOPTED: January 6, 2025

LEGAL REF: Title VI Civil Rights Act of 1964, Title IX of Education Amendments of 1972.

ALSDE REF: GAF

E-7 CONFIDENTIALITY

Employees should refrain from discussing confidential school issues, other employees, students, or student records in such a manner as to breach the confidentiality and/or endanger the effectiveness of the teaching/learning process. Employees may not use or disclose confidential information gained through Board employment for their personal gain or for the benefit of a third party.

ADOPTED: January 6, 2025

LEGAL REF: Pickering v. Board of Education of Township High School District 205, 88 S.C.T. 1731 391 U.S. 563, 20L.ED.2D811 (1968).

ALSDE REF: GAH

E-8 SOLICITATIONS

Employees, students, or any other persons shall not solicit or sell goods or services on school property except as may be approved in writing by the Superintendent or designee. The Board directs the Superintendent to develop written procedures regarding solicitations. All charity or fund-raising campaigns shall be on a voluntary basis by employees.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30; 16-11-9; 36-25-1(9).

ALSDE REF: GAIA

E-9 GIFTS

Students, parents, and others should be discouraged from routinely presenting gifts to school employees. However, staff members may accept gifts from their own students and other staff members or present gifts to students and other staff members on special occasions provided the gifts are not elaborate or expensive. Public school funds may never be used to purchase gifts. Staff members shall not accept gifts from outside agencies or individuals that are a result of or a precondition to business transactions between the school system and said agency or individual. Staff members may accept small tokens that are given as part of the advertising strategy of the individuals or agencies.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30.

ALSDE REF: GAJ

E-10 POLITICAL ACTIVITY/DISPLAYS

No partisan political activity shall be permitted by any school employee at any time during regular school hours. Partisan political materials may not be distributed on school system property by school system personnel or candidates and/or their representatives during the regular school day or distributed at school system sponsored events by school system personnel if they have assigned responsibilities at that event. Partisan political material may not be displayed on school system property.

Employees may not represent their political beliefs or positions on political matters to be those of the Board or other Board officials, or to imply that their political activities or positions are endorsed by the Board.

Political candidates and their representatives cannot address student groups without the advance approval of the Superintendent.

ADOPTED: January 6, 2025

LEGAL REF: The Code of Alabama, 17-1-17; Attorney General's Opinion July 28, 1994.

ALSDE REF: GAJD

E-11 PERSONNEL RECORDS

Information about faculty and staff is required for the daily administration of Anniston City Schools, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board, state, and federal educational reporting requirements. The Anniston City Schools Board of Education authorizes and directs the Superintendent to develop and implement procedures necessary to establish a comprehensive and efficient system of personnel records maintenance and control which meet the requirements of state, federal, local laws and under the guidelines which follow. Personnel file data may be stored or maintained electronically or digitally.

Contents

A personnel file will be accurately maintained in the central office for each present and former employee. These files will contain applications for employment, references, and records relative to compensation, payroll deductions, evaluations, educational records and certificates, and other such records as may be considered pertinent to the purposes of this policy as cited above.

Maintenance

The Coordinator of Human Resources will have the overall responsibility for maintaining and preserving the confidentiality of the files. The Coordinator of Human Resources may designate a records manager for personnel files to perform the duties of records management and granting or denying access to records on the basis of these guidelines and procedures established by the Superintendent.

Access

A staff member may have access to his/her own personnel file at all reasonable times (i.e., during regular office hours), except that access will not be granted to confidential information provided as a basis for hiring and promotions. The right of access includes the right to make written objections to any information contained in the file. Any written objection must be signed by the employee, and by providing a copy to the appropriate executive authority the objection will become part of the employee's file.

Evaluation File

No complaint, commendation, suggestion, or evaluation may be placed in the evaluation file unless it meets the following requirements:

- The comment is signed by the person making the complaint, commendation, suggestion, or evaluation.
- The Superintendent or employee's supervisor or other school official has provided a copy of the complaint, commendation, suggestion, or evaluation to the employee.
- The employee may offer a denial or explanation of the complaint, commendation, suggestion, or evaluation, and any such denial or explanation will become a part of the personnel file.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-22-14.

ALSDE REF: GAK, GAKB

E-12 APPLICATION FOR EMPLOYMENT

Application forms must be designed to gather only information permitted by various laws. In every case, applicants must specify the type of position for which they are applying (example: elementary teacher, principal, supervisor, bus driver etc.).

All certified and support applicants seeking employment with the school system must complete an approved application. Applications for employment shall be kept active for one year.

Applicants and staff members are responsible for providing all credentials required for employment purposes. Applications for employment will not be considered complete until all required information and credentials are provided by the applicant. Any misrepresentation or falsification on an employment application may disqualify the applicant from consideration and may subject an employee to adverse employment action, including termination.

The Board shall not be obligated to pay for securing an applicant's or staff member's employment credentials or for any type of examination, either educational or physical, that may be considered as a requirement for employment or for any group or class of employees.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30; 16-8-38; 16-9-27.

ALSDE REF: GBC, GBD

E-13 JOB VACANCIES

Vacancies occurring in new or existing certified or support positions shall be made known to employees of the school system. Position notifications are emailed to each employee through the school system network. Positions are also posted on the school system's website, which is accessible to the general public. The notice shall be filed digitally and include, but not be limited to, the following:

- Job description and title
- Essential functions including job qualifications, duties, responsibilities, and required knowledge, skills and abilities
- Salary schedule or salary range
- Information on where to submit an application
- Information on any deadline for applying
- Any other relevant information

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. Any person who believes he/she possesses the qualifications for an advertised vacancy may apply.

It shall be the policy of the Board to employ personnel based upon the intent of the Equal Opportunity Employment policy file E-1 under this cover. In keeping with the intent of said policy, job vacancies in the school system may be publicized to persons outside the school system.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-22-15; The Americans with Disabilities Act of 1990.

ALSDE REF: GAKA, CGBB, CGC

E-14 JOB DESCRIPTIONS

It shall be the responsibility of the Superintendent or designee to develop and maintain a comprehensive list of job descriptions for all certified and support positions within the school system. The Superintendent or designee shall periodically review and update all job descriptions.

Before any new position is established, the Board must approve a job description for the position, as presented by the Superintendent. Job descriptions must contain the qualifications, duties, responsibilities, and required knowledge, skills and abilities for the position.

ADOPTED: January 6, 2025
LEGAL REF: **The Code of Alabama**, 16-1-30.
ALSDE REF: GAKD, CGBB

E-15 EMPLOYEE COMPENSATION AND PAYROLL DEDUCTIONS

Employees may expect compensation for their service by check or direct deposit on the last day of each calendar month. Should the last calendar day fall on a holiday, Saturday or Sunday, compensation shall be made on the last business day of the month. Any deviation from this schedule must be approved by the Board and Superintendent.

Employees are expected to fulfill the work requirements of the position held for the full term of their appointment. A pro rata contract payoff will be calculated for mid-year resignations or terminations. Compensation may be withheld pending the employee's timely, accurate, and complete submission of all required records, data, reports and return of all Board and district property.

For late hires, compensation will be adjusted to reflect the number of days actually worked and paid in equal monthly payments over the remaining months of their contract year.

Employees will be compensated at rates of pay that are approved by the Board. The salary and compensation rates will be included in a schedule to be developed and adopted by the Board in accordance with state law. No employee is entitled to compensation except for work performed in accordance with an approved contract and the terms of appointment. Employees may receive supplements or other additional compensation when specifically approved by the Board. All compensation must be approved by the Board, regardless of the source of funding.

E-15.1 NON-TEACHING SUPPLEMENTAL DUTIES

Supplemental compensation may be paid for non instructional supplemental duties established in the Board approved salary schedule. These supplemental duties are approved annually or as the needs of the school require. Supplemental duties are not part of a teaching contract or appointment and are not eligible for tenure.

E-15.2 SUPPLEMENTS FUNDED BY BOOSTER ORGANIZATIONS

School related booster organizations may fund local supplements for individual employees if the Board approves such payments and the following conditions are satisfied:

- The payment is approved by the booster organization at a regular meeting.
- Sufficient funds are on hand to provide the supplemental payment and cover benefits, expenses and other payroll costs.
- The funds and letter of authorization is sent to the Board no later than the payroll cutoff date for the month payment is to be made.
- Payments are accepted by the employee with the understanding that they are not part of the employment contract, salary schedule or legal obligation of the Board, and that the Board has no continuing obligation to maintain supplemental payments funded by a booster club.
- Payments are subject to any payroll deductions required by law.

E-15.3 MINIMUM WAGE AND OVERTIME

In compliance with the Fair Labor Standards Act (FLSA), the Board will pay required minimum hourly wages and overtime to all employees who are not exempted employees as defined under FLSA. For purposes of defining overtime, the work week begins at 12:01am on Saturday and ends at midnight on the following Friday. All non-exempt employees that work more than forty (40) hours in a work week will be paid overtime. Non-exempt employees must receive prior authorization from their supervisor or the Superintendent before any overtime work can be performed.

E-15.4 PAYROLL DEDUCTIONS

The Board will make salary deductions which are considered statutory, including federal income tax, state income tax, social security, medicare, taxes, retirement, etc. in accordance with applicable laws and regulations. The Board directs the Superintendent to establish procedures and guidelines for payroll deductions.

E-15.5 UNAUTHORIZED PAYMENTS

Upon discovery of any unauthorized or erroneous payment to an employee, the Board will attempt to notify the employee and reach agreement regarding the amount and terms of repayment. The Board will attempt to arrange a reasonable schedule of repayment to avoid undue hardship to the employee.

The Board reserves the right to require repayment of any outstanding indebtedness as a condition to reemployment of any former employee.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30, 16-22-6, 16-22-8, 16-22-10, 16-22-13, 16-22-17.

ALSDE REF: GBA, GAL

E-16 FREEDOM OF EXPRESSION

All employees shall be free to express their points of view in an orderly manner in keeping with the democratic ideals of the United States Constitution. All employees shall have the freedom to exercise the right of free speech and to protest the deprivation thereof, through proper channels, providing that such protection does not interfere with the educational program of the school system or result in harm to other individuals. All employees shall have the responsibility to grant the same rights and responsibilities to other individuals, to develop tolerance for the viewpoints or opinions of others, and to recognize the right of other individuals to form or hold different points of view.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30; U.S. Constitution.

E-17 TOBACCO USE

In accordance with the mission of the Anniston City Board of Education to promote the welfare of the young people entrusted to its care, the Board acknowledges the harmful effects of cigarettes, e-cigarettes, or any tobacco products both to the smoker and to those around him/her. Smoking and the use of tobacco products or e-cigarettes are prohibited in all Anniston City Board of Education buildings, on school buses, in school vehicles, and on the grounds of all facilities at any time including the locations of extended day, enrichment, and extracurricular activities. Employees who violate this policy are subject to disciplinary action.

ADOPTED: October 24, 2024

LEGAL REF: **Alabama Administrative Code** 290-3-1-02;

The Code of Alabama, 16-12-13.

E-18 POSSESSION OF FIREARMS AND WEAPONS

No individual except a system resource officer or law enforcement official shall be permitted to have a firearm or other weapon, or any dangerous instrument intended to inflict harm, on his/her person or in a private vehicle while on school property. Violators shall be subject to action of the Board and/or law enforcement officials. Personnel who violate this policy shall be subject to reprimand, dismissal and/or prosecution by the Board and/or law enforcement officials.

ADOPTED: October 24, 2024

LEGAL REF: **The Code of Alabama**, 16-1-24.1; 16-1-30; 1702, Gun-Free School Zone Act of 1990, 18 U.S. Code, 921.

E-19 DRUG-FREE WORKPLACE

Drug use at the workplace is of immediate concern in our society. From a safety perspective, the users of drugs may endanger the well-being of all employees and the public at large and cause damage to school system property. The Board does not differentiate between drug users and drug distributors or sellers. Therefore, it is the policy of the Board that employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of a controlled substance in the school system's workplace, while on Board property, or while attending a Board sponsored event. Employees violating this policy are subject to disciplinary action, up to and including termination. Specifics of this policy follow.

The term "controlled substance" means any drug listed in 21 U.S.C., 812, and other federal regulations. Generally, they are drugs with high potential for abuse. They include, but are not limited to, alcohol, heroin, marijuana, cocaine and its derivative, "crack," phencyclidine (PCP), and methamphetamines. They also include "legal drugs" which are not prescribed to the individual by a licensed physician.

As a condition of employment, each employee is required by law to inform the Superintendent within five days after he or she is convicted for violation of any federal or state criminal drug statute. A conviction means a finding of guilt (including a plea of **nolo contendere**) or the imposition of a sentence by a judge or a jury in any federal or state court.

The Superintendent must notify the State Department of Education within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.

If any employee is convicted of violating any criminal drug statute while in the workplace, he/she will be subject to discipline up to and including termination. Alternatively, the school system may require the employee to

successfully finish a drug abuse program sponsored by an approved private or governmental institution at no expense to the school system.

ADOPTED: January 6, 2025

LEGAL REF: Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, Federal Register, Jan. 31, 1989; **The Code of Alabama, 16-1-24.1.**

E-20 DRUG AND ALCOHOL TESTING

The Board requires that all employees report to work without any alcohol or illegal or mind altering substances in their systems. No employee shall report for work or remain on duty requiring the operation of a motor vehicle, other hazardous equipment or performing job duties in a hazardous environment when the employee has consumed or is affected by alcohol or any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform in a safe manner. No employee shall use alcohol while on duty. Further, outside conduct of a substance abuse-related nature which affects an employee's work, the School System's relationship with the government or reflects badly on the School System is prohibited.

Employees should inform their supervisor when they are legitimately taking medication which may affect their ability to work, in order to avoid creating safety problems and violating the Drug and Alcohol Policy.

This policy will meet the requirements of 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991, as amended.

In order to enforce these rules, the Board reserves the right to require all employees (defined as all employees subject to the Omnibus Transportation Employee Testing Act of 1991 and any employee who operates a system vehicle) to submit, at any time an employee is on duty, to drug tests to determine the presence of prohibited substances.

Pursuant to Board policy and regulations, applicant testing may be required. All current employees may be required to undergo testing at scheduled physical examinations, and/or where the Board has a reasonable suspicion to believe an employee has violated its Alcohol and Drug Policy, and/or on a random basis without advance notice. Employees are also required to report all injury or damage related accidents involving Board property or

personnel or during Board-related activities and may be required to submit to alcohol screening within two (2) hours and to drug screening within thirty-two (32) hours of a reportable accident. Employees who return to work following rehabilitation will be required to undergo return to duty/follow up testing in addition to the general Board requirements.

Violation of these rules, including testing positive, will subject the employee to discipline, including termination. Refusal to cooperate with the Board in any test investigation will result in discipline, including termination.

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the Board through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in the following:

- As directed by the specific, written consent of the employee authorizing release of the information to an identified person.
- To a subsequent employer upon receipt of a written request from a covered employee as expressly authorized by the terms of the employee's written request.
- To a covered employee decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual.
- To the Secretary of Transportation, any DOT agency with regulatory authority, state agency with authority over the employer and other agencies including, but not limited to unemployment compensation or other proceeding relating to a benefit sought by the employee.

The Superintendent is authorized to oversee the Board's testing program, develop guidelines, implement training programs, and take further action as required by federal and state law.

ADOPTED: January 6, 2025

LEGAL REF: Omnibus Transportation Employee Testing Act of 1993, Federal Register/Volume 59. no. 31. February 1994. **The Code of Alabama**, 16-1-30

E-21 USE OF SCHOOL SYSTEM-OWNED EQUIPMENT AND MATERIALS

All equipment and materials owned by, leased by, or purchased in the name of the School System shall be used exclusively for school system purposes. 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.

Under no circumstances are School System employees authorized to take equipment shown on the Fixed Asset Inventory List away from their work sites/classrooms for personal use. An employee's supervisor or the Superintendent may approve an employee to use School System property away from their work site. With proper approval, the employee may use such equipment for professional use away from the work site/classroom, but the equipment must be checked out by serial number or other appropriate identification and returned to the work site/classroom in a timely manner. Under no circumstances shall an employee lend, rent, or lease School System-owned equipment to a nonemployee or use such equipment for personal gain.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-12-13, 16-1-30.

E-22 PERSONNEL SALARY AND CONTRACTS

Salary Schedules

The Superintendent shall prepare salary schedules for all permanent certified and support personnel employed by the school system. The salary schedules shall be presented to the Board for review and approval annually.

The salaries of all personnel, regardless of work year, will be divided into twelve (12) equal payments. The salary for any employee that begins work after the start of the contract year will be calculated based on the number of working days and is divided equally over the remaining pay periods.

Contracts for Full-Time Certified Personnel

Contract periods for certified personnel will conform to the following schedule:

- Nine Month Personnel work period shall encompass (187) work days or state mandated requirements.
- Ten Month Personnel work period shall encompass (202) work days. Based upon the needs of the school system, the Superintendent of Education shall be authorized to establish alternate work periods for ten month personnel.
- Eleven Month Personnel work period shall encompass (222) work days. Based upon the needs of the school system, the Superintendent of Education shall be authorized to establish alternate work periods for eleven month personnel.
- Twelve Month Personnel work period shall encompass (240) work days and normally shall begin on July 1 and end on June 30 of the succeeding year. The work period generally coincides with the annual school calendar as set by the Board. This category of personnel shall be considered available and on call. Based upon the needs of the school system, the Superintendent of Education shall be authorized to establish alternate work periods for twelve month personnel.

Contracts for Part-Time Personnel

The school system, upon issuing written contracts to part-time temporary personnel, shall insure that the following terms are specified:

- The date the contract begins
- The date the contract ends
- That only those fringe benefits required by law shall be paid by the Board
- The rate of pay

Other

The Board shall adhere to the Students First Act related to resignations, terminations, and non-renewals of contracts for certified and support personnel.

The Board may offer new employees the option of being paid over 13 checks during their first year of employment.

The daily work schedule and hours for all non-certified personnel shall be recommended by the principal/supervisor to the Superintendent for his/her approval.

Employment shall not commence until **all** forms required by the Board are properly processed.

The Board shall establish all district calendars and holiday schedules.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30, 16-13-51, 16-13-147, 16-13-196, 16-24C-5 and 6, 36-26-100 through 36-26-108.

ALSDE REF: GBA

E-23 CODE OF CONDUCT FOR SCHOOL SYSTEM PERSONNEL

In order to provide quality educational programs and a safe school environment in the respective schools of the school system, all employees of the Board are expected to abide by all federal and state laws, all state Board of Education policies, all local ordinances, all local Board policies, and the employee handbook. Failure to comply with the above noted expectations may result in disciplinary actions.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30, 16-12-13.

E-24 EMPLOYEE QUALIFICATIONS

The Board authorizes the Superintendent to follow the system's highly qualified plan to ensure that all employees meet state and federal requirements.

A teacher must fulfill the continuing education requirements set forth by the Board during his/her term of employment.

A teacher who has completed the certification process but has not received the certificate may be employed pending verification of certification from the State Department of Education.

It is the responsibility of certified personnel to maintain up to date credentials. Failure to maintain current professional certification of licensure may result in a change in employment and/or salary status or termination.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-3-16, 16-23-1, 16-23-2, 16-23-3, 16-12-16, 16-11-17, 16-23-9, 16-23-5, 16-1-30, Harrah Independent School District V. Martin, 99 S. Ct. 1062 (1979); No Child Left Behind Act of 2001.

ALSDE REF: GBBA

E-25 RECRUITMENT OF PERSONNEL

The Board's goal is to employ the best qualified personnel for positions without regard to race, color, disability, sex, religion, creed, national origin, immigrant status, homeless status or age.

The Board authorizes the Superintendent to establish and maintain a plan for actively recruiting personnel for employment. The employment of personnel shall be upon the written recommendation of the Superintendent.

The Board shall employ such professional, clerical, accounting and statistical assistants as are necessary to the proper functioning of the school system. Each individual must be certified by the State Board of Education, if certification is applicable, in the particular field and the particular job for which he/ she is hired.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-12-15 to 20 ; Civil Rights Act of 1964;
Title VI, and amendments.

ALSDE REF: GBC

E-26 EMPLOYMENT OF NEW PERSONNEL

The Superintendent shall make all employment recommendations to the Board. It shall be the responsibility of the Superintendent to ensure that all candidates for employment meet all federal and state legal requirements, State Board of Education rules and regulations, and local Board policies.

The Board shall have the inherent authority to establish the qualifications and duties of district personnel in accordance with statutory requirements. The Board shall make the final decisions to employ personnel, based upon the written recommendation of the Superintendent, individuals who are necessary for the proper functioning of schools within the school system.

The applicants deemed best qualified for employment, without regard to any form of external pressure, shall be recommended.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-4-9, 16-12-16, 16-12-18 to 20

ALSDE REFL: GBD

E-27 SUPERVISION OF PERSONNEL

Upon employment, all personnel shall be assigned duties and responsibilities in accordance with job descriptions. In all cases, the employees shall be placed under the direct supervision of an immediate supervisor who will familiarize the employees with their duties and responsibilities as defined by job descriptions.

Employees shall be directly responsible to their immediate supervisor and should initiate complaints, grievances, requests etc. through that supervisor. Employees are required to perform the duties and responsibilities that are assigned to them by the Board, the Superintendent, or their supervisor(s). Such duties and assignments may extend beyond or outside the instructional day and may include off-campus functions, events, and activities.

ADOPTED: January 6, 2025
LEGAL REF: **The Code of Alabama**, 16-1-30.

E-28 SALARY SUPPLEMENTS TO CERTIFIED PERSONNEL BY APPROVED ORGANIZATIONS

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:

- A. Teachers, coaches, band directors and other certificated employees of Anniston City 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 Anniston City Schools under this policy.

- B. 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. The organization proposing to pay the supplement is a qualified, school-affiliated organization as required under this provision;
 2. The employee is employed under a contract authorizing receipt of such supplements;
 3. 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.

C. 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 Anniston City 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.

ADOPTED: January 6, 2025

E-29 INSTITUTE DAY

Institute day is a part of the school term for which professional personnel are paid, and their attendance is required. Failure to attend Institute may result in forfeiture of contract for professional employees, and such persons shall not be eligible for employment for a period of six months following the date of such absence unless excused from attendance by the Superintendent.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-12-10, 16-1-30, 16-23-7 to 11.

ALSDE REF: GBF

E-30 COMPUTER/INTERNET ACCEPTABLE-USE

The Board authorizes the Superintendent to develop a computer/Internet acceptable-use procedure for personnel.

Employees who violate any Board policy, procedure, rule or regulation regarding technology use may be denied use of the Board's technology resources and may be subject to disciplinary action. All technology resources, including network and internet resources, email, computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such.

All Anniston City Schools social media accounts and social media networking tools are to be maintained and used professionally at all times.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-12-3.

E-31 EMPLOYEE USE OF SOCIAL MEDIA

When participating in social media activities, even off duty and off premises, such activities must not violate any Board policies or otherwise interfere with the employee's or co-workers' job performance. The Board expects all employees to exercise professionalism and good judgment in all social media activities. Furthermore, social media activities must comply with all applicable laws and regulations regarding including, but not limited to, anti-discrimination, anti-harassment, copyright, trademark, defamation, employee privacy, the Family Educational Rights and Privacy Act, the Individuals with Disabilities in Education Act, the Health Insurance Portability and Accountability Act, bullying, securities, and any other applicable laws.

All employees shall be subject to disciplinary action if their conduct relating to use of social media violates this policy or other applicable board policy, statutory or regulatory provisions governing employee conduct or the protection of student record information; it impairs the staff member's job performance or the job performance of other employees; it negatively impacts the district's students; or it otherwise reflects poorly on the district's image or reputation.

Any violation of this social networking policy (or of any Board policies or procedures as a result of social media activities) may result in corrective action, up to and including termination. The superintendent is responsible for recommending social media guidelines for approval by the Board.

ADOPTED: January 6, 2025

E-32 PROBATION OF PERSONNEL

In accordance with the Students First Act, the probationary period for a teacher, administrator, supervisor, or support employee shall be three (3) consecutive years of service as an employee in the school district. Upon re-employment in the same school district for the succeeding year, the employee shall attain tenure.

During probationary months, the employee's performance must be evaluated. During the probationary period, the Board, upon the written recommendation of the Superintendent, may terminate the employee in accordance with the Students First Act.

The employee shall be deemed to have served a complete school year when the employee's employment was effective prior to October 1 of the school year and the employee completed the school year.

The terms of employment for principals shall be according to their contracts.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-24C-4, 36-26-101.

ALSDE REF: GBG

E-33 PERSONNEL EVALUATION

Administrative Personnel

The Board adheres to procedures in evaluating administrators in conjunction and compliance with the Leadership Effectiveness program.

Other Certified Personnel

The formative evaluation of classroom teachers, resource teachers, instructional specialists, psychometrists, speech-language pathologists, librarians, counselors, and special education teachers shall be done in accordance with the Teaching Effectiveness program. The summative evaluation of all teachers shall be ongoing and include classroom observation, review of teacher lesson plans, and adherence to Board policies.

Support Personnel

Non-certified employees will be evaluated in accordance with criteria and procedures developed by the Superintendent. The evaluation of support personnel shall be the responsibility of the immediate supervisor. This process shall be carried out within the school system in a systematic, uniform and professional manner.

Other Personnel

Substitutes or temporary employees, or employees appointed to supplemental positions may not be formally evaluated for those roles.

Special Situations

Employees who serve in positions of special trust may be evaluated in accordance with applicable regulation or as agreed to in the employment contract.

Employee evaluations are intended to enhance the overall quality of the instructional program and may be considered in making employment decisions. The Board grants the Superintendent the authority to develop a district evaluation plan for evaluating all employees at least once per year. This evaluation process shall be based upon the job description for the position held by the person being evaluated.

ADOPTED: January 6, 2025

LEGAL REF: State Board Resolution I-1-f, **The Code of Alabama**, 16-1-30, 16-12-3, 36-26-10.

ALSDE REF: GBH

E-34 PROMOTION

The Board shall promote administrative personnel based upon the written recommendation of the Superintendent. As a general policy, promotions within the system are desirable. However, as in all school matters, the guiding principle remains the welfare of the students. Because of this, a hard and fast rule of appointments from present staff cannot be made. When other factors which have bearing on student welfare are equal, experience becomes a factor to be considered in assignments. However, experience alone does not justify the assignment of persons to positions for which they do not possess the best qualifications available.

Promotion of support personnel shall be based upon proven qualifications to execute the duties associated with respective positions. The selection of personnel for promotion shall, thus, be completely devoid of any discriminatory, arbitrary or similarly unreasonable criteria.

All staff positions are created with the intent to activate a sufficient number of positions to accomplish the school system's goals and objectives. All new positions shall be approved by the Board.

Selection of the candidate (or candidates) to be promoted shall be based upon criteria contained in policy coded E-1.

ADOPTED: January 6, 2025

LEGAL REF: Singleton v. Jackson Municipal Separate School District, 419 F. 2d 1211 (5th Cr., 1969), Civil Rights Act of 1871, U.S.C. 42, Sect. 1983; Civil Right Act of 1964 as amended; Title IX, Education Amendments, 1972.

E-35 TRANSFER OF PERSONNEL

Certified Employees

Transfer of certified personnel will be done according to the procedures outlined in the Students First Act.

Support Employees

Transfer and reassignment of support employees will be in accordance with the Students First Act.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-24C-7.

ALSDE REF: GBM

E-36 SUSPENSION FOR DISCIPLINARY PURPOSES

Certified Employees

Suspension of certified employees will be done according to the procedures outlined in the Students First Act.

Support Employees

Suspension of support employees will be in accordance with the Students First Act.

ADOPTED: January 6, 2025
LEGAL REF: **The Code of Alabama**, 16-24C-6.
ALSDE REF: GBMA

E-37 CANCELLATION OF CONTRACT

The Board may cancel the employment contract of any certified employee only in accordance with the Students First Act. Cancellation of an employment contract of a teacher on tenure status may be made for incompetence, insubordination, neglect of duty, immorality, justifiable decrease in the number of teaching positions, failure to perform duties in a satisfactory manner or any good and just cause; but cancellation may not be made for political or personal reasons.

A probationary or non probationary support employee whose service is to be terminated by the Board shall be done in accordance with the procedures outlined in the Students First Act. Termination may be based upon incompetence, insubordination, neglect of duty, immorality, justifiable decrease in the number of positions, failure to perform duties in a satisfactory manner or any good and just cause; but termination may not be for political or personal reasons.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-24C-5 and 6

ALSDE REF: GBN

E-38 REDUCTION IN FORCE

I. Definition and Scope

- A. This policy applies to reductions-in-force that are implemented by “layoffs” as contemplated by Ala. Code §16-1-33 (1975).
- B. A reduction-in-force may be declared by the 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 workforce (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board’s financial, legal, or operational obligations.
- C. A “layoff” within the meaning of this policy is a separation from employment with the Board of Education. However, employees who are laid off under authority of this policy are eligible for recall to employment as conditionally provided in this policy. 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. Criteria for Implementing Layoffs

- A. 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 Anniston City Board of Education’s Policy Manual. The Board of Education has discretion to identify areas, departments, groupings, or classifications for reductions (layoffs). For example, the Board is not required to justify by objective criteria or otherwise a decision to implement layoffs in non-instructional categories or employees before doing so with instructional staff.

- B. The criterion or criteria on which the layoffs are to be based shall be announced or otherwise made known by the Board to employees affected by the layoff no later than the date notice of the layoff is provided to the employees.
- C. "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. For purposes of this policy, 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
 - Written or otherwise documented performance evaluations that can be fairly, accurately, and objectively compared to other similarly situated employees for the purpose of ordering or ranking, provided that such evaluations predate the RIF announcement or declaration by not less than thirty (30) days

III. Recall

- A. 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:

- The nature of the position and qualifications therefore have not materially changed
 - The laid-off employee remains properly qualified, licensed, or certified
 - The laid-off employee confirms in writing his or her availability for and interest in re-employment to the Board in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.
- B. 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 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, benefits, status, or additional rights will accrue or be credited to the recalled employee for the time he or she has been laid off.

IV. Notice

- A. 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 reemployment by the Board will be deemed to have waived any right to be recalled under the terms of this policy.

ADOPTED: January 6, 2025
LEGAL REF: May v. Alabama Tenure Commission, Civ. 4801 (1985); Woods v. Board of Walker County, 67 So. 2d 840 (1953); Pickens County, Board of Ed. v. Keasler, 82 So. 2d 197 (1968); Civil Actions 604-E and 2098-N. **The Code of Alabama**, 16-24-5 through 16-24-10, 36-26-100 through 108, 16-1-33 (1975)
ALSDE REF: GBK and GBKA

E-39 RESIGNATION

The Students First Act prohibits any certificated employee from canceling his/her contract for a period of thirty (30) days before the first day of classes, unless such cancellation is mutually agreed upon by the Board and employee. Thereafter, a certificated employee may resign with 30 days' written notice. Any certificated employee violating this provision may be subject to certificate suspension or revocation for unprofessional conduct.

Contract principals must abide by the resignation terms established in their contracts.

Support personnel can resign by providing five (5) days written notice.

When an employee's retirement paperwork has been executed by the District and approved by the Teacher's Retirement System of Alabama, the employee has officially resigned.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-24C-11; Students First Act of 2011

E-40 REEMPLOYMENT OF CERTIFIED STAFF

Any teacher or other certified employee in the School System shall be reemployed for the succeeding school year at the same salary unless the Board issues notice in writing to be given to said teacher or other certificated employee on or before June 15 (or June 30 during the first year of legislative quadrennium) or by the last working day of the school year for teachers if the teacher is in his third year of employment. Such teacher shall have accepted such employment unless he/she shall notify the Superintendent to the contrary in writing on or before 30 days prior to the first day of school of the next school year.

The Board shall not cancel the contract of any tenured teacher, nor cause notice of nonemployment to be given to any teacher, whether tenured or not, except by a vote of a majority of its members made prior to the time or at the time of any such action.

In any situation whereby notice of non-employment for a succeeding year is to be provided to a teacher and other certificated personnel within the school system, the Superintendent shall provide such notice through certified mail, private mail carrier, hand delivery to employee, or hand delivery to last known address of employee.

Contract principals must follow the terms of their contracts in regard to reemployment.

ADOPTED: January 6, 2025

LEGAL REF: Students First Act of 2012 (ACT NO. 2011-270), **The Code of Alabama**, 16-24-12; Strickland v. Berger, AL. 336 So. 2d 9 (1976); Foster v. Blount County Board of Education, AL. 340 So. 2d 751 (1976); Lattimore v. Board of Education, 266 AL. 588, 98 So. 2d 420 (1957); Board of Regents of State Colleges vs, 408 U.S. 564, 92 S. Ct. 2701, 33 L.Ed. 2d 548 (1972); Perry v. Sindermann, 408, U.S. 593, 92 S. Ct. 2694, 33 L.Ed. 2d 570 (1972).

E-41 RETIREMENT SYSTEM

All employees for twenty (20) or more hours per week shall be members of the Teachers' Retirement System of Alabama.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-25-14.

ALSDE REF: GBQ

E-42 HEALTH EXAMINATIONS

The Board authorizes the Superintendent to require employees of the school district, at any time and at the Board's expense, to submit to a physical or mental examination by a physician(s) to be designated by the Superintendent. In all cases, such requirement by the Superintendent shall be based on reasonable cause. The Board may terminate the employment of any person whose condition of health as determined by such examination makes further retention of such employee detrimental to the best interest of the school district. Refusal to submit to such examinations shall constitute grounds for dismissal.

ADOPTED: January 6, 2025
LEGAL REF: **The Code of Alabama**, 16-22-3.
ALSDE REF: GBRA

E-43 TIME SCHEDULES AND WORK LOADS

Time Schedules

All teachers are expected to be in their assigned schools for a minimum of 7 and 30 minutes per day. A written report to the principal stating the date and reason for non-compliance shall be made by any teacher failing to adhere to this policy. The principal shall establish working hours based on a minimum of 7 hours and 30 minutes daily. The welfare of students shall be the primary consideration; any administrative efforts to achieve equity may not sacrifice the students' welfare.

Teachers shall spend as much additional time on class preparation and other duties at school or away as may be necessary for effective job performance. This includes all faculty meetings which are required for all certified personnel.

Time schedules for support personnel may be designated by the Superintendent or the immediate supervisor of said personnel. In all cases, the Superintendent or the immediate supervisor shall have the right to establish time schedules to encompass said employee's work day. Said work schedules shall be in compliance with the Fair Labor Standards Act.

Workloads

The principal of each school shall be responsible for assigning extracurricular duties, homeroom and study periods and related tasks to teachers on the basis of administrative needs of the school, total workload of the teachers, and special talent and abilities. Interests of teachers will be considered by principals in the assignment of extra curricular duties whenever possible. The welfare of students shall be the primary consideration; any administrative efforts to achieve equity may not sacrifice the students' welfare.

Teachers are required to accept responsibility of assignments made by principals which may include hall duty, lunchroom duty, playground duty, bus duty etc. that are reasonable and equitable.

When job-related duties are assigned to personnel, the following provisions shall be followed:

- Extra duties shall not be assigned during regular school hours that require personnel to be removed, on a continuing basis, from teaching responsibilities.
- Personnel shall not be compensated for extra duties which take them away from their regular assignments.
- Extra duties during, before, and after regular school hours that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of the activity and the teacher involved.

Support Personnel

Workloads for support personnel shall consist of all job related duties and responsibilities as may be assigned by the Superintendent and/or immediate supervisor and as outlined by individual job descriptions.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30, 16-12-15.

ALSDE REF: GBRB

E-44 FAIR LABOR STANDARDS ACT REQUIREMENTS

The Board recognizes the requirements of the Fair Labor Standards Act of 1938 and its amendments. The Board expresses its intent to comply with the Act and authorizes the Superintendent to take the necessary steps to ensure that the Board is in compliance with the Act.

Applicable Provisions

As authorized by the Board, the Superintendent shall determine the need for overtime work, discuss with supervisors and employees the amount and timing of overtime work, and compensate the employees for that overtime work according to the provisions of the Fair Labor Standards Act. All employees approved for overtime by the Superintendent or their supervisor shall be compensated according to the School District overtime procedures.

Support Personnel

The term "support personnel" is defined as all persons employed full-time by the Board as bus drivers, Child Nutrition Program employees, custodians, maintenance personnel, instructional assistants, secretaries, clerical supervisors, and all other personnel not otherwise certified by the State Board of Education. Full-time personnel include:

- Bus drivers
- Other personnel whose duties require twenty (20) or more hours in each normal working week.

Eligibility

In accordance with Title 29, Part 541 of The Code of Federal Regulations, revised June, 1983, certain employment categories/positions are defined as being "exempt." Exempt positions are not entitled to overtime compensation. As outlined in The Code, exempt employees are those that meet one or more of the following criteria:

- Executive, administrative, professional (certified) employees including teachers, and registered nurses.
- Support employees (a) whose primary duties consist of the management of the enterprise in which they are employed, (b) who customarily direct the work of two or more employees, (c) who have the authority to hire or fire or whose suggestions and recommendations as to the hiring, firing, or other change of status decision for other employees will be given particular weight, and (d) who customarily and regularly exercise discretionary powers.

Employees not meeting one of the above criteria are defined as “nonexempt” and subject to the provisions of the FLSA and as such are eligible for overtime compensation for work performed in excess of forty (40) hours per week.

Approval to Work Overtime

Non-exempt employees must receive prior authorization from their supervisor or the Superintendent before any overtime work can be performed.

Compensatory Time

The Fair Labor Standards Act provides the option for public education agencies such as Anniston City Schools to provide compensatory time (comp time) off in lieu of monetary overtime compensation. Any agreement or understanding to earn/use compensatory time must be agreed upon before the work is performed and must be approved by the Superintendent or the Superintendent’s designee.

ADOPTED: January 6, 2025

LEGAL REF: Fair Labor Standards Act of 1938, as amended.

ALSDE REF: GBRC

E-45 EMPLOYEE LEAVE

Punctual, regular attendance is an essential job function of every job and position, and employees are expected to report to work when scheduled to work and to remain at work each working day.

The Board authorizes the Superintendent to establish guidelines for the various types of leave that may be needed by employees, including:

- Sick leave
- Personal leave
- Professional leave
- Military leave
- Jury leave
- Maternity leave
- Vacation leave (12-month employees)

An employee who is absent from work without approved leave will be considered in violation of Board policy and subject to appropriate disciplinary actions. Pay will be reduced on a pro rata basis for leaves or absences not covered by sick, personal, vacation or other appropriate form of paid leave.

E-45.1 SICK LEAVE

Regular, full time employees earn one day of sick leave per month of employment. Sick leave is defined as absence of the employee due to:

- Personal illness
- Bodily injury which incapacitates the employee
- Attendance upon an ill member of the family (husband, wife, father, mother, son, daughter, brother, sister, of the employee, or person standing in loco parentis).
- Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, granddaughter, grandson, grandfather, and grandmother). Where unusually strong ties exist due to an employee having been supported or educated by a person of some relationship may be recognized for leave purposes. In each such case, the employee concerned shall file with the immediate supervisor a

written statement of the circumstances which justify an exception of the general rule. The exception must be approved by the appropriate executive-level administrator.

- Preventive health care visits to the doctor, dentist, optometrist, or other healthcare professionals providing that supervisors are given notice well in advance of the scheduled visit.

Sick leave is an earned right and should not be abused. A doctor's statement or other proof of illness may be required when abuse is suspected or when taken immediately before or after a holiday/school break or during state testing periods.

Employees who transfer to Anniston City Schools from other public education agencies of the State of Alabama will be allowed to transfer accumulated sick leave upon receipt of written notice from the previous employer, certifying the amount of unused leave. It is the responsibility of the employee to request sick leave be transferred from their previous employer.

Employees will not be paid for unused sick leave upon termination or retirement.

E-45.2 PERSONAL LEAVE

The Board will grant two (2) days of personal leave with pay to all full-time employees each scholastic year. The employee, whenever possible, should request personal leave two (2) weeks in advance.

Nine (9) and Ten (10) month employees will receive up to two (2) additional personal leave days each scholastic year for which the employee will be charged an amount equal to the average daily rate of pay for a substitute.

Eleven (11) month employees will receive up to five (5) additional personal leave days each scholastic year.

Employees hired after January 1 are not eligible to receive additional personal leave days for the remainder of the scholastic year.

Employees must have prior approval of the Superintendent before taking personal leave immediately before or after a holiday/school break or during state testing periods.

Personal leave is non-cumulative and must be taken in no less than half-day increments. Personal leave not taken by the end of the scholastic year will convert to sick leave. Unused personal leave with pay may be paid to certified teachers at the current daily rate of pay for substitutes instead of converting to sick leave. Certified teachers must request in writing to receive pay rather than sick leave.

E-45.3 PROFESSIONAL LEAVE

Full-time employees may be granted professional leave to attend workshops, conferences, seminars, etc. if the leave does not interfere with the daily operation of the employee's current assignment. Any such leave exceeding ten (10) days in a scholastic year must be approved by the Board.

Leave, for other purposes related to professional growth, may be granted, without pay, to non probationary certified personnel for a period not to exceed one year, subject to the same conditions and with approval of the Superintendent. The tenure status of persons on extended professional leave will not be affected. However, the employee is not entitled to return to the same position held before the commencement of leave.

E-45.4 MILITARY LEAVE

Full-time employees who are active members of the Alabama National Guard or Reserve Units of the Armed Forces of the United States will be granted required military leave in accordance with state and federal law. A copy of the military orders must be attached to a request for leave prior to taking military leave.

E-45.5 JURY LEAVE

A permanent, full-time employee will be given time off without loss of pay, annual leave if applicable, personal leave, or sick leave when:

- Performing jury duty.
- Summoned to appear as a witness before a court, grand jury, or other public body or commission, provided that the appearance is directly for school-related purposes.
- Requested by the Board of Education or Superintendent to appear as a witness before the Board of Education or a court.

E-45.6 MATERNITY LEAVE

A full time employee may be granted an average maternity leave of six to eight weeks without pay if they do not qualify for FMLA. Persons on maternity leave may utilize earned sick or personal leave, or vacation leave if applicable, upon request. A person who resigns instead of taking maternity leave cannot be paid for any unused leave. The tenure status of persons on maternity leave will not be affected.

E-45.7 VACATION LEAVE (12 MONTH EMPLOYEES)

One and a quarter (1.25) days of vacation leave is earned per month for twelve month employees which may be taken at the employee's request, upon approval of the appropriate director/supervisor and by the Superintendent.

Vacation leave fully accrued on Jan 1 each year and accumulates to a maximum of thirty (30) days. No payment will be made for any vacation leave that is unused as of the employee's resignation, termination or death.

E-45.8 LEAVES OF ABSENCE

Personnel may be granted leaves of absence at the discretion of the Board as recommended by the Superintendent. If leave is granted, certain employment rights of the employee may continue as if he/she were in regular

employment. The employee is entitled, upon completion of leave, to return to a position comparable to the one occupied in the school system when leave was granted unless transferred by the Board under the provisions of the Students First Act. Leaves of absence shall be without pay except in cases where sick or military leave can be used. Leave time will not count for retirement purposes. A leave of absence does not impair the tenure status of an employee. The causes for which leaves of absence may be granted are:

- Study
- Illness
- Maternity
- Teaching abroad
- Military service
- Other good and just causes

Leaves of absence normally are granted for a period of time not to exceed one (1) year; however, if in the opinion of the Board there is valid reason, such leave may be extended for one (1) additional year.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-24-13, 16-8-25, 16-8-26, 16-8-26.1, 16-1-18.1, 16-1-30, 31-2-13, 12-16-8, 12-16-21, 16-12-3; Attorney General's Opinion: June 8, 1971; August 10, 1971; February 23, 1979; Rep. Attorney General: October-December, 1941, p. 164; Rep. Attorney General, October-December, 1969; Title IX, Education Amendments, 1972; Board Minutes 10-16-73; Superintendent Memo 10-20-75; Board Minutes 7-11-79; Cleveland Board of Education v Lafleur, 414 U.S. 632 (1974); Gedulig v. Aiello, 417 U.S. 484, S. Ct. 2485 (1974).

ALSDE REF: GBRH, GBRI, GBRIA, GBRIB, GBRIC, GBRID

E-46 FAMILY AND MEDICAL LEAVE ACT

In compliance with the Family and Medical Leave Act (P.L. 103-3), herein referred to as the "Act," the Board has established this policy.

Board employees who have been employed by the Board for at least twelve months and who worked for at least 1,250 hours during that twelve month period are eligible for leave consideration. Under the Act, an eligible employee is entitled to twelve weeks of unpaid leave during a twelve month period for the following reasons:

- The birth and first-year care of a child.
- The adoption or foster placement of a child.
- The care of a son, daughter, spouse, or parent who has a "serious health condition."
- A personal illness that prevents the employee from working.

Employees must utilize paid leave, when and where appropriate, before unpaid leave is granted in compliance with the Act.

In the instance of birth, adoption and foster placement, the entitlement to leave for child care expires at the end of the twelve month period beginning on the date of birth or placement. Entitlement for leave associated with illness of a child occurs only when the child is under 18 years of age or incapable of self-care due to mental or physical disability.

In cases where both spouses are employed by the Board, the combined amount of leave for childbirth, adoption, foster placement or to care for a sick parent is limited to 12 weeks.

A "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care in a hospital, hospice or residential medical care facility or (2) continuing treatment by a healthcare provider.

Military Family Leave

Under the FMLA, an employee may be eligible for Military Family Leave consideration.

Intermittent Leave

If medically necessary, intermittent or reduced leave may be taken by employees, as approved by the Board, for a serious health condition of the employee or the employee's spouse, child or parent.

Notification

Employees must provide the Superintendent at least 30 days written notice of the date when leave is to begin except where circumstances are such that reasonable advance notice is not possible.

Medical Documentation

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 documentation issued by the appropriate health care provider. The documentation shall state (1) the date the serious health condition began, (2) the probable duration of the condition, (3) the necessity for the employee's leave, and (4) that the employee is unable to perform the employee's job functions. The Board reserves the right to obtain a second opinion from an independent health-care provider at the Board's expense.

Additional Medical Documentation

The Board may require employees to provide additional medical recertification during the leave period.

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.

Return to Work

The Board may require an employee who has taken leave due to their own serious medical condition to present a healthcare provider's certification in order to return to work.

Reinstatement

The employee is entitled to reinstatement to an equivalent position with the System with equivalent pay, benefits and conditions of employment.

Construction

The Board may require periodic reports regarding the status and intention of the employee to return to work.

ADOPTED: January 6, 2025
LEGAL REF: Family and Medical Leave Act (P.L. 103-3).

E-47 SUBSTITUTES

The Board directs the Superintendent to develop a procedure to recruit and to maintain a list of qualified and approved substitutes. All substitutes used must come from the approved list.

Substitutes shall be paid at the rate set by the Board. Long-term substitutes may be paid at a higher negotiated rate.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30.

ALSDE REF: GBRJ

E-48 SICK LEAVE BANK

The Board authorizes the Superintendent to administer a sick leave bank for full time certified and support personnel and to establish guidelines for the use of catastrophic sick leave.

A sick leave bank committee will be established to oversee the operation of the sick leave bank in accordance with state law.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-22-9, 16-1-18.1

ALSDE REF: GBRL

E-49 JOB RELATED INJURY

In accordance with Alabama Law, employees who have sustained an injury by accident arising out of and in the course of employment with the Board may be eligible for pay up to ninety (90) days without a loss of sick leave days as established by state regulation. The employee shall make proper notification of the injury to the principal/supervisor within 24 hours after the injury occurred, or where the employee is not clinically able to make notification, it shall be permissible for another person who is reasonably knowledgeable to make the notification of the injury. The employee will be responsible for submitting written medical certification at the request of the Board. The Board may require a second opinion from a Board specified physician, as its expense.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-18.1

ALSDE REF: GBRN

E-50 CONFLICT OF INTEREST

Generally, a conflict of interest exists when a Board member, Board employee, or agent of the Board participates in a matter that is likely to have a direct effect on his or her personal and financial interests. A financial interest may include, but is not limited to, stock ownership, partnership, trustee relationship, employment, potential employment, or a business relationship with an applicant, vendor, or entity. A Board member, Board employee, or agent of the Board may not participate in his or her official capacity in a matter that is likely to have direct and predictable effects on his her financial interests.

Federal Regulation

A Board member, Board employee, or agent of the Board will abide by the Federal and state laws and regulations that address conflict of interest standards. In general, the Federal rules provide that:

- *No employee, officer, or agent of the Board shall participate in selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from the firm considered for a contract. The Board's officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.*

State Regulation

The Board's conflict of interest policies include adherence to the Alabama Ethics Law, which defines conflict of interest as:

- *A conflict on the part of a public official or public employee between his or her private interests and the official responsibilities inherent in an office of*

public trust. A conflict of interest involves any action, inaction, or decision by a public official or public employee in the discharge of his or her official duties which would materially affect his or her financial interest or those of his or her family members or any business with which the person is associated in a manner different from the manner it affects the other members of the class to which he or she belongs.

A Board member, Board employee, or agent of the Board may not review applications, proposals, or participate in the evaluation or selection process where his or her participation in the review process would create the appearance that he or she is: (a) giving preferential treatment; (b) losing independence and impartiality; (c) making decisions outside official and appropriate channels; or (d) harming the public's confidence in the integrity of the Board.

Employees may only engage in outside employment under the following terms and conditions:

- Employees will not engage in outside business activities or render any service for another employer during such time as duties and responsibilities have been assigned by the Board
- Employees will not accept outside employment that would interfere with or impair the ability of the employee to perform duties as a Board employee effectively
- Employees may not accept work that could compromise the employee's independent judgment in the exercise of duties for the Board
- Employees may not use or disclose confidential information acquired through Board employment for their personal gain or for the benefit of a third party.

Situations and circumstances presenting an actual conflict or the appearance of a conflict should be brought to the immediate attention of the

Superintendent. A Board employee, Board members, or agent of the Board who has knowledge of a possible conflict of interest should identify the conflict and notify the Superintendent. The Superintendent will document his or her actions related to the reported conflict of interest. Resolution can consist of disqualification, recusal, waiver, or other appropriate measures. Appropriate measures may include reporting a conflict of interest to the State Ethics Commission, the Alabama State Board of Education, or the appropriate Federal agency.

ADOPTED: January 6, 2025
LEGAL REF: **The Code of Alabama**, 16-1-30.

E-51 PROFESSIONAL DEVELOPMENT

The Superintendent will develop and implement an ongoing program of professional training and development that is designed to enhance the competencies of administrative, professional and support staff.

Employee attendance and participation in such training institutes, workshops, seminars, and programs may be made mandatory by the Superintendent. The unexcused failure of an employee to attend or participate in such professional development activities may constitute grounds for termination of employment or other disciplinary action.

An administrative training program shall be established and maintained by the Superintendent. The purpose of such a program is to provide existing and potential supervisors/administrators opportunities to enhance their leadership and management skills.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30.

E-52 ADMINISTRATIVE LEAVE

The Superintendent is authorized to place an employee on administrative leave upon a determination that the best interest of the school system would be served by such action. Administrative leave relieves the employee of regular work responsibilities pending resolution of the matters or circumstances that gave rise to the leave. Administrative leave is not disciplinary in nature or purpose and does not affect the employee's compensation, benefits, tenure, or non probationary status. Administrative leave may be accompanied by such additional restrictions or conditions as may reasonably be imposed by the Superintendent under the circumstances (e.g., limitation on access to school property). The status of employees who are on administrative leave will be reviewed and reported to the Board as necessary.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30.

E-53 SEARCHES (PERSONNEL)

Board Property

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

Employee Property

The Board reserves the right to inspect employees' vehicles, purses, files, and other personal property if a supervisor forms a reasonable individualized suspicion that the property contains evidence of a violation of Board policy or contains any material, object, or substance that otherwise creates or presents a risk of harm or injury to the school, the work place, or persons therein.

Use of Recovered Items

Property, material, substances, information or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30.

E-54 Personnel Duties and Requirements

Employees have a duty to perform their jobs responsibly and in a conscientious manner. In addition to any specific job requirements set forth in job descriptions or elsewhere, employees are expected to meet the following general performance and service standards:

- Employees are required to be punctual and to attend work regularly. Any employee that finds it necessary to miss a workday is obligated to follow district procedures for entering the absence into the absence management portal and to notify their immediate supervisor as soon as the necessity for the absence is known.
- Employees are required to perform the duties and responsibilities that are assigned to them by the Board, Superintendent, or their supervisor(s). Such duties and assignments may extend beyond or outside the instructional day and may include off-campus functions, events, and activities.
- Employees are expected to treat all students, co-workers, visitors, and guests of the Board with respect. Employees are expected to demonstrate moderation, restraint, and civility in their dealings with others and to serve as appropriate role models for students in their behavior and demeanor.
- Employees are required to obey all laws, ordinances, Board policies, and supervisory directives, and are expected to follow the Alabama Educator Code of Ethics and other pertinent authority while carrying out duties for the Board.

- Employees whose duties include the instruction or supervision of students must provide effective supervision, discipline, organization, and instruction of the students.
- Employees must complete and submit required reports accurately and in a timely fashion.
- Employees must respect, protect, and exercise due care in the handling, use, and operation of Board property and equipment.
- Employees shall maintain an appropriate and professional relationship with students at all times and shall not engage in conduct (including communication of any kind) that constitutes, solicits, or suggests sexual, romantic, or inappropriate interaction with a student. As used herein, the term "student" means any individual with whom the employee has, has had, or could prospectively have a professional, teaching, counseling, coaching, mentoring, advisory, supervisory, or working relationship. The term "student" also includes any individual who, by reason of his or her age, mental or physical condition, or other circumstances is practically or legally incapable of consenting to the relationship in question.
- Employees are required to report to work or school functions in attire that is appropriate to their position and the nature of the function and that is in keeping with generally accepted standards of professionalism. Service and other employees who are issued uniforms shall wear uniforms when required. Physical Education teachers are allowed to wear properly fitting athletic attire. The following is not acceptable attire at any time:

- (1) Frayed, torn and/or extremely faded pants that reveal skin.
 - (2) Clothes with stamps or insignias that are offensive or inappropriate.
 - (3) Clothing with profane or vulgar sayings or images, including innuendo, that are inconsistent with the Board's mission.
 - (4) Clothes that are revealing (cleavage, midriff, buttocks, etc).
- Employees shall promptly disclose to the Board any fact that would disqualify them from employment or that renders them unable to perform their essential job functions.

ADOPTED: January 6, 2025

LEGAL REF: **The Code of Alabama**, 16-1-30.

E-55 TRUTH IN SALARY POLICY

It is the policy of the Anniston City Board of Education to provide to each employee and retiree an annual itemized statement of all employee and retirement benefits received or accrued as well as information about the total employer contributions to retirement systems and health insurance plans.

On or before January 31 of each year, the Anniston City Board of Education will provide each employee or retiree, electronically and/or in paper form either by postal service or internal mail, the following information covering the preceding fiscal year as it applies to that individual employee or retiree:

- An itemized statement of all employee benefits the employee or retiree accrued or received
- An itemized statement of all pension benefits the employee or retiree accrued or received
- The total amount of employer contributions made from funds appropriated by the Alabama Legislature to the applicable retirement system
- The approximate percentage of total employer contributions made from funds appropriated by the Alabama Legislature to the applicable retirement system, as compared to the total amount of either General Fund or Education
- Trust Fund appropriations, as applicable
- The funded ratio of the applicable retirement systems, with a listing of the amounts of total assets and total liabilities
- The total amount of employer contributions made from funds appropriated by the Alabama Legislature to the applicable health insurance plan
- The approximate percentage of total employer contributions made from funds appropriated by the Alabama Legislature to the applicable health insurance plan as compared to the total amount of either General Fund or Education Trust Fund appropriations, as applicable

ADOPTED: January 6, 2025

LEGAL REF: ACT 2015-82, §1, eff. 4/24/2015, The Code of Alabama 16-1-30.

E-56 WHISTLEBLOWER PROTECTIONS

An employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is:

- Evidence of gross mismanagement of a Federal contract or grant
- A gross waste of Federal Funds
- An abuse of authority relating to a Federal contract or grant
- A substantial and specific danger to public health or safety
- A violation of law, rule, or regulation related to a Federal contract, including the competition for or negotiation of a contract or grant.

The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

TABLE OF CONTENTS
F - INSTRUCTION POLICIES

F-1	Philosophy
F-2	Curriculum Development and Adoption
F-3	Basic Program
F-4.1	Substance Abuse Education
F-4.2	Youth Suicide Awareness & Prevention
F-5	Non-Accredited or Home Schools
F-6.1	Career-Technical Education
F-6.2	Career-Technical Programs Advisory Committee
F-6.3	Work-Based Learning
F-7.1	Instructional Remediation
F-7.2	Homebound Services
F-7.3	Special Education
F-8	Co-curricular and Extracurricular Activities
F-9	Interscholastic Activities and Interscholastic Athletics
F-10	Grouping for Instruction
F-11	Class Size
F-12	Individualized Instruction
F-13	English Language Learners
F-14	Instructional Materials and Equipment
F-15	Textbooks
F-16	Learning Resources Selection
F-17.1	Internet Safety Policy

F-17.2	Technology Protection Measures
F-17.3	Computer & Internet Use Policy for Faculty & Staff
F-17.4	Students' Acceptable Use Practices For Technology & Web
F-18	Off-Campus Trips
F-19	School Volunteers
F-20	Guidance Program
F-21.1	Academic Progress/Evaluation
F-21.2	Report Cards
F-21.3	Title I Parent Involvement Policy
F-21.4	Parent Conferences
F-21.5	School Choice
F-21.6	Promotion and Retention
F-21.7	Tutoring for Pay by Professional Personnel
F-21.8	Graduation Requirements General
F-22.1	Testing Program
F-22.2	Use and Dissemination of Test Results
F-23.1	Evaluation of Instructional Program
F-23.2	Accreditation of Schools
F-24	Teaching Methods
F-25.1	Controversial Issues
F-25.2	Controversial Presenters/Lecturers
F-25.3	Academic Freedom
F-26	Teaching About Religion
F-27	School Ceremonies and Observances
F-28	Lesson Plans and Course Syllabus

F-1 PHILOSOPHY

The Board understands that there isn't a single philosophy of education that captures everyone's beliefs. Education is a growth process that includes mental, moral, emotional, and physical development. Each student is unique, with their own abilities and interests. Education aims to offer experiences that help each student achieve their potential and become successful members of society.

Teachers have two main jobs: first, to give students work that helps them learn, and second, to guide them so they can succeed with that work. Teachers act as leaders and creators in this process, while students must willingly give their attention and commitment. When students have different levels of commitment and attention, their engagement varies. This engagement directly influences the effort they put into their schoolwork. Significantly, effort can impact learning outcomes as much as intelligence does. The engagement levels will change based on how teachers design their work. Thus, teachers can improve student learning by creating engaging tasks.

The Board acknowledges that education requires collaboration with various institutions, agencies, and community programs.

ADOPTED: January 6, 2025

ALSDE REF: IA

F-2 CURRICULUM DEVELOPMENT AND ADOPTION

The Board maintains that curriculum development should be a continuous process and reflect the assessed needs of the students in the School System. The Superintendent and his/her staff shall periodically conduct curriculum review and analysis and report the findings to the Board.

The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the State Constitution, state statutes, rules and regulations of the State Board of Education and policies of the Board.

Curriculum Development Adoption

The Superintendent shall prescribe courses of study for the schools of the system and submit the same for approval and adoption by the Board. In no instance shall any new course be introduced to students of the school system unless approved by the Board subsequent to review by the Superintendent, his/her professional assistants, principal(s) of the school(s) and any other person(s) so designated by the Superintendent and/or Board.

ADOPTED: January 6, 2025

ALSDE REF: IC

F-3 BASIC PROGRAM

The basic program of instruction in grades PreK-8 in the School System shall include instruction in reading, language arts, mathematics, science, social studies, computer literacy, art, music and physical education. All of these subject areas shall be taught by properly certified personnel.

The basic program of instruction in grades 9-12 in the School System shall include all course offerings required for the Alabama High School Diploma.

The Board in compliance with State Board of Education regulations requires that all curriculum components taught within the school system be clearly defined and coordinated from grade level to grade level. The Board requires the Superintendent to develop and maintain a comprehensive curriculum plan.

The Superintendent and school staff will periodically review the curriculum plan and assess how well students are achieving its objectives, which must be approved by the Board.

Course offerings in this system shall be based on the needs of the community, individual student needs, qualification of faculty members, capabilities and limitations of the physical facilities and budgetary constraints.

ADOPTED: January 6, 2025

ALSDE REF: IDA

F-4.1 SUBSTANCE ABUSE EDUCATION

The Board authorizes the establishment of a substance abuse education program to be taught at all grade levels. The program should be comprehensive in nature and directed toward the acquisition of factual information. The program shall adhere to all state statutes, State Board of Education regulations and Board policy.

ADOPTED: January 6, 2025

ALSDE REF: IDBB (CF: JCDAC

F-4.2 YOUTH SUICIDE AWARENESS AND PREVENTION

Introduction

Suicide is the tenth cause of death in the United States according to the Centers for Disease Control and Prevention. For youth between the ages of 10 and 24, the cause of death rankings are 2nd and 3rd in the nation, and these rankings are higher for youth]in the same age brackets in the state of Alabama. The Jason Flatt Act was passed in order to equip education institutions and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected.

The Jason Flatt Act, which amends the 16-28B-8 of the Code of Alabama 1975, includes several elements listed below (in italics) which should be interpreted as Policy. “To the extent that the legislature shall appropriate funds, or to the extent that any local board may provide funds from other sources, each school system shall implement the following standards and policies for programs in an effort to prevent student suicide”

Section 1. Prevention of Suicide

The Jason Flatt Act was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected. This act, which amends 16-28B-8 of the Code of Alabama 1975, includes prevention of harassment and violence.

Section 2. The Jason Flatt Act includes several elements which should be interpreted as Policy. School systems will:

- Foster individual, family, and group counseling services related to suicide prevention.
- Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
- Foster training for school personnel who are responsible for counseling and supervising students.
- Increase student awareness of the relationship between drug and alcohol use and suicide.
- Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
- Inform students of available community suicide prevention services.
- Promote cooperative efforts between school personnel and community suicide prevention program personnel.
- Foster school-based or community-based, or both, alternative programs outside of the classroom.
- Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
- Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
- Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.
- Develop a process for discussing with students local board policies, relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
- Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing inservice training programs or as a part of required professional development offered by the local school system.

Section 3. Description of Behavior Expected of Students

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

- Comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation
- Comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support

Section 4. Responsibility of Reporting

Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law.

Section 5. Promulgation of Policy and Related Procedures, Rules and Forms

This policy and any procedures and rules 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 (local board's) Web site.

ADOPTED: January 6, 2025

SOURCE: SB11 The Jason Flatt Act, enacted May 5, 2016

ALSDE REF: IDA

F-5 NON-ACCREDITED OR HOME SCHOOLS

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

1. Credit for all elective courses shall be accepted without validation.
2. Non-contested 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 at a Anniston City school, 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 at a Anniston City High School would allow the student to transfer ninth and tenth grade English if completed successfully at the non-accredited or home school.
3. 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 for the last prerequisite to each core course in which the parent/guardian is requesting enrollment. (Example: If there is a dispute over placement of a student in eleventh grade English, the student will be administered the most recent semester examination for tenth grade English.) For each test the student passes, as determined by the school grading scale, the student shall be placed in the next

level core course and credit for prerequisite courses shall be transferred.

4. In the event of the existence of controversial records/transcripts and the absence of any official or notarized records/transcripts, the student shall take placement tests consisting of the Anniston City Schools previous semester tests for core courses. Testing shall begin with the most appropriate placement/course(s) as determined by the principal or his/her designee and continue backward to the core course(s) where the student can pass the most recent semester exam.

For students who have been identified as having a disability under the Individuals with Disabilities Education Act, the IEP team will determine the appropriate placement.

ADOPTED: January 6, 2025
ALSDE REF: IDCCE

F-6.1 CAREER/TECHNICAL EDUCATION

The Board believes that Career/Technical Education should provide students an equal opportunity to acquire marketable job skills, occupational knowledge, and positive attitudes for entering and continuing in satisfying work of their choice.

The Board is committed to providing a safe work/lab environment for each student participating in the Career/Technical Education Program. Students are required to maintain classroom safety requirements as outlined in the Business Industry Certification process and have a safety test on file demonstrating 100% mastering per BIC requirements. All equipment that requires use of factory-installed safety devices will utilize such devices.

Career/Technical Education is important to students and essential to the economy since it develops in the individual a belief in the dignity of work, pride in accomplishment and the desire to learn.

Career/Technical Education should be an integral part of, and make a significant contribution to, the total educational process.

The mission for Career/Technical Education in Anniston City Schools is to provide occupational preparation instruction to prepare students for employment, advanced education, or training. The Board recognizes a wide variation in the educational needs of each student and the role of the school in assisting individuals to take their place in a productive society.

Career/Technical instruction may include any of the following:

- Classroom instruction;
- Classroom-related field, shop and laboratory work;
- Programs providing occupational work experience;

- Remedial programs designed to enable students to profit from instruction by correcting educational deficiencies or disabilities that prevent them from benefiting from such occupational instruction;
- Career/Technical assessment guidance and counseling in connection with occupational training or for the purpose of facilitating occupational choices and job entry.

ADOPTED: January 6, 2025

ALSDE REF: IDCH

F-6.2 CAREER TECHNICAL PROGRAMS ADVISORY COMMITTEE

Every Career Technical Program Advisory Committee is composed of members from business, industry and the community who can provide assistance creating a CTE program that meets the needs of the students, business, and industry in the community. Members should have experience directly related to the program. The teacher uses recommendations made by the Committee to design, develop, operate, assess, and support the CTE program.

The Advisory Committee is to:

1. Provide real world, project-based learning opportunities for the classroom.
2. Help determine programs of relevance to meet current occupations.
3. Assist in the selection of course materials to ensure that it not only meets the needs of students, but also reflects the needs of business, industry, and the community.
4. Assist with program evaluation.
5. Assist in the task of conducting surveys to determine community and program needs.
6. Provide support and suggestions for marketing the CTE programs.
7. Support the Career Technical Student Organization (CTSO).
8. Help plan CTE events.
9. Provide CTE leadership.

Live Work

Live work is defined as shop and laboratory experience performed by students to simulate as nearly as possible on-the-job training. Shops in

which live work is performed are expected to limit such live-work to those qualifying in the following categories:

1. Tax-supported programs and institutions
2. Public employees
3. Students enrolled in local school career/technical programs
4. Charitable organizations supported by donations

Live work is for instruction and may not at any time interfere or compete with free enterprise. The work is not guaranteed, and all costs plus a 20% service charge must be paid before the project leaves the schools.

Live work may be performed only when tasks are directly related to the skills currently being taught in the program or to reinforce skills previously taught. Programs shall be operated in compliance with all federal, state and local laws, guidance and requirements.

Equipment Replacement, Maintenance and Updating Procedures

The State Department of Education's current list of equipment by program area will serve as the main guide for equipment purchase consideration for Career/Technical Programs in Anniston City Schools. The State's recommended equipment list contains a roster of those items required for industry certification and includes a roster of optional equipment items that further enhance the instructional programs, but are not required at this time for certification standards. The system will follow State Department of Education and State Board of Education requirements.

The following are procedures and policies that will be used by Career/Technical personnel to purchase new equipment, the maintenance of existing equipment and the updating used in Career/Technical Programs in Anniston City Schools:

- Equipment purchased for use in Career/Technical Programs in Anniston City Schools will meet all local, state and federal safety requirements.
- Items on the State Department's required equipment list will be priority items for purchases made with available local, state and federal funds. Career/Technical instructors requesting equipment purchases should indicate to the Director and Superintendent whether equipment to be purchased is from the required or optional list furnished by the SDE.
- Other equipment requests for purchases for Career/Technical program use should be recommended by the instructor with the support of the local Program Advisory Committee. It is understood such equipment may not be on the state list of specific items and quantities since such items requested may be for immediate technological updating in response to local needs in the occupational economy of the surrounding areas.
- Prior to requesting new equipment, instructors, with the help of the Director, should determine the cost effectiveness of repairing the item instead of replacing it with a new unit. Age of the unit will also be one of the determining factors in replacement decisions. Local schools will have a fixed asset cost record on file listing the age and purchase cost of each equipment item in question. A complete inventory of equipment must be made annually to the Director of Career/Technical Programs of Anniston City Schools and the condition of the equipment should be noted on this report.
- Equipment removed from equipment inventories must be listed as worn-out, stolen or declared as surplus property for bid purposes.
- New equipment purchased for Career/Technical Shop/Laboratory programs will have a special inventory number assigned to it written in permanent ink and an Anniston City Schools identification sticker attached.
- Equipment having damaged, worn-out, or missing safety guards should be reported to the Career/Technical Director immediately. The instructor shall render the unit off limits for student use until such units are repaired or replaced.
- Instructors will not allow any student to bring in any item of equipment from home to be used in Career/Technical Shops/Laboratories in Anniston City Schools. Students are to use only

those items, tools or equipment that have been approved for purchase by the Board of Education or the school administration.

Career Technical Facilities Evaluation

It is the duty of Anniston City Board of Education to ensure that all Career Technical facilities are adequate and meet all fire, safety, and ADA requirements.

An annual evaluation is to be conducted each year by the Career Technical Department teacher. A facility inspection must be completed prior to the first day with students each school year. A copy of the inspection, as well as, any other safety violations, must be maintained for 3 years.

ADOPTED: January 6, 2025

ALSDE REF: IDCHA

F-6.3 WORK-BASED LEARNING SCHOOL REGULATIONS/POLICIES

1. Student acknowledges that the primary purpose of work-based learning is educational and, therefore, agrees to abide by the Work-Based Learning (WBL) program policies and decisions of the WBL Teacher-Coordinator, teacher-coordinator, including those regarding specific job placements.
2. Student acknowledges that the school, through the WBL teacher-coordinator, is acting as an intermediary between training mentor and student and that the WBL teacher-coordinator has a legitimate right to know and a significant role in determining the outcome of any placement issues including termination, scheduling, assignments, and all other aspects of placement.
3. Work Based Learning students who fail to perform satisfactorily in all subject areas during any grading period and who fail to improve during the next grading period may be asked to resign from his/her placement.
4. A student suspended from school should not be allowed to attend his/her WBL placement during the suspension. On the second offense he/she may be dropped from the Work-Based Learning program with a loss of all credit.
5. A student must comply with the LEA attendance policy to participate in the program.
6. A student losing his/her WBL placement due to any action deemed unacceptable by the school and WBL teacher/coordinator will be dropped from the program with possible loss of all credit.
7. A student whose WBL placement is terminated for any reason must inform the WBL teacher-coordinator. Failure to do so may result in students being dropped from the WBL program.
8. A student not attending regular school classes cannot work at the WBL placement on the day(s) he/she is absent.
9. In case of absence, the student is required to call the WBL teacher-coordinator and his/her training mentor before class or working period.
10. Personal business handled at the WBL placement is prohibited.
11. Friends or family are not to visit the student at the WBL placement.
12. A student is to be on time at school as well as the WBL placement.

13. Parents should understand the student's responsibility to the training WBL placement and not interfere with the performance of his/her duties.
14. Business rules for dress and personal hygiene will be observed.
15. Since training is the primary objective, a student is expected to remain with the WBL placement to which he/she is assigned. Students may resign or change placements only with the express written permission of the WBL teacher-coordinator and following business practices for resignation. Students who fail to follow these procedures are subject to being dropped from Work-Based Learning.
16. The student organization is an integral part of a student's Career/Technical Education program. Therefore, all students are expected to participate in and actively support the Career/Technical Education student organization that relates to their career objective.
17. When Work-Based Learning students honor their training mentors with a banquet, reception, etc., all students are expected to attend with their training mentors as their guests.
18. Students are placed to train and are under the supervision of both the WBL teacher-coordinator and training mentor where they are placed.
19. Students must abide by all school rules and regulations for other students and consider themselves under the jurisdiction of the school while in the WBL placement.
20. Transportation to and from the WBL placement is to be arranged by the student/parent/guardian. Transportation problems do not justify absence from the WBL placement.
21. Students will leave the campus immediately following the last scheduled class. If for any reason a student needs to remain on campus, permission must be obtained from the WBL Teacher-Coordinator, school administrator, or CTE instructor.
22. Students who do not turn in pay records at least monthly may be dropped from the Work-Based Learning program with a loss of all credit.

ADOPTED: January 6, 2025

ALSDE REF: IDCHB

F-7.1 INSTRUCTIONAL REMEDIATION

The Board requires that remediation be available to every student who is deficient in a basic skill or competency, following Alabama's tiered instructional model, Response to Instruction (RtI). Basic skills are identified in the Alabama criterion-reference and norm-reference tests. Teachers are encouraged to use item analysis of criterion-reference tests and norm-reference tests to identify student strengths and weaknesses. Teachers should use such information to infuse remediation into the regular instructional program through Tiered Instruction including Targeted Interventions and Intensive Interventions. A problem-solving process should be used to assist the classroom teacher in designing and selecting strategies for improving student academic performance.

The Board encourages principals to work with teachers to develop workable plans for identifying and remediating higher order skills deficiencies of all students.

ADOPTED: January 6, 2025

ALSDE REF: IDDB

F-7.2 HOMEBOUND SERVICES

General education students who are performing satisfactorily in a regular program do not become eligible for special education services due to a temporary health or medical problem which requires a temporary recuperative period. These students are best served by the general education program. Only students with disabilities can be considered for homebound services under special education.

Pregnancy and the normal recuperative period following delivery does not automatically make a special education student eligible for services in a homebound program. A physician may make a written referral for homebound services if there are serious complications during pregnancy or following delivery which require a student to remain within the home.

ADOPTED: January 6, 2025
ALSDE REF: IDDC

F-7.3 SPECIAL EDUCATION

The Board authorizes the Superintendent to prepare and maintain a comprehensive program for the development and implementation of individualized instructional programs for all students with disabilities who attend the school system, as well as 3 and 4 year olds, who qualify for special education services.

The Superintendent shall be instructed to include within the plan procedures which fully comply with the equal protection and due process clauses of the Constitution.

All development and implementation procedures shall comply with specified state and federal statutes concerning education programs for students with disabilities.

ADOPTED: January 6, 2025

ALSDE REF: IDDF

F-8 CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The Board encourages the development of educationally related activities that enrich and broaden educational opportunities for students. The Board hereby directs system level and local school personnel to develop procedures that ensure all co-curricular and extracurricular activities meet appropriate administrative guidelines.

Co-curricular activities are defined as those events, plays, forums, performances, etc. that are associated closely with and are an extension of classroom educational experiences. Extracurricular activities are defined as those events, performances, games, proms, dances, field days, etc. that are designed to provide extra educational and social experiences for students.

Provisions shall be made for all students (e.g., those unable to pay) to attend co-curricular programs presented during the school day where admission charges are made. In order for a co-curricular or extracurricular activity to be considered a school sponsored activity it must:

- Meet all criteria specified above.
- Be scheduled in a timely manner by the local school principal.
- Have an employee(s) of the Board assigned to teach, monitor, coordinate, advise, sponsor or chaperone the activity as a part of employment responsibilities.

ADOPTED: January 6, 2025

ALSDE REF: IDE (CF: JH)

F-9 INTERSCHOLASTIC ACTIVITIES AND INTERSCHOLASTIC ATHLETICS

The participation in school-related activities is an important part of each student's educational and developmental process. Activities should be encouraged but also well-planned so as not to interfere with the regular academic program.

Each school will be expected to monitor and coordinate activities within the guidelines and plans set by the Board.

Interscholastic activities such as the Scholars' Bowl, Beta Clubs, etc., shall be governed by these organizations' eligibility requirements, state requirements, local school requirements and applicable policies of the Board.

The Superintendent is authorized to establish and maintain eligibility and other requirements for interscholastic athletics that meet or exceed regulations set forth by the Alabama High School Athletic Association.

ADOPTED: January 6, 2025

ALSDE REF: IDF

F-10 GROUPING FOR INSTRUCTION

The Board provides that students, K-6, be assigned to classes by the Principal on a heterogeneous basis. Teachers are encouraged to use various grouping patterns for instructional purposes within individual classes.

At the secondary level, 7-12, students will be assigned to classes as determined by the subject.

ADOPTED: January 6, 2025
ALSDE REF: IEA (CF: JBCCB)

F-11 CLASS SIZE

Class enrollments in the Anniston City Schools should conform to regulations approved by the State Board of Education.

Efforts will be made by the Board to assign a sufficient number of teachers to schools to meet the student/teacher ratios required by the state.

ADOPTED: January 6, 2025

ALSDE REF: IEC

F-12 INDIVIDUALIZED INSTRUCTION

The Board maintains that a systematic approach to the assessment of individual achievement and the diagnosis of individual needs are essential to implementing the concepts of individualized instruction. The respective school staff cooperatively shall plan and implement a student needs assessment program which shall include some or all of the following diagnostic techniques: criterion-reference tests, teacher-made tests, norm-reference tests, observations, and conferences.

An analysis of the results of these diagnostic tests and/or conferences should be used to help teachers to group students and organize instructional activities that will provide individual help and challenges for students. The results of appropriate tests administered to students will be placed in their permanent record so that each teacher can utilize the already existing information on each student.

ADOPTED: January 6, 2025
ALSDE REF: IEI

F-13 ENGLISH LANGUAGE LEARNERS (ELL)

1. ELL students will be guaranteed equal access to educational programming for which they qualify.
2. Rules and regulations provided by the State of Alabama (for children and youth identified as ELL) in the areas of transportation, immunization, residency, birth certificates, school records and guardianship will be followed.
3. Placement of ELL students in school will be in the best interest of the students.
4. Parents, guardians, cooperating agencies and/or students will be provided information about appeal procedures utilized by the school concerning placement or other procedures that affect the placement of ELL students.
5. Appropriate reports on ELL children and youth will be made to the State Department of Education.

ADOPTED: January 6, 2025

ALSDE REF: IEJ

F-14 INSTRUCTIONAL MATERIALS AND EQUIPMENT

The Board strongly encourages the utilization of a wide variety of materials and equipment in the instructional program. Teachers should use appropriate materials for daily classroom instruction. The selection of materials and equipment should be determined by the objectives of the course and the experiences and activities to be provided in efforts to meet such objectives. Teachers are encouraged to keep abreast of the types of materials and equipment which can contribute toward meeting the goals and objectives of the courses they teach. Teachers are further encouraged to assist the administration in the selection and purchase of such materials and equipment for the school.

ADOPTED: January 6, 2025

ALSDE REF: IF

F-15 TEXTBOOKS

Upon recommendation of the Superintendent, the Board shall annually appoint a textbook committee of twelve (12) professional employees and one (1) lay person to serve a one (1) year term. This committee shall review recommendations of sub-committees in respective areas of adoption each year and shall either accept or reject such recommendations. The textbook committee shall meet each year for this purpose and shall submit its recommendations to the Superintendent for review and recommendation to the Board of Education. Textbooks shall be purchased and distributed according to instructions from the State Department of Education.

No workbooks or textbooks shall be purchased or used without the approval of the Superintendent or designee.

[Reference: ALA. CODE §16-36-62 (1975)]

ADOPTED: January 6, 2025

ALSDE REF: IFA

F-16 LEARNING RESOURCES SELECTION

The policy of the Board is to provide a wide range of learning resources at varying levels of difficulty with diversity of appeal and the presentation of different points of view to meet the needs of students and teachers.

Responsibility For Selection of Learning Resources

The Board delegates the responsibility for the selection of learning resources to the professional staff employed by the School System. The selections shall be held as having been made by the Board. The responsibility for coordinating the selection of school learning resources and making the recommendation for purchases rests with the principal and professional personnel. The selection of daily classroom instructional material is ultimately the responsibility of the classroom teacher. When questionable material is being considered, the principal will be consulted before the material is used.

ADOPTED: January 6, 2025

ALSDE REF: IFAD

F-17.1 INTERNET SAFETY POLICY INTRODUCTION

This policy has been adopted in compliance with the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and it is the policy of the Anniston City School System to provide technology resources, including Internet access, to its students and employees in order to more fully support the system's vision and core purpose and to meet educational and instructional goals set by the system and the state. It is the intention of the Board that all technology resources will be used in accordance with any and all school/system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. This policy applies to all technology resources, regardless of purchase date, location, or funding source.

All users, in the process of logging onto the system's network, will agree to abide by all school and system policies. Students and staff must have the appropriate Acceptable Use Policy on file with the system prior to use. Visitors to the system must have the permission of school staff in order to access the Internet. Such permission may not be shared or transferred.

This Internet Safety Policy will be displayed on the system's website and be made available upon request. Any questions about this policy, its interpretation, or specific circumstances shall be directed to the System Technology Coordinator/Director before proceeding. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action. The administrators of each school will be

responsible for establishing specific practices to enforce this policy at individual schools.

ADOPTED: January 6, 2025
ALSDE REF: IFBA

F-17.2 TECHNOLOGY PROTECTION MEASURES

Filtering and Blocking

The Children's Internet Protection Act ensures the system will make a reasonable effort to filter and block access to "visual depictions" that are obscene, contain child pornography, are harmful to minors, or that the Board determines is "inappropriate for minors." A software solution or combination of software solutions will filter all incoming Internet sites based on both URL (website name) and IP address. URLs and IP addresses may be added to the filtered list in cases where the filtering system may not have accurately identified inappropriate sites as defined above or as the Board and/or its employees determine may be inappropriate in nature, may create a disruption to school, or may place excessive demand on bandwidth.

All users are required to report any sites that contain inappropriate materials or materials harmful to minors. Students must report this information to their teacher. Teachers or staff members must report the information to the System Technology Coordinator. This includes any email, text, audio segment, picture, image, graphic image file, or other visual depiction that:

- taken as a whole, appeals to an interest in nudity, sex, or excretion,
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals and
- taken as a whole lacks serious literary, artistic, political, or scientific value to minors.

Adult staff members may request a review of filtered sites. Adults, who are engaged in legitimate research or need access to blocked sites for other lawful purposes, may request a temporary release of specific sites at specific workstations to complete their work. Such requests should be directed to the System Technology Coordinator.

Monitoring

It is the responsibility of all teachers and employees to properly inform students/staff under their charge of this policy and to see that the policy is strictly enforced. Students using the Internet and World Wide Web will be under the direct supervision of the instructor. In addition, the system may use software to monitor Internet activity and in many instances, twenty-four hours per day if the device is owned by the district. Teachers will be provided a list of students at their local schools and their current status regarding use of the Internet.

Teachers who will be presenting Internet sites to students as part of the instructional process, must preview the sites they plan to incorporate to ensure their safety and suitability. If students are to independently access the Internet on a computer, the teacher must ensure that they have a signed Acceptable Use Policy on file. In addition, any student under the age of 18 must also have a signed Parent Permission Form on file. During instructional time, teachers must give students specific permission to independently access the Internet and monitor their activity while they are online. The System provides additional software solutions to monitor student actions and behavior while accessing the Internet.

Communicating Electronically

The System permits students to engage in electronic communications on a limited basis for educational purposes under the direct supervision of their teacher. All such communications are subject to school rules, the Student Acceptable Use Policy, any applicable laws, and the following safety and security measures. Student email communication conducted via system-provided accounts allows communication between teachers, students, and other school officials, however, all external email to and from students is blocked unless placed on a “whitelist” for sending/receiving.

In compliance with the Children’s Internet Protection Act, electronic communications (including but not limited to email, chat and instant messaging) may not be used for:

- 1) Unsafe practices such as:
 - Contacting strangers or communicating with unknown individuals or organizations
 - Posting or forwarding other users’ personal communication without the author's consent
 - Sending mass emails without the consent of the Principal or System Technology Coordinator
 - Sending or attempting to send anonymous messages

- 2) Disclosing, using, or disseminating personal information without Superintendent’s authorization regarding minors including, but not limited to:
 - Home and/or school address
 - Work, home, school, or cellular phone numbers
 - Full name
 - Social security number; etc.

- 3) Harmful, malicious or unlawful practices such as:

- Spreading viruses
 - Spamming
 - Hacking of any type
 - Copyright infringement
 - Engaging in any other unlawful activities
- 4) Commercial practices such as:
- Selling or advertising products or services
 - Purchasing products or services

Posting to the Web

All users wishing to post pages or information on the System's website must obtain prior permission and comply with Anniston City Schools Web Page Design Requirements. Students may not use technology resources operated by the school system to post information or graphics to personal web pages on the Internet. Student-created websites as part of an instructional activity are acceptable. The System prohibits posting of the following to school or system websites:

- 1) Pictures of employees without their written consent.
- 2) Pictures and other personally identifiable information without the permission in writing from the parent/guardian of the student involved.
- 3) Pictures of students along with their full names. Only the first name and last initial of students may be used.
- 4) Personal information of any kind including but not limited to:
 - home and/or school address, work address
 - home and/or school phone numbers
 - Full name
 - social security number

- 5) Materials that infringe on any copyright held by others without permission and acknowledgement
- 6) Any obscene, harassing or threatening materials.

The System does permit the posting of faculty/staff listings with their school contact information (phone extension, email address, etc.) In addition, webmasters may link to other web sites provided the content on the linked site(s) meet the safety and professional standards set out in system policies and the linking page contains a disclaimer for the downstream website content and links.

Downloading from the Internet

Students may not download files of any type without the specific permission of their supervising teacher. Under no circumstances will students be permitted to download graphic, video, or audio files in any format that violate the letter or intention of this or any other school/system policy. No user may download any files which violate copyright laws.

Limitations of Liability

The System and its employees make no guarantee that the functions or the services provided by or through the system's network will be error-free or without defect. The Anniston City School System will not be responsible for any damage suffered by the user, including but not limited to, loss of data or interruptions of service. The System will not be responsible for any financial obligations arising from the unauthorized or inappropriate use of system technology.

Notice of Right to Change

This policy may be changed as deemed necessary to continue to ensure the safety of students and compliance with any and all laws and regulations through Board action, Superintendent's approval, or approval of the Superintendent's designee.

Additional Restrictions

This policy is intended to work in concert with other system policies, procedures, and guidelines in order to ensure the safe, ethical, and educational use of all technology within the system.

ADOPTED: January 6, 2025

F-17.3 COMPUTER AND INTERNET ACCEPTABLE USE POLICY FOR FACULTY AND STAFF

The term “computer,” as used in this document is intended to have a broad interpretation. “Computer” as used herein, means the computer itself along with all of the accessories and peripherals used in connection with the computer such as, but not limited to, the servers, backup drivers, backup disk, network servers, communication servers, modems, Internet access software, CD drives, printers, software, stored data, computer hardware, e-mail and any and all data and programs used on the computers.

Use of computers should be in support of education, research, or business applications consistent with the purposes of Anniston City Schools. Employees are to adhere to these acceptable use guidelines.

1. Employees’ passwords will not be revealed to anyone other than network administrator(s) or other personnel as determined by school administrators. Under no circumstance is an employee to reveal to a student the passwords of employees or other students.
2. The illegal installation or use of copyrighted software for use on system-owned computers is prohibited. Individual schools or the school system must possess appropriate license(s) before copyrighted software may be installed or used.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; or misrepresent other users on the computer or network.
4. Any use of computers for commercial or for-profit purposes is prohibited.
5. Extensive use of computers for personal activities is prohibited.

6. Antisocial behaviors (harassment, discriminatory remarks, etc.) are prohibited on the computer. The computer will not be used to access internet sites or run programs that are offensive, illegal or otherwise not suitable or proper for use in public schools.
7. Malicious use of the computer to develop programs that harass other users or infiltrate a computer and/or damage the software components of the computer is prohibited.
8. Use of computers to intentionally access or process files dangerous to the integrity of individual computers (i.e., viruses) is prohibited.
9. From time to time, Anniston City School designees will make determinations as to whether specific uses of computers are consistent with use guidelines.
10. Anniston City School personnel or designees reserve the right to remove user files without any notice.
11. Anniston City School System reserves the right to amend this Use Policy.
12. Anniston City School employees may be subject to disciplinary action for violation of the Use Guidelines. Anniston City Schools will not provide legal assistance to any employee whom, in the process of violating the Use Guidelines, breaches local, state, or federal law.
13. All communications and information stored on computers owned or operated by the Board shall be considered property of the Board.

ADOPTED: January 6, 2025

ALSDE REF: IFBB

F-17.4 STUDENTS' ACCEPTABLE USE PRACTICES (AUP) FOR TECHNOLOGY AND WEB PUBLISHING

The term "technology," as used in this document, is intended to have a broad interpretation. "Technology" as used herein, means the computer itself along with, but not limited to, hardware, associated network devices, software, peripherals and accessories.

All use of technology must be consistent with the mission of Anniston City School System. All users of the system's technology resources will conduct themselves in accordance with any and all school/system guidelines, policies and procedures as well as local, state, and federal laws governing the usage of technology and its component parts. Additionally, it is implied that students will use the system's technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies. Administrators, the Technology Coordinator, and their designees will make determinations as to whether specific uses of technology are consistent with acceptable use policies. Students are responsible for their behavior while using system technology and shall comply with Board standards as stated in the Anniston City Board Of Education Student Responsibilities and Privileges – Code of Conduct and Attendance.

GENERAL USE

- Students shall not use technology in violation of local, state or federal laws and statutes.
- Students shall adhere to all copyright regulations. The illegal installation or use of copyrighted software is prohibited and subject to criminal prosecution. The illegal installation of

system-owned software on personal computers is also subject to criminal prosecution. Individual schools or the school system must possess appropriate license(s) before copyrighted software may be installed or used. It is the responsibility of the user to determine that a license is available prior to attempting any software or data installation.

- Students shall treat computer storage areas as school lockers. Authorized personnel may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on computers will always be private. The Board retains the right to inspect system-owned computer storage areas for any reason at any time without notice, without consent, and without a search warrant. Network administrators or their designees reserve the right to remove users' files without any notice.
- Students shall use their accounts only as authorized by their teacher(s).
- Students shall set unique passwords on all password-protected programs.
- Students shall protect their login I.D. from others. Students will be held responsible for activity on their account.
- Students shall use only their authorized network account. Attempts to login as any other individual are prohibited.
- Students shall not intentionally view, seek, obtain, or modify information, other data, or passwords belonging to other users.
- Students shall not trespass in other users' folders or files.
- Students shall close programs and log out of unattended computers.
- Students shall not use technology for any non-educational, commercial, or "for-profit" purposes.
- Students shall not use technology or other means to disrupt the computer use of others.
- Students shall not use technology maliciously to develop programs or process files (e.g. viruses or hacking) that harass other users, infiltrate computers, and/or damage the software components on or off school campus.

- Students shall not use technology for illegal, offensive, or antisocial behaviors (harassment, discriminatory remarks, etc.).
- Students shall notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
- Students shall not waste or monopolize system resources (i.e. non-instructional use of gaming software, audio, video, locally or across the Internet.)
- Students shall not modify technology devices or software in any way without the express permission of school administrators.
- Students shall not attempt to disable or circumvent security measures including Internet filtering software.
- Students shall not commit the System, any school, or employees of the System to any unauthorized financial obligation through the use of technology. Any resulting financial burden will remain with the user originating such obligations.
- Students shall not intentionally harm, destroy, disable, or remove parts from computers or other technology devices. In such cases, students or their families may be held financially responsible for the repair, replacement, or reconfiguration of affected equipment.

INTERNET USE AND ELECTRONIC COMMUNICATIONS

Access to the Internet is provided for the purpose of supporting the curriculum. All students must have a signed AUP form on file, a signed parent/guardian permission form, and the current permission of their supervising faculty member in order to use the Internet.

Temporary email accounts may be assigned to students for specific instructional purposes. These accounts are considered the property of the System and should not be considered private. Students are restricted from establishing, accessing, or using web-based e-mail accounts, chat, or instant messenger without the permission of a supervising faculty member. In

addition, any such use must support the curriculum and may not be used for personal communication.

Communications on the Internet are public in nature; therefore, general school rules for behavior and communications apply for all students using the Internet. In addition, students must refrain from inappropriate behavior that violates any laws or compromises their safety or that of others. Inappropriate behavior includes, but is not limited to the following:

- giving out personal information regarding oneself, others, or the school such as names, addresses, social security numbers, or phone numbers unless directed to do so by supervising faculty members
- sending or willfully soliciting information including but not limited to hoaxes, chain letters, jokes, etc.
- sending or willfully soliciting e-mail containing offensive, obscene, insulting, or harassing language or graphics
- sending or intentionally receiving email for political or personal gain
- sending or intentionally receiving files dangerous to the integrity of the network
- forging or attempting to forge e-mail messages
- sending or attempting to send anonymous e-mail messages; attempting to read, delete, copy, or modify e-mail of other users
- viewing any material that may not have been filtered, but would be classified as inappropriate for the school environment whether on the Internet or sent as an e-mail attachment or instant message
- making appointments to meet unknown individuals contacted via electronic communications

DISCLAIMER AND OWNERSHIP

All email content is implicitly understood to be representative of the author's individual point of view and not that of the school or school system. All email generated using system-owned equipment or a

system-assigned e-mail account remains the property of the Board and may be reviewed and deleted as needed to ensure network integrity, confidentiality, and student safety.

WEB PUBLISHING

Students may be granted permission by school faculty to post web pages to system websites for educational purposes. Students shall not provide information about the Anniston City School System to parties that claim to represent the Anniston City School System for web publication purposes on external servers.

When posting materials to the system's website or any individual school website, students must adhere to the established design requirements. Authorized system personnel or designees reserve the right to remove unacceptable files or links from any official Anniston City School System website without notice. In addition, the system's website may not be used for:

- making profits, commercial purposes, or political gain
- linking to external websites considered inappropriate by Board standards as identified in the system Internet Safety Policy
- posting student or employee photographs, names, or intellectual property without written consent from parent/guardian and/or individual
- posting inaccurate, derogatory, malicious, or threatening information or messages

Penalties for students who violate the Acceptable Use Practices will be commensurate with those outlined in the Anniston City Board Of Education Student Responsibilities and Privileges – Code of Conduct and Attendance. Any student identified as a security risk or as having a history of such may have their access to technology resources restricted. The Board

has authorized the Superintendent or his/her designee to amend these Acceptable Use Practices as needed to comply with legal requirements and best practices.

ADOPTED: January 6, 2025
ALSDE REF: IFBC

F-18 OFF-CAMPUS TRIPS

The Board, recognizing that educational field trips and trips to various types of contests and activities for instructional purposes help provide desirable learning experiences, delegates to the Superintendent the responsibility for development of administrative criteria governing field trips. Only those field trips, however, that emerge from 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.

All field trips must be planned in advance and approved by the principal and the Superintendent or designee. Out-of-state and In-state field trips will require Board approval.

Supervision by school system employees shall be exercised in a reasonable and prudent manner.

ADOPTED: January 6, 2025

ALSDE REF: IFCB

F-19 SCHOOL VOLUNTEERS

The Board endorses a volunteer program in the schools of the school system, subject to regulations and safeguards, including monitoring to assure proper management. These regulations shall be developed by the Superintendent. The Board delegates to the Superintendent the responsibility for development of administrative criteria governing volunteers.

ADOPTED: January 6, 2025
ALSDE REF: IFCD

F-20 GUIDANCE PROGRAM

The school system and local schools shall develop cooperatively a program of guidance to meet the needs of the students. The guidance program shall utilize professionally trained counselors and teachers and shall provide the following:

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

ADOPTED: January 6, 2025

ALSDE REF: IG (CF: JE)

F-21.1 ACADEMIC PROGRESS/EVALUATION

Consistent standards shall be applied in evaluating progress of students in the system. Each principal and teacher employed in the Anniston City School System shall follow criteria listed below in the evaluation of individual student progress.

All students are expected to meet high academic standards aligned with state and national requirements.

1. Teachers will provide quality, engaging work needed for students to meet standards and expectations.
2. The school staff shall provide motivation, stimulation, encouragement and individual help when needed to assist students in their efforts to learn and perform.
3. Evaluation of student progress shall in no way be used as a means of disciplinary action.

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified.

General Grade Scale

Grades for academic coursework will be awarded according to the following scale:

<u>Letter Grade</u>	<u>Numerical Grade (100 point scale)</u>	<u>Grade Point Average Points (4 point scale)</u>
A	90 – 100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	Below 60	0.00

A challenging curriculum and excellent teaching will ensure that every high school graduate has the knowledge and skills essential to succeed in today’s increasingly competitive world.

ADOPTED: January 6, 2025
 ALSDE REF: IH

F-21.2 REPORT CARDS

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parent(s) or guardian(s). Report cards shall be issued at midterm and at the end of each grading period to all students enrolled in grades K-12.

All report cards used by the schools shall be approved by the Board. Report cards approved for use within the school system must include a section outlining grading symbols with specific explanations defining said symbols and grade placement categories.

ADOPTED: January 6, 2025
ALSDE REF: IHAB

F-21.3 TITLE I PARENT INVOLVEMENT POLICY

The Anniston City Board of Education believes that the education of children is a collaborative effort between parents and schools. Parents are the child's first and most important teachers and their continued involvement is essential for the success of the child which enhances the effectiveness of the Title I program. To that end, the Anniston City Title I program will strive toward a significant level of parent participation.

Five specific areas are addressed in this Parent Involvement Policy. Each area is presented below.

- (1) Parents will be invited to participate in an annual meeting with the Anniston City Schools' Title I personnel to jointly develop the Title I Plan for the Anniston City Schools. Should the school system be identified as "in need of improvement" by the State, the school system's Title I Plan will be revised with parent consultation.
- (2) The Anniston City School System will designate a Title I staff member at each school as the parental involvement coordinator. These coordinators will meet periodically with the Title I coordinator to plan, coordinate and assist local schools with planning and implementing an effective parent involvement program.
- (3) The Anniston City School System will jointly work with each Title I school in building a greater capacity for parental involvement. The designated school parent involvement coordinators will work as a team with the Title I Director to provide training, technical assistance and coordination.
- (4) The Anniston City School System will coordinate with other programs (area preschools and Head Start). Parental involvement activities provided by the Anniston City Schools' Title I program will

be made available to these families. Transition activities will be held for the children and parents from other programs.

- (5) This Parent Involvement Policy will be reviewed annually at the public meeting. The purpose will be to evaluate the content and effectiveness of the Policy in regard to increasing parental participation and identifying barriers to participation.

PARENTS RIGHT-TO-KNOW

Parents will be notified at the beginning of each school year in the parent student handbook that their child attends a Title I school and by Federal law, may request information regarding the professional qualifications of their child's classroom teacher. Parents may obtain this information by requesting and completing a Parents' Right-to-Know form at their local school. Completed forms are sent to the central office by the principal. The LEA will respond within ten (10) working days.

ADOPTED: January 6, 2025
ALSDE REF: IHAC

F-21.4 PARENT CONFERENCES

All schools of the school system shall develop and implement plans to schedule parent conferences. Such plans shall require school principals to notify the parent(s) or guardian(s) of all students in their schools that they may schedule conferences with teachers and administrators to discuss educational matters related to their child. Notification shall be in written form and shall identify the procedure for scheduling a parent(s)-teacher conference.

Parent-school personnel conferences must be scheduled in such a way that will not interfere with system personnel's teaching responsibilities, preferably at the close of the school day or during the preparation period at the teacher's discretion.

Teachers will make themselves available for parent-teacher conferences at the parent's convenience when possible.

ADOPTED: January 6, 2025

ALSDE REF: IHAD

F-21.5 SCHOOL CHOICE

Public school choice is one of the components in the Alabama Accountability Act of 2013. Parents whose children attend Title I schools designated as “Failing” by the State Department of Education are given the opportunity to transfer their child to a school without this designation.

- (1) The school choice option is in effect as long as the school is designated as “Failing.”
- (2) If the Anniston City School System does not have adequate funds to transport all students requesting a transfer, priority will be given to the lowest achieving children from low-income families. Also, the transfer may be granted if the parent is willing to provide transportation. The choices for parents of students with disabilities in schools that are in “Failing” status may be more limited than for students without disabilities. Placement will depend upon the abilities and needs of each individual student with disabilities.
- (3) Students who choose to transfer may remain in the receiving school until they reach the highest grade in that school even when the sending school is no longer in “school improvement”. The school district will not provide transportation when the sending school is no longer in school improvement.
- (4) Students must remain at the school of choice for the entire school year.

The Anniston City School System will take the following action when a school is identified as “Failing”:

- (1) Provide written notice to parents before school starts if data is available from the State Department of Education in adequate time; otherwise, as soon as possible.
- (2) Identify, if possible, at least two receiving schools to which students may transfer as choice options from which parents may choose.
- (3) Set a reasonable deadline by which parents must apply for transfer, ensuring sufficient time and information to make an informed decision.
- (4) Use the following procedure if funding for transportation is inadequate to meet all requests:
 - a. Identify all students from low-income families using the poverty measure to rank schools for Title I purposes (such as students receiving free and reduced price meals).
 - b. Rank-order students within that group, according to achievement levels, using an objective educational measure of the student's achievement (such as the state assessment).
 - c. Start with students at the top of the list and approve parents' choices of receiving schools until funding for transportation has been exhausted.
- (5) Schools that receive students whose parents exercise the school choice option must ensure that the transferring students are enrolled in classes and activities in the school in the same manner as all other students.

ADOPTED: January 6, 2025

ALSDE REF: IHAE

F-21.6 PROMOTION AND RETENTION

The guiding principle for determining promotion or retention will be what is best for the child in grades K-8. Students in grades 9-12 will be based on credits earned. The Superintendent shall establish the criteria for promotion and retention.

ADOPTED: January 6, 2025

ALSDE REF: IHE

F-21.7 TUTORING FOR PAY BY PROFESSIONAL PERSONNEL

Professional personnel **shall not** receive pay or its equivalent for out-of-school tutoring of students in their classes when the outside tutoring is in subject areas taught during the regular school day by said employees.

Teachers can participate in tutoring programs organized by accredited colleges or offer extra help based on student test results. Teachers must be certified in the subject area they are tutoring. These programs may include their own students. A system must be in place to monitor the effectiveness of the tutoring program. However, teachers cannot be compensated for tutoring during regular school hours.

ADOPTED: January 6, 2025

ALSDE REF: IHEAA

F-21.8 GRADUATION REQUIREMENTS – GENERAL

The superintendent is authorized to establish and maintain requirements that meet or exceed state requirements for the Alabama High School Diploma.

All students shall earn the required credits for the Alabama High School Diploma as specified in Anniston City Schools Student Responsibilities and Privileges: Code of Conduct and Attendance.

The Alabama courses of study shall be followed in determining minimum required content in each discipline.

ADOPTED: January 6, 2025
ALSDE REF: IHF (CF: JFD)

F-22.1 TESTING PROGRAM

The Superintendent is authorized to develop a plan for State Department of Education approval that contains provisions for the storage, administration, disposal and general accountability of all test material that is part of the state testing program.

ADOPTED: January 6, 2025

ALSDE REF: II

F-22.2 USE AND DISSEMINATION OF TEST RESULTS

Student evaluation results will be used only to assess performance and competency and improve the curriculum. Individual test scores will remain confidential, and no employee will share them publicly. However, overall system-wide achievement and test scores can be made public and released from the central office.

ADOPTED: January 6, 2025

ALSDE REF: IIC

F-23.1 EVALUATION OF INSTRUCTIONAL PROGRAM

The Board requires systemic and comprehensive evaluations of instructional programs and related areas. Each school must conduct ongoing assessments, and these should also happen across the whole system. Schools and the school system will set goals, identify areas needing improvement, and create plans to use resources from both the school and the community to enhance the instructional program.

ADOPTED: January 6, 2025

ALSDE REF: IJ

F-23.2 ACCREDITATION OF SCHOOLS

The district shall be responsible for completing an application for accreditation. The Superintendent is authorized to file an application for accreditation with Cognia.

- Standards of the accrediting association shall be considered in developing policies for administration and supervision, qualifications for teachers and other personnel, for libraries, laboratories, and other areas of instruction.
- The Board, local school faculties, and communities shall work to provide a program of instruction, materials, equipment, and finances which will meet the standards set by the accrediting association.

ADOPTED: January 6, 2025

ALSDE REF: IJA

F-24 TEACHING METHODS

The Board strongly encourages teachers to utilize a variety of teaching methods and materials in their classrooms that align with effective learning principles and take into account the diverse needs of students. Teachers should set appropriate expectations for students to conduct independent research, as well as participate in both small and large group activities and experiences.

Teachers are expected to create challenging and engaging assignments for all students, guiding them toward success in their tasks. This involves implementing instructional strategies and evidence-based practices to help students perform at their highest individual potential.

ADOPTED: January 6, 2025

ALSDE REF: IKA

F-25.1 CONTROVERSIAL ISSUES

The Board recognizes the fact that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues are indispensable to education for citizenship. Therefore, teachers and other professional employees shall have the freedom to address controversial issues in the public school curriculum so long as the following guidelines are observed:

- Teachers shall adapt the study of controversial issues to the age, maturity and academic background of students.
- Teachers shall place emphasis on HOW to think rather than WHAT to think.
- Students shall have access to materials which are relevant, educationally significant and appropriate to the issues being studied.
- Students shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
- Teachers shall teach students the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
- Teachers shall seek to develop in students the ideals of truth and honesty.
- Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear and hostility, but with mutual respect for all viewpoints.

- Teachers shall seek to develop in students a sense of responsibility for their beliefs, opinions and attitude and shall encourage them to base their own opinions on research, tested experience and knowledge.
- Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
- Teachers shall present a balanced view while maintaining a neutral position in the classroom during the discussion of controversial issues.
- Teachers shall exercise moral and ethical judgment while exploring controversial issues.
- Teachers are advised to seek the counsel and advice of school administrators and colleagues before exploring controversial issues in the classroom.

ADOPTED: January 6, 2025

ALSDE REF: IKB

F-25.2 CONTROVERSIAL PRESENTERS/LECTURERS

The Board requires that classroom or assembly program presenters/lecturers who are neither members of the student body, faculty, nor administration of the school or school system, have prior approval of the school principal and Central Office.

ADOPTED: January 6, 2025

ALSDE REF: IKBA

F-25.3 ACADEMIC FREEDOM

Academic freedom may be defined as the right of a qualified scholar to pursue the search for truth in its many forms and to make public his/her methods and findings. It is the right of a teacher to encourage freedom of discussion on controversial issues in the classroom and to develop in students a love of knowledge and a desire to research for truth. The teacher shall keep in mind that academic freedom is not a political right guaranteed in the Constitution, but rather a necessary condition for the successful practice of the academic profession in a free society.

When exercising academic freedom through the teaching and/or discussion of controversial issues, a teacher is advised to seek counsel of the administration, colleagues, and his/her associates concerning the limits to which the questions should and may be explored. In practicing academic freedom the teacher must be aware of his/her moral and ethical obligations to students, their parents, and to the community. The teacher should take into account the relative maturity of his/her students and the concomitant need for guidance and help in studying the issues and arriving at balanced views.

The primary responsibility of a teacher is to teach what is prescribed in the Alabama Courses of Study as it relates to the subject the teacher is assigned to teach.

ADOPTED: January 6, 2025

ALSDE REF: IKBB

F-26 TEACHING ABOUT RELIGION

Teaching about religion as it relates to a study of the historical development of mankind is appropriate. The use of the Holy Bible or other religious documents as educational and reference materials in this study is acceptable. Specific religious indoctrination is prohibited in the schools.

ADOPTED: January 6, 2025
ALSDE REF: IKC

F-27 SCHOOL CEREMONIES AND OBSERVANCES

Flag Display

The Board, in compliance with the state law, requires that all schools 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 Before Public School Activities

The Board in compliance with federal law or legal mandates as it applies to the State of Alabama prohibits school sponsored prayer or the religious observances at school activities such as athletic events, student assemblies, commencement, concerts and similar activities.

Moment of Quiet Reflection

At the opening of school every day in each public school classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of every pupil in the classroom.

The moment of quiet reflection authorized herein is not intended to

be and shall not be conducted as a religious service or exercise, but shall be considered an opportunity for a moment of silent reflection.

ADOPTED: January 6, 2025

ALSDE REF: IKD

F-28 LESSON PLANS AND COURSE SYLLABUS

The Board requires a general plan of work and syllabus, including daily schedules and lesson plans, to be prepared by each teacher in advance and available to the principal upon request.

Specific (detailed) lesson plans shall be prepared by the teacher in his/her absence for use by the substitute teacher. Such plans shall be in sufficient detail to permit the substitute teacher to conduct instructional activities that will benefit students educationally.

ADOPTED: January 6, 2025

ALSDE REF: IKI

TABLE OF CONTENTS

G – STUDENTS

G-1	Equal Educational Opportunities
G-2	Compulsory Attendance and Truancy
G-3	Driver’s License and School Attendance
G-4	Rights of Non-Custodial Parents
G-5	Entrance Age Requirements
G-6	School Admission
G-7.1	Residence and Zone Requirements
G-7.2	Tuition Enrollment
G-8.1	Admission Policy for Homeless, Migratory, Immigrant, Foster Care and Limited English Proficient Students
G-8.2	Dispute Resolution Policy for Enrollment of Homeless Students
G-9	Withdrawals
G-10	Absences and Excuses
G-11	Foster Care Plan
G-12	Student Responsibilities and Privileges – Code of Conduct and Attendance
G-13	Due Process
G-14.1	Searches by School Officials
G-14.2	Police Interrogations of Students
G-15.1	Possession of a Firearm/Deadly Weapon on School Premises
G-15.2	Tobacco and Alcohol – Student Use and Possession

G-15.3	Drug Use
G-15.4	Unannounced Visits by Law Enforcement Agencies
G-15.5	Illegal Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm
G-16	Harassment
G-17	School Bus Conduct
G-18	Dress Code
G-19.1	Student Grievances
G-19.2	Student Demonstrations and Strikes
G-20.1	Discipline
G-20.2	Corporal Punishment
G-20.3	Removal, Isolation, or Separation of Students Creating Disciplinary Problems
G-20.4	Seclusion or Restraint of Students
G-21	Alternative Education Programs
G-22	Student Code of Conduct – Classification of Violations
G-23	Guidance Program
G-24	Student Records
G-25	Student Welfare
G-26	Individual Student Intellectual Evaluations
G-27	Supervision of Students
G-28	Automobile and Motorized Vehicle Use by Students
G-29	Student Publications
G-30	Employment of Students

G-31	Solicitation
G-32	Gifts by Students
G-33	Contests for Students
G-34	Married Students
G-35	Temporary Student Health Conditions
G-36	Student Fees
G-37	Voluntary Religious Expression
G-38	Virtual School

G-1 EQUAL EDUCATIONAL OPPORTUNITIES

The Anniston City School System shall provide, on a nondiscriminatory basis, educational opportunities for children. No person shall be denied the benefits of any educational program or activity on the basis of race, color, disability, creed, national origin, migrant status or sex. All programs offered by schools within the School System shall be open to all students in compliance with statutory and judicial requirements.

The Superintendent shall designate a member of the staff to investigate complaints which may be brought against the district in regard to any alleged discriminatory action. The name, address and telephone number of the designee shall be publicized accordingly.

ADOPTED: January 6, 2025

ALSDE REF: JAA

G-2 COMPULSORY ATTENDANCE AND TRUANCY

Every child residing in the area served by the school system between the ages of six (6) and seventeen (17) years, not otherwise receiving instruction in a private school, church school, or being taught by a private tutor, is required to attend school for the entire length of the school term in every scholastic year. The parent, legal custodian, or guardian of a child who is six (6) years of age, may opt out of enrolling their child in school at the age of six years by notifying the board of education, in writing that the child will not be enrolled in school until he or she is seven years of age. All students must attend the entire length of each school term through the day preceding the seventeenth (17) birthday.

An accurate record of attendance for each student shall be maintained by the school. This record will be used by the principal and other appropriate persons to enforce the Compulsory Attendance Law.

Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey the Anniston City Student Responsibilities and Privileges - Code of Conduct and Attendance adopted by the Board. Parents failing to enroll students and ensuring their attendance and proper behavior are subject to fines and imprisonment under State law. All students are subject to school attendance and truancy laws of the State of Alabama.

Every parent/guardian shall present a written explanation of any absence within three (3) days of the students return to school. Failure to furnish explanation shall be admissible as evidence of the student being truant with consent of the parent/guardian. The Board authorizes the

Superintendent to establish procedures for filing of court complaints and compliance with State law.

The Board directs the Superintendent, pursuant to guidelines established by the State Board of Education, to establish educational programs to inform parents of school-aged children of their education-related responsibilities to their children.

ADOPTED: January 6, 2025

LEGAL REFERENCE: The Code of Alabama, 16-28-3 (ACT NO. 2012-295)

ALSDE REF: JB

G-3 DRIVER'S LICENSE AND SCHOOL ATTENDANCE

In order to qualify for and maintain an Alabama driver's license or learner's permit, a student between the ages of 15 to 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 State Department of Education guidelines.

The Board directs the Superintendent to establish procedures and guidelines for implementing laws pertaining to enrollment, and for the denial or suspension of a driver's license or a learner's permit.

ADOPTED: January 6, 2025

ALSDE REF: JBA

G-4 RIGHTS OF NON-CUSTODIAL AND CUSTODIAL PARENTS

The school system will grant a parent(s) the rights that the Family Education Rights and Privacy Act accords him/her unless the court or a responsible party has provided a legally binding document that specifically revokes that parent's right to have knowledge about and participate in his/her child's educational process.

ADOPTED: January 6, 2025

ALSDE REF: JBAA

G-5 ENTRANCE AGE REQUIREMENTS

It is the policy of the Board, in accordance with Alabama statutes, that a child must be five (5) years old on or before September 1 (2)*, or on the date school begins in the school system, in order to be admitted to kindergarten for that school year. Beginning with the 2016-2017 school year, Act 2016-294 entitles any child who turns six years old on or before December 31 to start first grade. This extends the timeframe from the current date of on or before September 1 for first grade only – it does NOT extend the timeframe for enrollment in kindergarten. A child whose sixth birthday falls on or before February 1 with the approval of the local board of education, be admitted at the beginning of the second semester in school systems having semi-annual promotions of pupils.

The child must be a bona fide resident of and living within the school system's jurisdiction. Underage children transferring from out of state schools may be admitted upon approval of the Local Board of Education. A child transferring to a Anniston City school from a private school, church school, or being tutored in accordance with State Law must meet the same requirements for school admittance as of September 1 (2)* on the opening date of school to be admitted to kindergarten or first grade.

An underage child who has moved into Alabama and has completed a mandated kindergarten program in another state shall be entitled to admission regardless of age.

An underage child who transfers to Alabama from the public school kindergarten in another state must have the approval of the Local Board of Education.

An underage child who transfers from the first grade of a school in another state must have the approval of the Local Board of Education.

If a person's twenty-first birthday is on or before September 1 in any given school year, he/she shall not be admitted to a school.

Enrollment of an adult student (18 years or older) must have the approval of the Superintendent/designee. Consideration will be given to the following:

- Age
- Current grade
- Previous school record
- Exit status
- Any other relevant information.

*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 the school for that school year. A child whose fifth birthday falls on SEptember 2 is entitled to attend kindergarten.

ADOPTED: January 6, 2025
ALSDE REF: JBB

G-6 SCHOOL ADMISSION

The Board shall admit students to the school system based upon an application submitted by the parent, legal guardian, or student under such rules and regulations as the Board may prescribe. No student may be excluded except by due process or failure to meet the requirements of the policies of the Board.

Kindergarten/First Grade

No child shall be admitted to kindergarten or first grade until his/her parents of record meet the following requirements:

1. Present proof to school officials of residence in the area served by the school system and school zone.
2. Present to school officials a certified birth certificate as verification of proof of age.
3. Present proof to school officials that the child has received immunizations/ medical or religious exemptions as required by law.
4. Social security information is voluntary.

The Board authorizes the Superintendent to establish procedures for extenuating circumstances.

Transfers

Students applying for enrollment for the first time will be admitted upon proof of residence in the area served by the school system and school zone and upon presentation of the most recent report card or a release form from the last school attended. The principal or designee will be

responsible for contacting the principal of the last school attended to determine eligibility of continued attendance at that school and to secure a transcript and other applicable records.

The Board authorizes the Superintendent to establish procedures for circumstances involving the inability of a parent/guardian to obtain a required document for school admission.

Homeless Students

Homeless students as defined by the Stewart B. McKinney Homeless Act of 1987 will not be denied enrollment. Reference JBCCC.

ADOPTED: January 6, 2025

ALSDE REF: JBC

G-7.1 RESIDENCE AND ZONE REQUIREMENTS

Residence

A student must attend the school within the school zone in which his/her parent(s) of record or legal guardian(s) has established legal residence except for the following:

- Tuition status enrollment
- Children of Anniston City Board of Education employees
- In accordance with the Individuals with Disabilities Education Act in regards to students with disabilities as defined by the Act.
- Non-resident students enrolled in another cooperating school district may attend the area career technical center.

Educational Interest

In order to maintain the continuity and integrity of a student's educational program, the following exceptions for Out-Of-System and Out-Of- Zone students shall apply:

1. Legally enrolled students whose parent(s) of record or guardian(s) establish their residence during the academic year outside the area served by the school system or outside their school zone shall be allowed, upon written request of parent/guardian and approval of the Superintendent, to complete the current semester or school year in the school they presently attend. The school system shall not be obligated to provide transportation.
2. Legally enrolled students classified as juniors or seniors whose parent(s) of record or legal guardian(s) establish their residence during the academic year outside the area served by the school system or outside their school zone shall be allowed, upon written request of parent/guardian and approval of the Superintendent, to complete the current school year in the school they presently attend. The school system shall not be obligated to provide transportation.

Unsafe School Choice Option

1. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school sponsored activities shall be given the opportunity to transfer to a safe school within the school system. The Board directs the Superintendent to establish transfer option procedures.

2. Students enrolled in a school designated by the State Department of Education as a transfer option school will be given the opportunity to transfer to a safe school within the school system. The Board directs the Superintendent to establish transfer option procedures.

Children of Board Employees

Employees of the Board may enroll their children (including children they have been granted legal custody/guardianship of) in any school irrespective of their place of residence. The employee must notify the Superintendent, or his designee, in writing concerning this enrollment.

ADOPTED: January 6, 2025

ALSDE REF: JBCA

G-7.2 TUITION ENROLLMENT

Students who do not reside within the boundaries of Anniston City Schools may be eligible to attend the system upon payment of a non-resident tuition fee. Tuition guidelines do not apply to children of Board employees, including children the Board employee has legal custody/guardianship of.

The Board authorized the Superintendent to establish procedures for accepting tuition enrollment students.

ADOPTED: January 6, 2025

ALSDE REF: JBCAA

G-8.1 ADMISSION POLICY FOR HOMELESS, MIGRATORY, IMMIGRANT, FOSTER CARE, AND LIMITED ENGLISH PROFICIENT STUDENTS

Pursuant to the requirements of Every Student Succeeds Act and the McKinney-Vento Homeless Education Act of 2001, all homeless, migratory, immigrant, foster care, and limited English proficient children must have equal access to the same free appropriate education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, foster care, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of a birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements
- Lack of social security number

ADOPTED: January 6, 2025

ALSDE REF: JBCCC

G-8.2 DISPUTE RESOLUTION POLICY FOR ENROLLMENT OF HOMELESS STUDENTS

The Anniston City Board, in accordance with the McKinney-Vento legislation, has removed all barriers that might impede the enrollment of students classified as homeless.

In the event that a dispute arises regarding the enrollment of a student classified as homeless, the parent or guardian has a right to appeal to the Alabama State Department of Education Homeless Education Coordinator.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The parent or legal guardian shall be notified of the dispute resolution procedure which is as follows:

In the event of a dispute regarding eligibility or placement, the parent or guardian shall be given notice of their right to a review. In the event the dispute cannot be resolved locally, the parent or guardian may request a review of the dispute by an Assistant State Superintendent or other designee of the State Superintendent, Alabama Department of Education. The Assistant Superintendent, or other designee, will address the issues in the dispute within 10 days from the receipt of a written request for resolution.

ADOPTED: January 6, 2025

LEGAL REF: No Child Left Behind Act 2001 (PL 107-110); Alabama Administrative Code 290-3-1-.02

ALSDE REF: JBCCD

G-9 WITHDRAWALS

Students and their parent(s) of record or legal guardian(s) who live within the area served by the school system are subject to the state compulsory attendance laws. Under these laws, no student residing within the geographical area served by the school system shall be permitted to withdraw from school before his/her sixteenth (16th) birthday unless approved by the Superintendent.

The Board authorizes the Superintendent to establish procedures for all student withdrawals, including students sixteen years and older.

ADOPTED: January 6, 2025

ALSDE REF: JBCE

G-10 ABSENCES AND EXCUSES

The Board believes the fundamental right to attend public schools also places upon students the accompanying right to school attendance. Regular attendance is essential for a student's successful progress in the instructional program. Unexcused and excessive absences seriously interfere with the instructional program.

The Board authorizes the Superintendent to establish procedures to promote regular student attendance as outlined in the Anniston City Schools Student Responsibilities and Privileges - Code of Conduct and Attendance.

ADOPTED: January 6, 2025

ALSDE REF: JBD

G-11 FOSTER CARE PLAN

The Board authorizes the Superintendent to develop a foster care plan in accordance with all federal and state laws.

ADOPTED: January 6, 2025

ALSDE REF: JBE

G-12 STUDENT RESPONSIBILITIES AND PRIVILEGES – CODE OF CONDUCT AND ATTENDANCE

The Board authorizes the Superintendent or his or her designee to notify parents and students annually of their rights and responsibilities as outlined in the Anniston City Schools Student Responsibilities and Privileges - Code of Conduct and Attendance.

ADOPTED: January 6, 2025

ALSDE REF: JC

G-13 DUE PROCESS

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short or long-term suspension or expulsion are applied. Before application of disciplinary measures for violation of a Board policy or local school rule and regulation, the local school principal or designee shall ensure that students are accorded appropriate due process. The Board authorizes the Superintendent or his or her designee to notify parents and students of their rights and responsibilities as outlined in the Anniston City Schools Student Responsibilities and Privileges - Code of Conduct and Attendance.

ADOPTED: January 6, 2025

ALSDE REF: JCA

G-14.1 SEARCHES BY SCHOOL OFFICIALS

School Property

Desks and lockers are public property and school authorities may make regulations regarding their use. Students, however, have the right to a reasonable amount of privacy in their lockers and desks. No school official shall inspect or search lockers unless there is a reasonable cause to believe that articles are kept there that may endanger other individuals in the school or that such articles possessed are contrary to law or the policies and/or regulations of the Board.

Individuals

School officials (school principal or certified designee only) may search the persons of suspected students and their personal belongings if there is reasonable cause to believe that the students are carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the policies and/or regulations of the Board. If suspected students are searched, it shall be conducted on an individual basis in private by a school official of the same sex with a certified staff member of the same sex present.

Automobiles

School officials (school principal or certified designee only) may search student vehicles while on school property when there is reasonable cause to believe that a specific vehicle(s) contains articles that may endanger other individuals or are contrary to law or policies and/or regulations of the Board.

By Law Enforcement Officials

The Board respects the rights of all persons in the schools and will uphold those rights. At the same time, school property cannot be regarded as a sanctuary from enforcement of the law. School officials should seek to cooperate with law enforcement officials in their effort to enforce the law.

ADOPTED: January 6, 2025

LEGAL REF.: U.S. Const. Amend. IV; U.S. Const. Amend. XIV 1; Moore v. Student Affairs Committee of Troy State Univ., 284 F. Supp. 725, (M.D. Ala. 1970); State v Stein, Cert. denied 90 S. Ct. 996 (1970); New Jersey v. T.I.O. Note from Moore: "It is settled that Fourth Amendment does not prohibit reasonable searches when the search is conducted by a superior charged with the responsibility of maintaining discipline or of maintaining security...", Note from Stein: "Although a student may have control of his school locker against his fellow students, his possession is not exclusive against the school and its officials. A school does not supply its students with lockers for illicit use in harboring pilfered property or harmful substances. We deem it a proper function of school authorities to inspect lockers under their control and to prevent their use in illicit ways or for illegal purposes. We believe this right of inspection is inherent in the authority vested in school administration and that the same must be retained and exercised in the management of our schools if their educational functions are to be maintained and the welfare of the student body preserved."

ALSDE REF: JCAB

G-14.2 POLICE INTERROGATIONS OF STUDENTS

A student enrolled in the school district shall not be interrogated by any law enforcement authority on school property during regular school hours without the knowledge of the school's principal/designee. All interrogations and interviews shall be conducted in a private setting, and an official school representative shall normally be present. In appropriate situations, school officials may permit private interviews with students by police officers. Reasonable efforts shall be made to contact a parent/guardian and/or have a parent/guardian present. In those instances when a parent/guardian cannot be contacted or is not present within a reasonable time period, school officials must allow interviews by law enforcement officials to proceed in the absence of a parent/guardian.

If the student is to be removed from the school by police officers, a reasonable effort shall be made to contact the parent/guardian. Questioning or interviewing of students conducted by school officials DOES NOT require parent contact or consent, even if such questioning occurs in the presence or vicinity of law enforcement officials or the information obtained by school officials is later shared with law enforcement.

ADOPTED: January 6, 2025

ALSDE REF: JCAC

G-15.1 POSSESSION OF A FIREARM/DEADLY WEAPON ON SCHOOL PREMISES

A student who, after due process, is found to be in possession (i.e. on the person, in a locker, book bag, automobile, or other location of a firearm/deadly weapon in a school zone, on school property, or at any school sponsored event), will be expelled from school for a period of not less than one year subject to a case by case exception. In addition, appropriate local law enforcement officials will be immediately notified and the student will be prosecuted to the fullest extent of the law.

The student may apply for reinstatement at the end of the expulsion period.

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days. Notification shall be provided annually in the Anniston City Schools Student Responsibilities and Privileges - Code of Conduct and Attendance.

School Zone

School Zone is defined as the grounds of a public, private, or parochial school or within 1,000 feet of a school.

Firearm/Deadly Weapons

Firearms and Deadly Weapons include but are not limited to a hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto sword, or dagger, or any club, baton, billy, black-jack, bludgeon, metal knuckles or any dangerous instrument intended to inflict harm.

ADOPTED: January 6, 2025

ALSDE REF: JCDA

G-15.2 TOBACCO AND ALCOHOL - STUDENT USE AND POSSESSION

Students shall not possess tobacco/alcohol in any form in school buildings, on school campus, on a school bus, or at school functions. Violations of this policy are subject to disciplinary action. Students are subject to the Anniston City Student Responsibilities and Privileges - Code of Conduct and Attendance.

ADOPTED: January 6, 2025

ALSDE REF: JCDA

G-15.3 DRUG USE

The Board instructs the Superintendent to establish and implement appropriate educational programs designed to address the physical and psychological dangers of substance abuse.

Any person on a school campus who is in possession of or under the influence of marijuana, hallucinogenic drugs, narcotics of any kind, or any other behavior-altering substance, other than specifically prescribed drugs, shall be subject to disciplinary action. Appropriate law enforcement officials will be notified.

ADOPTED: January 6, 2025

ALSDE REF: JCDAB

G-15.4 UNANNOUNCED VISITS BY LAW ENFORCEMENT AGENCIES

To provide and maintain a safe and secure environment for students, staff and visitors, the Board supports the requirement of The Alabama Administrative Code, section 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 weapons. These visits will be unannounced to anyone except the local Superintendent and the building principal.

ADOPTED: January 6, 2025

ALSDE REF: JCDAC

G-15.5 ILLEGAL DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATENED PHYSICAL HARM

In accordance with the Code of Alabama, 16-1-24.1, the possession of illegal drugs, alcohol, or weapons and/or physical harm to a person or threatened physical harm to a person will result in immediate suspension from school and possible criminal charges being brought against the student(s). The decision to suspend shall include a review and consideration of the student's exceptional status, if applicable, under Chapter 39 or appropriate under federal statutory or case law.

Persons violating this policy may be subject to punishment by law and/or disciplinary action by appropriate school officials.

ADOPTED: January 6, 2025
ALSDE REF: JDACC

G-16 HARASSMENT

I. Definition and Scope

It is the policy of Anniston City Schools that racial, sexual, religious, ethnic, and other harassment, bullying, intimidation, and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

The class of behaviors referred to as “harassment,” “intimidation,” or “bullying” means any gesture or written, verbal, or physical act that takes place on school property, at any school-sponsored function, or on a school bus and that: (a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or employee or damaging the student’s or employee’s property, or placing a student or employee in reasonable fear of harm to his person or damage to his property or (b) has the effect of insulting or demeaning any student or group of students or employees in such a way as to cause substantial disruption of, or substantial interference with, the orderly operation of the school or which has the effect of creating an uncomfortable or unwelcoming school environment.

Harassment, intimidation, and/or bullying refers to any unwelcome behavior related to, but not limited to, gender, race, religion, ethnic group, sexual orientation, and/or any personal characteristic(s) that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the

recipient to the point that he/she cannot learn, cannot teach, or be effective at school or at his/her job.

II. TITLE IX

Prohibition:

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

Administrator and/or Coordinator:

The Superintendent is authorized and directed to designate a Title IX Administrator and/or Coordinator, whose duties will include but not be limited to receiving and responding to Title IX inquiries and complaints.

III. STUDENT SEXUAL HARASSMENT

Sexual Harassment Prohibited:

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

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

Definition:

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

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

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

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

Student Complaint Resolution Procedure:

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

- B) Local Investigation and Resolution: Some cases are most appropriately resolved by investigation and disposition at the school site in accordance with applicable disciplinary guidelines. In such cases, the principal may attempt to investigate and attempt to resolve the matter without resorting to formal procedures. If the complaint is not resolved to the satisfaction of the student or other complaining party, the student or his/her representative should contact the Superintendent immediately.
- C) Formal Complaint Procedure: Persons Responsible for Receiving and Investigating Formal Complaints – The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Title IX Administrator and/or Coordinator is an additional official to whom formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, the alternate should be contacted regarding the formal complaint.
- Complaint form, contents – Formal complaints should be made in writing, signed by the complainant, and describe the circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or designated alternate official. If the incident involves a student who is the victim of a sexual crime, law enforcement, and other authorities may be contacted prior to having the student complete a formal statement.
 - Investigation – The Superintendent or his/her designee will promptly, adequately, and impartially investigate the complaint. The complainant and subject of the complaint will be allowed to present the names of witnesses and other evidence. The witnesses identified

will be interviewed and provided assurances regarding confidentiality and non-retaliation. The Superintendent may review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The investigation should be initiated promptly and normally be completed within sixty (60) days.

- Notification – The complainant and subject of the complaint will receive written notification of the outcome of the investigation, including the right to object and appeal for reconsideration by the Superintendent.
- Action – If there is a finding of sexual harassment, the Board will take remedial action as necessary to address and resolve any found incident of sexual harassment and take steps to prevent the recurrence of any sexual harassment.
- Review by the Superintendent and the Board – A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Superintendent take additional or different action or present the complaint to the Board for its review and action. In such case, the Board will render a final decision as soon as practicable.
- Confidentiality – To the maximum extent possible, the Board will keep the complaint and investigation confidential. Complete confidentiality cannot be guaranteed.
- Retaliation Prohibited – Title IX prohibits retaliation against any individual who files a complaint or participates in a complaint investigation.
- Providing False Information – Any student or board employee who falsely and/or in bad faith accuses another of sexual harassment shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct (if a student or if an employee up to and including termination).

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

Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

The Superintendent may be reached at the following address:

Anniston City Board of Education
4804 McClellan Blvd
Anniston, Alabama 36206
256-231-5000

*Current e-mails are available by calling the Board of Education at the above number. If a complaint is reported by electronic mail, please call to confirm receipt.

ADOPTED: January 6, 2025
ALSDE REF: JCDACD

G-17 SCHOOL BUS CONDUCT

Buses are operated for the primary purpose of providing safe transportation for students to and from school. Students transported by buses operated by Anniston City Schools are under the jurisdiction of school officials at all times.

A bus driver has the responsibility for maintaining order on the bus while protecting the lives of the riders. The right of a student to ride on an Anniston City School bus is conditional on good behavior.

The Board authorizes the Superintendent to establish rules and regulations for school bus riders.

ADOPTED: January 6, 2025

ALSDE REF: JCDAD

G-18 DRESS CODE

The Board authorizes the Superintendent to establish a uniform dress code to be published in the Anniston City Student Responsibilities and Privileges - Code of Conduct and Attendance.

ADOPTED: January 6, 2025

ALSDE REF: JCDB

G-19.1 STUDENT GRIEVANCES

Definition and Scope

The primary purpose of this Policy is to provide for a prompt and equitable resolution of student grievances.

The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance shall first take it to the immediate teacher, assistant principal, or principal depending on the point of origin within three (3) school days of the last occurrence of the problem. The aggrieved student may select a representative to accompany him/her, may state facts in written form, and may request a written decision.

In the event the grievance cannot be resolved through free and informal communication, a Formal Grievance may be filed by the student. The following steps shall be followed when filing a Formal Grievance.

Failure to appeal from one level to the next within three (3) days shall be deemed an acceptance of the decision rendered at the previous level, and the decision at the previous level becomes final and binding.

For the discussion and consideration of a grievance, time and place will be selected which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

LEVEL ONE (Formal Procedure): The student filing the grievance shall complete the Anniston City Schools Grievance Report, Level I (attached) within three (3) school days of the last occurrence of the problem. The report shall be submitted to the principal. The principal shall conduct an investigation in a timely manner. The principal's decision shall be reduced to writing and presented to the student. In no event shall an appeal to Level Two be allowed without the involvement of the principal. The principal shall document his/her involvement with the problem.

LEVEL TWO (Formal Procedure): In the event the problem is not resolved at Level One, the student may file an appeal in writing with the Superintendent or designee by completing the Anniston City Schools Grievance Report, Level 2 (Attached). Such appeal shall be presented within three (3) days of the Level One decision. The Superintendent shall request a conference with the aggrieved or render a written decision within ten (10) days from the receipt of the grievance.

LEVEL THREE (Formal Procedure): In the event the problem is not resolved at Level Two, the student may request the Superintendent to schedule a hearing before the Board of Education. Such a request shall be presented within three (3) days of the Level Two decision. The Board shall issue a decision within ten (10) days after the hearing.

ADOPTED: January 6, 2025

ALSDE REF: JCE

G-19.2 STUDENT DEMONSTRATIONS AND STRIKES

To ensure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the Board authorizes the Superintendent to establish procedures to be used in the event of a disruption of the orderly process of the day-to-day operation of the school. This policy is not intended to discourage or prohibit the lawful expression of opinions or ideas concerning the school system.

ADOPTED: January 6, 2025

ALSDE REF: JCEC

G-20.1 DISCIPLINE

The Superintendent shall establish, in cooperation with principals and teachers, a code of student conduct and attendance for Board review that clearly and precisely states the written rules and regulations applicable within the district's respective schools. Standards shall be assigned to foster a safe, friendly, and business-like atmosphere where students and school personnel can work cooperatively.

Principals and teachers are responsible for taking disciplinary action whenever a student's behavior interferes with or disrupts learning.

Notices of the rules and regulations in each school shall be disseminated to students and parents. The parent/guardian and each student shall document receipt of the Anniston City Schools Student Responsibilities and Privileges—Code of Conduct and Attendance.

ADOPTED: January 6, 2025

ALSDE REF: JD

G-20.2 CORPORAL PUNISHMENT

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in Anniston City schools. If such punishment is required, it shall be administered with care, tact, and caution by the principal, assistant principal, or, when appropriate, by their designee. In all cases, however, corporal punishment shall be administered in the presence of the principal or assistant principal.

Corporal punishment shall not include more than three (3) licks administered to the buttocks. Other forms of corporal punishment are not permitted. In all cases, corporal punishment shall be administered only by certified personnel.

Teachers shall be supported by the Board and administration in their efforts to teach good citizenship by requiring proper conduct. While teachers shall be reasonable in student-related demands, they need not tolerate disrespectful, boisterous, rough, and violent outbursts of language and temper on the part of students.

The local principal and certified staff shall utilize all practical ways and means of helping students with problems and of inducing them to accept and act upon conduct standards approved by the school before resorting to corporal punishment.

The Board authorizes the Superintendent to establish procedures for administering corporal punishment.

ADOPTED: January 6, 2025

ALSDE REF: JDA

G-20.3 REMOVAL, ISOLATION, OR SEPARATION OF STUDENTS CREATING DISCIPLINARY PROBLEMS

The Board directs the Superintendent to establish rules and regulations regarding the behavior and discipline of students enrolled in the school system. To enforce such rules and regulations, the Superintendent may remove, isolate, or separate students who create discipline problems in any classroom or other school activity and whose presence in the class may be detrimental to the best interest and welfare of the students of such class as a whole.

Effective June 1, 2024, a student can be excluded from a classroom for certain disruptive or disrespectful behaviors toward educational employees. Behaviors that fall under the exclusion law include, but are not limited to:

- Disorderly conduct
- A behavior that obstructs teaching and learning
- Threatening, abusing, intimidating, or attempting to intimidate an employee
- Willfully disobeying an educational employee
- Using abusive or profane language directed at an employee

An "Educational Employee" refers to both certified and non-certified employees. When a student is excluded he or she is placed with an administrator to receive disciplinary action, to include parental contact, prior to being allowed to return to class. If a student is excluded twice in

one semester, the student will only be readmitted after a conference between the student, teacher and administrator occurs, and the course of disciplinary action is communicated to the parent or guardian. In addition, if the student is grades 6-12, the student will not be allowed back in the teachers class for the remainder of the school day. If the misbehavior continues once the student returns, the teacher can request that the student be assigned the maximum discipline allowed per this code of conduct.

Note: The behavior does not have to occur in the same teacher's classroom for this request to be made.

If a student in grades 6-12 is excluded three times within 30 days, the principal must assign in-school suspension, out-of-school suspension, or refer to the alternative school. Again, please note that the behavior does not have to take place in the same teacher's classroom for this rule to apply. The school principal is charged with ensuring that a student's rights under the Individuals with Disabilities Act(IDEA), FERPA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act are not violated.

ADOPTED: January 6, 2025

ALSDE REF: JDB

G-20.4 SECLUSION OR RESTRAINT OF STUDENTS

The Anniston City Board of Education requires that all schools and programs within the school district comply with State Board of Education Rule 290-3-1-.02(1)(f) regarding the use of “seclusion” or “restraint,” as those terms are defined within the rule.

Seclusion

The Board of Education also prohibits seclusion, as that term is defined in State Board of Education Rule 290-3-1-.02(1)(f).

Physical Restraint

This policy is not intended to prevent the use of physical restraint in limited circumstances where a 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 as a form of discipline or punishment.

The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will be required to exercise their professional judgment and discretion. Therefore, this policy is not intended to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the school district that use physical restraint as defined within the State Board of Education rule, the

Superintendent or designee shall develop and implement written procedures governing its use, which shall include, at a minimum, the following:

1. Staff and faculty training on the use of physical restraint and the district's policy and procedures related thereto;
2. Documentation in written or electronic form of staff and faculty training on the use of physical restraint, including a list of participants in each training, which list must be made available to the Alabama Department of Education or any member of the public upon request;
3. Written parental notification of the use of physical restraint within a reasonable time, not to exceed one school day from the date of the incident;
4. Documentation of the use of physical restraint and a debriefing session held by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained;
5. Periodic review of the use of restraint and the documentation described in paragraph 4 above;
6. Annual reporting to the Board of the use of restraint and the accompanying documentation, as well as any prohibited use of seclusion and chemical, mechanical, or physical restraint;

7. Annual submission to the Alabama Department of Education of the documentation submitted to the Board in accordance with paragraph 6; and
8. Inclusion of the procedures in the school district's Code of Conduct and/or the school's student handbook.

ADOPTED: January 6, 2025

ALSDE REF: JDBA

G-21 ALTERNATIVE EDUCATION PROGRAMS

The Board authorizes the Superintendent to establish programs of instruction for students, meeting their academic or behavioral needs in a structured educational environment away from the normal school setting.

ADOPTED: January 6, 2025

ALSDE REF: JDC

G-22 STUDENT CODE OF CONDUCT -- CLASSIFICATION OF VIOLATIONS

The Board authorizes the Superintendent to develop and disseminate classifications of violations and administration options for disciplinary actions to be published in the Anniston City Schools Student Responsibilities and Privileges - Code of Conduct and Attendance.

ADOPTED: January 6, 2025

ALSDE REF: JDCA

G-23 GUIDANCE PROGRAM

The school system and local schools shall develop cooperatively a program of guidance to meet the needs of the students.

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

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

ADOPTED: January 6, 2025

ALSDE REF: JE

G-24 STUDENT RECORDS

The Board authorizes the Superintendent to establish procedures regarding student records under the safeguards of privacy as is necessary to comply with the Family Educational Rights and Privacy Act. The Board authorizes the Superintendent to establish procedures regarding amending, storage, transfer, viewing and public use of student records.

ADOPTED: January 6, 2025

ALSDE REF: JEA

G-25 STUDENT WELFARE

Under Alabama Law, all Board employees, substitutes, and contract employees are mandated to report known or suspected victims of child abuse or neglect to duly constituted authority. A child is defined as a person under the age of 18 years or under the age of 19 and in need of protective services.

Failure to make the required report is a misdemeanor punishable by imprisonment or fine. The law provides immunity from any civil liability or criminal penalty, to all who participate, in good faith, in making of a report in an investigation in physical and sexual abuse, or in any judicial proceedings resulting from such a report.

In the event the child, parent(s) of record, guardian(s) or caretaker questions a teacher or administrator concerning who reported the child abuse or neglect case, the teacher or administrator should not provide comments as to whether he/she did nor did not make the report. The questioner will be referred to the Department of Human Resources.

The Board authorizes the Superintendent to establish procedures for reporting child abuse and/or neglect.

ADOPTED: January 6, 2025

ALSDE REF: JG

G-26 INDIVIDUAL STUDENT INTELLECTUAL EVALUATIONS

The school system shall provide for psychological testing of specified students. In all cases, written permission from the students' parent(s) of record or guardian(s) shall be secured by appropriate school officials prior to psychological testing of any student in the school system.

ADOPTED: January 6, 2025

ALSDE REF: JGDA

G-27 SUPERVISION OF STUDENTS

The policy of the Board shall ensure that all school personnel discharge in a reasonably prudent manner all responsibilities relative to the care, safety and welfare of students under their jurisdiction. The Superintendent shall direct all principals to establish supervision regulations that ensure students are supervised effectively throughout the school day. In addition to classroom supervision, such rules shall specify hall duties, between class and/or any break duties, and bus duties before and after school. Supervision of extracurricular activities shall also ensure proper care of students.

The Superintendent shall instruct all principals to prepare supervision schedules and present these to assigned personnel. Supervision duty assignments shall include but not be limited to (1) bus duty, (2) lunchroom duty, (3) hall duty, (4) supervision of students prior to and following dismissal of school each day, and (5) grounds duty.

Scheduled assignments shall ensure that all students are properly supervised before, during, and after each scholastic day. At no time shall any school system employee abrogate his/her responsibility for reasonably prudent relative student care, safety, and welfare.

ADOPTED: January 6, 2025

ALSDE REF: JGFB

G-28 AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. The privilege to operate a private vehicle on school property will be revoked if safety rules are violated or for sitting in automobiles parked on school property during school hours.

Students may be required to present evidence of an Alabama drivers' license and proof of current liability insurance before they are authorized to bring a vehicle on school premises.

Students driving motor vehicles to school must park them in the student parking lot. Neither the school nor Board shall bear any liability for any loss or damage related to student vehicles.

Student vehicles may be subject to inspections and/or searches in accordance with Policy JCAB and the Anniston City School Student Responsibilities and Privileges - Code of Conduct and Attendance.

Violation of any part of this policy may result in arrest and prosecution in accordance with Alabama law, loss of the privilege of operating a vehicle on school property, and/or other disciplinary action by local school officials.

ADOPTED: January 6, 2025

ALSDE REF: JGFF

G-29 STUDENT PUBLICATIONS

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

ADOPTED: January 6, 2025

ALSDE REF: JHCC

G-30 EMPLOYMENT OF STUDENTS

The Board authorizes the Superintendent to establish procedures for student employment as part of system-sponsored programs.

During Regular School Hours

Student employment during regular school hours is prohibited, except for system sponsored programs which require out-of-school employment as a part of the learning experience (i.e. career tech educational programs, special education work-based learning). Persons 14 and 15 years of age, when school attendance has been waived by the Superintendent, may, upon recommendation of the Superintendent and approval of the Chief Child Labor Inspector, be issued a work permit for non-hazardous occupations.

After School Hours

Student employment after school hours shall comply with all laws pertaining to Child Labor. The Superintendent may grant exemptions to the time restraints when the circumstances are found to be in the best interest of the minor. Any exemptions granted by the Superintendent shall be transmitted to the Chief Child Labor Inspector on the forms authorized by him/her.

ADOPTED: January 6, 2025

ALSDE REF: JJ

G-31 SOLICITATION

The school system shall strive to safeguard students and parent(s) or guardian(s) from undue solicitations. Outside organizations shall not be permitted to solicit, advertise, or sell goods or services through the schools of the school system unless authorized by the Superintendent.

Participation in any fund-raising or charity drive sponsored by the school or outside agency shall not be cause for embarrassment to those who do not or cannot participate or contribute.

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

On-Campus

Principals are encouraged to keep school-sponsored activities that require on-campus solicitation by students to the absolute minimum. Principals shall not permit students to sell goods or services in places other than the school campus. The selling of goods and services by students on campus during school hours shall not be permitted during class time.

Off-Campus

Principals shall not permit students to sell goods or services away from the school campuses; no door-to-door solicitations shall be permitted.

Approval

When such activities involving students are conducted away from the school campus, approval must be received from the Board.

Principals, staff members, and appropriate students shall compile annually a tentative list of all fund-raising or charity drives to be sponsored by the school and submit to the Superintendent for review and/or approval or submission to the Board for approval.

ADOPTED: January 6, 2025

ALSDE REF: JK

G-32 GIFTS BY STUDENTS

Student Gifts to Staff Members

When a student feels a desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. The Board feels that the writing of letters to staff members expressing gratitude or appreciation to be more appropriate than gifts.

Student Gifts to the School

Students may present gifts to a school when they are consistent with the educational goals of the school.

Student Gifts to Students

Students may present gifts to other students on a voluntary basis.

ADOPTED: January 6, 2025

ALSDE REF: JL

G-33 CONTESTS FOR STUDENTS

Contests and activities which are sponsored by outside organizations or agencies and involve student participation will not be permitted unless approved by the Superintendent or designee as noted in Policy IDE.

Activities and contests sponsored by the school, having educational value for the participants, which do not consume undue time from the instructional programs are permitted.

Awarding of prizes or awards to individual students shall conform to the Alabama High School Athletic Association, National Honorary Societies, National Association of Secondary School Principals and/or the Anniston City Board of Education.

ADOPTED: January 6, 2025

ALSDE REF: JG

G-34 MARRIED STUDENTS

A married student shall be permitted to attend regular, summer, or virtual school. The student shall be subject to the same rules and regulations for conduct, class attendance, scholastic requirements, and extracurricular activities as other students.

Married students shall make known to the principal their marital status at the time of their initial enrollment. Currently enrolled students who marry should report the marriage to the principal on the first day of school attendance after the marriage occurs but no later than two weeks following the marriage. The principal may request a meeting between the student, spouse, and parent(s) of record of said student(s). At this meeting, an understanding will be reached on who will be responsible for the actions of the student in regard to school regulations and requirements.

ADOPTED: January 6, 2025

ALSDE REF: JQE

G-35 TEMPORARY STUDENT HEALTH CONDITIONS

Students with temporary health conditions shall not be subject to discriminatory treatment in any Anniston City School. A student who desires to enroll and continue his/her enrollment until the temporary health condition has been alleviated may do so by providing the principal or designee with an appropriate written statement from the attending physician. This shall be done promptly upon the onset of the temporary health condition. Consideration for in-home instruction will be given to students with temporary conditions lasting more than six weeks, as documented in the attending physician's written statement.

ADOPTED: January 6, 2025

ALSDE REF: JQH

G-36 STUDENT FEES

The Superintendent shall prepare a schedule of legally permissible student fees, fines, and charges for all schools in the system, including provisions for lost or damaged textbooks and/or electronic devices. The parent or guardian of the student shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of the textbook and/or electronic device.

No course fees of any kind shall be assessed to any student enrolled in grades K through six (6). Voluntary contributions may be solicited, Grades K-6, only upon approval of the local school principal and the Superintendent/designee. At the secondary level, no fees shall be assessed for any courses required for graduation. Reasonable fees for non-required courses may be assessed at the secondary level, provided that students unable to pay such fees shall be exempted therefrom.

In all cases, student fees will be held to a minimum as approved by the principal and Superintendent/designee.

The above shall not be construed to prohibit voluntary gifts, bequests, or other monetary donations at any scholastic level.

ADOPTED: January 6, 2025

ALSDE REF: JG

G-37 VOLUNTARY RELIGIOUS EXPRESSION

The Board does not discriminate against students or their parents or guardians on the basis of their religious viewpoints or their expression of such viewpoints. Such views and expressions are treated in the same manner as nonreligious viewpoints, activities, or expressions.

Students may express their religious beliefs in all phases of their schoolwork without penalty or reward based on the religious nature or content of such expression. Schoolwork is evaluated according to the academic standards and pedagogical objectives that otherwise apply to the work or activity in question. These standards and objectives include but are not limited to acquisition and/or mastery of factual information; development of analytical, problem-solving, learning, critical thinking, communication, organizational, and social skills; college preparatory and career readiness training; proficiency in and appreciation of the performing arts; and the development of personal skills that are designed to facilitate the attainment of the foregoing objectives, future academic success, and employability. The scholastic work of the system's students will be evaluated in light of the foregoing standards and objectives, academic and curricular guidelines, and criteria established or approved by the state and Anniston City Board of Education and determined by evaluation, achievement, assessment, and testing materials, instruments, methods, and measures that have been generally recognized as appropriate for such

purposes within the educational community and applied successfully in public school settings.

Students may organize and participate in religious activities before, during, and after school and have access to school facilities to the same extent students are permitted to organize and participate in other non-curricular activities to the extent that such access to or use of board facilities does not constitute a constitutionally impermissible endorsement or sponsorship of the organization or violate any right established or imposed by either the Alabama or United States Constitutions.

ADOPTED: January 6, 2025
LEGAL REF: Act of Alabama No. 2015-129
ALSDE REF: JT

G-38 VIRTUAL SCHOOL

The Anniston City School District will provide a virtual pathway or virtual education option (Virtual School) for students in grades 9-12. Students enrolled in the virtual school will complete all coursework virtually from a digital device. The coursework allows students scheduling flexibility to complete the course requirements.

Eligibility Criteria

Students must meet the following eligibility criteria to begin and/or continue the virtual school pathway:

- Complete an online course focused on digital citizenship
- Sign a Digital Device Policy agreement (parent must also sign)
- Pay any associated Digital Device Fees as described in the TCBOE Digital Device Policy
- Maintain a reliable broadband home internet connection with wireless capability
- Have an adult willing to serve as the learning coach
- Be proficient in reading, writing, and math
- Maintain the established attendance criteria
- Illustrate success in the program by maintaining the minimum established grading requirements

State Testing, ADM, Accountability, and Graduation

- All system and state-mandated testing will be conducted at the student's base school.
- All full-time students enrolled in the virtual school will be included in the average daily membership of their base school.
- All full-time students enrolled in the virtual school will count on the base school's state and federal accountability reports.
- Upon satisfying all graduation requirements, students enrolled in the virtual school will receive a diploma from his or her base school.

Extracurricular Participation

Students enrolled in Anniston City Virtual School are eligible to participate in extracurricular activities in the school attendance zone in which they reside and are subject to the same requirements, including Alabama High School Athletic Association rules.

Transfers and Enrollments

Anniston City Virtual School shall accept intra-system transfers for all eligible students and according to board policy. Transfers from outside the system must first enroll at their base school to determine eligibility for the virtual school program.

Any student enrolling into a Anniston City School for the first time will follow all board policies, along with policies and procedures indicated in the **Anniston City Schools Responsibilities and Privileges: Student Code of Conduct and Attendance**. In addition, both local schools and enrollees will follow any applicable local, state, or federal laws regarding enrollment.

Exemptions Pertaining to the Virtual School

Anniston City Virtual School shall be exempt from any provision of general law, local law, or administrative rules that apply to the traditional delivery of instruction, including, but not limited to, requirements for the physical presence of a student, student monitoring and security, staffing requirements, transportation obligations, facility requirements, space and location requirements, time requirements and physical education

requirements, to the extent any of the foregoing conflict with the delivery of the virtual program.

Any online course delivery that is not supported by the Alabama State Department of Education shall be accredited by an institution recognized pursuant to administrative rules adopted by the ALSDE. The coursework offered through the virtual program shall contain the requirement content as identified in the applicable Alabama Course of Study.

ADOPTED: January 6, 2025

LEGAL REFERENCE: Act No. 2015-89

ALSDE REF: JU

TABLE OF CONTENTS

H- GENERAL PUBLIC RELATIONS

H-1	Public Information Program
H-2	District-Community Relations
H-3	Staff-Community Relations
H-4	Interviews with Students
H-5	Public Gifts to the Schools
H-6	Public Sales
H-7	Visitors to the Schools
H-8	Public Complaints
H-9	Tobacco Use - Visitors and the Public
H-10	Procedures for Placing Item on the Board Agenda

H-1 PUBLIC INFORMATION PROGRAM

The Anniston City Board of Education believes that open and accurate two-way communication with stakeholders – including school employees, students, parents/guardians, vendors and the tax-paying public – develops support for public education and builds a relationship of trust with the community. The Board shall make every attempt to represent the people according to the best interests of their children and keeping with laws of the State and Federal government. Therefore, the Board shall attempt to:

- Keep its members and public informed regarding the policies, administrative operation, objectives, and successes or failures of the school system
- Provide the means for furnishing full and accurate information, favorable and unfavorable, together with interpretations and explanations of the school system plans and operations

The Board encourages a policy of sound relations with the press and other communication media in the community. The Superintendent shall plan for releases to the press and other communication media which will provide information to the community concerning its schools and various phases of the Board's program.

The Superintendent or designee shall release all official statements pertaining to the school system. Teachers and principals should clear with the Superintendent in advance the contents of any public release of information which might affect the school system. All inquiries in this respect shall be directed to the Superintendent or designee.

All local news media representatives shall be welcome to attend all regular, special and annual meetings of the Board.

ADOPTED: January 6, 2025

H-2 DISTRICT-COMMUNITY RELATIONS

With respect to the community, the Board will actively encourage input and engagement, especially with parties that are directly affected by District operations. Accordingly, the Board and/or District shall:

- Be responsive, whether directly or through appropriate staff, in timely communications with parents/guardians.
- Utilize personal communications.
- Seek evaluative feedback from persons directly affected by District operations.
- Seek input from parents/guardians into major changes in District operation.
- Inform parents/guardians about major changes in the District.
- Establish and maintain processes to engage, and a variety of opportunities to involve, citizens in the education of Anniston City children.
- Encourage the parents/guardians of students attending District schools to actively participate in their respective school's PTA/PTSA.
- Promote the visibility of the Board when representing the District at external functions and with elected leaders on political issues.

ADOPTED: January 6, 2025

H-3 STAFF-COMMUNITY RELATIONS

While the Board realizes that the primary responsibility of a teacher is to educate young people, teachers and other staff members should be constantly aware of the role good public relations plays in the implementation of an effective education program. Good communication with parents and other citizens of the system is essential for a smoothly-functioning organization. The Board expects each employee to maintain adequate and positive communication with parents and citizens.

ADOPTED: January 6, 2025

H-4 INTERVIEWS WITH STUDENTS

Requests for interviews with minor students relating to a controversial issue will be denied unless written consent of the parent is given, or the parent is present for the interview.

Relations with Police Authorities - Interrogation of Students

It shall be the policy of the Board to fully cooperate with law enforcement agencies in the interest of the welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To support this responsibility, school officials shall observe the procedures in policy G-14.2.

ADOPTED: January 6, 2025

H-5 PUBLIC GIFTS TO THE SCHOOLS

The Board may receive gifts which may serve to enhance and extend the work of the schools.

- Equipment contributed to the schools becomes the property of the Board and is subject to the same controls and regulations that govern the use of other school-owned property.
- All administrators 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.

ADOPTED: January 6, 2025

H-6 PUBLIC SALES

The Board prohibits public sales on school property unless prior approval is given by the Superintendent or his/her designees.

ADOPTED: January 6, 2025

H-7 VISITORS TO THE SCHOOLS

The Superintendent, principals, and facility administrators are authorized to regulate and restrict access to Board schools, buildings, and facilities in order to maintain security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to students and employees.

In order to maintain a safe and organized learning environment within the schools of the school system, all visitors are required to report immediately to the office upon arrival at a school campus and secure approval. The principal shall be required to post a notice to this effect at all entrances of the school. Notices shall inform all visitors to report to the office prior to entering other parts of the schools. School officials, parent(s) of school children and other visitors will be welcomed in a cordial manner.

Visitors are required to observe appropriate behavior and respect administrative requirements and restrictions when interacting with faculty, staff, and students while on Board property. Conduct by any visitor which creates interference with maintaining a proper atmosphere for learning shall not be permitted. Principals shall be authorized to take necessary actions to eliminate the interference.

ADOPTED: January 6, 2025

H-8 PUBLIC COMPLAINTS

The Board has confidence in its professional staff members and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaints. However, constructive criticism of the schools is welcomed by the Board whenever it is motivated by a sincere desire to improve the quality of the education program or to equip the schools to do their tasks more effectively.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and a possible solution. The proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. teachers
2. principal
3. superintendent
4. Board of Education

ADOPTED: January 6, 2025

H-9 TOBACCO USE -- VISITORS AND THE PUBLIC

In accordance with the mission of the Anniston City Board of Education to promote the welfare of the young people entrusted to its care, the Board acknowledges the harmful effects of cigarettes, e-cigarettes, or any tobacco products both to the smoker and to those around him/her. Smoking and the use of tobacco products or e-cigarettes are prohibited in all Anniston City Board of Education buildings, on school buses, in school vehicles, and on the grounds of all facilities at any time including the locations of extended day, enrichment, and extracurricular activities.

This policy applies to the general public, contracted workers, visitors and volunteers on the property of the Anniston City Board of Education including anyone attending extended day, enrichment, and extracurricular activities.

ADOPTED: January 6, 2025

H-10 PROCEDURES FOR PLACING ITEM ON THE BOARD AGENDA

The Superintendent by law functions as the secretary of the Board. In such capacity, the Superintendent, or designee, prepares the agendas for regular and special meetings subject to approval by the Board. The Superintendent is also the Board's chief executive officer charged with implementation and evaluation of all policies adopted by the Board which includes appraisal of all personnel, curriculum materials, facility usage, and related aspects of the Anniston City Schools educational program.

The Board is most interested in providing all citizens with maximum opportunity to have a share in the educational progress of Anniston City Schools and to participate actively in formulation of educational policies. For this reason, all written correspondence from parents and interested citizens is examined carefully by the Board for the purpose of improving the educational programs for all youth enrolled in the Anniston City School System and removing any barriers to progress.

The Board refers all complaints received to its chief executive and may request periodic reports concerning the resolution of such problems. To spend exorbitant amounts of Board meeting time on such matters only to finally refer them to the Superintendent for examination is considered a waste of taxpayer time and money. The Board has adopted the following procedures for those who wish to address the Board:

1. The citizen shall provide written notification to the Superintendent of his/her desire to place a matter before the Board.
2. Such request shall be provided no less than ten (10) working days prior to the scheduled date of any regular Board meeting.

3. The person shall specify the following when requesting that an item be placed on the Board agenda:
 - His or her name, address, and telephone number
 - A brief summary of the situation
 - Steps taken at local school level to resolve the problem (if applicable to the situation)
 - Spokesperson
 - Presentation will be limited to five (5) minutes
4. The Superintendent will provide notification to individuals or groups placed on the agenda.
5. The Superintendent shall set a specific time on the agenda for hearing from the public.
6. The Board may enter into Executive Session to discuss any issues pertaining to an individual as to not damage their good name and character.

In those situations where requests for items to be placed on the Board agenda concern complaints, the superintendent shall advise the person so requesting of the following:

1. The Board has instructed him to initiate resolution of such complaints at the various levels at which such complaints may originate.
2. The Superintendent or designee shall meet with the complainant and/or those toward whom the complaint is directed if applicable
3. The Superintendent shall investigate or cause to be investigated any complaint concerning curriculum, fitness of school conditions, or similar complaint which is directed toward the system itself or a particular condition rather than toward personnel.
4. All personnel grievances shall be resolved according to the Anniston City Schools Grievance Procedure.

If a mutually acceptable resolution is not reached following the Superintendent's investigation of the complaint and hearing all sides of any issue, he/she shall notify the complainant and the Board Chairperson. If approved by the Board, the item shall then be placed on the Board agenda.

ADOPTED: January 6, 2025

TABLE OF CONTENTS

I – INTERORGANIZATIONAL RELATIONS

- I-1 Local Government Relations
- I-2 Public Welfare Authorities
- I-3 Legislative Representatives
- I-4 School – Community Organizations Relations

I-1 LOCAL GOVERNMENT RELATIONS

The Board, as an independent body, shall cooperate with other governing agencies, both educational and civic, to achieve the goal of all governmental bodies, namely the best interests of the students and the citizens of the community.

While the Board will maintain complete autonomy at all times, it will work cooperatively with the agencies in the community.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-1-30.

ALSDE REF: LDA

I-2 PUBLIC WELFARE AUTHORITIES

It shall be the responsibility of the Board to cooperate with public welfare authorities in combating cases of child neglect and abuse.

The Board will share appropriate information with the Department of Human Resources or other legally authorized officials.

ADOPTED: November 30, 2004
LEGAL REF.: The Code of Alabama, 16-1-30.
ALSDE REF: LDB

I-3 LEGISLATIVE REPRESENTATIVES

The Board shall seek to maintain continuing and constructive liaison with members of the Legislative Delegation. The Board will cooperate with the Legislative Delegation in formulating or reviewing any proposed legislation affecting the well-being of the school system and will provide the Legislative Delegation timely and accurate information required for the effective drafting of any such legislation.

ADOPTED: January 6, 2025
LEGAL REF.: The Code of Alabama, 16-1-30.
ALSDE REF: LDC

I-4 SCHOOL-COMMUNITY ORGANIZATION RELATIONS

Parent-Teacher Associations

The Board considers parent-teacher associations as auxiliaries to the public schools, and not as “outside” groups. Whenever a local parent-teacher association is formed, it shall be permitted to hold its regular meetings in the school building, and it shall be the duty of the principal and the teachers of the school to further the work of the association in every way possible. Meetings of these associations may be held in the buildings with the permission of the school principal without the necessity of agreement required of “outside” groups.

Defining a School-related Organization

The determination of whether particular activities fall under school control would be made on a case-by-case basis. In order to be completely separate from the school, an organization would need to:

- Obtain its own employer identification number (EIN) from the Internal Revenue Service
- Maintain a separate mailing address
- Maintain separate records and accounts outside of the school (including financial records, bank accounts, etc.)
- Enter into an agreement with the school to meet certain administrative requirements
- Avoid a possible conflict of interest with the school by steering clear of having a school employee lead fundraising, maintain accounting records or hold a leadership position in the organization.

School-related organizations that do not wish to be separate from the school will be under the fiduciary control of the principal and will be required to comply with the following:

- **Admission receipts:** Admission receipts to all athletic events on school property are school funds and must be remitted to control of the appropriate school employee immediately.
- **Concession receipts:** Concession operation revenues at athletic events on school property are school funds, and the profit from the concession operation must be remitted to the control of the appropriate school employee immediately. A detailed profit and loss statement should be

compiled and maintained for review by school officials. Conversely, if the school purchased the concession items, all of the funds should be remitted to the school. The school and the organization operating the concessions are allowed to have a written agreement that provides a reasonable commission to organizations in return for the volunteer services provided by the organization.

- **Parking fees:** Parking fees to any school function are school funds and must be remitted to the appropriate school employee immediately. The school and the organization operating the parking are allowed to have a written agreement that provides a reasonable commission to the organization in return for the volunteer services provided by the organization.
- **Off campus events:** If the school activity occurs off school property, the distribution of admission, concession, parking and similar revenue and/or allocation of costs should be governed by an agreement between the school, organization and entity hosting the event. In this case, the school should receive most of the revenue generated from the event, though the booster organization and/or hosting entity would be entitled to at least their direct out-of-pocket costs (including volunteers' donated time) in sponsoring the event.
- **On campus events:** If the organization operates a training camp, exhibition or competition involving an activity of the school, there should be an agreement governing the use of school property and distribution of any costs or receipts generated by the event. Generally, the school should receive any funds generated by the event if it is held on school property.
- **Paying school employees:** Payments – including salaries, stipends, services, expenses or any other form of compensation – made to school system employees must be forwarded to the central office for proper processing.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-1-30.

ALSDE REF: LE

TABLE OF CONTENTS

J – EDUCATION AGENCY RELATIONS

J-1	Private Schools Relations
J-2	Interdistrict Relations
J-3	Colleges and Universities
J-4	Student Teaching and Internships
J-5	State Educational Agency Relations

J-1 PRIVATE SCHOOLS RELATIONS

The Board shall comply with federal and state regulations as required by law in regard to private schools.

ADOPTED: January 6, 2025

LEGAL REF.: Alabama Constitution, Article XIV, 263.

ALSDE REF: MC

J-2 INTERDISTRICT RELATIONS

Shared Services

The Board shall participate in shared services with other boards as required by federal and state laws as they relate to federal projects in which the local schools are involved.

The Board endorses the idea of cooperative undertaking with other school systems when such endeavors create more effective learning environments for all students.

Interscholastic Athletics

The Board views athletics as an integral part of the school program. All school system personnel involved in athletic programs shall plan and conduct all athletic activities in accordance with sound fiscal and educational principles. The welfare of the participants and the student body shall be placed before other aspects of the athletic program.

All athletic programs in the local schools shall be conducted in accordance with state law and the regulations of the State Board of Education, appropriate accrediting agencies, the Alabama High School Athletic Association, and other applicable state and federal laws or regulations.

ADOPTED: January 6, 2025

LEGAL REF.: The Alabama Code, 16-15-5, 16-13-6, 16-13-7, 16-8-8, 16-8-9, 16-9-1 to -12, 16-3-18, 16-37-1 to -8, 16-38-1 to -6.

ALSDE REF: MD

J-3 COLLEGES AND UNIVERSITIES

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

Decisions related to research involving students, teachers, or other employees will be influenced by the following factors:

- The objectives of the research should be clearly stated and the design should produce valid and reliable results which will then be made available to Anniston City Schools.
- The research should be expected to contribute to the improvement of education and the general welfare of children.
- Data derived from school records, interviews, or questionnaires which have potential for invasion of the privacy of students or their families must have advanced written authorization of parents or guardians even though the data is to be collected and reported under conditions of anonymity.
- Research proposals should be of sufficient scope and depth to justify the time and effort of students and staff members.
- In general, instructional activities will not be interrupted unless there is a clear potential for benefit to the educational program of the Anniston City Schools Board of Education.

- Projects involving student researchers must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.

ADOPTED: January 6, 2025

ALSDE: MF

J-4 STUDENT TEACHING AND INTERNSHIPS

The Board shall cooperate with accredited colleges and universities for the training of student teachers to the extent that such training will both enhance educational opportunities for the classroom students as well as provide a training opportunity for the student teacher.

Guidelines shall be prepared by the Superintendent's office for the direction of staff members in handling the student teacher program.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama, 16-8-7 to -9, 16-9-13, 16-13-1, 16-12-4.

ALSDE REF: MFB

J-5 STATE EDUCATIONAL AGENCY RELATIONS

The Board declares its desire to work in close cooperation and harmony with the State Board of Education and the State Department of Education. The Superintendent is instructed to establish meaningful communications and relationships with these and similar educationally-oriented agencies.

ADOPTED: January 6, 2025

LEGAL REF.: The Code of Alabama.

ALSDE REF: MI

TABLE OF CONTENTS

K – WELLNESS

K-1	Wellness Objective
K-2	School Meals
K-3	Staff Qualifications and Professional Development
K-4	Water
K-5	Competitive Foods and Beverages
K-6	Fundraising
K-7	Nutrition Promotion and Education
K-8	Food and Beverage Marketing in Schools
K-9	Other School Activities
K-10	Food Allergies and Medical Conditions
K-11	Physical Education and Activity
K-12	Other Activities that Promote Student Wellness
K-13	Wellness Compliance and Assessment
K-14	Student Health Services
K-15	Communicable Disease And Parasites
K-16	HIV/AIDS

K-1 WELLNESS OBJECTIVE

Anniston City Schools (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, positive, safe, and health-promoting learning environments need to be created at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically.

The district is committed to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. These goals and procedures exist to ensure that:

- Students in the District have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors
- Students have opportunities to be physically active before, during, and after school

- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.
- The District will coordinate the wellness objective with other aspects of school management, including the District's School Improvement Plan, when appropriate.
- The wellness objective applies to all students, staff, and schools in the District.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-2 SCHOOL MEALS

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams trans-fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP). The District also operates additional nutrition-related programs and activities including four After School Snack Programs. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students
- Are appealing and attractive to children
- Are served in a clean and pleasant environment
- Meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations.
- Promote healthy food and beverage choices using at least ten of the following lunchroom techniques:
 - a) Whole fruit options are displayed attractively
 - b) Sliced or cut fruit is available daily
 - c) Daily fruit options are displayed in a location in the line of sight and reach of students
 - d) All available vegetable options have been given creative or descriptive names Daily vegetable options are bundled into all grab and go meals available to students
 - e) All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
 - f) White milk is placed in front of other beverages in all coolers
 - g) Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are offered within all service and dining areas

- h) A reimbursable meal can be created in any service area available to students Student surveys and taste testing opportunities are used to inform and promote ideas
- i) Creative nutritional artwork by students is displayed in the service and/or dining areas
- j) Daily announcements are used to promote and market menu options
- k) Menus will be posted on the District website or individual school websites School meals are administered by a team of child nutrition professionals.
- l) The District child nutrition program will work to accommodate students with special dietary needs.
- m) Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated.
- n) Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

School menus and nutritional information will be made available on the Anniston City Schools website under the Child Nutrition section.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-3 STAFF QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-4 WATER

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The District will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Water cups will be available during mealtimes in the cafeteria for use at the drinking fountain or water dispenser. All water sources and containers will be maintained on a regular basis to ensure good hygiene standards.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-5 COMPETITIVE FOODS AND BEVERAGES

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at:

www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks

The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at:

www.healthiergeneration.org/smartsnacks or www.cnp.alsde.edu

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards and/or the Alabama Healthy State Standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-6 FUNDRAISING

An exempt fundraiser is the sale of food items that do not meet the USDA Smart Snacks in School standards and sold during the school day. Alabama policy mandates that no more than 30 exempt fundraisers are allowed a year for no more than one day in length each. These fundraisers are not allowed to be sold in competition with scheduled meal times, or one hour before or after scheduled meal times. Exempt fundraiser forms must be completed, approved, signed, and turned in at the Child Nutrition Program office by the semi-annual dates of July 1 and January 1. The completed form is required to be signed and on file.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-7 NUTRITION PROMOTION AND EDUCATION

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias.

Nutrition Promotion

Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion may occur through at least:

- Implementing evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques.
- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards. Additional possible promotion techniques that the District and individual schools may use are available at www.healthiergeneration.org/smartsnacks.

Nutrition Education

Through Nutrition Education, the District aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;

- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- Include nutrition education training for teachers and other staff. -All health education teachers will provide opportunities when possible for students to practice and rehearse the skills taught through the health education curricula.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-8 FOOD AND BEVERAGE MARKETING IN SCHOOLS

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Food advertising and marketing is defined as an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or Alabama state standards.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-9 OTHER SCHOOL ACTIVITIES

School administrators will determine ways to highlight seasonal events and birthdays. The activities will be designed to create a school environment that provides consistent wellness messages that promote healthy eating and physical activity. The Board will ensure that reimbursable school meals meet the program requirements and nutritional standards established by applicable state and federal regulations. The Board will encourage students to make nutritious food choices and will monitor all food and beverages sold or served to students, including those available outside federally regulated child nutrition programs. The Board will consider nutrient density and portion size before permitting food and beverages to be sold or served to students.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-10 FOOD ALLERGIES AND MEDICAL CONDITIONS

The Child Nutrition Coordinator will make accommodations to menus for students with food allergies when a Diet Prescription for Meals at School form is received. The forms are updated annually. School nurse professionals will collaborate with the CNP staff for students with medical conditions that require diet changes, meal modifications, or specific nutritional information.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-11 PHYSICAL EDUCATION AND ACTIVITY

By encouraging physical education and activity, lifelong physical wellness will be promoted. Professional development will be provided for physical education teachers in the practice of integrating meaningful physical activities into the lives of students outside of physical education classes. All students will have opportunities, support, and encouragement to be physically active on a regular basis.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school by participating in school clubs, band programs and sports activities.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-12 OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum specialists.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-13 WELLNESS COMPLIANCE AND ASSESSMENT

The Superintendent or designee will ensure the compliance and implementation of this wellness policy throughout the district. School principals are responsible for communicating the contents of this policy as well as implementing this policy in their respective schools. Principals shall report on their compliance as directed by the superintendent.

The Child Nutrition Program Coordinator shall be responsible for the nutritional component of this policy, ensure compliance with the CNP staff, and oversee the daily operations of the Child Nutrition Program.

The system will convene a district wellness committee of school and community members that will meet at least one time per year to update and review the district wellness policy.

A triennial assessment will be completed to monitor the compliance of the wellness policy, compare the policy to model policies, and review the progression toward the goals of the wellness policy.

ADOPTED: January 6, 2025

LEGAL REFL Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.265; House Bill 319; Healthy Hunger Free Kids Act of 2010, Sec. 204 of Public Law 111-296.

ALSDE REF: IL

K-14 STUDENT HEALTH SERVICES

The Board shall endeavor to provide certain health services for all students of the school system. The school system will cooperate with all local and state health agencies to provide the most comprehensive student health services possible.

Medication

Medication will be administered by trained medication assistants at each school. Prescription medication will require a written directive from a physician and the parent or guardian.

No first aid medications will be given at school without a written directive from the parent for short term use. Non-prescription medications will require a written directive from the parent or guardian for short term use.

Self-administration of medication shall be permitted when it is necessary for the health and well being of the student (example: asthma inhalers). A parent or guardian and physician authorization for self-administration, including the physician's instructions for self-administration, must be provided to the school.

The parent or guardian of record shall be responsible for providing written instructions for administering said medications.

Upon obtaining permission to self-administer medications, a student shall be permitted to possess and/or self administer approved medications at any time on school property or attending a school sponsored activity.

Invasive Procedures

Invasive procedures, including but not limited to, tracheotomy care, gastrostomy tube feeding, and medication administration by injection or rectal route shall be provided only by a registered nurse or by a licensed practical

nurse under the supervision of a registered nurse and with written authorization from the physician and parent.

ADOPTED: January 6, 2025
ALSDE REF: JGA

K-15 COMMUNICABLE DISEASE AND PARASITES

The officials of the Anniston City School System will work cooperatively with local and state health agencies to enforce and comply with applicable health codes for the prevention, control, and containment of communicable disease and parasites in schools.

The Board authorizes the Superintendent to establish procedures for dealing with communicable diseases and parasites.

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

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

ADOPTED: January 6, 2025
ALSDE REF: JGCB

K-16 HIV/AIDS

Preamble

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

The Board authorizes the Superintendent to establish procedures to enforce and comply with applicable health codes for the prevention, control, and containment of communicable disease in schools.

The evidence is overwhelming that the risk of transmitting Human Immunodeficiency Virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with Acquired Immunodeficiency Syndrome (AIDS) poses no significant risk to others in school, daycare or school athletic settings.

School Attendance

A student with HIV infection has the same right to attend school and to receive services as any other student and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity. School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision-makers must consult with the student's physician and/or parent or guardian, respect the student's and family's privacy rights and reassess the placement if there is a change in the student's need for accommodations or services.

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

Privacy

Students are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student. Violation of medical privacy is cause for disciplinary action, criminal prosecution and/or personal liability for a civil suit.

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

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

Infection Control

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

HIV and Athletics

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

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

All physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

HIV Prevention Education

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

- be taught at every level, Kindergarten through grade twelve
- use methods demonstrated by sound research to be effective
- be consistent with community standards

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

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

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

Related Services

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

General Provisions

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

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

ADOPTED: January 6, 2025
ALSDE REF: JGCC