

The Pickens County Board of Education Board Policy Manual

Classification System

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SECTION A

SCHOOL DISTRICT ORGANIZATION

<u>DESCRIPTOR CODE</u>	<u>TITLE</u>
AA	School Board Legal Status
AB	Responsibility for Transportation
ABB	Powers and Duties of Board
ABC	Qualification of Board Members
ABCC	Terms of Office (Board Member)
AF	Uniform School Day
AG	Naming of Schools

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: School Board Legal Status	Descriptor Code: AA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The general administration and supervision of the public schools of the County are vested in the County Board of Education. All county school boards are unique institutions in that their powers are broad and limited only by state and/or local laws.

School laws impose or imply varied duties and powers to the County Board. In general, these duties and powers are to prescribe reasonable methods for raising funds; to employ, supervise, consolidate, build, insure, transfer and transport children; and to provide a uniform and effective system of public schools throughout the county.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Responsibility for Transportation	Descriptor Code: AB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Subject to recommendations and advice from the County Superintendent of Education, the County Board of Education has final authority in all matters pertaining to school transportation. The Board assumes full responsibility for the policies and regulations governing the operation of the transportation system.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Powers and Duties of Board	Descriptor Code: ABB,
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

In determining the educational program of the county system, the Board will formulate aims, objectives, and goals in cooperation with professional employees of the Board and interested citizens under its jurisdiction. In achieving these goals the County Board will determine, with and on the advice of the county superintendent of education, the educational policy of the county and will prescribe rules and regulations for the conduct and management of the schools. The County Board of Education will exercise through its executive officer, the County Superintendent of Education, and his professional assistants, the control and supervision of the public school system of the county.

The County Board of Education will periodically review and examine the extent to which worthwhile objectives and goals are attained and, if necessary, will prescribe additional methods or measures in order to reach these goals.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Qualification of Board Members	Descriptor Code: ABC
Legal Reference: 16-8-1	Passage Date: 7-8-74
	Amendment Date:

The Board of Education is composed of five members elected from the various school districts of the county by the qualified voters of the county. They will be of good moral character with at least an elementary education; of good standing in their respective communities; and known for their honesty, business ability, public spirit and interest in the good of public education. No member of the County Board will be an employee of the Board. The Board will elect a chairman as mandated by state law.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Terms of Office (Board Members)	Descriptor Code: ABCC
Legal Reference: 16-8-1 16-8-5	Passage Date: 7-8-74
	Amendment Date: 5-12-81

The term of office shall be for six (6) years. Compensation for Board members will be determined prior to taking office in compliance to the state law and mileage will be reimbursed at the prevailing state rate. Actual expense reimbursement for out of county meetings will be determined by the Board. Vacancies on the Board will be filled by appointment by the majority of the remaining members of the Board.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Uniform School Day	Descriptor Code: AF
Legal Reference:	Passage Date: 9-19-82
	Amendment Date:

The Board of Education supports the concept of a uniform school day in order to insure an equal educational opportunity for all students enrolled in the schools under its jurisdiction.

The Superintendent, in conjunction with the principals and other staff members, shall establish a uniform school day that is consistent with State Board and accreditation requirements. The Superintendent shall make an annual report to the Board of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Naming of Schools	Descriptor Code: AG
Legal Reference:	Passage Date: 11-15-99
	Amendment Date:

When a school is to be named, the Board will provide an opportunity for comments and recommendations from citizens, Board members, and school personnel.

The Board will consider requests from school and community groups to name a portion of a building, a single building on a campus with multiple buildings, or a specific area on the campus for a person, provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system. The group making the request must agree to provide appropriate recognition, such as plaque, portrait, or marker, for the school.

When the use of a school changes and it no longer houses a regular school program, the Board, upon the recommendation of the superintendent, will consider changing the name of the facility only if the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system.

SECTION B

SCHOOL BOARD OPERATIONS

DESCRIPTOR CODE	TITLE
BA	Accreditation
BBA	Officers of Board
BBD	Board/Superintendent Relations
BBE	Employment of Attorney
BCA, BCB	Meeting of Board
BCB	Meeting Procedures
BDC	Policy Adoption
BH	Code of Ethics (Board Members)
BHA	Conduct of Board Members

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Accreditation	Descriptor Code: BA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

The Board recognizes the importance of securing and holding accreditation by the State of Alabama and the Southern Association of Colleges and Schools and applauds the efforts of local faculties in this achievement.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Officers of Board	Descriptor Code: BBA
Legal Reference: 16-8-2 16-9-1	Passage Date: 7-8-74
	Amendment Date:

The Board will elect a member to serve as chairman and vice-chairman each year as required by state law. The Superintendent of Education is designated by law as the secretary of the Board.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Board/Superintendent Relations	Descriptor Code: BBD
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

The formulation of policy is the most important function of the Board Education. Execution of Board policy should be left to the professional, the Superintendent. The following is a list of duties and responsibilities of the Board in relation to the Superintendent:

- a. The Board will support the Superintendent of Education in the discharge of his duties.
- b. The Board will pass upon the annual budget.
- c. The Board will advise with the Superintendent upon educational programs and activities.
- d. The Board will appoint, transfer, or dismiss, only upon the Superintendent's recommendation, all teachers, principals, and other employees.
- e. In consultation and recommendation with the Superintendent, the Board will determine the salary schedules.
- f. The Board will require and view business and financial reports of the School system.
- g. Regular school progress and achievement reports will be required of the Superintendent of Education.
- h. After consultation with and recommendation of the Superintendent, the Board will adopt school policies, rules, and regulations in accordance with state law.
- i. Expenditures will be approved by the Board in line with a budget previously adopted.
- j. The Board will act as a court of appeal for teachers, pupils, and patrons in cases which the Superintendent may be unable to dispose of or which may be appealed from his decision.
- k. In cooperation with the Superintendent and his staff, the Board will make education and school plans for the future.
- l. The Board will appraise or evaluate the work of the Superintendent, the staff, and the total school program.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Employment of Attorney	Descriptor Code: BBE
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

An attorney shall be employed by the Board of Education who will advise and counsel with the Board and represent the Board in matters involving legal procedure.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Meeting of Board	Descriptor Code: BCA, BCB
Legal Reference: 16-8-3	Passage Date: 7-8-74
	Amendment Date: 8-15-77, 3-21-01

Regular Board meetings will be held at the announced time and place. Special meetings may be called when needed. In addition, the Board will meet periodically at schools throughout the system while schools are in session. A special public Board meeting will be held each year to give the public an opportunity to be heard on matters relating to the public schools of the county.

No item of business absent from the prepared agenda will be discussed without approval of a majority of Board members present. Persons wishing to address the Board on non-agenda items shall give written notice at a meeting with the Superintendent of Education or his designee of at least five (5) working days before the scheduled meeting. These issues will then go before the Board only after all attempts have been utilized to resolve them at the administrative level. Persons who have not presented their issues before the Superintendent shall not be allowed to present their petition to the Board until they have done so. Petitioners will be limited to ten persons per meeting due to the physical limitations of the Board Room. Petition may not be made for an open hearing on an issue concerning character and good name of individuals including personnel and students.

The Board or Superintendent may call an executive session in any meeting to discuss issues involving individual persons.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Meeting Procedures	Descriptor Code: BCB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

The Superintendent of Education will prepare an agenda of business to be conducted at each meeting. The agenda will be mailed to each Board member in advance of the meeting. Board members will have the privilege of bringing additional business to the attention of the Board at the proper place on the agenda during any and all meetings.

Robert's Rules of Order will be used in adopting motions or resolutions. No motion or resolution will be declared adopted without the concurrence of the majority of the whole Board.

The Superintendent of Education will have the right to recommend or advise on any question under consideration by the Board but will not have a right to initiate a motion or to vote.

The Board secretary will record all official business of the Board and enter the same on the official Board Minute Book.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Notification of School Board Meetings	Descriptor Code: BCC
Legal Reference:	Passage Date: 11-21-05
	Amendment Date:

Individuals requesting to receive notice of school board meetings should complete form OMA-05 provided by the school system. Notice of school board meetings will be sent through the Internet. Individuals requesting such notice must have access to a valid e-mail account and are responsible for informing the superintendent of any change of address. The Pickens County Board of Education is not responsible for e-mail that is not deliverable. Individuals will remain on the meeting notification list until the superintendent is notified in writing that the individual wishes to be removed from the list, unless e-mail notices for three meetings have been undeliverable via the Internet. When three notices have not been delivered, the individual will be removed from the meeting notification list. Form OMA-05 should be mailed to the office of the Superintendent.

Pickens County Board of Education
Notification of School Board Meetings

Name _____

Organization _____

E-mail address _____

911 address _____

Date _____

Signature _____

Request Form OMA-05

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Policy Adoption	Descriptor Code: BDC
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

A motion to amend or revise policies, rules, or regulations will refer to the page, section, and item number of the policy in question and will require the majority concurrence of the board. Voting on policy motions or amendments will not be made until the next meeting of the Board following the discussion of the policy in question. Additions, amendments, and revisions will be made in accordance with prevailing state law.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Code of Ethics (Board Members)	Descriptor Code: BH
Legal Reference:	Passage Date: 7- -63
	Amendment Date:

The Pickens County Board of Education in July, 1963, adopted the following Code of Ethics:

Code of Ethics of The Pickens County Board of Education

We believe the inherent desire of people to live in peace under God with one another and the need for today's children to live in a generation of mature adults, dedicated to the advancement of education and of good will toward the human race, are the highest aims we can possibly achieve. The ultimate strength of the nation lies in the social responsibility, economic competence, and moral strength of the individual American.

The primary obligation of the teaching profession is to guide children, youth, and adults in the pursuit of knowledge and skills; to prepare them in the ways of democracy; and to help them become happy, useful, self-supporting citizens. Therefore, in recognition of the positions of responsibility and public trust that we have been elected to, this Code of Ethics is recommended by the Pickens County Board of Education as a guide to its members as they seek to provide, insofar as possible, the educational leadership and a continuation of the American way of life for the youth of our county, state, and nation.

ARTICLE I - My Relations to the Children

Section 1 - I will at all times think in terms of "children first" and will always determine other important things in the light of how they affect the child, his education, and training.

Section 2 - I will seek to provide equal educational opportunities for all children.

ARTICLE II - My Relations To My County

Section 1 - I will endeavor to appraise fairly both the present and future educational needs of the County.

Section 2 - I will represent at all times the entire school community.

ARTICLE III - My Relations To Teachers and Personnel

- Section 1 - I will endeavor at all times to work to the best interest of the teachers and other employees of the school system.
- Section 2 - I will not direct or instruct any employee of the Board of Education with reference to his duties, but I will refer such to the Superintendent or his assistants.

ARTICLE IV - My Relations With Other Board Members

- Section 1 - I will recognize that authority rests only with the Board in official meetings.
- Section 2 - I will refuse to make promises as to how I will vote on a matter which should properly come before the Board as well as a whole.
- Section 3 - I will make a decision only after all facts bearing on a question have been presented and discussed.

ARTICLE V - My Relations with the Superintendent

- Section 1 - I will bear in mind under all circumstances that the primary function of the Board is to establish policies by which the schools are to be administered and that the administration of the educational program and the conduct of school business is to be left to the elected Superintendent and his employed assistants.
- Section 2 - I will give the Superintendent full administrative authority for properly discharging his professional duties.
- Section 3 - I will see that the Superintendent and those under his authority work within the frame work of policies set up by the Board.
- Section 4 - I will not request the Superintendent to take action on a matter until the Board has approved such action.

ARTICLE VI - My Relations to Myself

- Section 1 - I will not use my position as a County Board member to benefit either myself or any other individual or agency apart from the total interest of the school system.
- Section 2 - I will remember that I am just a citizen without authority outside of an official Board meeting.
- Section 3 - I will refrain from discussing confidential and official information relative to school

matter with unauthorized persons.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Conduct of Board Members	Descriptor Code: BHA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

An individual Board member will withhold commitment and/or opinion on any issue brought to his attention by an individual or group until the issue has been presented to the whole Board during official session. In carrying out the policy for the handling of complaints, the Board will observe the following procedure:

1. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from teachers, parents, or patrons, until they have first been referred to the Superintendent of Education.
2. Only in those cases where satisfactory adjustment cannot be made by the Superintendent and his assistants shall communications and complaints be referred to the Board.
3. After hearing evidence submitted by the Superintendent in such event, the Board will, if it deems advisable, grant a hearing to the parties concerned.
4. Such hearings will be held during official session of the Board.

SECTION C

GENERAL SCHOOL ADMINISTRATION

<u>DESCRIPTOR CODE</u>	<u>TITLE</u>
CA	Goals and Objectives (Adm.)
CEA	Qualifications of Superintendent
CEB	Duties and Responsibilities of Superintendent
CED	Election of Superintendent
CEE	Compensation of Superintendent
CEG	Professional Development Opportunity
CG	Administrative Personnel
CGBA	Qualifications and Duties (Supervisor)
CGBA	Qualifications and Duties (Principal)
CGBAA	Duties (Supervisory Personnel)
CGBAB	Duties and Responsibilities (Principal)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Goals and Objectives (Adm.)	Descriptor Code: CA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

In the philosophy of the Board of Education, the primary goal is the development of physical, social, emotional, and spiritual needs of children. In achieving this goal, the superintendent, with the assistance of his staff, will be responsible to determine the content of the instructional program, provide a continuous program of teacher in-service education and other professional services, and provide means for continuous evaluation and revision of same.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Qualifications of Superintendent	Descriptor Code: CEA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The Superintendent of Education must hold an Alabama certificate in Administration and Supervision and must have five years experience in public school work, with a minimum of three years successful work in the field of education in the five years immediately preceding his election.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Duties and Responsibilities of Superintendent	Descriptor Code: CEB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

As executive officer of the Board of Education, the Superintendent is granted freedom in managing the school system within policies established by the Board and is responsible to the Board for the results achieved. Within this function the following duties and responsibilities are among those which should be fulfilled by the Superintendent:

- a. The Superintendent will be responsible for carrying out all policies, rules, and regulations established by the Board.
- b. In matters not specifically covered by Board policy, the Superintendent will take appropriate action and report such action to the Board at the next Board meeting.
- c. All persons employed by the Board will be responsible, either directly or indirectly, to the Superintendent.
- d. He will be present at all meetings of the Board except when matters pertaining to his salary and allotments are being discussed.
- e. He will prepare and submit to the Board the annual budget.
- f. He has the authority, within the limits of major appropriations approved by the Board, to approve and direct all purchases and expenditures.
- g. All candidates for employment, transfer, or dismissal will be recommended in writing by the Superintendent. The Board may reject specific candidates but can employ other candidates only on the recommendation of the Superintendent.
- h. He will provide professional leadership for the system, formulate policies, and report regularly to the Board on all aspects of the program.
- i. The Superintendent will formulate means of evaluating the work of staff members and report his findings to the Board.
- j. He will develop and submit to the Board a plan for maintenance, improvement, and needed expansion of buildings, sites, and other facilities.

- k. The Superintendent will develop means of keeping the community informed about the schools.
- l. He will keep a continuous inventory of all school property and equipment.
- m. The Superintendent will prepare an annual school calendar and submit it to the Board for approval.
- n. He will act as educational advisor to the Board.
- o. The Superintendent will serve as secretary to the Board.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Election of Superintendent	Descriptor Code: CED
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The Superintendent of Education will be elected by popular vote to serve a term of office of four years.
A vacancy occurring during the term of office shall be filled by the Board of Education by appointment within 30 days after such vacancy occurs.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Compensation of Superintendent	Descriptor Code: CEE
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The salary and travel of the Superintendent will be set by the Board of Education. As executive officer of the Board, he will be the highest paid employee of the Board of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Professional Development Opportunity	Descriptor Code: CEG
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Professional leave for study or consultative services to other school systems will be granted for brief periods of time without loss of salary. Extended leave without salary will be granted only through special approval of the board.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Administrative Personnel	Descriptor Code: CG
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The Board will determine the administrative and supervisory positions necessary for the attainment of educational goals in Pickens County.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Qualifications and Duties (Supervisor)	Descriptor Code: CGBA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

In order to be considered for a supervisory position, an applicant must hold a Master's Degree or have a major portion of work completed in a program leading to this degree and must have at least three years of satisfactory school experience.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Qualifications and Duties (Principal)	Descriptor Code: CGBA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-19-03

In order to be considered for a principalship, an applicant must hold a Master's Degree and must have completed at least thirty-three semester hours of education, of which at least twelve semester hours are in the fields of educational administration or supervision.

Exceptions may be made only by unanimous consent of the Board, when an applicant has a major portion of the above requirements completed. Even then, the newly-appointed principal must attend school and work toward full requirements each summer until completed.

While employed as a principal, it is desirable for the employee to live in Pickens County as long as employed in the principalship position; but this shall not prevent a qualified applicant from being hired if he/she meets all other requirements.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Duties (Supervisory Personnel)	Descriptor Code: CGBAA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Supervisory staff personnel are responsible directly to the Superintendent of Education. However, in their work with individual teachers and teacher groups, they shall act with the knowledge, consent, and support of school principals, and recognize that the principal is the administrator controlling the instructional process at an individual school.

In working with individual teachers or teacher groups, the supervisory staff will:

1. Plan with the assistant superintendent and principals for improving instructional practices.
2. Assist in selecting, securing, and using materials of instruction.
3. Observe classroom teaching and advise ways of improving procedures, under the direction of the principal of the respective school.
4. Acquaint teachers with and encourage the reading of professional literature that may be directly related to the needs of the teachers.
5. Encourage and assist, if requested, with both formal and informal organized study, including action research.
6. Assist teachers in understanding child development and learning styles.
7. Assist in organizing the classroom for teaching and learning.
8. Assist in securing resource people and consultants.
9. Serve as requested as resource persons on school improvement programs.
10. Help teachers develop positive self-concepts.
11. Help teachers develop the feeling that they are partners in the supervisory process.
12. Assist in selecting, developing, and/or utilizing assessment or evaluative instruments designed to assess pupil progress.

13. Clarify and assist with curriculum improvement.
14. Facilitate, encourage, and assist in self-evaluation.
15. Assist in the development of and maintenance of good relationships between all persons involved in the teaching-learning process.
16. Facilitate good public relations.
17. Serve as liaisons between the central staff and other levels of the school community.
18. Assume other duties as assigned by the Superintendent of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Duties and Responsibilities (Principal)	Descriptor Code: CGBAB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

The principal is considered by the Board of Education to be the administrative head of the school to which he has been assigned. He is directly responsible to the Superintendent and fulfills the policies as set forth by the County Board of Education. In matters concerning only the local school which are not covered by Board of Education. The principal will possess the following responsibilities and discharge the following duties:

1. He will be responsible for the organization, administration, and control of his respective school and all activities therein.
2. He will be responsible for the educational advancement and growth within the school of which he has charge.
3. The principal will exercise supervisory functions within his school, including the supervision of classroom and other instruction. The supervising principal should devote some portion of each day to visiting the various departments of the school for the purpose of supervising the work of the teachers.
4. The principal will be responsible for the care and safekeeping of his respective school buildings and grounds and of all furniture, books, apparatus, equipment, supplies, and other property appurtenant thereto.
5. He will have direction over the discipline of pupils in his school and in that connection.
6. The Board has no rule against corporal punishment of pupils. If such punishment is required, it should be administered with extreme care, tact, and caution, and then only by the principal, assistant principal, or teacher with the knowledge and consent of the principal. Principals will maintain written summary records of the type and number of such incidents. Pupils should not be punished by corporal method unless it is done in the presence of the principal or another staff member. The knowledge and consent of the parent and guardian is recommended. Teachers will be supported by the administration in their efforts in teaching good citizenship by demanding proper respect for pupils to teacher. However, teachers should be responsible in their demands but should not tolerate disrespectful, boisterous, rough and violent outbursts of language and temper on the part of pupils.

If at any time a teacher cannot control a pupil or group of pupils or feels he needs aid in controlling any pupil, it shall be his obligation to report to his principal.

The principal has authority to suspend a pupil from school for persistent wrong-doing or conduct detrimental to the school or for any offense which carries an expulsion penalty, and should notify the Superintendent in writing of any suspension. A suspended pupil may be reinstated by the principal.

No teacher, athletic coach, or sponsor shall have authority to suspend, expel, or drop any pupil from a class or school-sponsored activity without the approval of the principal.

A pupil may be expelled from school only by the Pickens County Board of Education after being afforded due process.

7. The principal will see to the enforcement in his school of all rules and regulations of the Board and the Superintendent of Education.
8. He will have power to establish special regulation for his school, provided such special regulations are not inconsistent with the policies, rules, and regulations adopted by the Board.
9. Order and discipline in the school lunchroom will be the direct responsibility of the principal.
10. The principal, unless absent due to professional, personal, or sick leave, will be present in the school building at least thirty minutes before time for opening school, and will remain after school to complete the minimum 8-hour working day.
11. If and when it becomes necessary for a principal to be away from his school as much as one school day, permission must be received from the Superintendent.
12. The principal will hold faculty meetings as needed during the school term and will require all teachers to attend. Plans will be made in advance for these meetings.
13. He will attend all principals' meetings called by the administration.
14. The principal will report in writing to the Superintendent all cases of negligence, inefficiency, or willful violations of school rules and insubordination to authority on the part of teachers and other employees under his supervision. A copy of the same report will be given to the employee involved.
15. He will see that emergency drills are given in his school as required by prevailing codes.
16. The principal will dismiss his school for a day or part of a day without authority from the administration only in cases of emergency, and then immediate notice of such dismissal will be furnished to the Superintendent.

17. He will see that no unauthorized person is allowed to read or distribute any printed material in the school rooms or on the school premises. No person will be permitted to occupy the time of teachers or pupils during school hours without the express consent of principals. No collections or contributions will be allowed to be taken or tickets sold for any purpose not connected with the school. The principal will further see that the practice of soliciting funds and selling magazine subscriptions, seeds, etc., by students will be carried on outside of school hours.
18. The principal or his designated representative will supervise the loading and unloading of school buses. He has the authority to call upon the teachers under his supervision to help in this work. He will have the same control over the drivers that he exercises over teachers except that the next higher authority in the case of bus drivers is the County Supervisor of Transportation.
19. The principal will assist in interpreting the school to the public and in creating good will for public education in Pickens County.
20. He is responsible for the keeping of accurate, up-to-date pupil records and for the furnishing of pupils' transcripts upon request by other schools and colleges. One transcript per child may be supplied without charge. Additional transcripts will be furnished for a fee of one dollar (\$1.00) each.
21. He is responsible for submitting accurate reports to the central office at specified times. Among these reports are monthly attendance, annual attendance, textbook, payroll, financial, lunchroom, and others as requested by the Superintendent.
22. In the event a principal is relieved of his position for any reason at any time, an immediate audit will be made and school funds will be transferred to his successor or such person designated by the Superintendent.
23. The principal is responsible for giving confidential ratings on teachers and for making recommendations to the Superintendent concerning the retention or termination of teachers for the next school year.
24. He will perform other duties as may be assigned him by the Superintendent.
25. He will see that graduation in his school is held on an appropriate date approved by the Superintendent.
26. He will see that school operates on a daily schedule consistent with State Board and accreditation requirements and as approved by the Board of Education.
27. In cooperation with guidance counselors, secondary principals will provide for pre-registration of students for the following school year before the end of the current school year and will make known the proposed courses for the following school year to the students and parents or guardians. The schedule should allow each student the opportunity to pursue the studies which he needs and in which he is interested.

28. The principal will report the absence of a teacher at inservice and associational meetings held during school hours. These absences will be reported and explained to the Superintendent on the monthly payroll.
29. The principal will work with the superintendent and his staff in preparing a standardized grading system for the county or any change thereof.
30. He will be responsible for informing his teachers of the State Courses of Study, Board Policies, and local school policies and will assist teachers with classroom organization and management. He will insure that teacher planning is involved in the addition and deletion of elective courses in the local school curriculum.
31. The principal is responsible for a continuous in-service study program within his school and will provide for a cooperative evaluation of the school program.
32. The principal will arrange for adequate and competent supervision of students and student liability insurance coverage on special school trips. Any trip of more than 12 hours must have prior approval of the Superintendent and/or the Board of Education.
33. The principal will furnish to the Superintendent by September 15, class schedules showing student enrollment in each class. He will make and complete an annual school calendar as early in the school year as possible, including scheduled sports events, class and organization activities, etc.
34. The principal will work with his local trustees to determine use and rental of school buildings by outside agencies.
35. He will approve or disapprove and supervise all money-making activities of the school.
36. The principal will make available the necessary student insurance coverage to all pupils on a voluntary basis.
37. The principal will insure that all students enrolled in his school are bona fide residents of the attendance zone served by that school.
38. The principal will assist food-service and other personnel in determining the economic status of students enrolled in his school as required for participation in programs based on family income; and will secure applications from parents for free or reduced lunches.
39. The teacher designated as assistant principal or teacher-in-charge shall have the authority to perform the duties and responsibilities outlined above in the absence of the principal.

SECTION D

FISCAL MANAGEMENT

DESCRIPTOR CODE	TITLE
DC	Annual Operating Budget
DG	Deposit of Funds
DI	Inventory of Textbooks
DIA	Uniform Accounting System
DIC	School Inventory of Equipment
DJA	Bad Debts
DJC	Payroll Procedures
DJCA	Pay Day Procedures
DJE	Purchasing Procedures
DO	Property Disposal

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Accounting and Reporting	Descriptor Code: DB
Legal Reference:	Passage Date: 2-21-07
	Amendment Date:

Reconciliations

All bank accounts of the Pickens County Board of Education and the schools shall be reconciled to the financial records. The chief school financial officer shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensures accurate monthly financial statements.

Review of Monthly Revenues and Expenditures

The Superintendent shall have monthly reports of revenues and expenditures prepared for review by the Pickens County Board of Education. The monthly financial reports and annual budget shall be made available to the public on the local internet site.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Annual Operating Budget –Reserve Funds	Descriptor Code: DC
Legal Reference: Ala. Code 16-13-140, 16-13-142, 16-13-143, 16-13-144,16-13-145	Passage Date: 3-22-2000
	Amendment Date: 2-21-07

The Pickens County Board of Education shall provide for the preparation and adoption of the annual budget for the School District. The Board shall delegate the responsibility for preparation of the budget to the Superintendent and designated members of the administrative staff. The budget shall be prepared on forms required by the State of Alabama and otherwise in accordance with such rules and regulations as may be prescribed by statutes and by the State Board of Education. The budget shall be presented to the Board for purposes of review, modification and approval.

In order to provide adequate opportunity for public input concerning budget matters the Board shall announce and hold two budget hearings prior to the final budget vote. The hearings shall be held no less than twenty-five days apart and shall be open to school administrators, teachers and the general public.

When approved, said budget shall be transmitted to the State Superintendent of Education on or before October 1st for review and shall become official upon his approval.

The Board shall not encumber funds in excess of anticipated revenues and reserves. The budget shall be reconciled monthly and monthly financial reports shall be made to the Board by the Superintendent.

The Pickens County 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.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Deposit of Funds	Descriptor Code: DG
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 10-16-01, 2-21-07

1. Operating funds of the Board of Education shall be deposited in the F.D.I.C. member banks of Pickens County on an established and rotating basis of once every three years. Transfer of funds shall be on October 1 of the rotating year. Banks named as depository must allow minimum interest on short loans to the Board and secure 2/3 of Board funds on deposit in State obligated bonds or better and furnish the Board of Education with a description of the bonds.
2. Deposits of federal income tax deductions shall be rotated annually among F.D.I.C. member banks in Pickens County. Such accounts shall be opened in January of each year.
3. The Superintendent is authorized to invest state and local surplus funds in 30-day treasury bonds.
4. The Superintendent is authorized to transfer funds within the approved budget as necessary to meet the obligations of the Board of Education.

Funds received for school purposes by school board officials and employees shall be promptly deposited in the proper bank account. A financial institution used for the deposit and safekeeping of funds shall be approved as a qualified public depository by the Security for Alabama Funds Enhancement (SAFE Program) administered by the Alabama State Treasurer.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Expenditure of Funds	Descriptor Code: DH
Legal Reference:	Passage Date: 2-21-07
	Amendment Date:

The Pickens County Board of Education grants authority to the Superintendent, subject to applicable laws, policies, and Board-approved budget limitations, to expend funds for budgeted operating expenditures, without advance Board approval, of specific expenditures. All such expenditures shall be included in the monthly expenditure report to the Board.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Inventory of Textbooks	Descriptor Code: DI
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Principals are responsible to the Superintendent for the accounting and inventory of all state-owned textbooks in their schools.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Uniform Accounting System	Descriptor Code: DIA
Legal Reference:	Passage Date: 3-15-76
	Amendment Date:

Each school operated by the Pickens County Board of Education shall use the uniform accounting system for local schools prescribed by the Alabama State Department of Education. It shall be the responsibility of the principal to be familiar with this system and supervise its operation in his school. All records are subject to audit at any time by the Board of Education or its designated representative.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Inventory of Equipment	Descriptor Code: DIC
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 2-21-07

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

**PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT**

Descriptor Term: Bad Debts	Descriptor Code: DJA
Legal Reference:	Passage Date: 1-21-04
	Amendment Date:

The Pickens County Board of Education recognizes the need to practice sound financial management in all areas of fiscal responsibility including but not limited to checks returned for insufficient funds, uncollected charged meals and sales prices of board employee meals. The face value of a check returned for insufficient funds and non-payment of legal charges for goods or services may not be absorbed as a cost by state, federal or public funds. Therefore, the Board of Education adopts the following policy to govern the collection of funds resulting from returned checks and charged meals.

CHECKS RETURNED FOR INSUFFICIENT FUNDS

1. The local principal or other school administrator shall exercise due diligence in the acceptance of checks and in the collection of NSF checks. A list of individuals who have submitted bad checks shall be maintained in order to prevent the receipt of any further checks from those individuals.
2. Uncollected NSF checks shall not be written off as cost. Therefore, the Board of Education shall contract with a reputable collection agency for the recovery of funds resulting from checks returned for insufficient funds.

UNCOLLECTED CHARGED MEALS

1. Charged meals shall not be allowed in the Child Nutrition Program.
2. The local school principal may elect to prepare a nominal non-reimbursable meal (e.g. sandwich and milk) for the elementary student who forgot her/his lunch money. Should the practice of serving such a nominal meal or snack become frequent or more than just an occasional occurrence, the school shall make arrangements to reimburse the Child Nutrition fund for such excess costs.
3. Should the local school decide to charge meals for elementary students a nonpublic fund source shall be established to cover the cost of the meal(s). Each school shall maintain documentation to reflect the status of charged meals. The transfer of funds, from the non-public fund source, shall be made to the Child Nutrition Program before the meal is served.

SALES PRICE FOR ADULT EMPLOYEE AND NON-EMPLOYEE MEALS

1. The following formula shall be used to establish the minimum price for a non-CNP system employee meal:

The price of the highest paid student meal
+The USDA reimbursement for a paid meal
+The value of commodity assistance per lunch

2. The minimum price for a non-employee meal shall be \$1.00 above the system employee meal rate.
3. Beverages included in the meal shall be the same as that offered to students.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Payroll Procedures	Descriptor Code: DJC
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 10-11-76

Salaries for County non-certificated employees are paid on a schedule recommended by the Superintendent and approved by the Board. They may be computed on daily or monthly basis.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Pay Day Procedures	Descriptor Code: DJCA
Legal Reference:	Passage Date: 1-22-79
	Amendment Date:

Employee salary checks will be issued on the first day of each calendar month. If the first day of the month is on Saturday, checks will be issued on the preceding Friday; if the first day is on Sunday, payment will be made the following Monday or on the first regular working day of the month.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Purchasing Procedures	Descriptor Code: DJE
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:12-14-81

The following purchasing policies will apply to all personnel authorized to make purchases:

1. All purchases at the county level will be made only upon approval of the Superintendent. Purchases will be authorized by issuance of an official purchase order.
2. Purchases at the Board level and local school level will be made in such a way as to achieve quality, service, and products at the lowest possible price and in conformance with existing state competitive bid law. When bids are taken for property used in the local schools, the bid will have the time and place of the bid opening as part of the bid form. Ownership of all school property rests in the Board of Education, and the awarding of the bid will be made by the Board of Education at its regular scheduled meeting.
3. The County Board will approve all purchases, if the cost exceeds five hundred dollars (\$500) with the following exceptions:
 - a. Specific expenditures described and previously approved in the general budget for the total school system.
 - b. Purchases made by local schools to be sold in school stores, athletic equipment, and other expendable items provided they are paid out of current receipts on a pay-as-you-go basis.
 - c. Principals purchasing items exceeding five hundred dollars (\$500) in cost and not described in item (b) above must have prior approval from the Superintendent.
4. All purchases made by principals that are not calculated to be paid in full during the current school year must be approved prior to purchase in writing by the Superintendent.
5. In emergency situation, maintenance items may be obtained locally and signed for by persons authorized to do so by the Superintendent and/or principals; such purchases to be confirmed by official purchase order. The Board and local school officials will assume no responsibility for any other purchases.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Property Disposal	Descriptor Code: DO
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Title for all property located centrally or in school rests with the Pickens County Board of Education.
Before disposal of any item no longer utilized, approval must be secured from the Superintendent.
Property off significant value will be sold by competitive sealed bids.

SECTION E

BUSINESS MANAGEMENT

DESCRIPTOR CODE	TITLE
EBGA	Maintenance Procedures
EC	Maintenance, Repair, Updating and Replacement Of Equipment (Career/Technical Courses)
ECH	Use of Garage
ECH	Use of County Vehicles
ED	Student Transportation
EDD	Scheduling and Routing
EE	Food Service
EF	Energy Management Conservation

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Maintenance Procedures	Descriptor Code: EBGA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

1. County Level:

- a. The County will provide a maintenance crew that will work directly under the Supervisor of Maintenance. Regularly scheduled visits will be made by the crew to all schools for the purpose of providing designated maintenance services.
- b. County Board expenditures for materials will be limited to those items necessary to maintain and preserve the structural functions of buildings.

2. Local Level

- a. No principal or other person will build, add to, or alter any school building in any way without consulting the Superintendent.
- b. Principals will inform the maintenance crew of their priority work assignments during the regularly scheduled visits to their schools.
- c. Additional maintenance requirements which cannot be provided by the county board will be the responsibility of the local school.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Maintenance, Repair, Updating and Replacement Of Equipment (Career/Technical Courses)	Descriptor Code: EC
Legal Reference:	Passage Date: 11-16-98
	Amendment Date:

MAINTENANCE, REPAIR UPDATING AND REPLACEMENT OF EQUIPMENT

To assure that skills taught in Career Technical courses are consistent with prevailing business and industrial standards, the Pickens County Board of Education does hereby adopt the following procedures in regard to maintenance, repair, updating, and replacement of equipment.

Equipment Maintenance and Repair

Each instructor shall, as needed submit an equipment, maintenance, or repair request form stating the item and an estimate of cost for parts and service, if known, to the director. The director shall determine who will make the repairs and shall proceed to get the repairs completed as soon as possible if funds are available.

If applicable each instructor shall develop a periodic maintenance performance schedule and follow it. This is for cleaning, greasing, and oiling equipment, changing filters, draining water from air compressors, etc.

The director or his designee shall periodically inspect shops and classrooms and determine if tools and supplies are properly stored, equipment is being kept in good repair, properly used, and meet safety requirements, etc. It is the responsibility of the director and each instructor to work cooperatively to see that the facilities, equipment, and instructional materials are kept in good order and in a safe operable condition.

Equipment Updating and Replacement Procedures

The director and instructor shall, for each instructional unit, cooperatively develop, complete, and utilize annually, a need assessment survey to help determine when instructional supplies, textbooks, or equipment should be replaced or updated.

Instructors in each unit shall utilize their state equipment list, curriculum guides, and the assistance of the state vocational specialist to help determine their current and future needs to replace or update equipment, instructional supplies, and textbooks.

The director and the instructor shall jointly prepare an annual budget for each instructional unit. All local, state, and federal vocational funds allocated for each unit should be reflected in this budget. When possible, consideration should be given to setting aside some funds for large, long range consideration should be given to setting aside some funds for large, long range expenditures that may be needed to update equipment.

Purchase orders shall be prepared for all goods and/or services purchased in the name of the Pickens Career/Technical Departments. A separate purchase order shall be prepared for each vendor and shall be signed by the appropriate person. The superintendent has the final responsibility for approving or disapproving all purchases and/or services. However, approval or disapproval must be made in terms of budgetary allocation, needs, desirability, and contribution to the vocational education program.

LaDow instructors should report facility maintenance needs on a building maintenance request form to the director. High School instructors should report facility maintenance needs on a building maintenance request forms to the High School Principal. The director or High School Principal will forward the request to the Board of Education maintenance supervisor, who in turn shall implement the repairs as expeditiously as possible.

Request for major repairs, building modification, or additions should be submitted by the director to the Superintendent and/or Board.

Minor alterations, which involve changing the original building plans, must be approved by the Superintendent of Education.

The director shall develop a building and facility maintenance checklist and he/she or a designee shall make a periodic check to help determine immediate and long range needs.

Care of Facilities and Equipment

Positive means must be used by each instructor and the building supervisor to insure care and protection of the school property. Abuse and misuse of school furniture and property is not to be tolerated. All personnel will be supported in measures taken to achieve this.

Willful Damage to School and Personal Property

Each student in the Pickens County Career/Technical Departments shall be responsible for respecting school and personal live work or production property at all times. When school or live work personal property is damaged, destroyed, or defaced by a student and/or his/her parents or guardian shall be required to make full restitution for the willful damage to the school or personal live work property. Such restitution shall be required. In addition, the student shall be subject to probation, temporary suspension, expulsion, or other disciplinary action that may be deemed necessary and advisable by school officials.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Use of Garage	Descriptor Code: ECH
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Use of Buses and Garage:

- a. Only school owned vehicles will be serviced in the county transportation garage.
- b. All school owned vehicles will be used exclusively for school activities. Overnight use of school vehicles must have prior approval by the Board of Education.
- c. The use of gasoline and all other materials and equipment is restricted to Board of Education-owned vehicles.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Use of County Vehicles	Descriptor Code: ECH
Legal Reference:	Passage Date: 7-28-75
	Amendment Date: 1-22-96

The Board recognizes an obligation to provide needed transportation services for the operation of the schools in Pickens County. This may include transportation related to pupil transportation, maintenance services, school food services, and the general administration of the school system.

County-owned vehicles may be used by personnel in the above mentioned categories to provide the services required for efficient operation of the service areas mentioned.

The use of county-owned vehicles shall be restricted for official business only. This may include travel to and from work because of their on-call status.

The Superintendent shall advise the Board as to the number and type of County-owned vehicles and use by Board employees. Proposed changes in the fleet or type of employee using county-owned vehicles will be reported to the Board for approval.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Transportation	Descriptor Code: ED
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 7-28-80, 9-18-00,

Driving Rules

- a. The school bus driver will use the bus only to transport pupils to and from school, except as directed by the Superintendent.
- b. The bus driver will promptly report to the principal or his designated representative any pupil violation of good behavior rules on his bus.
- c. School buses are not to stop along the route for any purpose other than pick-up or discharge of pupils at designated stops or mechanical or similar emergency conditions.
- d. Only approved substitute drivers will be allowed to drive a school bus when the regular driver is absent.
- e. In the event of a collision with another vehicle, the driver must immediately notify the highway patrol or local police, the supervisor of transportation, and the principal of school(s) that he serves. The bus driver will refrain from discussing the collision with the public. The name of the other driver, his vehicle make, and license number should be obtained.
- f. Only pupils, school employees, and chaperons approved by the principal will be permitted to ride the bus.
- g. When a school bus is parked and left unattended the driver shall deplete the air in the brake system to the point where the spring brakes are applied.
- h. In order to insure that no student is left on the bus, the driver shall inspect the entire length of the bus and hang the "Student on Board" placard in the rear door window after the completion of every route. When the bus is in motion the driver shall hang the "Student on Board" placard in the front of the bus.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Scheduling and Routing	Descriptor Code: EDD
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 7-20-80 9-19-83

Routing of Buses:

- a. The Supervisor of Transportation has the authority to route buses or make changes in routes, subject to approval by the Superintendent. Buses will be routed over roads classed as all-weather by the Supervisor of Transportation.
- b. A bus route cannot be changed to accommodate pupils unless they live at least **TWO- TENTHS** mile from the established route **AND AN APPROPRIATE TURNAROUND SPACE MUST BE PROVIDED BY THE PARENT MAKING THE REQUEST FOR A ROUTE CHANGE.**
- c. Transportation for pupils living within a two-mile radius of the school attended will be provided on a space-available basis.
- d. Any transportation provided for summer programs will be planned consistent with funding available for such programs and will not necessarily follow regular routes.
- e. The supervisor of transportation shall establish designated bus stops for the purpose of loading and unloading students. Designated stops inside city limits are to be established at the discretion of the supervisor of transportation.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Food Service	Descriptor Code: EE
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

1. The food service supervisor will insure that the lunchrooms under his jurisdiction are operated in accordance with state guidelines outlining requirements of the National School Lunch Act.
2. It is the duty of the principal to work with the lunchroom manager in improving lunchroom conditions.
3. Only enrolled pupils and adults employed in some capacity by the County Board of Education or the local school are authorized to eat in school lunchrooms. All exceptions must be approved by the principal. Adults are to pay for their lunches.
4. Free and reduced price lunches are available to pupils meeting income criteria as establish by state of Alabama. Application must be made by parents or guardians to principals on regulation application forms.

**PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT**

Descriptor Term: Energy Management Conservation Policy	Descriptor Code: EF
Legal Reference:	Passage Date: 11-20-06
	Amendment Date: 1-17-07

The Pickens County Board of Education believes it to be our responsibility to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, students and support personnel, and its success is based on cooperation at all levels.

The school district will maintain accurate records of energy consumption and will make a public report on energy consumption at the end of each fiscal year.

The principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the responsibility of the principal to ensure that an efficient energy posture is maintained on a daily basis.

Energy Guidelines

1. Use only the electricity necessary to deliver quality instruction and/or perform your job assignment.
2. Turn off all lights when you are going to be out of your classroom/office longer than 5 minutes.
3. Turn off all lights in your classroom/office at the end of each day.
4. Rely on natural sunlight when possible. For example, use only two rows of lights instead of four. Or, remove two bulbs from four bulb light fixtures where possible.
5. Don't block the airflow around vents.
6. Install programmable thermostats where possible. Only maintenance works will have authorization to change programmable thermostat settings. Thermostats will be set on 70° or below for heating and 74° or higher for cooling. Unauthorized personnel or students found tampering with the temperature regulating devices such as thermostats or valves will be subject to disciplinary action.
7. Use heat in the gymnasium/cafeteria/auditorium only if necessary. Keep thermostat set at 65° or below.

8. Monitor and report any malfunction of your unit.
9. Inform your principal/supervisor if the filter needs to be changed.
10. Keep doors and windows closed while the unit is operating. Keep all exterior doors closed. Do not prop open exterior doors. Buildings with exhaust fans are excluded.
11. Turn off window units at the end of each day.
12. Turn down the heat in the hallways and keep classroom doors closed.
13. Turn off computer monitors when computers are not in use.
14. All windows will be kept shut.
15. Blinds and shades should be drawn depending on the time of season to maximize heating and cooling of rooms. For example, blinds should be drawn half way in the warm weather months and raised during the cold months.
16. During the summer unplug all vending machines not needed and remove all perishable food items.
17. No electric heaters in classrooms or offices.

SECTION G

PERSONNEL

DESCRIPTOR CODE	TITLE
GAAA	Equal Opportunity Employment
GAEA	Grievance Procedure
GAEB	Complaints in Title I
GAEC	Sexual Harassment of Employees
GAED	Sexual Harassment of Students
GAG	Dual Pay
GAH	Employment (General) – Communications
GAJC	Recognitions
GAJD	Employee Network and Internet System Usage
GAM	Employee Use of Prohibited Substances
GAMA	Drug Testing of Designated Employees
GAMB	Possession of Firearms by Certified and NonCertified Personnel
GAMC	Invasive Procedures
GAMD	Use of Automated External Defibrillators
GBBA	Qualifications (Teachers)
GBBAA	Duties and Responsibilities (Teachers)
GBD, GBE	Assignment of Personnel
GBE, GBM	Assignment and Transfer
GBI	Administrative Personnel Evaluation
GBIA	Professional Education Personnel Evaluation Program
GBL	Tenure
GBNA	Reduction in Force of Certified Personnel
GBO	Resignation
GBQA	Retirement
GBQB	Retirement (Social Security)
GBRA	Staff Responsibilities (Health Exam)
GBRAA	Communicable Diseases (AIDS)
GBRB	Working Conditions
GBRF	Travel Reimbursement
GBRH	Professional Leave
GBRI	Personal Leave
GBRIA, GBRIB	Reporting Accidents/Prolonged Illness
GBRIB, GBRIF	Sick Leave, Bereavement
GBRIC	Sick Leave Bank
GBRID	Military Leave
GBRJ	Substitute Teachers
GBRK	Holidays

GBRKA
GBU
GCAB
GCABB
GCBA
GCD
GCNA
GCRG
GDRI

Vacation
Code of Ethics (Employees)
Employee Searches
Use of Metal Detectors
Qualifications (Bus Driver)
Employment of Non-Certified Personnel
Reduction in Force of Non-Certified Personnel
Leave of Absence (Para-Professional)
Vacation (Para-Professional)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Equal Opportunity Employment	Descriptor Code: GAAA
Legal Reference:	Passage Date: 10-20-75
	Amendment Date: 3-15-82

No person shall be denied employment or advancement, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any course, program or activity under the jurisdiction of the Board of Education on the basis of sex, race, religion, belief, national origin, ethnic group, or handicap.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Grievance Procedure	Descriptor Code: GAEA
Legal Reference:	Passage Date: 4-26-76
	Amendment Date:

It is the object of the Pickens County Board of Education to settle equitably, at the lowest possible level, differences and issues cited by staff and students relating to discriminatory actions. In an effort to accomplish this objective, no action will be taken on grievances or complaints which have not observed the following procedure:

Level One (Informal Procedure)

The aggrieved person must first discuss his/her grievance with his immediate supervisor with the objective of resolving the matter informally. (The principal or assistant principal is the student's immediate supervisor). The aggrieved person and his/her supervisor shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. Either person may be accompanied by a mutually acceptable professional staff member at this initial conference.

Level Two (Formal Procedure)

Step 1: If, as a result of the discussion between the complaint and his/her supervisor, the matter is not resolved, then within five (5) school days he/she shall set forth his/her grievance in writing to the immediate supervisor, specifying:

- a. the nature of the grievance
- b. the nature or extent of the injury, loss, or inconvenience
- c. the results of previous discussions
- d. dissatisfaction with decisions previously rendered

The immediate supervisor shall communicate his/her decision in writing to the aggrieved person within five (5) days of receipt of the written grievance.

Step 2: If the aggrieved is not satisfied with the disposition of his/her grievance at Level Two, Step 1, he/she may, within five (5) school days, present his/her grievance to the Superintendent of Schools or his representative delegated to receive such communications. Such appeal should be made in writing and should detail the procedures described in prior steps.

The Superintendent and the aggrieved will jointly appoint an ad hoc committee composed of one member appointed by the Superintendent, one member by the aggrieved, and a third person, who may not be representative of either of the parties-in-interest rank, appointed by the two other committee members. In the case of an issue where a person has been employed or appointed to oversee a

particular activity, this person shall be the third member of the committee by virtue of position. The committee shall render a recommendation to the Superintendent within ten (10) days after convening to discuss the issue.

Step 3: The Superintendent, within five (5) days after the rendering of the recommendation by the ad hoc committee, shall render his decision. A copy shall go to the aggrieved person and all other directly involved.

Step 4: In the event a complainant is not satisfied with the disposition of his/her grievance at Level Two, Step 3, he/she may file the grievance in writing with the Board of Education. This must be done within five (5) work days after the decision from Step 3. He/she may request a hearing before the Board of Education and request the Superintendent to submit a resume of previous negotiations to the Board. The aggrieved person may be accompanied by one (1) person of his choice at this hearing, which will be scheduled within 30 days from the time of the request. The aggrieved shall be notified of a decision by the Board within thirty (30) days of the hearing.

Step 5: In the event the aggrieved person is not satisfied with the disposition of the grievance by the Board of Education, he/she may appeal such decision to the appropriate authorities as provided by law or seek recourse through a state or federal court system.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Complaints In Title I	Descriptor Code: GAEB
Legal Reference:	Passage Date: 5-12-81
	Amendment Date:

Title I, ESEA rules and regulations require that Pickens County Board of Education establish procedures for investigating complaints alleging violations of Title I or of the regulations for that title.

A complaint may be filed by any parent, teacher, Title I advisory council, or other concerned individual or organization.

A complaint is a signed statement that includes—

- (a) An allegation that an agency has violated a Title I requirement that is found in the Title I statute, Title I regulations, Title I interpretive rules, GEPA, or EDGAR;
- (b) Information that supports the allegation, which may include relevant State and local laws, regulations, guidelines, and correspondence;
- (c) A specific request for belief.

Complaints received by the Pickens County Board of Education

- (a) Within five (5) working days after receipt of a written complaint against the operation of Title I, ESEA, the local Title I office will acknowledge receipt of the complaint in writing. All written complaints must reflect signature and address of the complainant.
- (b) Within ten (10) working days after acknowledgment of the complaint, the complainant will be afforded an opportunity for an informal hearing with the local Superintendent of Education and representatives of local Title I office at which time oral and written testimony will be taken. Minutes of the informal complaint hearing shall be kept on file by the Pickens County Board of Education.
- (c) The failure to resolve a complaint in an informal setting will necessitate a formal hearing. The complainant will be advised of the right to requesting writing a formal hearing. The complainant will have five (5) working days from the date of the informal hearing to request for a formal hearing, the staff of the Pickens County Board of Education will make, when necessary, an on-site investigation of the complaint.

- (d) The formal hearing will be conducted by the Pickens County Board of Education. The Pickens County Board of Education will provide an opportunity for the complainant or the complainant's representative or both to present relevant evidence, including the opportunity to question the parties involved. Minutes of the formal complaint hearing shall be kept on file by the Pickens County Board of Education.
- (e) The entire procedure, from receipt of the complaint to a resolution, shall be completed within a period not to exceed thirty (30) working days.
- (f) The complainant has the right to appeal the final resolution of the Pickens County Board of Education to the State Department of Education-Title I Office within thirty (30) working days after receipt of the written decision.
- (g) The Pickens County Board of Education will disseminate, free of charge, information concerning these procedures to interested parties, including district and school advisory councils, within ten (10) working days after resolution of the complaint.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Sexual Harassment of Employees	Descriptor Code: GAEC
Legal Reference:	Passage Date: 1-24-94
	Amendment Date:

General

It is the policy of the Board that sexual harassment of employees by other employees is unlawful behavior and will not be permitted in the employment setting. The Board is committed to providing a working environment that is free of unlawful sexual harassment and will seek to utilize available measures to deter such conduct. Sanctions against employees for violation of this policy may include verbal or written warning, transfer, suspension, or termination of employment.

Sexual Harassment Defined

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. submission to such conduct is made either explicitly or implicitly, a term or condition of the individual's employment;
2. submission to or rejection of such a conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of substantially interfering with the individual's performance or creating a hostile or offensive working environment.

Designation of Reporting Officer

The Board hereby directs the Superintendent to appoint annually, prior to the beginning of the school year, a primary and alternate administration employee of opposite sex to serve as the reporting officer for all complaints of sexual harassment involving employees of the Board. An employee may request the right to make his or her report of sexual harassment to a supervisor of the same sex as the employee. All employees of the Board shall be provided written notice by the Superintendent of the name and manner in which any complaint may be reported to such officer.

Reporting Incidents of Sexual Harassment

An individual employee who feels that he/she has been sexually harassed should report the incident to either his/her immediate supervisor, the designated reporting officer or the Superintendent. Such report shall be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence. The Board would urge the employee to make such report no later than ten (10) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made to the immediate supervisor in person or may be made in writing, signed by the complainant, and so delivered to either party. If such report is first made verbally then it will be the responsibility of the individual receiving the report to reduce the same to writing and to have the same signed in his/her presence by the complainant. The immediate supervisor or reporting officer shall forthwith commence an investigation of such written complaint. No employee alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

Complaint Resolution Procedure

Upon completing an investigation of the complaint, the designated reporting officer shall report to the Superintendent the results of the investigation of the complaint. Such report shall be in writing and a copy thereof shall be provided both the complainant and the charged employee. The immediate supervisor will attempt to solve the grievance to the satisfaction of both parties. If such complaint cannot be resolved at this level, the complaint will be referred to the Superintendent and the Superintendent shall thereupon meet with the complainant and the charged employee, together with the designated reporting officer or immediate supervisor, and make every effort to resolve such complaint to the satisfaction of both parties. If such complaint cannot be resolved at this level, the Superintendent shall report the same to the Board, recommend a hearing be held by the Board in accordance with the laws and statutes applicable to such charged employee's contract status.

Protection of Complainant

No employee shall be subject to adverse employment action in retaliation for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

Pickens County Board of Education
Carrollton, Alabama

SEXUAL HARASSMENT COMPLAINT FORM

Name of Complainant

Employee/Student

Name of Charged

Date

Time

School/Work Site

Nature of Complaint

(to include dates, places, names of witnesses, if any, description of offense, etc.)

I have read the above information and certify it to be correct.

Signature

Date

Witness

Disposition:

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Sexual Harassment of Students	Descriptor Code: GAED
Legal Reference:	Passage Date: 1-24-94
	Amendment Date:

General

It is the policy of the Board that sexual harassment of students by other students or employees is unlawful behavior and will not be permitted in the school setting. The Board is committed to providing an academic environment that is free of unlawful sexual harassment and will seek to utilize available measures to deter such conduct.

Sexual Harassment Defined

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic progress or completion of a school-related activity; or
2. submission to or rejection of such conduct is used as a basis in evaluating the student's performance in a course of study or other school-related activity; or
3. such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment.

Examples of Sexual Harassment

Examples of sexual harassment include, but are not limited to the following: continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient.

Designation of Reporting Officer

The Board hereby directs the Superintendent to appoint annually, prior to the beginning of the school year, a primary and alternate administrative employee of opposite sex to serve as the reporting officer for all complaints of sexual harassment involving students of the School System. All students shall be provided notice by the principal of the name and manner in which any complaint may be reported.

Reporting Incidents of Sexual Harassment

A student who feels that he/she has been sexually harassed should report the incident to the school principal or teacher. Such report shall be made as soon as possible after the incident, or, if a series of incidents, as soon as possible after the latest occurrence. Students are urged to make such report no later than ten (10) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made to the principal in person or may be in writing, signed by the complainant. If such report is first made verbally, it will be responsibility of the principal to reduce the same to writing and to have the complainant sign the written complaint. The principal will investigate the complaint and attempt to solve the complaint to the satisfaction of both parties. If a matter can't be resolved a written complaint will be delivered to reporting officer for further investigation. Upon delivery of the written complaint to the reporting officer, he/she shall forthwith commence an investigation of such written complaint. Nothing herein shall relieve the principal or other school personnel from reporting wrongful acts against students to the Department of Human Resources as required by law.

Complaint Resolution Procedure

Upon completing an investigation of the complaint, the designated reporting officer shall report to the Superintendent the results of the investigation of the complaint. Such report shall be in writing and a copy thereof shall be provided both the student and the charged employee or student. The school principal shall thereupon meet with the complainant and the charged employee or student, together with the designated reporting officer, and make every effort to resolve such complaint. If such complaint cannot be resolved at this level, the Superintendent shall report the same to the Board, and if in his/her discretion it is warranted, he/she may recommend a hearing be held by the Board in accordance with the laws and statutes applicable to such charged employee's contract status or such student's educational status.

Protection of Complainant

No student shall be subject to adverse employment action in retaliation for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

Pickens County Board of Education
Carrollton, Alabama

SEXUAL HARASSMENT COMPLAINT FORM

Name of Complainant

Employee/Student

Name of Charged

Date

Time

School/Work Site

Nature of Complaint

(to include dates, places, names of witnesses, if any, description of offense, etc.)

I have read the above information and certify it to be correct.

Signature

Date

Witness

Disposition:

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Dual Pay	Descriptor Code: GAG
Legal Reference:	Passage Date: 7-4-74
	Amendment Date:

Employees may not receive pay by the Board of Education for employment during concurrent duty hours.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Employment (General)- Communications	Descriptor Code: GAH
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

In order to establish effective working relationships and communications to and from the proper authorities, personnel employed in any capacity and the public should become familiar within the organizational structure of the system, using it as a guide for channeling professional and business communications.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Recognitions	Descriptor Code: GAJC
Legal Reference: Act 94-446, 1994 Alabama Legislature Amendment 4, November 8, 1994	Passage Date: 6-19-95
	Amendment Date:

The Pickens County Board of Education authorizes the Superintendent to expend public funds for recognitions of significant educational achievements and/or contributions by employees, students, or citizens as warranted. No person shall receive recognitions during any scholastic year that exceed one hundred dollars (\$100.00) in cost (cumulative) without approval being granted by Board action.

The Board further authorizes the local school principals to expend public funds attained through local school recycling for recognitions of significant achievements and/or contributions by employees, students, or citizens as warranted. No person shall receive recognitions during any scholastic year that exceed one hundred dollars (\$100.00) in cost (cumulative) without approval of the Board of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Employee Network and Internet System Usage	Descriptor Code: GAJD
Legal Reference: <u>The Code of Alabama</u> , 16-8-9, 16-21-1 to 3	Passage Date: 3-22-2000
	Amendment Date:

INTRODUCTION

School computers, networks and Internet access are provided to support the educational mission of the Pickens County School System. They are to be used primarily for school-related purposes, i.e., to communicate with educational resources, to research topics, and/or to obtain useful education information. Incidental personal use of school computers must not interfere with the employee's job performance, must not violate any of the rules contained in this policy or the Student Internet Acceptable Use policy and must not damage the school's hardware, software or communications systems.

PRIVACY

All communication over Board equipment or facilities is the property of the Pickens County Board of Education. All messages created, sent, or retrieved over the Board equipment or facilities are the property of the Board. The Board reserves the absolute right to access and monitor all messages and files on Board equipment or facilities. However, before any individual equipment or facilities are accessed or monitored, other than for maintenance, Superintendent or Central Office designee permission is required. Employees shall have no expectation of privacy with regard to such data.

RULES OF BEHAVIOR ON SYSTEM NETWORKS

Employees are responsible for good behavior on school computer networks just as they are in other aspects of their jobs. General rules regarding the behavior and communication of employees apply in this instance. Inappropriate conduct on the computer, at any time, may adversely affect the employment of an individual. Employees are forbidden to:

1. Access, transmit, or retransmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices, etc.
2. Access, transmit, or retransmit any information concerning pornographic or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude form). This includes, but is not limited to:
 - a. viewing pornography on the computer
 - b. conducting sexually explicit discussions with Internet partners at any time of the day

- c. sending, displaying, viewing or downloading offensive messages, pictures or movies
 - d. using obscene or profane language
- 3. Advocate or promote violence or hatred against a particular individual or groups of individuals or advocate or promote the superiority of one racial, ethnic, or religious group over another. This includes:
 - a. harassing, threatening, insulting, or attacking others
 - b. using the system network to exchange messages which create dissension or conflict
- 4. Use or possess bootleg software (bootleg software means any software which has been downloaded or is otherwise in the user's possession without appropriate registration of the software including the payment of any fees owing the owner of the software).
- 5. Initiate the use of encryption software from any access point within the school district.
- 6. Use alternate Internet service provider connections to the Pickens County School's internal network unless expressly authorized and properly protected by a firewall or other appropriate security device(s). Employee personal computers may not be connected to the school network. Non-network Internet use by system employees must also conform to this policy.
- 7. Commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school district or any network connected to the Internet including the use or attempted use or possession of computer viruses.
- 8. Publish or copy copyrighted material. Any violation of this rule will hold the employee personally liable for any of his/her own actions that violate copyright laws. Unless otherwise noted as "freeware" or "shareware" all software on the Internet should be considered copyrighted work. Therefore employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder. Software updates may be purchased online in accordance with Pickens County School System purchase guidelines, and installed in accordance with the software licensing agreement. Employees must secure the approval of the school administrator before outside software can be installed on a system workstation or server.
- 9. Plagiarize materials that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as the user's thoughts or ideas.
- 10. Transmit confidential information concerning students or others over the system network unless Board Policy regarding confidentiality is followed. Care must be taken to protect against negligent disclosure of such information.
- 11. Use passwords improperly or negligently. Employees are forbidden to use another's password. No message should be transmitted without the sender's identity. Transmittal of messages with anonymous or fictitious names is prohibited.
- 12. Disregard school rules regarding network systems' access.
- 13. Leave students unsupervised while working on the Internet at school.
- 14. Use another employee's computer without authorization.
- 15. Conduct non-educationally related discussions with Internet partners during the school day.
- 16. Utilize software which consumes large amounts of bandwidth; i.e., Real Player for non-instructional purposes.
- 17. Move networked computers off campus unless authorized by the administrator.

18. Advertise and solicit on school computers. Internet accounts may not be used for commercial purposes or personal gain. Employees will not offer or provide products or services on System networks.

Employees violating the above rules may subject themselves to disciplinary action which could include termination, and under certain circumstances such violations could result in legal action taken against them. Users will not use the computer to engage in any illegal or criminal activity of any type. Damages and other costs incurred by the Board and which have been caused by the intentional misuse of equipment will be charged to the user.

EMPLOYEE NETWORK AND INTERNET SYSTEM USAGE

PICKENS COUNTY SCHOOL SYSTEM

I acknowledge that I have read, understand and agree to all terms as outlined in the Employee Network and Internet System Usage policy (File: GAJD). I further understand that this agreement will be kept on file at the school or worksite for the duration of my employment.

Name

Signature

Date

**PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT**

Descriptor Term: Employee Use of Prohibited Substances (Drug-Free Workplace Policy)	Descriptor Code: GAM
Legal Reference:	Passage Date: 8-10-87
	Amendment Date: 8-16-04

PHILOSOPHY: The Pickens County Board believes that all students and employees have the right to be in a school environment which promotes, enhances, strives to become, and maintains a drug-free school system.

The Pickens County Board of Education, in recognition of the high degree of evidence available, views the use of prohibited substances as being detrimental to health and as being a significant contributor to mouth, lung, heart, and other diseases. The Board also considers the area of personal health as being a primary objective of education.

Further, in consideration of the concerns noted above, the Board prohibits the use of prohibited substances in any form by employees of the Board on school properties or during the school day. It is the feeling of the Board that school employees should, by example, demonstrate to the students they serve their concerns for the dangers inherent in the use of these products.

Employees of the Pickens County School System are prohibited from possessing, using, selling, transmitting, intending to transmit, or being under the influence of any of the following prohibited or controlled substances:

- a. The term “controlled substance” means any drug listed in 21 U.S.C. 812 and other federal regulations. Generally, these are drugs, which include, but are not limited to heroin, marijuana, cocaine (including crack), and PCP. They also include “legal drugs” which are not prescribed by a licensed physician;
- b. Alcoholic beverages or intoxicants of any kind;
- c. Tobacco in any form on school properties (buildings and grounds dedicated to school related use; buses and other vehicles owned by the Board of Education.

Each employee is required by the Drug-Free Workplace Act of 1988 to inform the Board within five (5) days after he or she is convicted for a violation of any federal or state criminal drug statute where such a violation occurred on premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

The Office of the Pickens County Board of Education must notify the U.S. Department agency by which the grant was made within ten (10) days after receiving notice from the employee or otherwise

receiving actual notice of such a conviction.

As a condition of employment on any federal government grant, the Act requires all employees to abide by this policy.

Procedures for Employees Infractions:

A. TOBACCO

- | | |
|-----------------|---|
| 1st Occurrence: | Local administrator or appropriate supervisor/employee conference, documented in employee record. |
| 2nd Occurrence: | Written reprimand and warning by local administrator or supervisor, with copy to employee and copy Superintendent. |
| 3rd Occurrence: | Formal report to Superintendent, with conference or written reprimand. |
| 4th Occurrence: | Formal report to the Board of Education of continued insubordination. Employee required to appear before the Board. |
| 5th Occurrence: | Formal hearing by the Board to discuss board intent to dismiss. |

B. CONTROLLED AND PROHIBITIVE SUBSTANCES

Given probable cause an employee can be required to submit to a breath test and/or urine test.

- | | |
|-----------------|---|
| 1st occurrence: | The employee may be placed on probation or dismissed depending on the severity of the infraction. Selling a prohibited substance will in most cases result in immediate dismissal. The employee must complete a "Drug Assessment Program" and comply with the professional recommendations after this assessment. Failure to do so may result in dismissal. |
| 2nd occurrence: | DISMISSAL |

Each new employee will be given a copy of the Drug-Free Workplace Policy and will be informed of the dangers of substance abuse. Also, they will be given a list of available rehabilitation and assistance programs.

Pickens County Board of Education
Drug-Free Workplace Policy Statement

The Drug-Free Workplace Act of 1988, signed by former President Ronald Reagan on November 18, 1988, is a part of Public Law 100-690 which is designed to deal comprehensively with the nation's problem of drug-abuse. The Act, which became effective March 18, 1989, requires that contractors and grantees of federal agencies certify that they will provide a drug-free workplace. Each federal grantee is required to make such a certification before receiving a contract or grant from a federal agency. The penalty to the Board for non-compliance can be as severe as the loss of federal grants for a period of five (5) years. The requirements of this Act affect the Pickens County Board of Education in that the Board is a federal grantee receiving direct funds for programs such as Chapter 1, Chapter 2, Drug-Free Schools and Communities, Vocational Education, Handicapped Early Education, Dropout Prevention, and others.

The Drug-Free Workplace Act of 1988 requires the Pickens County Board of Education (Grantee) to do the following:

- Publish a Policy Statement
- Communicate this policy to its employees
- Notify the federal granting agency of any employee's conviction for any drug-related violation on the Board's premises
- Impose a sanction on any convicted employee
- Make a good faith effort to continue to maintain a drug-free workplace

Community Agencies That Provide Assistance:

Indian Rivers Community Mental Health Center
140 Court Square East
Carrollton, AL 35447
205-367-8159

Bradford Health Services
Tuscaloosa Regional Office
515 Energy Center Blvd.
Northport, AL
205-750-0227 or 800-891-9673

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Drug Testing of Designated Employees	Descriptor Code: GAMA
Legal Reference:	Passage Date: 2-27-95
	Amendment Date:

- I . In compliance with the Omnibus Transportation Employee Testing Act of 1991 and amendments, as a condition of employment, the Pickens County Board of Education reserves the right to require designated employees to sign an Application/Employee Consent Form and to submit at any time to drug tests to determine the presence of prohibited substances.

II . Objectives

- A . To create and maintain a safe, drug-free working environment for all employees.
- B . To encourage any employee with a dependence on, or an addiction to, alcohol or other drugs to seek help in overcoming the problem.
- C . To reduce the problems of absenteeism, tardiness, carelessness and/or unsatisfactory matters related to job performance.
- D . To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
- E . To comply with federal regulations and requirements of the Omnibus Transportation Employee Testing Act of 1991 with amendments.
- F . To reduce the likelihood that school property will be used for illicit drug activities.
- G . To protect the reputation of the school system and its employees

III . Enforcement

- A . As a condition of employment, the Pickens County Board of Education reserves the right to require all designated employees (defined in its broadest sense as anyone who has a school bus driver's license with the State of Alabama or anyone who drives a vehicle belonging to the Pickens County Board of Education on a regular basis) to submit at any time to determine the presence of prohibited substances.
- B . Pursuant to Board policy and procedures, designated employees will undergo testing:
 - 1 . At the time of initial employment
 - 2 . When the Board or its designee has reasonable cause to believe an employee has violated its drug and alcohol policies
 - 3 . On a random basis without advance notice.
 - 4 . Following any reportable accident.

- C. The Board also reserves the right to search desks, cabinets, tool boxes, vehicles, including personal vehicles brought on the school system's property, bags, or any other property at the school or in their personal vehicles.
- D. Violation of these rules, including testing positive, will subject the employee to discipline, including discharge. Refusal to cooperate with the school system's procedures, in any test investigation, will result in discipline, including discharge.

IV. Procedures for implementing the required drug testing will be developed and approved by the Pickens County Board of Education.

V. Results of drug testing shall not be released by the Pickens County Board of Education, beyond the MRO, and the school system's management without the individual's written authorization.

PICKENS COUNTY SCHOOL BOARD
DRUG AND ALCOHOL PROGRAM
PROCEDURES

INTRODUCTION

Experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgment and reflexes. Even when not readily apparent, this impairment can have serious results, particularly for employees operating vehicles or potentially dangerous equipment.

Drug-using employees are a threat to co-workers, school safety, and themselves, and may make costly errors. For these reasons, the Pickens County Board has adopted a policy that all employees must report to work completely free from the presence of drugs and/or the effects of alcohol.

I. DRUG USE/DISTRIBUTION/IMPAIRMENT/POSSESSION

All employees are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their system while at work or on duty.

II. ALCOHOL USE/POSSESSION/IMPAIRMENT

All employees are prohibited from possessing, drinking or being impaired or intoxicated by alcohol while at work or on duty. While employees are prohibited from having any alcohol present in their system while on duty, a Blood Alcohol Count (BAC) of .04 will be accepted as presumptive evidence of intoxication.

III. OFF-DUTY CONTACT

Off-the-job use of drugs, alcohol, or any other prohibited substances which result in impaired work performance, including, but not limited to, absenteeism, tardiness, poor work product, or harm to the school system's image or relationship with society is prohibited. Employees should realize that these regulations prohibit all illicit drug use - on and off duty.

IV. PRESCRIPTION DRUGS

The proper use of medication prescribed by a physician is not prohibited; however, the Pickens County Board prohibits the misuse of prescribed (or over the counter) medications and requires all employees using drugs at the direction of a physician to notify the Pickens County Board's Medical Review Officer (MRO) or their supervisor where these drugs may affect their job performance, such as by causing drowsiness.

V. SUBSTANCE SCREENING

A. APPLICANTS

Substance screening is required for all designated final applicants, either alone or as part of a pre-employment physical examination. Applicants are required to sign a consent/release form before submitting to screening. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.

B. ALL CURRENT DESIGNATED EMPLOYEES

1. REASONABLE CAUSE

Designated employees will be required to submit to screening whenever a supervisor observes circumstances which he believes indicate an employee has used a controlled substance or otherwise violated the substances abuse rules. Among other things, reasonable cause testing may result from supervisor observation, co-worker complaints, performance decline, attendance or behavior changes, involvement in a workplace or vehicular accident, or other actions which indicate a possible error in judgment or negligence, or other violations of the Pickens County Board policy.

The supervisor or supervisors requesting testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing, or before the results of the tests are released, whichever is earlier. While one supervisor may request a reasonable cause test, when feasible, supervisors are encouraged to obtain a second supervisor as a witness.

2. RANDOM TESTING

The Board will conduct random unannounced screening of all designated employees. The Pickens County Board will administer tests of employees in a number equal to or greater than 50 per cent (drug screen) and 25 percent (alcohol) of the work force - without advance notice - in the first 12 months of testing. There will be no

maximum number of samples that any one individual will be required to provide during the testing schedule. Subsequent testing will be conducted at levels equal to or greater than the initial testing schedule. The Pickens County Board will provide computerized random sample lists to the Program Administrator. The list of employees in the random pool will be updated on a monthly basis. Employees will be required to report to the Pickens County Board designated collection site for testing as soon as possible but in no case later than two hours following notification. Annually, the tests will be spread

reasonably over the 12 months.

3. POST ACCIDENT TESTING

Employees are required to immediately notify the Program Administrator of any accident resulting in injury or damage to school system property. This policy requires an employee involved in a reportable accident, defined as an accident resulting in injury requiring more than simple first aid or resulting in damage to property, to undergo

substance screening within two hours of the occurrence of the accident. The Pickens County Board will discipline, including discharge, any employee who fails to report an accident or submit to substance screening where required by law or this policy. The Program Administrator will complete an Accident Report in compliance with required Pickens County Board policy.

C. RETURN TO DUTY TESTING

All employees referred through administrative channels who undergo a counseling or rehabilitation program or who are suspended for abuse of substances covered under this policy will be subject to unannounced testing following return to duty for no less than 12 months and no more than 60 months. Such employees shall be tested at the frequency stipulated in the abeyance contract or as scheduled by the MRO. Testing will be on a daily, weekly, monthly, or longer basis at the discretion of the MRO and will be in addition to other types of tests provided in this policy.

D. DRIVER (DOT REGULATIONS)

Re-certification Physical Examinations

Drivers may undergo urinalysis as part of their re-certification physical examination.

E. TESTING PROCEDURES

1. GENERAL GUIDELINES

The Pickens County Board, the Contractor, and its lab shall rely, when practical, on the guidance of the federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs.

2. SUBSTANCES TESTED FOR ALL DESIGNATED EMPLOYEES

Designated employees will regularly be tested for: amphetamines, cannabinoids, cocaine, opiates, and phencyclidine, as well as alcohol. Employees may be tested for other substances without advance notice as part of a separate test performed by the Pickens County Board for safety purposes. Such tests will be coordinated with the Program Administrator.

3. TESTING PROCEDURES

The Pickens County Board reserves the right to utilize blood, hair, breath, saliva, or urinalysis testing procedures. Only urinalysis will be utilized in the pre-employment and random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (GC/MS). All alcohol testing will be done utilizing an approved Evidential Breath Testing Device (EPT).

F. COLLECTION SITES

The Pickens County Board and/or the Contractor will designate collection sites in areas where it maintains facilities or job sites where individuals may provide specimens.

G. COLLECTION PROCEDURES

The Board, the Contractor, and the laboratory have developed and will maintain a documented procedure for collecting, shipping, and accessing urine specimens. The Board, the Contractor, and the laboratory will utilize a standard Urine Custody and Control Form for all employee testing. A tamper-proof sealing system, identifying

be numbers, labels, and sealed shipping containers will also be used. All specimens will be collected utilizing the split-specimen method.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain a proper collection procedure. Where the Board has an employee collect the specimen, the Board will provide instruction and training to that employee. All designated employees will also be required to execute the Pickens County Board Applicant/Employee Consent Form.

H. OCCASIONS WHEN THE COLLECTION PERSONNEL SHOULD DIRECTLY OBSERVE THE SPECIMEN BEING PROVIDED

The Board has adopted the direct observation procedures as set out in Section 40.25 of the Department of Transportation regulations. An Employer or Medical representative at the collection site may directly observe the employee provide the specimen where there is reason to believe that an individual may alter or substitute the specimen. Section 40.25 (e)(2) sets out the only four circumstances where direct observation is appropriate:

- (1) The employee has presented a urine specimen that falls outside the normal temperature range, and the employee declines to provide a measurement of oral body temperature by sterile thermometer, or the oral temperature does not equal or exceed that of the specimen.
- (2) The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/L.
- (3) The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.)
- (4) The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program or on return to duty basis after any required rehabilitation.

A second specimen should be obtained under direct observation wherever there is reason to believe that the individual may have altered or substituted the specimen.

Where necessary, a Board representative or medical personnel may obtain a specimen outside of a designated collection site (such as at a public restroom at an accident investigation).

I. EVALUATIONS AND RETURN OF RESULTS TO THE SCHOOL BOARD

ALL EMPLOYEES

DRUG TESTING

for The laboratory will transmit (by fax, mail, or computer, but not orally over the telephone) the results of all tests to the Board's MRO. The MRO will be responsible reviewing the quantified test results of employees and confirm that the individuals

testing positive have used drugs in violation of Board policy. Prior to making a final decision, the MRO shall give the individuals an opportunity to discuss the result, either face to face or over the telephone.

The MRO shall then promptly tell the Drug Program Coordinator which employees or applicants test positive.

ALCOHOL TESTING

Employees testing more than .04 concentration of alcohol.

The employee will be removed from safety-sensitive function. The employee will be evaluated by a Substance Abuse Professional (SAP). The SAP determines if the employee requires rehabilitation and makes the referral as indicated. The employee must undergo return-to-duty and follow-up testing as required by the act.

Employees testing between .02 and .039 concentration:

The employee will be removed from safety-sensitive function until they test below .02 or their next duty period, which must be at least 24 hours.

J. RELEASE OF TEST RESULTS

Test results shall not be released by the Board, beyond the MRO and the Board's management without the individual's written authorization.

However, all employees will be required to execute a consent/release form permitting the Board to release test results and related information to the Unemployment Compensation Commission or other relevant government agency.

The MRO shall retain the individual test results for positive specimens for five (5) years and negative for twelve (12) months.

VI. DISCIPLINE

The Board will discipline, including discharge, employees for any violation of the policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search by management.

All current employees who test positive in a confirmative substance test will be subject to discipline up to and including discharge. Rehabilitation, at a preapproved treatment provider, may be available to individuals who violate the policy. However, unless other provisions are available to the affected individual, assistance will be limited to the degree of treatment provided within the Pickens County Board's Employee Benefit Plan. The Program Administrator should be contacted for guidance.

No employee may be returned to regular duties after any rehabilitation or testing positive unless certified as safe and not using drugs by the Board MRO. Any employee returned to duty after violating the policy or testing positive will be subject to aftercare and random testing as set out in a written Probation Agreement which he/she will be required to execute.

VII. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Pickens County Board EAP shall include:

- a. education and training for supervisors regarding drugs and alcohol;
- b. education and training for supervisors regarding drugs and alcohol, including:
 1. effects and consequences of substance use on personal health, safety, and work;
 2. manifestations and behavioral causes that may indicate substance use; and
 3. documentation of training provided
- c. a written statement on file and available at the Board office, outlining the EAP.

The Program Administrator should be contacted for further guidance.

VIII. INVESTIGATION/SEARCHES

Where a supervisor suspects that an employee has violated the substance policy, he may inspect vehicles (including vehicles which an employee brings on the Board's property), lockers, work areas, desks, purses, briefcases, tool boxes and other locations or belongings without prior notice in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the Transportation Director will do so for him or her. The Board may release any illegal, or controlled drugs, or paraphernalia to appropriate law enforcement authorities.

All searches should be coordinated with the Program Administrator.

IX. NOTE

These procedures should not be construed as contractual in any nature. They represent the Board's current guidelines in dealing with a developing problem under evolving laws and facts, and may be changed without advance notice.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Possession of Firearms by Certified and Non-Certified Personnel	Descriptor Code: GAMB
Legal Reference:	Passage Date: 2-23-2000
	Amendment Date:

No employee shall be permitted to have in his or her possession a firearm on school property during regular employment hours or during any school function or activity. This function or activity may be on or off school property after school hours or at any other time when employee's presence can be reasonably related to school or school functions.

Amy employees who are found in violation of this policy shall be placed on immediate suspension from service. In addition, law enforcement authorities shall be notified. Final disciplinary action shall be determined by the Board of Education based on the circumstances of the offense.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Invasive Procedures	Descriptor Code: GAMC
Legal Reference:	Passage Date: 7-28-03
	Amendment Date:

Invasive procedures, including but not limited to: Catheterization, clean or sterile; Administration of injectable medications; Administration of rectal or vaginal medications; Tracheotomy care, including suctioning; Gastric tube insertion, replacement, or feedings; Invasive procedure or techniques; Ventilator care, shall be provided only by a registered nurse or by a licensed practical nurse under the supervision of a registered nurse and with the written authorization from the physician and parent.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Use of Automated External Defibrillators	Descriptor Code: GAMD
Legal Reference:	Passage Date: 8-20-03
	Amendment Date:

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

The American Heart Association estimates that more than 350,000 Americans die each year from out of hospital sudden cardiac arrest, and 20,000 deaths may be prevented each year if automated external defibrillators were more widely available. The Pickens County Board of Education values the life of every Board employee and the students who are enrolled in Pickens County schools. It is the intent of the Pickens County Board of Education that an automated external defibrillator may be used for the purpose of saving the life of another person in cardiac arrest.

1. The owner of the system shall be the Pickens County Board of Education.
2. The Program Coordinator shall be the school nurse.
3. The coordinator shall:
 - Assist the school principal in selecting the person(s) to be trained in the use of the AED.
 - Coordinate the training for emergency responders.
 - Coordinate equipment and accessory maintenance.
 - Maintain on file a specifications/technical information sheet for each approved AED model assigned to the school(s).
 - Monitor the effectiveness of the system.
 - Communicate with medical director on issues related to medical emergency response program including post-event reviews.
4. The following documents shall be on record at each school using an AED.
 - General safety and health standards.
 - County/State AED Guidelines.
 - Medical emergency action plan.
 - Infection control procedure for universal precautions.
 - State immunity from liability exclusion.
 - AED Procedures.

5. The AED program shall be under the direction of a local medical physician (M.D.). The medical advisor shall be responsible:
 - Approving medical direction for the use of AEDs.
 - Reviewing and approving guidelines for emergency procedures related to the use of AED and CPR.
 - Evaluation of post-event review forms and digital files downloaded from the AED.
6. The AEDs shall be used only by authorized personnel. Authorization shall be given to:
 - Employees including administrators, nurses, athletic/activities director, athletic trainers and office staff.
 - Additional staff as identified by administration. Examples: teachers, coaches, field/game managers and security staff.
 - Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years and has a current successful course completion card.
7. AED trained employee responsibilities shall be:
 - Activating internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience.
 - Understanding and complying with requirements of this policy.
 - Following the more detailed procedures and guidelines for the AED program.
8. The school office staff shall be responsible for:
 - Receiving emergency medical calls from internal locations.
 - Using an established 911 checklist to assess emergency and determine appropriate level of response.
 - Contacting the external community 911 response team (EMS) if required.
 - Deploying (AED-trained employee(s) to the emergency location.
 - Assigning someone to meet responding EMS aid vehicle and direct EMS personnel to site of the medical emergency.
9. Only approved emergency equipment shall used in a medical emergency:
 - The *defibtech Reviver* Automated External Defibrillators (AEDs) have been approved for this program. The AED conforms to the state/county standards.
 - The AED and first-aid emergency care kit shall be brought to all medical emergencies.
 - The AED shall be used on any person who is at least 8 years of age and displays ALL the symptoms of cardiac arrest. The AED shall be placed only after the following symptoms are confirmed:
 1. The victim is unresponsive.
 2. The victim is not breathing, or is breathing ineffectively.
 3. The victim has no signs of circulation such as pulse and coughing, or movement.
10. During school hours, the AED shall be at a designated location. The location shall be specific to each school but shall allow the device to be easily seen by staff members. The locations shall allow staff members to retrieve the device outside of the normal school hours.
11. After school hours, the AED may be moved from its designated location by an AED-trained athletic trainer/cheerleader sponsor/band director to support athletic/cheerleading/band department activities on a voluntary basis. A trained volunteer shall be available and willing to support this effort during non-school hours. A visible sign must be left in the place of the AED, with the phone number of the athletic trainer/cheerleading sponsor/band director, clearly indicating they have possession of the AED.

12. Additional resuscitation equipment shall be provided with each AED including:
 - One set of defibrillation electrodes connected to the device.
 - One resuscitation kit shall be connected to the handle of the AED. The kit shall contain one pair of latex-free gloves, one razor, one set of trauma shears and one facemask barrier device.
13. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:
 - The main school office shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the main school office shall be informed and then notified when equipment is returned to service.
 - The main school office shall be responsible for informing response teams of changes to availability of emergency medical equipment.
 - The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
 - Following the use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to approved procedures.
14. The AED Program Coordinator or her/his designee shall perform a daily AED check following the procedure checklist. The checklist will be initialed at the completion of the daily check. The procedure checklist will be posted with the AED. Proper procedures for performing the daily check are:
 - The AED will perform a self-diagnostic test every 24 hours that includes a check of battery strength and an evaluation of the internal components.
 - If the green light on the handle does NOT blink the AED Program Coordinator shall be contacted immediately.
 - If the green light is NOT visible, the battery or CHARGE-PAK charging unit needs to be replaced. The AED may be used if needed.
 - If the AED is not in service the response team shall continue to provide CPR until another AED is brought to the victim or EMS arrives to take over.
 - If the expiration date on the electrode is near, notify the AED Program Coordinator immediately.
15. Employees designated to use the AED shall complete training adequate to provide basic first-aid, CPR and AED that will be provided on site. AED training shall be a course approved by the state. Trained employees shall also be trained in universal precautions against bloodborne pathogens. The Central Office shall maintain training records for the trained employees.
16. All trained employees shall renew and new hires, as designated, shall receive first-aid and AED training at the beginning of each school year.
17. The AED-trained employee shall complete and submit, to the AED program coordinator within 24 hours, a medical event form (9-1-1 form) whenever an AED is used.
18. A copy of AED use information shall be presented within 48 hours of the emergency to the following:
 - Medical director of the AED program.
 - Local EMS, county, state officials as designated in state AED requirements and local regulations.
 - At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.

19. Following each deployment of the response team member a review shall be conducted to learn from the experience. The AED Program Coordinator shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the environmental health and safety committee. The environmental health and safety coordinator according to the record retention policy shall maintain a copy of the post-event review summary.
20. Once each calendar year. The AED Program Coordinator shall conduct and document a system readiness review. This review shall include review of the following elements:
 - Training records.
 - Equipment operation and maintenance records.
21. An Automated External Defibrillator (AED) Procedure shall be developed by the Program Coordinator and approved by the medical advisor. The procedure shall comply with applicable laws, regulations, Board policy and manufacturer's operating procedures.

Legal Reference: State of Alabama SB5, 1999.

Section 6-5-332, Code of Alabama 1975

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Qualifications (Teachers)	Descriptor Code: GBBA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

Day-trade area vocational school instructors not holding professional degrees will be certified by meeting one of the following sets of requirements:

1. High School diploma or G.E.D. credits and 7 years work experience in a trade (3 years as journeyman)
2. High School or G.E.D. credits, plus vocational or college training and 3 years journeyman experience.

The following formulas will be utilized to determine experience and pay rate:

1. Number of years validated work experience, less state requirements (above), divided by two (2) to the nearest whole number.
2. B.S. or B.A degree teachers will be granted full experience after state requirements are met.

The above formula will apply to welding metals, construction, electricity-electronics, health occupations, and other day-trade areas.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Duties & Responsibilities (Teachers)	Descriptor Code: GBBAA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

1. In all professional, personal, and community relations, teachers are expected to conduct themselves according to the Code of Ethics of the Education profession. A copy of this code is included in this Handbook.
2. Teachers are directly responsible to the principal.
3. Teachers will perform such duties as are customarily performed by instructors and as the Superintendent or principal directs, and teachers will devote themselves faithfully and exclusively to the performance of such duties.
4. Teachers will follow the courses of study and will utilize the textbooks adopted by the County and State Boards of Education.
5. Teachers are expected to familiarize themselves with the rules and regulations of the Board, Superintendent, and Principal, and to interpret these accurately to the public.
6. Teachers will attend all meetings called by the Superintendent or Principal. Inservice and Association meetings during duty hours are considered part of the working schedule and failure to attend without legal excuse will result in proportionate loss of salary.
7. Teachers are required to file their certificates in the office of the Superintendent. Transcripts of college credits must be obtained by teachers for file in the principal's office.
8. Teachers will be responsible for:
 - a. Educational advancement and growth in their classes.
 - b. Development of good character and growth in their classes.
 - c. Accurately keeping such records and making such reports as may be required.
 - d. Proper protection and care of textbooks, equipment, supplies, and other school property.
 - e. Maintenance of discipline in class and elsewhere throughout the school building and grounds.
 - f. Teaching safety and good conduct.
9. Teachers should respect the confidence of pupils and refrain from repeating confidential information.

10. Teachers are not to leave the school grounds without permission from the principal during working hours. Classrooms are not to be left unsupervised except briefly in emergency situations.
11. The school day for teachers begins fifteen minutes before the first bell rings and ends fifteen minutes after the last bell rings or as determined by the Superintendent or Principal.
12. Teachers are required to plan for their continuous professional growth through workshops, graduate study, reading, travel, and inservice education. An annual professional growth plan, consistent with the approved system plan, should be filed by each teacher with the Supervisor in Charge of Instruction at a time announced by the Superintendent.
13. Teachers should establish good relationships with parents and show a willingness to have conferences to promote the educational progress of children.
14. Teachers are expected to assume extra duties associated with the educational program as assigned by principals. Principals will insure a fair and equitable distribution of extra responsibilities.
15. Teachers will work with principals in planning school programs, ceremonies, and observances involving the school or pupils. Mutual discussion and planning will precede any teacher-initiated or class-initiated activity to which parents or community individuals are invited.
16. Classrooms and instructional periods should be reserved for educational purposes only. Eating, personal grooming, and other similar actions, should be confined to an appropriate area.
17. Each teacher is required to submit in advance weekly lesson plans to his principal.
18. As part of his professional responsibility, each teacher is expected to participate in committee work, to improve service to pupils; including, but not limited to curriculum methods, material selection, community support activities, and other school improvement projects as assigned by principals or inservice chairman.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Assignment of Personnel	Descriptor Code: GBD, GBE
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

In case of emergency, the Superintendent may temporarily assign qualified personnel to meet district need; employment must be confirmed at the next Board meeting. The length of the temporary appointment shall not exceed 20 working days.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Assignment and Transfer	Descriptor Code: GBE, GBM
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 4-19-00, 5-19-03

The Superintendent is authorized to assign all employees to specific schools. The principal has the responsibility for specific assignments in the school he administers. All assignments of personnel, i.e., teachers, administrators, and other staff, shall be conducted in a manner that assures equivalence among the schools operated by the Pickens County Board of Education.

Relocation of personnel may become necessary to meet local conditions, instructional requirements, or for other good reasons. Such relocations or transfers will be made in accordance with the Public School Laws of the State of Alabama. However, relocation shall not be made capriciously, vindictively, or arbitrarily. Transfers may be made for any of the following reasons:

1. If the enrollment of a school decreases to the extent that the number of assigned teachers must be reduced, transfers may be necessary to meet new allocations.
2. When a new school is opened or a significant increase in enrollment occurs, transfers may be made based on the needs of the new school.
3. A teacher may be transferred if it is in the best interest of the school system because the receiving school has a greater need for the employee's specialized talent and services than does the school of current assignment.
4. A teacher may be transferred to any school in the system at any time if such transfer is deemed necessary for the good of the respective schools, the teacher, the pupils, or the school district.
5. The Superintendent shall effect all transfers with the approval of the Board and with the cooperation of all parties concerned whenever possible. Reasons for transfers shall be expressly understood by those affected, be in the best interest of students, and be equitable to all concerned parties.
6. Voluntary Transfer: Permanent teachers who desire a transfer may inquire at any time to ascertain the possibility of the desired vacancy for which they are certified in the following school year and may file a written statement of such desire with the Superintendent. In determination of the request for voluntary transfer, the wishes of the individual teacher will be honored to the extent that they do not conflict with the requirements and best interest of the school system as may be determined solely by the Board.

7. Every effort will be made to place teachers in their area of certification; if no position is available at an assigned school, the teachers will be given an opportunity to transfer to another school if such vacancy exist. In the event that no such vacancy exists, teachers on permanent status will be counseled relative to their assignment by principals and will be expected to obtain satisfactory certification as soon as possible in an area for which a position exist.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Administrative Personnel Evaluation	Descriptor Code: GBI
Legal Reference: State Board of Education Resolution 1-1-f Alabama Education Improvement Act 91-323 <u>The Code of Alabama</u> , 16-11-9	Passage Date: 1-24-94
	Amendment Date:

The Pickens County Board of Education in compliance with State Board of Education Resolution 1-1-f and Alabama Education Improvement Act 91-323 establishes the following policies and procedures for the evaluation of administrative personnel.

1. The Superintendent shall be responsible for developing, implementing, and reviewing this policy and making recommendations to the Board for changes as needed.
2. All administrative personnel shall be subject to evaluation under the Alabama Professional Education Personnel Evaluation Program (Superintendent, Coordinator, Principal, Assistant Principal, Director, Supervisor, and Assistant Superintendent). Personnel shall be evaluated only by trained, certified evaluators. The Superintendent shall be evaluated by a trained evaluator assigned from the pool of evaluators with input from the Pickens County Board of Education.
3. No evaluator shall be responsible for more than seven (7) individuals in the full evaluation cycle or a total of more than ten (10) individuals.
4. Non-tenured personnel shall complete full evaluation (Phase I) each school year until they attain tenure status. Upon attaining tenure status, each administrator shall be placed on a cycle to ensure full evaluation once every three years. Tenured personnel shall be assigned by the Superintendent to complete a Phase I Full Evaluation or a one-year Goal Accountability Plan, GAP (Phase II), or a two-year GAP/PDP (Phase III).
5. All administrators shall complete an orientation prior to being evaluated and shall complete a self-assessment form annually. The self-assessment information will be for the purpose of allowing the individual being evaluated to compare himself/herself to the final evaluation results. The self-assessment information shall not be shared with the evaluator unless the evaluatee requests it to be considered prior to the evaluation process beginning.
6. At any time during the evaluation process should an evaluator be unable to complete the evaluation process with an individual, an evaluator of equal or high administrative status shall be assigned by the Superintendent to complete the evaluation.
7. The Alabama Professional Education Personnel Evaluation Program shall be for formative purposes only. The goal shall be to encourage professional growth and affect positive changes in the schools of the Pickens County School System.

8. The evaluatee shall be given copies of all evaluation documentation at the conclusion of the evaluation summary conference. Original documentation shall be filed in the office of the Superintendent and maintained for a period of time as specified by the State Department of Education regulations.

PICKENS COUNTY SCHOOLS
ADMINISTRATIVE CATEGORIES
AND
EVALUATION RESPONSIBILITY CHART

<u>CATEGORY</u>	<u>PRIMARY EVALUATOR</u>	<u>CONTRIBUTOR</u>
Superintendent	State Pool Evaluator	Board of Education
Assistant Superintendent	Superintendent	
Coordinator	Superintendent	
Supervisor	Superintendent	Assistant Superintendent
Principal	Superintendent	Assistant Superintendent Coordinator
Assistant Principal	Principal	Coordinator
Director	Superintendent	Assistant Superintendent

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Professional Education Personnel Evaluation Program	Descriptor Code: GBIA
Legal Reference:	Passage Date: 11-21-97
	Amendment Date:

The Pickens County Board of Education accepts its responsibilities as specified in State Board of Education Resolution I-1-f adopted January 11, 1990, for establishing policies and procedures of the Professional Education personnel Evaluation Program in the schools under its jurisdiction. The **formative** component will be used to evaluate all teachers beginning with the 1997-98 school year and continuing through June 30, 2000. Beginning July 2000, the **summative** component will be used to evaluate only tenured personnel.

In order to comply fully with the requirements of the Resolution, the Board delegates to the Superintendent the responsibility for developing and implementing for the Board's consideration an operational plan for the systematic implementation of the Professional Education Personnel Evaluation Program in the Pickens County School System. The plan of implementation must include, but not necessarily be limited to the following provisions and requirements:

1. A plan to implement the Professional Education Personnel Evaluation Program according to state approved timelines and guidelines.
2. Definition and description of roles and responsibilities of all personnel to be involved in the implementation of the Professional Personnel Evaluation Program, (i.e., coordinators, principals, assistant principals, supervisors, other central office personnel, and teachers).
3. A listing of all professional personnel subject to the provisions of State Board Resolution I-1-f reflecting appropriate classifications of either tenured or non-tenured status.
4. Recommended ratio of evaluators to evaluatees necessary to comply fully with the personnel evaluation requirements and needs in the system/schools.
5. A listing of all personnel recommended as potential evaluators with recommended assignments to individual evaluatees.
6. Statement of intent to require all potential evaluators to undergo training as prescribed and required by the State Department of Education.
7. Contingency plans to accommodate the evaluation needs of the system in the event that specified evaluators fail to obtain certification.

8. Administrative rules and regulations for the implementation of the Professional Education Personnel Evaluation Program deemed advisable and necessary by the Superintendent.
9. Policies, procedures, and activities to use if the summative component is adopted.

Legal Reference: Board Resolution I-1-f (January 11, 1990)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Tenure	Descriptor Code: GBL
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The Alabama Teacher Tenure Law applies to Pickens County, and the chief provisions of this law are as follows:

1. Any teacher in the public schools who has a regular teacher's certificate, has served under contract as a teacher in the same county school system for three consecutive years, and is enlisted for reemployment the fourth consecutive year will attain tenure status. Teachers not on continuing status will be under contract for a succeeding year unless notified of their termination by the last day of school of the current year.
2. Teachers who have less than a degree but who have not already attained tenure status cannot be elected a fourth time in succession.
3. Time taught on a non-professional "defense" certificate cannot be counted toward tenure.
4. Teachers who have a degree but do not possess a regular certificate will continue to go to summer school until a regular certificate is obtained to continue employment.
5. The contract of employment of any teacher who attains continuing service status will remain in full force and effect unless superseded by a new contract signed by both parties or canceled as provided by law.
6. Cancellation of employment contract with a teacher on continuing service status may be made for incompetency, insubordination, neglect of duty, immorality, justifiable decrease in the number of teaching positions, or other good and just cause; but cancellation may not be made for political or personal reasons.
7. No teacher, whether in continuing service status or not, will be permitted to cancel his contract during the school term for which said contract is in effect or for a period of forty-five (45) days prior to the beginning of such school term unless such cancellation is mutually agreed upon. Any teacher will be permitted to cancel his contract at any other time by giving five (5) days written notice to the board. A teacher canceling his contract in any manner other than as stated above will be deemed guilty of unprofessional conduct, and the state Superintendent of Education is authorized to revoke or suspend the certificate of such teacher.

8 . The provisions of the State Tenure regulations will be followed in all cases.

Further details regarding the State Tenure Law may be obtained in the Alabama Tenure Law as recorded in Chapter 13, Title 52, of the Code of Alabama.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Reduction in Force of Certified Personnel	Descriptor Code: GBNA
Legal Reference: <u>The Code of Alabama</u> , 16-1-33, 16-1-30, Acts 1997 No. 97-622	Passage Date: 9-21-98
	Amendment Date:

In the event it becomes necessary to reduce the number of certified staff employed by the School System due to a decrease in student enrollment, financial emergency, changes in curriculum, consolidation, or reorganization, the following procedures shall be followed to determine staff members to be affected:

Procedures

1. In all cases, the Board upon the recommendation of the Superintendent shall officially declare reduction in force.
2. Attrition by resignation, retirement, and/or voluntary leaves of absence shall be the first method used to reduce the force.
3. Based on the philosophy of maintaining the best educational program possible, the Board, upon recommendation of the Superintendent, will identify the grade level(s) and discipline area(s) from which employees can best be reduced in force at respective times. For the purpose of implementing reduction in force the following areas are defined:
 - a. Grade Level - K-8 and 9-12, administration and supervision, special education, counseling and guidance, vocational programs, and federal programs.
 - b. Discipline Area - Certification endorsement area(s) and current major teaching or administration/supervisory assignment(s) within the School System.
4. Following the identification of the grade level(s) and discipline area(s), the number of staff to be reduced from each area(s) will be determined by the Board, based on a recommendation by the Superintendent of Education. All staff members within the identified area(s) will be rank ordered from the greatest amount of service time to least amount of service time within the school system. The staff member(s) with the least amount of continuous service time (seniority), based on actual date of employment as reflected in the Board minutes, shall be the first to be reduced in force. In the event two or more staff members have the same amount of continuous service time within the school system based on Board minutes, the following additional criteria will be used in the order listed to determine the order of reduction in force:

- a. Degree(s) held by the staff member (the staff member with the lower degree in current teaching assignment to be reduced or transferred first).
 - b. Total years of validated experience in Pickens County, then overall in education (the staff member with the least number of years of experience in Pickens County, then overall in education to be reduced or transferred first).
 - c. Certification status – probationary or regular certification or eligibility to be recertified (staff member without regular certification to be reduced or transferred first).
 - d. Most recent evaluation (staff member with lowest evaluation rating to be reduced or transferred first).
 - e. Record of participation in professional development (staff member with the least amount of documented participation to be reduced or transferred first).
5. In order for a staff member selected to be reduced in force by these procedures to displace a staff member in another discipline area with less service time in Pickens County and overall, said staff member must be certified to handle the entire position of the employee they seek to displace. The School Board shall be responsible for notifying employees of positions for which they qualify to displace another employee. No tenured teacher will be reduced in force when a position is either vacant or occupied by a non-tenured teacher and for which the tenured teacher is certified.
6. The above procedure shall not violate any applicable court order or any rights entitled under the Teacher Tenure Law.
7. The names of personnel reduced in force shall be retained in the system's employment pool for two (2) years. Said personnel shall be given the opportunity in reverse order of their layoffs to fill the first comparable employment vacancies for which they are qualified. Refusal of an offer of employment, pursuant to this policy, shall forfeit all rights of recall.
8. Provided personnel in the employment pool are recalled, they shall be issued a letter of re-appointment by registered mail at least fifteen (15) work days prior to the date of re-employment. Said personnel must accept or reject the offer of re-employment in writing by registered letter within ten (10) working days of receipt of offer.
9. Any employee recalled shall retain all seniority rights and benefits upon re-appointment.
10. It is understood that reduction in force constitutes termination of employment and all benefits provided by the school system cease on the effective date. Those persons not re-employed will be notified of their COBRA rights to retain health insurance benefits, at the employee's expense at the group rate, for eighteen months.
11. All written notices issued by the Pickens County Board of Education pursuant to this policy shall be considered given when mailed to the employee's mailing address on record in the office of the Superintendent of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Resignation	Descriptor Code: GBO
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

1. The Board will follow procedure outlined in Section 16, Code of Alabama, in matters regarding Continuation of employment for teachers on both continuing status and non-tenured teachers.
2. Resignations or requests for leave of absence should be made as early as possible preceding the beginning of the school year, but no later than 45 days prior to the opening of school. Requests should be made in writing to the Superintendent for action by the board.
3. A resignation, when accepted, shall be considered a break in service. Reinstatement shall be under the same conditions as other entering employees. Resignations during the school year will become effective on a date mutually agreed upon by the Superintendent and teacher.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Retirement	Descriptor Code: GBQA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The State of Alabama has a retirement system for teachers, which includes the following features:

- 1 . All eligible employees become members of the retirement system as a condition of their employment.
- 2 . The Board of Education deducts from the salary of each member on each payroll the specified percentage of his earnable compensation per annum. This constitutes the member's annual payment to the retirement system.
- 3 . Membership and retirement procedures and benefits are determined by current laws governing the State Teachers' Retirement system.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Retirement (Social Security)	Descriptor Code: GBQB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Teachers in Alabama were first covered by social security on January 1, 1955. The Board deducts one-half of the percentage of the contributions of each employee's salaried earnings as determined by current social security regulations.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Staff Responsibilities (Health Exam)	Descriptor Code: GBRA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

All personnel will obtain health examinations as required by State Law or Board request.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Communicable Diseases (Acquired Immune Deficiency Syndrome-AIDS)	Descriptor Code: GBRAA
Legal Reference: Replaces Policy GBRA – Policy on Communicable Diseases (AIDS/ARC) Adapted from suggested policy by the National Association of State Boards of Education, 1996.	Passage Date: 4-19-00
	Amendment Date:

Preamble:

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

Section 1: School Attendance

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

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

Section 2: Employment

The Pickens County Public Schools do not discriminate on the basis of HIV infection or association with another person with HIV infection.

Section 3: Privacy

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

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

No information regarding a person's HIV status shall 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/guardian of a legal minor). The written consent shall 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 shall be kept in a secure and confidential file apart from any student record or employee file.

Section 4: Infection Control

All employees shall consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools shall 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 shall be maintained and kept reasonably available. School Health Services personnel shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member shall alert the school nurse if a student's health condition or behavior presents reasonable risk of transmitting any infection (I.e. bleeding, biting, spitting, scratching, or other risky behaviors).

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

Section 5: 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 shall make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

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

All physical education teachers and athletic program staff shall complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field shall include guidelines for avoiding HIV infection.

Section 6: HIV Prevention Education

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

- ❖ 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 consumption, and other drug use;
- ❖ Include accurate information on reducing the risk of HIV infection;
- ❖ Address students' own concerns
- ❖ Include means for evaluation
- ❖ Be an integral part of a coordinated school health program;
- ❖ Be taught by well-prepared instructors with adequate support;
- ❖ And involve parents and families as partners in education.

Parents and guardians shall have convenient opportunities to preview all HIV prevention curricula and material. School staff members shall assist parents or guardians who ask for help 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 a 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 shall endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at risk of acquiring HIV.

Section 7: Related Services

Students shall have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection through the assigned nurse. School administrators shall 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 shall be kept available for voluntary student use.

Section 8: Staff Development

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

Section 9: General Provisions

Upon request, school administrators shall make available to students, their family members, and school personnel current policies concerning HIV infection and provide convenient opportunities to discuss them.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Working Conditions	Descriptor Code: GBRB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 6-18-79

1. Working Day:

All Calendar employees will be required to be on the job a minimum of eight (8) hours per day for full time employment. Twelve month employees are expected to be at work on all work days not covered by specified holidays, sick leave, vacation, or personal leave. When schools are dismissed due to inclement weather or other extreme conditions, these employees will report for work unless all offices are ordered closed by the Superintendent.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Travel Reimbursement	Descriptor Code: GBRF
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 11-20-78, 1-02-79, 10-13-80

The Board will reimburse necessary and reasonable expenses incurred by an employee in attendance at an approved reimbursable activity. Actual expenses as approved by the board, including travel by commercial carrier or by private automobile at the prevailing state mileage rate. The Superintendent shall have authority to designate travel arrangements for an activity involving more than one employee. Maximum participation will be determined by the amount of funds budgeted annually. Request to attend national and regional meetings must be made in writing and have prior Board approval. Reimbursement for attendance at instate meetings requires prior approval by the Superintendent.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Professional Leave	Descriptor Code: GBRH
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Professional leave will be granted only for training related to the current assignment. Any calendar employee commuting daily to summer classes must be in attendance on the job a minimum of four (4) hours per day during working hours. Written approval is required for enrollment in courses or programs which will be completed in three weeks or less on campuses outside daily commuting distance. Leave without pay request must be for enrollment requiring more than 3 weeks absence.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Personal Leave	Descriptor Code: GBRI
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-21-79

Full-time contracted personnel may be granted two (2) days personal leave per year (non-accumulative) without penalty. Professional personnel may be granted a third day with a standard salary deduction equal to a substitute teacher's pay. Personal leave will be authorized by the employee's immediate supervisor and will not be granted during the first or last week of a school term or immediately preceding or following a school holiday without the expressed approval of the Superintendent.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Reporting Accidents/Prolonged Illness	Descriptor Code: GBRIA, GBRIB
Legal Reference:	Passage Date:
	Amendment Date:

Accidents or prolonged illnesses must be reported within 24 hours using the Employer's First Report of Accident form.

Purpose:

To provide official documentation of all accidents or cases of prolonged illnesses that affect the cafeteria operation.

Summary:

To ensure that accidents or illnesses are reported in a rational and professional manner the First Report of Accident or Illness form must be completed. To ensure that proper channels are informed, a copy must be provided to the school principal and the original forwarded to the CNP Supervisor within 24 hours following the incident. The CNP Supervisor is responsible for informing the Superintendent of Education and ensuring that the original is placed in the Employee's personnel file.

Procedures:

1. The CNP Supervisor is to be informed immediately by telephone of any injury incident that has occurred.
2. Only prolonged illnesses that require the employee to be absent from work in excess of three days must be reported.
3. Any accident occurring to any CNP employee, regardless of how minor, must be reported if the injury requires any first aid or medical treatment or the employee is involved in a fall or other injury that may require treatment at some point in the future.
4. If the report involves a prolonged illness only complete part I. The entire form must be completed if the incident involves an injury.
5. A copy of this form must be provided to the school principal and the original forwarded to the CNP Supervisor within 24 hours following the incident. A copy is to be maintained in the cafeteria files.
6. The CNP Supervisor must provide a copy to the Superintendent of Education and ensure that the original report is placed in the employee's personnel file.

PICKENS COUNTY BOARD OF EDUCATION
CHILD NUTRITION PROGRAM

EMPLOYER'S FIRST REPORT OF ACCIDENT OR ILLNESS:

DATE AND TIME OF REPORT:

NAME OF CNP EMPLOYEE INVOLVED:

PART I:

TIME AND DATE ACCIDENT OCCURRED OR ILLNESS REPORTED:

NATURE OF ILLNESS OR INJURY (INCLUDING PART OF BODY AFFECTED):

PART

II:

LOCATION AND PLACE WHERE INJURY OCCURRED:

WHAT WAS EMPLOYEE DOING WHEN INJURY OCCURRED:

DETAILS OF HOW ACCIDENT OCCURRED:

ANY OTHER CONTRIBUTING CIRCUMSTANCES:

FIRST AID OR MEDICAL TREATMENT REQUIRED:

Manager's	Employee's
Signature_____	Signature

cc: Superintendent of Education
School Principal
Cafeteria Records

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Sick Leave, Bereavement	Descriptor Code: GBRIB, GBRIF
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Calendar employees are entitled to one day's sick leave per month of full time employment or equivalent. This will be accumulative up to but not exceeding the maximum allowed by law for both professional and non-professional employees.

Principals and teachers will accumulate sick leave at the rate of one day per scholastic month of full time employment. Sick leave is allowed only as accumulated, and the total accumulation may be taken as needed. The Board of Education defines sick leave as follows:

- 1 . Personal illness.
- 2 . Bodily injury which incapacitates the teacher.
- 3 . Attendance upon an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the teacher or a person standing in loco parentis.

Sick leave cannot be transferred from one employee to another. Paid sick leave days for bereavement due to a death in the immediate family of the employee will not exceed five (5) days unless approved by the Board for reason of unusual circumstances. Employees absent for reasons other than those covered by sick leave will lose their salary during such absence, unless eligible for personal leave or the absence is approved by the Superintendent.

Written requests for a leave of absence must be submitted to the Board. Sick leave will not be paid during a leave of absence or accumulated by the employee.

- 4 . Death in the immediate family of the teacher (husband, wife, 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, grandfather, grandmother, grandson, granddaughter, uncle, aunt, guardian.)

**PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT**

Descriptor Term: Sick Leave Bank	Descriptor Code: GBRIC
Legal Reference:	Passage Date: 10-21-96
	Amendment Date:

PICKENS COUNTY SICK LEAVE BANK GUIDELINES

A. PURPOSE

The Pickens County Sick Leave Bank (SLB) for Certified and Support Personnel is established to provide a loan of leave days for its participating members after their accumulated sick leave days have been exhausted.

B. THE SICK LEAVE BANK COMMITTEE

1. The SLB Committee shall consist of six members. Two of these are designated as representatives of the Pickens County Board of Education and are appointed by the body. Two shall be elected by Pickens County ESPO, and employed by the Pickens County Board of Education. The remaining two shall be certified classroom teachers employed by the Pickens County Board of Education who shall be appointed by the Board of Directors of the Pickens County Education Association [professional organization representing the majority of certified employees of the system].
2. Members of the Sick Leave Bank Committee will serve a term of two years. To initiate a rotation of terms, the initial appointees of the Board of Education shall be designated as one-year and two-year terms at the time of their appointments; likewise for the two classroom teacher representatives and two ESPO representatives. Afterward, one Board of Education representative and one classroom teacher representative shall be appointed annually, and one support representation. Terms shall begin on September 1 and expire on August 31.
3. The Sick Leave Bank is charged with the administration and operation of the Sick Leave Bank. Policies, decisions, and recommended changes in the Sick Leave Bank Guidelines may occur only when approved by a majority vote of the Sick Leave Committee.
4. Duties of the Sick Leave Bank Committee:
 - a. The Sick Leave Bank Committee will elect, by a majority vote, a chairperson from among its members at the beginning of each year.

- b. Meetings of the Sick Leave Bank Committee shall be scheduled on a regular basis as determined by the Committee. Additionally, meetings may be called by the chairperson or by a majority of the committee members. Decisions may be made by telephone polls.
- c. The Sick Leave Bank Committee shall have the authority to re- open the bank to non-participating unit members, require an additional deposit of days from existing members in order to maintain membership in the bank, and/or take any other actions deemed necessary for the effective and efficient operation of the Sick Leave Bank.
- d. The Sick Leave Bank Committee will distribute the necessary forms to all eligible employees. Forms for requesting loans from the Sick Leave Bank shall be available at the central office of the school system and in the principal's office of each school and should also be available from the local UniServ director.
- e. The Sick Leave Bank Committee shall review all applications for loans from the Sick Leave Bank and make appropriate decisions on approval of such loans, except as provided for regarding catastrophic leave.
- f. Any alleged abuse of the Sick Leave Bank shall be investigated by the Committee and, on a finding of wrongdoing, the violator shall repay all of the sick leave credits drawn from the Sick Leave Bank and be subject to appropriate disciplinary action by the Pickens County Board of Education.

C. ELIGIBILITY AND PARTICIPATION IN THE SICK LEAVE BANK

- 1. Participation in the Sick Leave Bank shall be voluntary; however, any member wishing to withdraw from the Sick Leave Bank may do so only at the end of the school year or upon departure from the school system. Resignation from the Sick Leave Bank must be made by submitting the official form to the Sick Leave Bank Committee.
- 2. Any full-time employee of the Pickens County schools who has completed a sick leave bank authorization form contributing one day to the Sick Leave Bank is eligible to borrow up to 11 days from the Sick Leave Bank.
- 3. The contribution of leave days into the Sick Leave Bank must take place during a definite enrollment period which shall be from teacher institute day through September 30 and from January 30 through February 28.
- 4. No employee shall be allowed to borrow or owe a number of days which is in excess of ten days more than the employee has on deposit in the Sick Leave Bank unless 50% of the participating member of the Sick Leave Bank vote to extend said limit.

5. To be eligible for a loan from the Sick Leave Bank, a participating member must have exhausted all accumulated sick leave in his or her personal account.
6. Those days which a contributing employee has placed in the Sick Leave Bank are to be counted toward the cumulative total of maximum of sick leave days allowed under law.
7. The Pickens County Board of Education payroll department shall maintain records of all contributions to and withdrawals from the Sick Leave Bank, and the status of the Sick Leave Bank. Reports shall be provided on a timely basis at the request of the Sick Leave Bank Committee or the Pickens County Board of Education.
8. The number of days loaned to an applicant shall be determined by the SLB Committee. Factors to be considered include but are not limited to: (1) the applicant's need, (2) the circumstances of the illness or disability, (3) years of service to the system, and (4) the availability of days in the Sick Leave Bank.
9. With the approval of the Sick Leave Bank Committee, the conditions set forth above may be altered or waived due to extenuating circumstances in an individual case.
10. In cases where the contributor had been incapacitated, his or her designated agent may apply to the Sick Leave Bank Committee on the contributor's behalf, except as provided in the catastrophic leave provisions of these guidelines.
11. At the discretion of the Sick Leave Bank Committee, and upon the request of the applicant, loans may be granted retroactively to the fifteenth day of the absence.
12. The Sick Leave Bank Committee may require a statement from the applicant's physician certifying the nature of the illness or disability as a prerequisite for awarding a loan.
13. An individual cannot leave the school system without repaying any outstanding debt of leave days to the Sick Leave Bank, except as provided by the catastrophic provisions of these guidelines. If the employee has no sick leave days remaining, then his or her final check shall be garnished at the prevailing rate of pay for the number of days owed to the Sick Leave Bank. Such monies collected from former members of the Sick Leave Bank by the Board of Education shall be used to replace the number of days borrowed from the Sick Leave Bank. If a member of the Sick Leave Bank has days borrowed and is on sick leave and cannot return to work due to a catastrophic illness, the employee or his or her designee may request a donation of days under the catastrophic sick leave provisions of law and these guidelines; in such case, the donated days shall be used to repay the Sick Leave Bank and the beneficiary employee's last paycheck shall not be garnished.
14. Any member who is retiring may withdraw his or her donated days from the Sick Leave Bank for credit toward retirement in the Teachers' Retirement System as provided by law.

15. Members of the Sick Leave Bank who borrow days from the bank shall be required to repay the Sick Leave Bank as he or she accrues days.
16. All requests for Sick Leave Bank loans must be in whole-day increments.
17. Days may be borrowed from the Sick Leave Bank to care for covered individuals as provided by State Board of Education policy.
18. Both the donor employee and the beneficiary employee shall be members of the Sick Leave Bank.

D. APPLICATION PROCEDURES FOR LOANS FROM THE SICK LEAVE BANK

1. Members who wish to borrow days from the bank must complete the standard application for loan form and submit it to the chairperson of the Sick Leave Bank Committee.
2. Application for loan forms will be available at the central office and in the principal's office at each school.
3. Any individual who disagrees with the decisions of the Sick Leave Bank Committee may appeal that decision in writing to the Pickens County Board of Education.

E. CATASTROPHIC SICK LEAVE

1. In accordance with Act 93-753, when a participating member of the Sick Leave Bank is suffering a catastrophic illness or injury, or whose eligible family member of special relationship as defined by State Board policy (see G) is suffering a catastrophic illness or injury, the Sick Leave Bank member, upon depleting all sick leave days in his or her Sick Leave Bank account, shall be eligible to receive sick leave days from other members of any sick leave bank.
2. The employee receiving donated catastrophic sick leave days shall be recognized as the "beneficiary employee".
3. The beneficiary employee shall not be required to repay the donated days to the sick leave bank for days used.
4. Any member of the Pickens County Sick Leave Bank or any other sick leave bank in the state may donate sick leave days to the beneficiary employee.
5. No employee may donate more than 30 sick leave days to the beneficiary employee (as required in Act 93-753).
6. Catastrophic illness or injury shall be recognized by the Sick Leave Bank Committee as required in Section 16-22-9, Code of Alabama, paragraph (a) 3.

7. Catastrophic sick leave may be taken for any eligible individual as recognized by policy of the State Board of Education, i.e., the employee's personal illness or injury, spouse, parent, child, sibling, or for some other persons where "unusually strong personal ties exist due to a teacher's having been supported or educated by a person of some relationship other than those listed ...). In cases other than immediate family, the employee must file with the superintendent of education a written statement of the circumstances which justify an exception to the general "immediate family" rule.
8. Application by the employee to receive a catastrophic sick leave donation shall not be necessary; however, before donations to any beneficiary employee will be deposited into the sick leave account of the employee, certification of the illness of the affected person must be on file. Certification shall be by a licensed physician as required in Section 16-22-9, Code of Alabama.
9. There shall be a "Catastrophic Sick Leave Coordinator" appointed by the Sick Leave Bank Committee. It shall be the responsibility of the Coordinator to make recommendations as to the number of days which a beneficiary employee may need to have donated and to monitor the situation with the beneficiary employee to assist the employee in receiving an adequate number of sick leave days during the illness. The coordinator shall take care to monitor and ensure that no abuses will occur in the transfer of sick leave days due to catastrophic circumstances. The Sick Leave Bank Committee may appoint any member of the sick leave bank for this purpose.
10. Donation of days to a beneficiary employee shall be solely at the discretion of the participating member of the Sick Leave Bank. Any employee donating catastrophic sick leave days shall be made to understand that the days so donated shall not be repaid if used by the beneficiary employee. However, any days donated for catastrophic purposes which are not used by the beneficiary employee shall revert to the employees making the donation. If donated days are partially but not completely used, the days shall revert to the donor employees in a proportionate manner, odd days reverting by lot. Any such reversion of unused donated days shall not occur until the expiration of 30 days after the beneficiary employee has returned to work.
11. The beneficiary employee must use any sick leave days which are earned each month before utilizing donated days.
12. Both the beneficiary employee and the donor employee must be members of the Sick Leave Bank.
13. Banks for certified and support employees may donate days to banks for non-certified employees and vice versa.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Military Leave	Descriptor Code: GBRID
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Military leave will be granted to eligible employees in accordance with Title 31, Chapter 2, Code of Alabama.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Substitute Teachers	Descriptor Code: GBRJ
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The Superintendent of Education will, with the assistance of the principal, employ and assign substitute teacher's certificate which can be obtained from the State Department of Education for a normal fee. Substitute teachers will be paid on a scale recommended by the Superintendent and approved by the Board and are covered by social security.

Substitute Teacher/Teacher Aides will hold substitute teacher certification and will receive a monthly salary recommended by the Superintendent and approved by the Board. They will fill the first teacher absentee each day and will work as an aide only on days on which there are no teacher absentees.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Holidays	Descriptor Code: GBRK
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

In addition to vacation time, calendar employees will be entitled to the following holidays each year, plus others approved by the Board:

*New Year's Day AEA(2 days)	*Veterans' Day Thanksgiving(Thursday & Friday)
*July 4 Labor Day	*Christmas Day *For holidays falling on Saturday or Sunday, compensatory time will be allowed.

All offices will be closed on these days. Any other days off with the exception of sick leave should have prior approval.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Vacation	Descriptor Code: GBRKA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

1. Vacation Time:

Only 12-month employees earn vacation time. Time cannot be taken before it is earned, and cannot be accumulated. For vacation purposes, an employee year extends from July 1-June 30, and time is earned on a pro-rata share from the date of initial employment. After the first full year's employment, time will be computed on the formula outlined below. If employment is terminated during a contract year, the employee is entitled to a pro-rata share of vacation time as earned to the date of termination.

All vacation time must be scheduled at a time approved by the Superintendent.

- a. Non-teaching professional employees after 5 years' employment: Three weeks (3) -(15 days) annual vacation.
- b. Non-professional employees with fewer than five years' employment: Two weeks (2) - (10 days) annual vacation. Non-professional employees after 5 years employment: Three (3) weeks (15 days) annual vacation.
- c. 12-month teaching personnel: Three weeks annual vacation. All calendar employees will follow the current school calendar.
- d. All calendar employees contracted for fewer than 12 months will follow the scholastic calendar while school is in session, and will work additional days before and following the scholastic year to complete contractual obligations.
- e. The employee year for taking vacation will be July 1 to July 30.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Code of Ethics (Employees)	Descriptor Code: GBU
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

We measure success by the progress of each student toward achievement of his maximum potential. We therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home.

In fulfilling our obligations to the student, we

- 1 . Deal justly and considerately with each student.
- 2 . Encourage the student to study varying points of view and respect his right to form his own judgment.
- 3 . Withhold confidential information about a student or his home unless we deem that its release serves professional purposes, benefits the student, or is required by law.
- 4 . Make discreet use of available information about the student.
- 5 . Conduct conferences with or concerning students in an appropriate place or manner.
- 6 . Refrain from commenting unprofessionally about a student or his home.
- 7 . Avoid exploiting our professional relationship with any student.
- 8 . Tutor only in accordance with officially approved policies.
- 9 . Inform appropriate individuals and agencies of the student's educational needs and assist in providing an understanding of his educational experiences.
- 10 . Seek constantly to improve learning facilities and opportunities.

We, professional educators of the United States of America, affirm our belief in the worth and dignity of man. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal education opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards.

We acknowledge the magnitude of the profession we have chose and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code.

We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the development of sound public policy. As educator we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public.

In fulfilling our obligations to the community, we

1. Share the responsibility for improving the educational opportunities for all.
2. Recognize that each educational institution may have a person authorization to interpret its official policies.
3. Acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
4. Evaluate through appropriate professional procedures conditions within a district or institution of learning, make know serious deficiencies, and take any action deemed necessary and proper.
5. Use educational facilities for intended purposes consistent with applicable policy, law, and regulation.
6. Assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates or partisan activities.
7. Protect the educational program against undesirable infringement.

We believe that the quality of the services of the education profession directly influences the future of the nation and its citizens. We therefore exert in every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgement is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning, and programs of our professional organizations.

In fulfilling our obligations to the profession, we

1. Recognize that a profession must accept responsibility for the conduct of its member and understand that our own conduct may be regarded as representative.
2. Participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
3. Cooperate in the selective recruitment of prospective teacher and in the orientation of student teachers, interns, and those colleagues new to their positions.

- 4 . Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities and support them when unjustly accused or mistreated.
- 5 . Refrain from assigning professional duties to non-professional personnel when assignment is not in the best interest of the student.
- 6 . Provide, upon request, a statement of specific reason for administrative recommendations that lead to the denial of increments, significant changes in employment, or the termination of employment of a tenured employee.
- 7 . Refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues.
- 8 . Keep the trust under which confidential information is exchanged.
- 9 . Make appropriate use of time granted for professional purposes.
10. Interpret and use the writings of others and the findings of educational research with intellectual honesty.
11. Maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts or hypothesis.
12. Represent honestly our professional qualifications and identify ourselves only with reputable educational institutions.
13. Respond accurately to requests for evaluations of colleagues seeking professional positions.
14. Provide applicants seeking information about a position with an honest description of the assignment, the conditions of work, and related matters.

We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional services. Sound professional personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfilling our obligations to professional employment practices, we

- 1 . Apply for or offer a position on the basis of professional and legal qualifications.
- 2 . Apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
- 3 . Fill no vacancy except where the terms, conditions, policies, and practices permit the exercise of our personal judgement and skill, and where a climate conducive to professional service exists.

- 4 . Adhere to the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.
- 5 . Give prompt notice of any change in availability of service, in status of applications, or in change in position.
- 6 . Conduct professional business through the recognized educational and professional channels.
- 7 . Accept no gratuities or gifts of significance that might influence our judgment in the exercise of our professional duties.
- 8 . Engage in no outside employment that will impair the effectiveness of our professional service and permit no commercial exploitation of our professional position.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Employee Searches	Descriptor Code: GCAB
Legal Reference:	Passage Date: 10-16-01
	Amendment Date:

The Pickens County Board of Education believes that all employees have the right to work in a school system that promotes, enhances, strives to become and maintains a safe working environment. In order to insure this environment, it may become necessary to conduct searches for illegal weapons, item(s) obtained illegally, or controlled substances that may be in violation of the law or School Board Policy. Should it become necessary to conduct a search the following procedure shall be followed.

1. All searches shall be conducted by the principal and witnessed by no less than one other school board employee.
2. A search of a specific area assigned to an employee shall be conducted when there is reasonable suspicion to believe there exists in that area any item(s) of which constitute a crime and/or violation of school board policy. The search shall take place in the presence of the employee.
3. A search of a vehicle shall be conducted when there is reasonable suspicion to believe there exists in that vehicle any item(s) of which constitute a crime and/or violation of school board policy. The search shall take place in the presence of the person who is driving or last drove the vehicle.
4. Searches of personal belongings may occur on school property, at school sponsored activities, or in transit to and from school sponsored activities. The search shall take place in the presence of the person who owns the property.
5. A search of an individual shall take place only with the permission of the person that is suspected to have in her/his possession any item(s) of which constitute a crime or violation of school board policy. Should permission be granted the search shall be conducted by a person of the same gender as the person being searched and in an appropriate area secluded from public view.
6. When consent for a search is not granted the assistance of local law enforcement officials shall be secured. The Superintendent of Education, or her/his designee, shall be notified of the intent to search.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Use of Metal Detectors	Descriptor Code: GCABB -JCABB
Legal Reference:	Passage Date: 9-17-01
	Amendment Date:

In order to provide and maintain a safe and secure environment for students, school personnel and authorized visitors, the Pickens County Board of Education may employ the use of metal detectors on all property owned by the Board of Education. Metal detectors may be stationary, mobile or hand held units. Prior to implementing the use of metal detectors, training shall be provided for authorized persons regarding the use, maintenance and storage of said equipment and on laws and procedures for conducting searches.

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

1. All metal detector searches shall be conducted by school board employees only.
2. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes.
3. Metal detectors shall be used by authorized personnel at any time there is reasonable suspicion that the individual being searched has violated or is violating a particular disciplinary rule or public law relating to the possession of weapons. Individual searches shall be conducted in the presence of a witness. The witness shall be a person of the same gender as the individual being searched.
4. As a precautionary measure, searches may be conducted on all persons entering school board property as long as no individual is singled out. Random group searches of classrooms, buses, assemblies, etc. may be conducted as long as every member of the group, including the person responsible for the group, is searched.
5. Any search of a student's person as a result of activation of the detector will be conducted in accordance with the Board's policy on student searches (Policy JCAB).

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Qualifications (Bus Driver)	Descriptor Code: GCBA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 6-22-92

School Bus Driver Selection

Bus drivers are approved and dismissed by the Board; however, the principal of the school and the supervisor of transportation may suspend a bus driver until action can be taken at the next County Board meeting. Principals will keep a list of prospective bus drivers to be recommended to the supervisor of transportation and will work out with the supervisor a list of substitute drivers no later than two weeks after the school term begins. The principal will assign a faculty member the duty of seeing that daily bus reports are properly made, supervising the loading and unloading of school buses, and assuming other responsibilities in regard to transportation as authorized by principal.

- 1 . Must have a valid Alabama drivers license as required by the state and/or federal government.
- 2 . Must not have had his driver's license revoked.
- 3 . Must pass the physical examination required by the board.
- 4 . Must be recommended as to conduct and driving habits.
- 5 . Must be fully insurable under board fleet insurance policy.
- 6 . Must have attended the minimum training program provided by the State Department of Education. Failure to pass the required driving performance test will terminate employment.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Employment of Non-Certificated Personnel	Descriptor Code: GCD
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Non-certificated personnel are judged by their efficiency in performing special duties and should be selected for their ability to perform assigned tasks efficiently and for other personnel characteristics as applicable.

Non-certificated personnel assigned to schools and recommended by the principal and system employees are hired under recommendation of the superintendent with the approval of the board. System contracts for non-certificated employees extended only through a current school year or for lesser periods as noted on contracts.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Reduction in Force of Non-Certified Personnel	Descriptor Code: GCNA
Legal Reference: <u>The Code of Alabama</u> , 16-1-33, 16-1-30, Acts 1997 No. 97-622	Passage Date: 9-21-98
	Amendment Date: 6-17-02

In the event it becomes necessary to reduce the number of non-certified staff employed by the School System due to a decrease in student enrollment, financial emergency, changes in curriculum, consolidation, or reorganization, the following procedures shall be followed to determine staff members to be affected:

Procedure

1. In all cases, reduction in force shall be officially declared by the Board upon recommendation of the Superintendent.
2. Attrition by resignation, retirement or voluntary leaves of absences shall be the first method to reduce the force.
3. Based on the philosophy of maintaining the best educational program possible, the Board, upon recommendation of the Superintendent, shall identify the work area(s) and work site(s) from which employees are to be reduced in force at respective times. For the purpose of reduction in force, the following items are defined:
 - a. Work Areas - custodian, secretaries, bookkeepers, maintenance, bus shop personnel, and employees designated as aides.
 - b. Work Sites - Central Office to include: bus shop personnel, bus drivers, secretaries, bookkeepers, maintenance.
Local Schools to include: custodians, secretaries/bookkeepers, and teacher assistants/aides.
4. Following the identification of the work area(s) and work site(s), the number of employees to be reduced from each area(s) and site(s) will be determined by the Board, based on a recommendation by the Superintendent.
5. The following objective criteria, as weighted, will be applied to determine reduction in force:
 - a. Job Related Experience 25%
 - b. Job Skills and Certification 50%
 - c. In System Experience 25%

6. The names of non-certified employees on non-probationary status reduced in force shall be placed on file for a year (which must be renewed annually by the employee).
7. Recall rights will be effective for 24 months. If a former employee refuses an offer of employment pursuant to this policy, rights of recall are forfeited.
8. Provided employees reduced in force are recalled, they shall be issued a letter offering re-employment. Said personnel must accept the offer of re-employment in writing by letter within ten (10) days.
9. It is understood that reduction in force constitutes termination of employment and all benefits provided by the School System ceases on the effective date.
10. All notices sent by the Board pursuant to this policy shall be considered given when sent by regular mail to the employees mailing address on record in the Superintendent's Office.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Leave of Absence (Para-Professional)	Descriptor Code: GCRG
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

No long-term leave of absence can be granted to school para-professional personnel. Persons resigning in good standing will be given a priority consideration for re-employment in case of vacancy.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Vacation (Para-Professional)	Descriptor Code: GDRI
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

No paid holidays, or vacations are provided for para-professional employees employed on less than a 12-month contract.

SECTION I

INSTRUCTIONAL PROGRAM

DESCRIPTOR CODE	TITLE
IDBB	Drug Awareness and Testing Program
IDBC	Wellness Policy on Nutrition and Physical Activity
IDCGA	Dual Enrollment/Dual Credit Programs
IDCGB	Embedded Credit
IDCGC	On-Line Courses
IDDA	Special Programs – Title I, ECIA
IDDF	Special Education Services
IDDFE	Admission, Review, Dismissal Committee
IDDG	Cooperative Education Programs
IDFA	Athletics
IE	Non-Interruption of Instruction
IEK	Live Work in Vocational Programs
IEM	Safety in Career Technical Programs
IF	Distribution of Curriculum Materials and Instructional Supplies
IFAA	Textbook Adoption
IFAB	Selection of Instructional Materials
IFB	Field Trips
IHAB, IHE	Reporting, Placement
IHAC	Sequencing of Courses
IHAD	Parent Conferences
IHB	Homework: Out of Class Assignments
IHC	Selection of Honor Graduates
IHE	Student Promotion and Retention
IHEE	Elementary Student Tardies and Unexcused Absences
IHEE	High School Student Tardies and Unexcused Absences
IHF	Graduation Requirements
IHFA	Special Education Requirements for Graduation
IIA	Test Security Plan Guidelines
IKB	Procedure for Handling Challenged Materials – Library Resources

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Drug Awareness and Testing Program	Descriptor Code: IDBB
Legal Reference:	Passage Date: 8-10-87
	Amendment Date: 4-19-00, 9-18-06

PHILOSOPHY

Substance abuse is a serious problem in our society that has begun to be mirrored in the educational programs of the Pickens County School System. It is the intent of the Pickens County Board of Education to provide a learning environment that is drug-free at every level of the educational process.

Phase I of the Board's effort involved development and approval of a Code of Student Conduct; Phase II was implemented as a drug awareness program for grades K-12, requiring formal drug education activities for all students enrolled in Pickens County School System.

A. Student Athletes and Band Members

It is the Board's position that to take precautions to provide for the welfare and safety of athletes and band members, a drug testing process must be implemented as a matter of policy.

This program is intended to be a helpful component of the overall physical and mental educational and conditioning program and to provide a reasonable assurance that the welfare and safety of the athletes and band members are protected. Its purpose is not disciplinary in nature but is intended as a medical diagnostic aid in disclosing possible drug-related problems and as an extension of our educational program. Continuous drug usage is inconsistent with safety and participation in interscholastic athletics and band.

The random testing program is for athletes and band members in grades 7-12 and will be applied to all sports teams and cheerleaders, male and female.

The Board recognizes that the use/abuse of alcohol or drugs poses a serious threat to the health and safety of students generally and to athletes and band members in particular. In view of this, the Board is of the opinion that an education and testing program would be in the best interest of its student athletes and band members. As stated above, the purpose of said education and testing program is not disciplinary in nature but rather is intended as a diagnostic aid in revealing drug related problems and as an extension of an existing drug education program.

This Section shall not be construed in contradiction to other Sections dealing with possession of drugs or alcohol, or in cases where reasonable individualized suspicion is present.

1. Student athletes and band members shall receive instruction in the dangers of drug and alcohol abuse. The elimination of drug and alcohol abuse and misuse shall be a part of

this program.

2. Interscholastic athletic opportunities and band shall be offered by the Pickens County School Board only to drug-free students.
3. The head coach of each athletic team and the band director shall prepare drug and alcohol education sessions for his/her specific members with said sessions to be approved in advance by the principal and Superintendent of Schools. The attendance at these sessions shall be mandatory for all student athletes and band members. The students must sign an attendance roster indicating they were present for the session. A copy of this policy shall be presented and explained at the first session each year for each team.
4. Each student athlete and band member shall be provided with a consent form, a copy of which is attached hereto, which shall be dated and signed by the student athlete and band member and by a legal guardian or parent before such student shall be eligible to participate in athletics, cheerleading or band. The consent is to provide a urine sample or specimen Physical examinations shall be prerequisite for participation in any sport.
5. A reliable and professional medical laboratory with a good quality control program shall perform all testing of urine samples under this section. The selection of said laboratory should be made by recommendations of the superintendent with the approval of the Board.
6. The Superintendent shall also select, upon approval by the Board, an outside non-biased firm or company to collect all urine specimens.
7. The Pickens County School System shall be responsible for fees in regard to random testing of student athletes and band members.
8. After the firm handling the collection of specimens is approved, a master list of all student athletes shall be provided for each sport that reflects each name, and of band members. The firm will provide personnel for collection of urine. The firm's personnel shall list these samples, and these samples shall be kept within a strict chain of custody through the collection and testing process. Student athletes and band members are required to submit to this urinalysis testing.
9. The testing laboratory should test the samples for drugs (meaning any and all substances listed as controlled substances under the laws of the State of Alabama) and for performance enhancing drugs such as steroids. The Board shall determine the extent of the test.
10. If any test as to a particular sample is positive (meaning showing the drug residue is present in the student's body and/or urine), the testing laboratory through the collection firm shall notify the Superintendent.
11. The Superintendent shall then notify the principal, and the principal shall notify the

student athlete or band member, and his/her parent/parents or guardian of results of said test and will explain the type of substance revealed on the test and the health hazards involved. The parent/parents or guardian may also submit any prescription or other explanation or information which will be considered in determining whether a positive test has been satisfactorily explained. If it is not satisfactorily explained, the principal will consult with the student athlete or band member and the student's athlete's or band member's parent/parents or guardian concerning the nature and extent of the problem and may suggest counseling or other possible assistance such as drug awareness classes.

12. All athletes and band members who test negative will continue as usual in the program. Any athlete or band member who tests positive will be immediately suspended from all affiliation with the team or band (suspension includes no practice or participation of any kind including traveling or sitting on the sidelines) and participation in athletic events or marching until the athlete or band member tests negative. Their parents or legal guardians will be notified for a conference to work on correcting the problem. Any athlete or band member suspended must submit to testing at a later date to be approved by the principal and athletic or band department. An athlete or band member who refuses to take the test will be subject to the same consequences as one who tests positive. This test will be administered under the guidance of the Board of Education. The athlete or band member will pay the cost of this test. Any athlete or band member who tests positive a second time will continue to be suspended from the athletic program or band until he/she tests clean. After testing negative the athlete or band member will be reinstated in the athletic or band program and required to submit to monthly tests throughout the season of the sports, including Spring training, in which they participate or marching season. Any athlete or band member who tests negative the second time will continue on the athletic or band program as usual. The athlete or band member will pay for all clean-up tests.
13. The fact of testing and the results of testing of any student athlete or band member shall not be made known to any school personnel other than the principal and head coach or band director. No student athlete or band member shall be expelled, suspended or disciplined as a result of any "positive" test conducted by the system under this program other than as stated herein.
14. Any student who is a participant or cheerleader in the Pickens County School System interscholastic athletic program is considered an athlete. Any member of the marching band is considered an active participant. Being an athlete or band member in the Pickens County School System is considered a privilege and not a right. Training rules are not rules to be broken and any athlete who violates these rules will be subject to the consequences listed for each "positive" drug test that is not satisfactorily explained.

B. Voluntary Testing

The Board is of the opinion that the testing of its students by urinalysis is an excellent way for parents to assist the school system in eliminating drug abuse. Additionally, drug testing will help the parent and school system diagnose possible drug related problems by students.

The Board, therefore, agrees and directs that parents and/or legal guardians may execute a consent form (see exhibit attached), signed by the student and parent, and voluntarily agree to test their child.

The individual shall be responsible for the payment for said test and the procedure for the taking the

test shall be the same as in A., Subsection 5,6,9 and 10 with results being provided to the school principal.

No student shall be expelled, suspended, or disciplined as a result of voluntary testing, however, the principal, in his discretion, may require counseling and additional drug education classes of a mandatory nature for a student who test positive as described in A., Subsection 10 of this policy.

This section is not intended to be a contradiction to any other Section of this policy in regards to student athletes. Cases involving use and/or possession and cases involving reasonable individualized suspicion shall be supplemented by those sections.

C. Testing Involving Reasonable Individual Suspicion

It is a Class III offense under Section 3.01 of the Code of Student Conduct for a student to possess drugs or alcohol or to consume the same on school property or at a school activity.

The Board further directs that it is a Class III offense under Section 3.01 of the Code of Student Conduct for a student to be under the influence of alcohol or drugs while on school property or at a school function or activity.

If a school board employee, acting in good faith, shall have a reasonable individualized suspicion that a student is under the influence of alcohol or drugs while on school property or at a school function or activity he/she shall report that student to the principal. The principal shall then have a conference with said student and determine whether, in his/her mind, acting in good faith, the student is under the influence of alcohol or drugs.

If the principal also determines that a reasonable individual suspicion exists that the student is under the influence of alcohol and/or drugs he/she shall contact the student's parents or legal guardians and request that said parent or guardian, as well as said student, execute a consent form for a urinalysis test which must be paid for by parent/legal guardian.

The principal shall conduct an investigation and the process for Class III offenses under the Code of Student Conduct shall proceed as per said code. Test results of urinalysis shall be admissible in hearings involving Class III offenses, and the testing procedure shall follow the provisions of A., Subsection 5, 6, 9 and 10. All samples or specimens will be given a number known only to the testing company and the principal and the testing company shall provide the results of said test to the principal. If the test results are non-positive (see A. Subsection 10), the student shall be immediately readmitted to school with all records of any disciplinary action removed from his/her record.

CONSENT FORM

I have received and have read and understand a copy of the "PICKENS COUNTY SCHOOLS' DRUG EDUCATION AND TESTING PROGRAM". I desire that

_____ participate in this program and in the interscholastic athletic program or band program of _____

_____ School and hereby voluntarily agree to be subject to its terms. I accept the method of

obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the limited disclosure of the sampling, testing and results as provides for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

DATED: _____

Student Signature

Parent or Legal Guardian Signature

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Wellness Policy on Nutrition and Physical Activity	Descriptor Code: IDBC
Legal Reference:	Passage Date: 2-20-06
	Amendment Date: 3-14-07

Pickens County Board Of Education
Dr. Leonard Duff, Superintendent of Education

Committee Members:

Mr. Mike Maughan, Chairman
Mr. Claude Adams, Child Nutrition Director
Mr. Steven Street, Gordo High School Principal
Ms. Linda Windham, Board Of Education Member
Mr. Richard Henderson, Reform Elementary Principal
Mr. Fred Young, Pickens County High Assistant Principal
Mr. Ezell McCrary, Carrollton, General Public Representative
Ms. Carol Campbell, Parent Involvement and Drug Free Coordinator
Ms. Shawn Shaw, CNP Technology and Bookkeeper Assistant
Mr. Jack Somerville, Pickens County Revenue Commissioner
Ms. Cynthia Gray, RN, Pickens Co. Systems School Nurse
Mr. Clifton Dunner, Student Representative – Aliceville
Ms. Jocelyn Gipson, Student Representative - Reform
Ms. Shelley Wheat, Student Representative – Gordo
Ms. April Ball, Student Representative – Aliceville
Mr. Joe Thomas, Physical Education Specialist

Preamble:

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Pickens County School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of the Pickens County School District that:

1. The school district shall engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.
2. All students in grades K-12 shall have opportunities, support, and encouragement to be physically active on a regular basis.
3. Foods and beverages sold or served at school shall meet the nutritional recommendations of the *U.S. Dietary Guidelines for Americans*.
4. Qualified child nutrition professionals shall provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; shall accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and shall provide clean, safe, and pleasant settings and adequate time for students to eat.
5. To the maximum extent practicable, all schools in our district shall participate in available federal school meal programs, including the School Breakfast Program and National School Lunch Program.
6. Schools shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and shall establish linkages between health education and school meal programs, and with related community services.

School Action Plan:

The Pickens County Board Of Education will provide a district wellness policy that will serve as building blocks for individual schools to write an action plan for improving student health that is unique to the individual needs of their school. Schools should organize a school health council to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. Each school shall conduct evaluations using a nationally recognized, validated survey to identify strengths and weaknesses and prioritize changes as an action plan for improving student health. The assessment and planning steps shall involve teachers, child nutrition staff or other school staff as appropriate, parents, students, and the community.

I. Nutritional Quality of Foods and Beverages Sold and Served on Campus.

The school campus shall reflect a healthy nutrition environment. Adequate time to eat shall be allowed to have a pleasant dining experience. Schools shall ensure that all students have daily access to meals served. Schools may not establish policies, class schedules, bus schedules, or other barriers that directly or indirectly restrict access to or the completion of meals.

School Meals:

Meals served through the National School Lunch and Breakfast Programs shall:

1. Be appealing and attractive to children and be served in clean and pleasant settings using HACCP food safety principles to ensure the best quality of food;
2. Schools shall focus on improving meal quality and increasing the variety of fruits and vegetables, especially raw fruits and vegetables;
3. Serve only low-fat (1%) and fat-free milk³ and nutritionally-equivalent non-dairy alternatives (to be defined by USDA);
4. Serving sizes shall comply with the meal pattern requirements as described by the United States Department of Agriculture (USDA) regulations. Foods served and/or sold through the cafeteria shall adhere to the guidelines established by the USDA and published in the School Meals Initiative (SMI) for Healthy Children, 1995 guidance. Serving size of fresh fruits and vegetables or canned fruits and non-starchy vegetables shall not be limited;
5. School meals must average, for a weekly period, meeting the standards of the “*Dietary Guidelines for Americans 2005*”, which recommends no more than 30% of an individual’s calories be furnished from fat and 10% or less from saturated fat. School lunches shall meet the standard of providing one-third and school breakfasts the standard of providing one-fourth of the Recommended Dietary Allowance for protein, Vitamin A, Vitamin C, iron, calcium, and calories;
6. Emphasis is to be placed on increasing the quantity of whole grains served with the ultimate goal of half of all the grains served to be whole grain. Products are considered Whole Grain if a *whole grain product* is listed is the primary grain ingredient in the ingredient statement. Examples include whole wheat flour, cracked wheat, brown rice, yellow corn meal and oatmeal;
7. Schools must review the items offered as ala carte sales and evaluate the nutritional contributions of each item. Foods not meeting the criteria listed below shall be eliminated or portion sizes reduced in order to be in compliance with the requirements;
8. All deep fried products are to be limited in the amount and number of times served. Fried vegetable products (potatoes, okra, etc.) are to be limited as to the number of times served and are not to exceed three ounces per serving. Preparation techniques shall be modified to reduce the number of fried foods and increase baking, steaming, and roasting preparation methods.
9. Federal law requires “Offer Versus Serve” be implemented at all high schools, which allow students to decline one food group during breakfast and two food groups at lunch yet still allows

the meal to be reimbursable. In addition, “offer versus serve” shall be offered at elementary schools, which would allow those students to decline one food item at breakfast and at lunch yet still allows the meal to count as a reimbursable meal. The purpose of “Offer Versus Serve” is to allow students to choose foods they prefer to eat without being forced to take food they will not eat. Lunchroom workers shall encourage elementary school students to take one serving of all food groups being offered. Lunchrooms shall have at least one additional choice of each food group so students may have an optional choice.

Breakfast:

All children shall be encouraged to have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

1. All Pickens County schools shall operate a School Breakfast Program.
2. Schools administrators shall arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
3. Schools shall notify parents and students of the availability of the School Breakfast Program.
4. School Administrators shall encourage parents to provide a healthy breakfast for their children that do not eat breakfast at school. This can be accomplished through newsletter articles, take-home materials, or other means.

Free and Reduced-priced Meals:

Federal Law requires that schools make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

1. Schools in Pickens County shall utilize electronic identification and payment systems that do not identify the student’s eligibility.
2. In the event of computer failure, school cafeterias shall have procedures in place to account for meals without exposing individual student’s eligibility status.
3. School Administrators are to promote the availability of school meals to all students and encourage participation in the lunch and breakfast program.

Meal Times and Scheduling by school administrators:

1. Provide adequate time for students to eat and enjoy school meals (a minimum of 15-20 minutes for breakfast and 18-25 minutes for lunch);
2. Ensure school staff is assigned to monitoring duties in the lunchroom to provide supervision in the serving and dining areas.
3. Schedule meal periods at appropriate times, e.g., lunch shall be scheduled between 10:30 a.m. and 1:25 p.m.;
4. Shall not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
5. Provide students access to hand washing or hand sanitizing before they eat meals or snacks.

Sharing of Foods and Beverages:

Schools shall discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Qualifications for Child Nutrition Director:

Any person employed as a CNP Director must meet the standards of the Code of Alabama (1975) 290-080-030-05 and 06 as amended June 6, 1994. A CNP Director who does not meet the educational

requirements must complete those requirements within a three year period from the date of employment. If educational requirements are not met within the three year period the person cannot continue being employed as a CNP Director.

Qualifications of School Food Service Staff:

Qualified nutrition professionals shall administer the school meal programs. As part of the school district's responsibility to operate a food service program, we shall provide continuing professional development for all nutrition professionals in schools. Staff development programs shall include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility. School nutrition staff development programs are available through the USDA, School Nutrition Association and the National Food Service Management Institute. School food service staff shall be encouraged to participate and maintain certification through the School Nutrition Association.

Sale of Food and Beverages: Foods and beverages sold Individually (i.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.) as a minimum, must follow the Alabama State Department of Education guidelines as identified in the "Implementation Guidelines for Exercise and Nutrition Recommendations" adopted by the State Board of Education on July 12th, 2005. Schools shall provide a consistent environment that is conducive to healthful eating behaviors during school hours. The school day is defined as the period of time that students arrive at school until the end of the last scheduled class.

1. Elementary Schools: The school administrator shall approve, monitor and provide all food and beverage sales to students in elementary schools following the guidelines established by the State Department of Education. Given young children's limited nutrition skills, food in elementary schools shall be sold as balanced meals. If available, foods and beverages sold individually shall be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.
2. High Schools: The school administrator shall approve, monitor and provide all food and beverage sales to students in high schools following the guidelines established by the State Department of Education. All foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day shall meet the following nutrition and portion size standards

II. State Guidelines on Foods and Beverages

1. Elementary Schools: (Elementary schools are defined as a school where the majority of the students are pre-K through 6th grade). Effective with the 2005-2006 school year, no carbonated soft drinks shall be available for sale to students at any time during the school day. No item considered to be in this category of carbonated drinks may be provided free of charge to students or brought on campus for consumption. No food or beverage that has high fructose corn syrup or sugar listed as the first ingredient may be made available during the school day. No vending display front may display any product that is not water or 100% fruit juice. Items that may be sold include non-carbonated flavored or unflavored water, 100% fruit juices, milk, tea, and fruit juices. No sale of food or beverage items of any kind or other competing food/beverage sales are to be available to students during meal service times.

2. High Schools: (a High School is defined as a school where the majority of the students are in grades 7 through 12). Effective with the 2005-2006 school year, a minimum of 50% of the selections available in vending machines or for sale in school stores are to be non-carbonated soft drinks available for sale to students at any time during the school day. At a maximum, 50% of the selections may be carbonated beverages, but at least 50% of those drinks must be no or low calorie selections. No item considered to be in this category of carbonated drinks may be provided free of charge to students or brought on campus for consumption. No food or beverage that has high fructose corn syrup or sugar listed as the first ingredient may be made available during the school day. During the 2005-2006 school year the majority of vending display front shall display water or 100% fruit juice. Beginning with the 2006-2007 school year all vending machine fronts, other than those located in athletic spectator settings shall be only water and juice products. Other items that may be sold include non-carbonated flavored or unflavored water, 100% fruit juices, milk, tea, and fruit juices. No sale of food or beverage items of any kind or other competing food/beverage sales are to be available to students during meal service times.
3. Foods and drinks not allowed in the cafeteria: Foods or beverages that cannot be served in the cafeteria cannot be purchased by students elsewhere and brought into the cafeteria for consumption.
4. Teachers and other staff should understand the importance of fully implementing the nutrition and health education curriculum and become familiar with its underlying theory and concepts. The State Task Force recommendation is that teachers and other staff members assess and improve their own eating practices and make them aware of the behavioral messages they give as role models.
5. Sack Lunches: Parents that prepare sack lunches for consumption on school premises shall be encouraged to follow these same guidelines.

Foods of Minimal Nutritional Value:

In addition to the restriction regarding the sale of carbonated beverages listed, no one on the school campus may provide access to “for sale” or “free” foods and beverages of minimal nutritional value as identified under USDA regulations 7 CFR 210, Appendix B, Categories of Foods of Minimal Nutritional Value until after the end of the last scheduled class. These classifications are as follows:

1. Water ices, including frozen sicles, ices and slushes, except those ices containing 100% fruit juice.
2. Chewing gum, flavored or unflavored from natural or synthetic sources.
3. Certain candies, processed predominately from sugar or corn syrup sweeteners or artificial sweeteners combined with a variety of ingredients including but not limited to:
 - Hard candies, sour balls, fruit balls, candy sticks, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops.
 - Jellies and gums, such as gum drops, jelly beans, jellied or flavored fruit slices.
 - Marshmallow candies or other aerated sugar, corn syrup or invert sugar confections.
 - Fondants, such as candy corn or soft mints
 - Licorice
 - Spun candy or cotton candy
 - Candy coated popcorn

Allowable snack and A’la carte items:

All snack or A’la carte items sold or provided must meet the following guidelines per one ounce serving:

1. Less than 30 grams of carbohydrates.
2. Less than 360 milligrams of sodium
3. Less than 10% of the daily value of fat

4. Containing at least 5% (and preferably 10%) of the daily value of Vitamin A, Vitamin C, iron or calcium
5. Contain Fiber (5% of the daily value)

Additionally, the portion sizes shall follow these requirements:

1. Chips, one ounce maximum, baked or containing no more than 7.5 grams of fat per bag. This includes crackers, popcorn, Trail mix, nuts, seeds, dried fruit, and pretzels.
2. Cookies/cereal bars, 1.3 ounce maximum
3. Pastries and muffins, 2 ounce maximum
4. Frozen dairy desserts, low fat ice cream, puddings, jellied fruit bowls, 4 ounce maximum.
5. Yogurt, (low fat) less than 30 grams total carbohydrate, 8 ounce maximum.
6. Milk, 1% milk fat or less, flavored and unflavored.
7. Flavored milk to contain no more than 30 grams sugar. 8 ounce maximum serving size.
8. Beverages other than water, to include sports drinks, 100% fruit juice, and low sugar fruit smoothies, 12 ounce maximum.
9. A choice of at least two fruits and/or non-fried vegetables shall be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Fund Raising Activities:

All fundraising activities (except for contracts issued before August 8, 2005) that involve the selling of food during school hours or as students gather on school campus before school begins or as students wait on transportation or otherwise exit the school campus following school dismissal shall reinforce food choices that promote good health. Sales during school hours shall not include those foods listed as Foods of Minimal Nutritional Value or exceed those portion sizes identified as allowable. This also means events outside of the school day are not affected by this requirement and that booster clubs, etc., are free to select items for sale for specific fundraising and concessions sales as long as the activity does not conflict with this position. Fund raising activities that take place during school hours shall be designed to support children's health and school nutrition-education efforts, school fundraising activities shall not involve food or shall use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually.

Snacks:

Snacks served during the school day or in after-school care or enrichment programs shall make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools shall assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district shall disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion: The Pickens County School District aims to teach, encourage, and support healthy eating by students. Schools shall provide nutrition education and engage in nutrition promotion that:

1. Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
2. Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
3. Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
4. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
5. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
6. Links with school meal programs, other school foods, and nutrition-related community services;
7. Teaches media literacy with an emphasis on food marketing; and
8. Includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting:

At a minimum, students will receive the Physical Education State Course of Study recommendation for per day activity and students will be encouraged to fully embrace regular physical activity as a personal behavior. All Physical Education waivers have been withdrawn as of June 30, 2005. Waivers for exemption to physical education requirements must be approved by the State Department of Education as specified in the “no exception/no substitution policy, which require full justification to the State Superintendent of education in any year in which a waiver is requested. Waivers for High School students must follow the guidelines as outlined in Instructional code Changes (290-3-1.02(8)(f).

Communications with Parents:

The district/school shall support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school shall offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. Schools shall encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district/school shall provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

IV. Food Safety:

In accordance with the USDA Child Nutrition Reauthorization Act, each cafeteria manager shall initiate and implement a Food Safety Plan based on Hazard Analysis Critical Control Point principals. Board Of Education shall provide each school with Standard Operating Procedures that shall be used to establish a Food Safety Plan and monitoring procedures at each school cafeteria. Monitoring procedures for each manager or designated CNP employee shall include:

1. Enforcing all Standard Operating Procedures
2. Complete Food Preparation Action Plan
3. Sort menus by the process approach for food safety
4. Establish control measures for each menu item being prepared
5. Complete Food Safety Checklist weekly
6. Maintain Employee Training Planner
7. Maintain all record keeping forms as outlined in the HACCP plan

8. Review the School Food Safety Program at the beginning of each school year and when sufficient changes occur in the operation

V. Monitoring and Policy Review:

Monitoring: The superintendent or designee shall ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee shall ensure compliance with those policies in his/her school and shall report on the school's compliance to the school district superintendent or designee.

School food service staff: At the school or district level, shall ensure compliance with nutrition policies within school food service areas and shall report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the school district shall report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the district has not received a SMI review from the state agency within the past five years, the district shall request from the state agency that a SMI review be scheduled as soon as possible.

The superintendent or designee shall develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report shall be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

Policy Review: The district wellness committee shall review this policy on an annual basis.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Dual Enrollment/Dual Credit/Advanced Placement Programs	Descriptor Code: IDCGA
Legal Reference:	Passage Date: 8-18-97
	Amendment Date: 11-21-97, 12-18-06,

The Pickens County Board of Education authorizes its senior high schools to participate in dual enrollment/dual credit/Advanced Placement programs within its college service areas. The Board recognizes that certain high school students may be allowed to enroll in postsecondary institutions in order to earn dual credits for a high school diploma and a postsecondary degree. The following provisions shall apply to students seeking admission to dual enrollment/dual credit/Advanced Placement programs sponsored by the Pickens County Board of Education.

1. Students shall have a “B” average in completed high school courses and meet the college’s admission and course requirements.
2. Students must be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the principal and superintendent and in accordance with regulations regarding gifted and talented students.
3. Students shall have a Dual Enrollment/Advanced Placement Recommendation Form on file with the high school.
4. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the students’ principal, superintendent, and the participating postsecondary institution president.
5. Ten quarter/six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject.
6. Courses taken must be college level; remedial college courses shall not meet the requirements of the dual enrollment program.
7. Students taking Dual Enrollment college classes and/or Advanced Placement courses will receive up to 10 points, but not to exceed 100 points as a final grade for the equivalent high school course.
8. Travel to courses offered off the high school campus during the normal school day will be administered under the auspices of the Pickens County Board of Education.

Costs

All costs associated with attendance of such programs shall be borne by the student.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Embedded Credit	Descriptor Code: IDCGB
Legal Reference:	Passage Date: 5-18-98
	Amendment Date:

The Pickens County Board of Education supports the concept of awarding Embedded Academic Credit for Specific Vocational Programs offered at LaDow Technology Center.

Embedded Credit is credit awarded for satisfactory completion of a designated, sequential vocational program containing embedded academic content from the core curriculum.

A total of two credits for embedded content may be earned. Only one credit for embedded content can be earned in any one of the four core curriculum areas. If a student earns a credit for embedded content in mathematics, three additional mathematics credits (including the equivalent of Algebra I and Geometry) would be required for high school graduation. If a student earns a credit for embedded content in science, three additional science credits (including the equivalent of Biology and a physical science course) would be required for high school graduation.

Embedded credit is an option only for students who successfully complete a three- or four-credit vocational/technical program.

Credit for embedded content will be awarded in the 11th and 12th grade when the student completes a vocational/technical program that qualifies for award of embedded credit. A student may begin a vocational program in the 9th, 10th, or 11th grade.

Vocational programs for which embedded content credit may be awarded must possess the following characteristics:

1. The Vocational programs qualifying the embedded academic content must have academic content of sufficient scope and rigor as determined by a review committee.
2. The embedded academic content must focus on expansion of previously introduced academic concepts, application of knowledge and skills in specific technical fields, and/or content not previously studied.
3. The embedded academic content should be rigorous, non-repetitive, and age- and grade-appropriate.

4. The embedded academic content must warrant 140 clock hours of instruction if one credit is to be earned and 70 clock hours of instruction if ½ credit is to be earned.
5. Credit for embedded content may be awarded:
 - a. For a specific required academic course (e.g., economics) whose content, as prescribed by the applicable course of study, is embedded in a vocational program (e.g., marketing).
 - b. For specific academic content of sufficient scope and rigor in an academic field of study (e.g., mathematics) embedded in qualifying vocational program (e.g., electronics).
6. Course titles for embedded credit will be descriptive of content e.g.; Health Care Anatomy/Physiology, Mathematics in Electronics.

The Division of Instruction and the Director of Vocational Education will serve as the System's review committee for embedded credit.

- a. The committees will identify the academic content embedded in the applicable vocational course of study.
- b. The committees will judge whether or not the vocational program contains sufficient and appropriate academic content to qualify for award of embedded credit.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: On-Line Courses	Descriptor Code: IDCGC
Legal Reference:	Passage Date: 7-28-03
	Amendment Date:

The Pickens County Board of Education authorizes its senior high schools to participate in on-line course work from institutions approved by the State Department of Education. The Board recognizes that certain high school students may be allowed to enroll in on-line courses to earn credits in both required and elective courses that are necessary for high school graduation. The following provisions shall apply to students seeking admission to on-line course programs.

CREDIT RESTRICTIONS

- (a) On-line courses used to satisfy credit for required courses shall contain all required content identified Alabama courses of study or must be supplemented.
- (b) A total of six credits may be earned through on-line courses, no more than one in each of the four core content areas, during grades 9-12.
- (c) The on-line course shall warrant 140 clock hours of instruction if one credit is to be earned and 70 clock hours if one-half credit is to be earned.
- (d) On-line courses are to be included in calculating total credits allowed during the year including summer school.

COURSE APPROVAL

(a) Delivery Requirement

On-line course delivery for courses fulfilling the requirement of four credits per core content area shall be from institutions accredited by the Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, or Western Association of Schools and Colleges.

(b) Approval Process

- Courses fulfilling the requirement of four credits per core content area shall be submitted for review to the State Department of Education (SDE) using the "Verification Form for On-line Courses." A list of approved courses, not needing additional verification, shall be provided semi-annually by the SDE. All courses (required and elective) shall be registered with the Classroom Improvement Section of the SDE using the "Registration Form for On-line Courses." SDE approval is not needed for courses that do not fulfill the requirement of four credits per core content area.
- Any instructional materials/delivery systems for on-line courses shall be carefully reviewed before submitting them to the SDE for approval.

IMPLEMENTATION REQUIREMENTS

1. Written approval shall be given by both the principal and superintendent before the on-line course is begun
2. Students shall be required to complete ALL scheduled lessons and on-line projects/lab activities during normal school hours (including night school, summer school, and other scheduled and supervised periods).
3. Students shall be permitted to do some research or make-up work beyond the scheduled class period if required to complete an on-line agreement.
4. The local school offering on-line courses shall provide students with appropriate technology.
5. The local school offering on-line courses shall provide adequate technical assistance to students.
6. The local school offering on-line courses shall provide facilitators to supervise and assist students during class time.
7. The local school system shall be responsible for cost and equipment for courses necessary for completion of graduation requirements.
8. Schools offering on-line courses shall accept the grade provided by the on-line instructor for inclusion in the transcript of participating students unless course content is significantly affected by required supplementary instruction and/or labs. When supplementary instruction and assessment are required—such as labs, presentations to groups, or specific literature—and the school can communicate with the on-line teacher, those grades should be included in the on-line teacher's final grade. When providing grades for supplementary instruction to the on-line teacher is not possible, the principal may adjust the on-line grade proportionally.
9. Class size regulations shall be the same as for courses not taught on line, teacher-pupil ratio of 1:29 or 750 student contacts per week as set forth in amended January 8, 1998, State Board of Education Resolution. This requirement is designed to ensure that each teacher is able to respond adequately to student work and individual needs.
10. On-line instruction used to **supplement** regular classroom instruction shall not be subject to the restrictions/reviews set forth in these guidelines.
11. Unusual circumstances may warrant exceptions to certain regulations outlined in these guidelines. Exceptions generally shall apply to individual students rather than to program requirements. Any exceptions shall be subject to usual procedures for exemption through State Superintendent of Education Approval.

REQUIREMENTS FOR FACILITATORS

Minimum qualification for facilitators shall be as follows:

- The supervisor shall be an adult.
- The supervisor shall have attended professional training in on-line methodology and technical aspects of web-based instruction, including safety and lab procedures when applicable.
- When possible, it is recommended that this facilitator shall have a degree and/or certification in the specific content area or in a related field.

REQUIREMENTS FOR ON-LINE TEACHERS

Teachers who interact with students on line to deliver instruction shall:

- Meet background check requirements as established by the State Department of Education.
- Be a certified teacher in Alabama or another state or shall be a faculty member of an accredited institution of higher education possessing expertise in the specific content area.

- Have participated in professional development provided by the institution offering the course.

MINIMUM ON-LINE TECHNOLOGY REQUIREMENTS

Specifications shall be supplied on the SDE Web site and updated annually.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Special Programs – Title 1, ECIA	Descriptor Code: IDDA
Legal Reference: Public Law 103-382, 1994; Public Law 107-110, 2001	Passage Date: 06-30-87
	Amendment Date: 11-20-95, 12-14-98, 7-28-03, 3-17-04

As mandated by Title I Guidelines and the No Child Left Behind Act of 2001 (NCLB), the Pickens County Board of Education intends that parents or guardians of children being served by its Title I program have an adequate opportunity to participate in the planning and implementation of the program and an awareness of the child's instructional status and progress in the program.

It is a goal of the Pickens County Board of Education to develop a strong partnership with the home. When parents and schools work together, student achievement increases and both parents and students develop a positive attitude about school. The intent of this policy is to result in consciously employing proven parenting activities in a more efficient, consistent, and effective manner as well as generating new ways of strengthening the partnership.

The Pickens County School System:

1. Will involve parents in an organized and ongoing way in the development and updating of the Title I plan and in the process of school review and improvement.
2. Will employ a parent involvement coordinator who will assist schools in the coordination and implementation of effective parental involvement activities.
3. Will build the schools' and parents' capacity for strong parental involvement through workshops and professional development activities.
4. Will coordinate and integrate parental involvement strategies and practices with the parents of other agencies, such as, Head Start and the BEE Program.
5. Will conduct an evaluation in the spring of each school year regarding the content and effectiveness of the parental involvement policy to determine whether there has been increased parent participation and to determine if there are any barriers that are hindering parent participation.
6. Will use the results of the evaluation of the parental involvement policy when revising the schoolwide project plans at the district and school levels.
7. Will provide timely response to parents' recommendations, requests, or questions relating to the Title I program.
8. Will have each school's Title I Committee and administrator conduct a self-study of parental involvement practices using the following seven basic principles considered essential to home-school partnerships.
 - a. Every aspect of the school climate is open, helpful and friendly.

- b. Communications with parents (whether about school policies and programs or about their own children) are frequent, clear and two-way.
 - c. Parents are treated as collaborators in the educational process, with a strong complementary role to play in their children's school learning and behavior.
 - d. Parents are encouraged, both formally and informally, to comment on school policies and to share in the decision making.
 - e. The principal and other school administrators actively express and promote the philosophy of partnerships with all families.
 - f. The school encourages volunteer participation from parents and the community at large.
 - g. The school recognizes its responsibility to forge a partnership with all families in the school, not simply those most easily available.
9. Will comply with **Parents Right-To-Know** as follows:
- At the beginning of each school year, each school that receives Title I funds will notify parents that they have the right to request, and the school will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
- a. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - b. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
 - c. The baccalaureate degree major of the teacher, and the field of discipline of the certification or degree.
 - d. Whether the child is provided services by paraprofessionals and, if so, their qualifications

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Special Education Services	Descriptor Code: IDDF
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

1. Special classes are organized for exceptional children on the basis of needs, and the regulations set forth in the Alabama State Plan are followed.
2. The principal will organize, administer, and supervise, all special classes in the school.
3. The principal will prepare reports on all students recommended for special grouping, and the superintendent will conduct proper screening of the students.
4. Parental communications will precede placement in special education classes.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Admission, Review, Dismissal Committee	Descriptor Code: IDDFE
Legal Reference:	Passage Date: 12-19-77
	Amendment Date:

The Admission, Review and Dismissal Committee shall be composed of the following personnel:

1. The Superintendent of Education or his appointed representative.
2. The Special Education Coordinator.
3. Two persons, appointed by the Superintendent, who are not employed by the Board of Education.
4. The principal, referring teacher and receiving teacher of the school in which the students under consideration for admissions, review or dismissal are enrolled.

The term of office for the Admission, Review and Dismissal Committee members shall be for the period of the time in which they are employed in the position which enables them to serve on the committee members which are not employed by the Pickens County Board of Education shall serve for a period of four consecutive years.

The following responsibilities shall be designated to each committee member outlined below:

Superintendent of Education:

1. Appoint two persons not employed by the Board of Education for committee membership.
2. Provide for in-service training membership.
3. Provide information on capabilities of the school system.
4. Provide support for implementation.

Special Education Coordinator:

1. Facilitate total committee process.
2. Organize collection of pre-committee child evaluation data
3. Coordinate committee activities.
4. Communicate with parents.
5. Arrange for interpreter/translator, if necessary.
6. Organize all forms and other materials.
7. Supervise record-keeping procedures.
8. Insure due process procedures.
9. Chair committee meetings.
10. Assign roles to other committee members.

Consulting Personnel:

1. Provide information related to community capabilities.
2. Provide support for the educational system.
3. Facilitate group decision-making.
4. Provide information as related to possible alternative services.

Principal:

1. Provide information on capabilities of the school system.
2. Provide support for implementation of decision.
3. Make recommendations upon admission.
4. Monitor child's progress upon admission.
5. Provide information related to the student's strengths and weaknesses.

Referring Teacher(s):

1. Provide objective and subjective information on performance.
2. Provide reality-based suggestions for implementation.
3. Provide summary of classroom assessment.
4. Provide recommendations for child evaluations needed.

Receiving Teacher(s):

1. Define capabilities and constraints of receiving situation.
2. Provide input for development of plan.

The Admission, Review and Dismissal Committee shall meet at least twice a year and at periods designated by the special Education Coordinator.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Cooperative Education Programs	Descriptor Code: IDDG
Legal Reference:	Passage Date: 1-22-79
	Amendment Date: 10-18-04, 04-18-05

1. The Cooperative Education Programs will consist of planned and supervised on-the-job work experiences and classroom study related to actual problems of the job and instruction in technical information correlated with the work experience.
2. Each cooperative program shall provide on-the-job training that:
 - a. Is related to existing employment opportunities which offer promotion and advancement.
 - b. Is related to the student's occupational objective.
 - c. Does not displace other workers who can perform such work.
 - d. Is conducted in accordance with written training agreements and training plans.
 - e. Minimum of 270 hours or 15 hours per week
3. There shall be a completed application form on a file for each student enrolled in the programs. Priority for participating in on-the-job cooperative experiences shall be given to 12th grade students.
4. Enrollment into the cooperative education programs will include the following:
 - a. Each student shall be personally interviewed by the teacher-coordinator.
 - b. A training plan designed to develop those competencies required for achieving the student's occupational objective.
 - c. Has passed exit exam.
 - d. Has parent's consent to enter training.
 - e. Has good school attendance record.
 - f. Is physically fit for proposed job.
 - g. Shows reasonable promise of success in the occupation chosen.
5. There shall be on file each student a written training agreement and a training plan which have been approved by the parents or guardian, teacher, local administrator and employer.
6. Cooperative education students shall have related study equivalent to a minimum of one period per school day.
7. Cooperative education students shall attend Coordinated Studies seminar one period per week

taught by Cooperative Education teacher.

8. A completed evaluation report for on-the-job training for each grading period for each student shall be on file.
9. Students shall be given two credits enrolled in cooperative education programs that meet the minimum weekly standards of five hours of coordinated studies and fifteen hours on-the-job training for the entire school year.
10. Training agencies shall be selected that will provide good, worthwhile job training experiences for the student and shall include:
 - a. Persons who are competent in the occupation to be taught.
 - b. Persons who can train others, and who are willing and able to work with students in achieving the learning objectives.
 - c. To furnish work environments which are conducive to good health, safety, and the development of job satisfaction in students.
 - d. In compliance with all federal, state and local laws concerning employment of students, including labor laws.
 - e. To provide training in transferable skills in a job leading to advancement.
 - f. To assure that cooperative training experiences are provided to students without regard to sex, race, religion, or national origin.
11. The teacher-coordinator shall visit training stations regularly to observe and evaluate student progress.
12. The Career Technical program shall be operated in accordance with the provisions of all local, state and federal regulations and must meet Business Industry Standards..
13. A student may be placed on probation after five (5) consecutive absences from school. On the second offense, the student may be dropped from the Cooperative Education program.
14. A student not attending regular school classes and/or the Cooperative Education class cannot work at the training station on the day(s) he/she is absent.
15. In case of an absence, the student is required to call the teacher-coordinator and his/her employer before class or working period.
16. A student whose job is terminated for any reason is to report to the teacher/coordinator immediately. Failure to do so results in probation and possibly being dropped from the program.
17. Since training is the primary objective, a student is expected to remain with the training station to which he/she is assigned. Students may resign or change jobs only with the express written permission of the teacher/coordinator. A student changing a job without written permission is subject to being dropped from Cooperative Education.
18. Transportation to and from the work site is the responsibility of the student. Transportation problems do not justify absence from work.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Athletics	Descriptor Code: IDFA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

1. All Pickens County Schools will adhere to the rules and regulations of The Alabama High School Athletic Association in the operation of varsity and junior high interscholastic athletics.
2. No practice will be allowed without proper supervision.
3. School buses may be used to transport athletic teams upon request by the principal and approval by the Superintendent.
4. No practice by varsity teams shall be conducted during school hours.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Non-Interruption of Instruction	Descriptor Code: IE
Legal Reference:	Passage Date: 11-15-83
	Amendment Date:

The Board endorses the concept and observance of an uninterrupted academic schedule and strongly discourages activities which encroach on the instructional day. Non-instructional programs, exhibitions, competitions, fund-raising activities, etc., should not be scheduled to intrude on the required six hours of daily instruction for each student.

School-sponsored fund-raising activities should be held to an absolute minimum and only where necessary for the support of recognized extra-curricular activities. All fund-raising activities to which the name of the school is attached must be with the express approval of the principal and must be conducted and managed totally during non-academic hours.

The Board recognizes that years of proration requiring alternation of budgets create unique problems and concedes the need for special concessions in such instance.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Live Work in Career Technical Programs	Descriptor Code: IEK
Legal Reference:	Passage Date: 1-22-79
	Amendment Date: 10-18-04, 04-18-05

Definition

Live work is work done by students as part of their training program. Such work can be done either in school or on a job location and includes service, repair, or production jobs of any and all kinds.

Relationship to Training

Live work will be conducted when, in the opinion of instructor and Director/Administrator the training program requires such projects for acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor(s) as part of the student's training program.

Administration

Administration and control of live work in accordance with local Board of Education policies are the responsibilities of the Director/Administrator of each school. All live work performed must approved by the Director/Administrator or his representative. He shall be responsible for the determination and collection of all charges and maintenance of appropriate records.

Live Work Projects

Live work will be performed in specific projects for specific individuals and organizations. The scope and extent of each project will be well-defined and documented before acceptance. Live work projects can be conducted for:

- (1) Tax supported programs and institutions
- (2) Public employees
- (3) Students in the Area Vo-Tec Career Technical Programs Centers
- (4) Charitable organizations which are supported by donations
- (5) Individuals and organizations
 - a. Such live work is not designed for competition with private enterprise
 - b. The circumstances involved are unusual and justify the acceptance of the live work project
 - c. The instructor justifies in writing why the live work is necessary for the training program and files a signed copy with the Director/Administrator or his representative.

Release of School Liability

The person, program, institution, or organization for which live work is done shall:

- (1) Assume responsibility for the results of the work being done by students
- (2) Bear all actual cost of materials and parts involved
- (3) Pay a service charge according to the schedule as prescribed by section on service charges and established by the Director/Administrator of the school to cover indirect expenses
- (4) Sign a form agreeing to the above conditions and specifically stipulating the work to be performed.

Service Charge for Live Projects

The total charges (cost plus a service charge) for a live work will be as follows:

- (1) Actual cost plus 20% for indirect cost
- (2) A service charge not to exceed three dollars

In exceptional cases such as the construction of a public building a reduced charge for the indirect expenses of live work projects may be used provided the Director/Administrator or his representative concurs in writing. The School must recover all costs.

Construction Projects

In order to protect the public, all construction projects of public buildings must be approved by the Director/Administrator of the school.

Restriction on Live Work

To avoid competition with private enterprise live work is restricted as follows:

- (1) Live work will be done only when it is needed for training and necessary for the acquisition of occupational skills leading to employment.
- (2) No persons regardless of his connections shall use Area Vo-Tec Centers Career Technical Programs for personal gain or profit.

Requirements for Work Request/Orders

Work request/orders may be acquired from the Career Technical Teacher in charge of the students, or from the Career Technical Director.

Live Work Performed for Non-Payment

Live Work may be performed for non-payment if agreed upon by the Career Technical Teacher or Career Technical Administrator. A service charge may be administered by the working party at an agreed price.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Safety in Career Technical Programs	Descriptor Code: IEM
Legal Reference:	Passage Date: 10-18-04
	Amendment Date:

1. Safety is the largest and most important concern for Career-Technical Programs. Students should be able to utilize lab work with all the knowledge needed to safely carry out their work and studies.
2. Career Technical Teachers will provide instruction on safety to each participating student. The type of safety instruction content will be applicable to the Career Technical area/course being taught.
 - a. Instruction shall be included on lesson plans and filed for documentation.
 - b. Students shall make a grade of 100 or have 100 percent accuracy on a safety test provided by the Career Technical teacher in the area he/she is teaching.
 - c. Safety Tests shall be kept as documentation that the student has passed the document with 100 percent accuracy.
 - d. Students will have more than one opportunity to make the required 100 grade on the test. The number of times needed will be at the Career Technical Teacher's discretion.
3. Special needs students are encouraged to participate in Career Technical programs.
 - a. Appropriate accommodations shall be provided to Special Needs Students with disabilities to insure fair participation.
4. Safety equipment shall be utilized by the instructor of each Career Technical Program.
 - a. Safety guards shall be in place and used on all power equipment.
 - b. Stationary machinery and equipment must be located in a painted striped area deeming it as a possible danger zone.
 - c. Safety rules should be posted on the wall of the Career Tech lab.
 - d. Safety glasses, safety devices, and safe clothing shall be used at the discretion of the teacher as needed in his/her program.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Distribution of Curriculum Materials and Instructional Supplies	Descriptor Code: IF
Legal Reference:	Passage Date: 4-19-2000
	Amendment Date:

The Pickens County Board of Education recognizes the importance of providing adequate curriculum material and instructional supplies for the effective implementation of an appropriate instructional program. All funds, relative to curriculum material and instructional supplies, shall be distributed in a manner which ensures equivalence among the schools operated by the Pickens County Board of Education. The superintendent and/or his designee shall develop and implement procedures that ensure an equitable distribution pattern of funds applicable to curriculum materials and instructional supplies.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Textbook Adoption	Descriptor Code: IFAA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

State-owned textbooks will be adopted by a County-wide teacher committee on a state-determined schedule.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Selection of Instructional Materials	Descriptor Code: IFAB
Legal Reference:	Passage Date:
	Amendment Date:

I. Philosophy

The philosophy of school library media centers reaffirms the philosophy of the Pickens County Public School System.

The School Media Specialist is one of the most important instructional staff members of the school.

The school library is a learning center for the entire school. It is a place where pupils and teachers can come to find a multiplicity of well-organized materials to aid in whatever learning is in progress. The emphasis is on the individual and the learning situation rather than on materials.

The school library must provide materials in adequate quantities to stimulate the student to want to learn and grow to the fullest extent of his capabilities.

The school library strives to provide areas for quiet reading, for exploring, for individual and group instruction, for reference work, for listening and viewing, and for preparation of media needed by pupils, teachers, and library media specialists.

II. Objectives of Selection

The primary objective of the schools educational media center is to implement, enrich, and support the educational program of the school. To this end, the objectives of the standards set forth by the State of Alabama, the SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, and INFORMATION POWER, prepared jointly by the American Association of School Librarians and the Association for Educational Communications and Technology, are reaffirmed and it is asserted that the responsibility of the library media center is:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturing levels of the pupils served.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

To provide a background of information which will enable pupils to make intelligent judgments in their daily life.

To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media.

To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.

To ensure principle above opinion, and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center.

III. Responsibility for Selection of Materials

Selection of materials should be a cooperative process involving parents, principals, teachers, supervisors, students, and media specialists. The responsibility for coordinating the selection of instructional materials and making the recommendations for purchase rests with the professionally trained media personnel employed by the school system with the final responsibility being vested in the Pickens County Board of Education.

IV. Criteria for Selection

Needs of the individual school based on knowledge of the curriculum and of the existing collection are given FIRST consideration.

- A. Needs of the individual school program.
 - 1. Based on knowledge of the curriculum.
 - 2. Based on the request from administration and teachers.
- B. Needs of the individual student.
 - 1. Based on knowledge of children and youth.
 - 2. Based on request by parents and students.

Each item purchased is to be considered on the basis of the following:

- A. Overall purpose
- B. Timeliness and permanence
- C. Importance of the subject matter
- D. Quality of the writing/production
- E. Readability and popular appeal
- F. Authoritativeness
 - 1. Reputation of the publisher/producer
 - 2. Reputation and significance of the author/artist/composer/producer, etc.
- G. Format and price

V. Procedure for Selection

When selecting materials for purchase, the media specialist is to evaluate the existing collection and consult:

- A. Reputable, unbiased, professionally prepared selection aids
- B. Specialist from all departments and/or grade levels
- C. The Media Committee appointed by the principal to serve in an advisory capacity in the selection of materials.

VI. Types of Materials Included

Book and non-book materials should be selected on the basis of the best available format that conveys the desired concept.

Regardless of format, all material should meet high standards of excellence.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Field Trips	Descriptor Code: IFB
Legal Reference:	Passage Date: January 19, 2000
	Amendment Date: 12-18-00 4-23-03

Field trips are considered to be an integral part of the overall educational program of the Pickens County School System. They are recognized as a means of providing a valuable and enriching learning experience for students outside the normal school setting. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. All field trips should be appropriate to grade level and subjects. 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. School rules and regulations as stated in the Student Code of Conduct will prevail at all times.

APPROVALS AND FORMS

Approvals Required for Local and In-State Field Trips

All local and in-state field trips, including travel associated with athletic contests, must be approved in advance by the school principal and the Superintendent or his designee. An approved Field Trip Request Form for all field trips must be submitted to the Superintendent's office no less than one week prior to the day of the trip.

Approvals Required for Out of State Field Trips

All out of state field trips, including travel associated with athletic contest must be approved in advance by the principal and the Superintendent or his designee. Request for out of state field trips must be submitted to the Superintendent's office as far in advance as possible, but under no circumstance no less than one week prior to the day of the trip.

Approvals Required for Field Trips Abroad

All field trips and excursions abroad must be approved in advance by the principal, the Superintendent, and the Board of Education. Request for trips abroad must be submitted to the Superintendent as far in advance as possible but under no circumstance no less than sixty (60) days prior to the anticipated travel date.

Approvals Required for Overnight Field Trips

All overnight field trips, including athletic events, must be approved in advance by the principal and the Superintendent or his designee. Request for overnight field trips must be submitted to the Superintendent's office as far in advance as possible but under no circumstance no less than twenty (20) days prior to the anticipated travel date. Should circumstances relating to athletic events such as rescheduling because of rainouts, playoffs, etc., transportation request must be made as soon as

possible after the event has been rescheduled. Overnight field trips shall be regulated by the following criteria:

1. Grades K-3 will not be permitted to take overnight field trips.
2. Overnight field trips for grades 4-6 will be limited to one (1) night except by special permission granted by the Superintendent.
3. Overnight field trips for grades 7-12 will be limited to two (2) nights except by special permission granted by the Superintendent.

Approval Forms

Request for approval of all field trips, including travel associated with athletic contest must be submitted on School System Field Trip Request Forms (copy attached). Upon receiving any field trip request the school principal shall be responsible for notifying the Superintendent or his designee by submitting a signed copy of the approved School System Field Trip Request Form in accordance with the time frame mentioned above.

Parental Permission Form Requirement

Before any trip as noted above is taken, a completed and signed School System Parental Permission Form (copy attached) shall be secured from each student planning to go on the field trip. Students who have not submitted a signed Parental Permission Form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one Parental Permission Form to cover all trips associated with the activity.

FIELD TRIP TRANSPORTATION—SCHOOL SYSTEM OWNED BUSES

In order to reduce the cost of field trips for students, School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval of the Superintendent or his designee. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to discussion of the trip with students. Private buses/common carriers should be used only when School System buses are not available. When School System buses are used, the following provisions will apply:

1. Buses used for field trips shall be operated according to terms and conditions that apply specifically to such buses. Reservations for buses must be made, with the director of transportation, by the Superintendent or his designee no later than one (1) week prior to the anticipated travel date.
2. At least one certified teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
3. All field trip passengers must be enrolled in school and a member of the class making the trip, be an employee of the School System, or be designated as chaperon by the field trip sponsor and approved by the school principal.
4. The teacher/field trip sponsor is responsible for handling the scheduling of such trips.
5. Mileage and other applicable cost factors (driver, substitute driver, etc.) for each field trip will be computed by the Director of Transportation based on the current, approved rates with billings submitted to schools on a monthly basis. The Field Trip sponsor will be responsible for securing a driver(s) for each trip.
6. Only adult drivers with a state approved school bus driver's license will be permitted to drive field trip buses with the cost of paying for the driver to be borne by the school or class making the trip(s). In order to drive the field trip bus a regular route bus driver must take a personal

- leave day if the trip extends beyond the normal school day.
7. The Director of Transportation is responsible for arranging for field trip buses based on contact by the Superintendent or his designee, assigning a permit number, and making arrangements for fuel.
8. The field trip sponsor should return the School System owned bus in a clean condition as determined by the Director of Transportation.
9. Due to energy regulations, allocations, pro-ration, and other financial problems the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified of changes that occur.

Field Trip Sponsor's Responsibility

Teachers and other staff members sponsoring student field trips, excursions, etc. shall be responsible for the following:

1. Planning, organizing, conducting, and supervising all educational, social, etc. components of the trip.
2. Completing their portion of the School System Field Trip Request Form and submitting it to the principal in a timely manner allowing him/her time to submit the form to the Superintendent's Office within the required time as mentioned above.
3. Securing the bus driver(s) for the trip.
4. Arranging for the procurement of the financial resources to pay all costs associated with the trip.
5. Arranging for an adequate number of chaperons for the trip. The following chart shall be used as a guide.

Grade	Students	Teachers
K-3	65	4
4—6	65	2
7—8	60	2
9—12	48	1

6. Communicating with parents about the trip and securing a Parental Permission Form for each student participating in the activity.
7. Preparing a roster for each bus that includes the phone numbers of students, employees and chaperons making the trip.
8. Providing timely notice to other teachers of the field trip to include a roster of names of those students making the trip.
9. Providing notice to appropriate lunchroom personnel when the field trip will necessitate students being away during the normal lunch period.
10. Providing the principal with a safety plan which should include travel route, itinerary, arrival times, bus roster etc.
11. A means of contacting (cell phone) the Director of Transportation and/or the Principal in case of an emergency while on the field trip.

Limitations of Field Trips

1. Field trips that are planned as a reward for performance on such things as academic achievement should be limited to one per academic year but may include students from all grade levels.
2. Students should not be restricted from participating in a field trip as a form of punishment. However, if a student has a history of continual discipline problems the principal may, at his

discretion, revoke a student's privilege of taking a field trip.

3. Field trips for Grades K-6 must be taken before the last week of school.
4. Field trips for Grades 7-12 must be taken before the last week of a term (the week before Christmas vacation and the week before the end of the academic year).

Release of Students while on Field Trips

Students who elect to participate in school sponsored field trips and excursions are expected to travel to and from the field trip activity as a group and to participate in and remain with the field trip group for the duration of the activity. Students shall be required to travel to and from all field trip activities via the transportation vehicle provided by the School System.

Parents may designate a responsible adult chaperone, 21 years or older, or personally transport their child(ren) from such activities under the following circumstances:

- If they are traveling to a destination other than home
- Special academic reasons
- Health reasons

Permission must be requested in writing and approval granted by the principal prior to the anticipated travel date. However, under no circumstances will students be released while on field trips, conventions, etc. to travel with any one other than the student's parents, legal guardians or responsible designated adult chaperone, 21 years or older. No other releases or transportation plans shall be approved by principals and/or field trip sponsors.

PICKENS COUNTY BOARD OF EDUCATION STUDENT FIELD TRIP RELEASE FORM

Name of Student _____ Date of Birth _____ Grade _____

School _____ Date of Field Trip _____

Field Trip Destination _____

Purpose of and Destination after Field Trip _____

Name of Parent/Legal Guardian _____

Signature of Parent/Legal Guardian _____ Date _____

Name of Designated Adult Chaperone _____

Signature of Chaperone _____ Date _____

FIELD TRIP PARENTAL PERMISSION FORM

**PICKENS COUNTY BOARD OF EDUCATION
CARROLLTON, ALABAMA**

.....

School/Department _____ Date _____

To: The Parents/Legal Guardians of _____

From: _____ (Teacher/ Coach/ Sponsor)

A school activity has been planned away from the normal school premises. The specific information relative to the activity is listed below.

Date of Field Trip: _____ Departure Time _____ Expected Time of Return _____

Trip Destination: _____

Purpose of Trip: _____

Cost to your child: _____ (Make checks payable to the school). No refunds can be given after tickets and transportation has been secured. However, a student may sell his/her ticket(s) to another student that is eligible to take the trip.

Method of Transportation: School System Bus ____; Commercial Carrier ____; Walking ____

In case of an emergency, my child may ____ may not ____ receive medical treatment at the nearest emergency medical treatment facility. (Any emergency medical treatment shall be at the expense of the parent or legal guardian).

Provided you approve of your child making the trip based on the information provided above, please check the appropriate space below, sign your name in the space provided, and return this form by your child to the person(s) in charge. Provided you do not wish for your child to make the trip, please check the appropriate space below and return the form unsigned to the person(s) in charge.

My child may ____ may not ____ participate in the above named activity.

My child is covered by hospitalization/medical insurance. ____ Yes ____ No

Parent/ Guardian Signature

Date

NOTE: Children will not be permitted to go on field trips without a signed Field Trip Parental Permission Form on file for each trip or associated series of trips such as football, basketball, etc.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Reporting, Placement	Descriptor Code: IHAB, IHE
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-21-90, 3-21-01

1. At the close of the school year each child will receive a report card showing the grade and assignment for the following year for pupils in grades 2-8. Placement in grades 9-12 will be determined by individual schools based on accumulated units. The report card will be signed by the homeroom teacher. No report card will be marked with “conditional” or any similar term.
2. Students transferring from accredited schools will be placed in the grade recommended by the sending school. Students from non-accredited schools and students transferring from “home schools” will be placed after successful completion of end-of-course (semester when applicable) examinations on the grade level completed last.
3. A student shall meet the following Carnegie unit requirements for grade placement and graduation in the high schools of Pickens County.
 - 7 units for tenth grade placement
 - 14 units for eleventh grade placement
 - 21 units for twelfth grade placement
 - 28 units for graduation

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Sequencing of Courses	Descriptor Code: IHAC
Legal Reference:	Passage Date: 10-22-90
	Amendment Date:

All course work shall be completed in sequence.

1. Prerequisite courses must be successfully completed before the next level course can be taken.

Examples:

1. English 9 must be passed before a student can schedule English 10.
2. Algebra I must be passed before a student can schedule Algebra II.

Both level courses cannot be scheduled concurrently. An exception for taking courses concurrently may be made by the principal for a senior student that needs only one course in order to graduate.

(Effective class of 1994)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Parent Conferences	Descriptor Code: IHAD
Legal Reference:	Passage Date: 7-30-84
	Amendment Date:

To accomplish optimum student achievement, the total and cooperative involvement of both parent and teacher in the student's educational program is essential. Two-way communication and mutual exchange of pertinent information is best accomplished through face-to-face discussions relating to the student and his educational performance.

The Pickens County Board of Education promotes the concept and practice of parent-teacher conferences, instigated by either teacher or parent. Conferences should be scheduled, systematic, and designed to accomplish specific purposes.

To facilitate a parent-teacher conference program, a minimum of one teacher contract day per school year will be scheduled for conferences. Each school will prepare and annual plan for conferences, submitted to the Superintendent for approval, and containing the following components:

- (1) a description of the manner and schedule of determining conference participants, insuring that all parents will have an opportunity at appropriate intervals to confer with their child's teacher in a private conference
- (2) systematic procedures for contact with parents to arrange individual conferences, incorporating at least two formal attempts to schedule conference
- (3) documentation of attempts to schedule conferences and of conferences accomplished
- (4) provision for appropriate time and facility for conferences separate from instructional responsibilities, and consistent with teacher and parent availability.

The plan may incorporate group conferences for the exchange of general information and should provide for special conferences to be scheduled to discuss academic or behavior problems as need arises.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Homework: Out of Class Assignments	Descriptor Code: IHB
Legal Reference:	Passage Date: 7-30-84
	Amendment Date:

The Pickens County Board of Education feels that homework, or out-of-class assignments, is an essential extension of classroom work and a valuable part of the learning process. Homework should be a reinforcement and extension of skills and concepts taught in the classroom, and should not be used to introduce new skills or concepts, as a substitute for classroom instruction, or as punishment. In addition to expanding skill and understanding in subject matter, well-designed out-of-class assignments should help students develop responsibility, good study habits, independence in work, and proper time management. It is the responsibility of the teacher to assign appropriate out-of-class activities consistent with these ideals and in keeping with Board policy and State Course of Study recommendations.

In assigning out-of-class work, teachers are expected to insure that assignments are appropriate for independent student work at the grade level and student working level. The following guidelines should be observed:

1. When appropriate and feasible, assignments should allow more than a single school day for completion.
2. A specific value, not less than 5% nor more than 25% of the cumulative grade for a single grading period, should be established by the teacher for out-of-class assignments. This value should be made known to students (and parents, if possible) at the beginning of the grading period.
3. If the student receives academic instruction by more than one teacher, it is the teachers' responsibility to coordinate out-of-class assignments to prevent excessive overloads for a single student.

Parents have a responsibility relative to their child's homework assignments. Parental supervision of homework should provide an awareness of what is being taught the student in class and the level of the student's performance. Parents should demonstrate their concern for homework's importance by providing an appropriate time, place, and home atmosphere for study, and by checking over assignments after completion. Parents are requested not to prepare their child's assignment unless it is one which specifically requires adult intervention.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Selection of Honor Graduates	Descriptor Code: IHC
Legal Reference:	Passage Date: 7-21-88
	Amendment Date: 5-20-96, 12-13-99, 5-19-03

In order for a student to be selected as an Honor Graduate she/he must have completed, or be enrolled in, and have earned cumulative grade averages of 90 or above in the following courses:

- 9th – 12th Advanced level English
- 9th – 12th Advanced level social studies
- 9th – 12th Advanced level sciences
- 9th – 12th Advanced level mathematics
- Two foreign language credits in the same foreign language

Candidates for Honor Graduate selection must be on track with an Advanced Diploma. Grades will be computed at the end of the third nine weeks of the student's senior year. All credits earned for this computation must be earned in the regular school year programs, Dual Enrollment Courses, or approved On-line coursework.

Selection of the class Salutatorian and Valedictorian shall be made from the list of Honor Students.

(effective with 1999-2000 graduates)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Promotion/Retention	Descriptor Code: IHE
Legal Reference:	Passage Date: 9-2-86
	Amendment Date: 1-16-87, 5-21-87, 5-21-90, 9-21-92, 11-21-97, 6-15-98, 7-23-01, 5-19-03, 7-17-06

The Pickens County Board of Education supports the concept that all students should be promoted or retained by equal, pre-set, and identified standards. The purpose of such standards is to insure that all students meet minimum learning goals which will allow each student to experience maximum academic success.

A student's classroom achievement is evaluated by the teachers. In determining promotion or retention, classroom achievement as well as attendance and test performance will be factors considered. In special cases where the teacher and principal feel that an immediate change of placement would best benefit the student, appropriate procedures shall be implemented without delay. Provisions will be made to insure that students and parents are aware of the requirements for promotion and of the student's progress in meeting these standards during the school year.

The following requirements shall determine grade placement.

General Requirements

ATTENDANCE-EXCUSED AND UNEXCUSED ABSENCES

Students in grades K-6 and students in grades 7-8 (enrolled in schools not on the block schedule), who have accumulated a total of nineteen (19) absences per year shall be candidates for retention. Students in grades 7-8 (enrolled in schools on the block schedule) who have accumulated a total of 10 absences per course shall be candidates for retention. Students in grades 9-12 shall not have more than 10 absences per course and receive credit for that course. Excessive absenteeism, due to extenuating circumstances, shall be evaluated by a committee consisting of the students (if applicable), parent, legal guardian, teacher(s), counselor, principal and other appropriate persons. An absence is the missing of any class during the school day.

GRADE LEVEL CRITERIA TO BE CONSIDERED FOR PROMOTION:

Kindergarten students shall be expected to master 100% of all academic skills listed on the student skills summary sheet (report card).

Students in grades 1-6 shall:

1. maintain a grade of 70 or above on report card in reading

2. maintain passing grades of 60 or above on report card in all other academic areas

Students in grades 7-8:

Students in grades 7 and 8 must pass six units which shall include math, social studies, science, and Language Arts.

The grades for the two nine-week session shall be averaged for a term grade. The term grade shall be 60 or above for a student to pass.

If a student passes five units and fails none or only one core subject, then a committee consisting of the principal, counselor and all of the student's teachers shall review the student's attendance, standardized test scores, homework, test grades, discipline and previous academic history to assist in the determination of grade placement. The committee shall submit to the Central Office written justification for placement in the next grade.

Students not placed in the next grade shall be expected to successfully complete work, in the subject failed, at a Board approved summer school or attend a Board approved remediation program. Before a student is placed in the next grade he/she shall be required to pass, a locally prepared and Board approved, end of course exam with a minimum grade of 60.

PROCEDURES FOR PROMOTION/RETENTION

If retention of a K-6 student is contemplated, the following steps shall be taken:

By the Third Grading Period

The classroom teacher shall review the academic, social and emotional performance of students in attendance during the first semester and shall employ individual remedial strategies with any student whose work indicates that he/she may be considered for retention. The placement committee, principal, teacher and appropriate staff shall meet to discuss the reason(s) for retention. Written notification shall accompany the report card for the third grading period.

Between February 1 and March 15

If the principal and teacher agree that retention may be possible, the teacher and principal shall discuss this possibility in a documented conference with the parent/guardian and explain why retention is being considered. A second letter to the parent shall also be sent stating the possibility of retention.

Between March 15 and May 1

The teacher shall provide follow-up information to the parent/guardian and to the principal as it becomes available. The teacher also shall seek input from any other certified staff members who may work with the student. The teacher shall be receptive to parental feelings and concerns and shall inform the principal of any parental feedback.

During the First Week of May

The principal or designee shall inform the parent/guardian in writing of her/his intentions regarding the retention and request that the parent/guardian provide any additional information which might bear upon the decision.

In arriving at a decision for the best possible placement of the student, the placement committee shall make every effort to involve the parent and have the parent agree with the decision. However, if no consensus can be reached, the principal has the authority to make the decision.

No later than May 15

The principal shall inform the parent/guardian in writing of the final decision. Parental accord is suggested but not required.

If the parent/guardian does not concur with the decision, the parent/guardian may appeal the decision in writing to the superintendent within five (5) days upon receipt of the final May notification letter from the principal. When a decision is made, a letter shall be written to the parent and copied to the appropriate staff.

The following requirements apply to special education students (K-12)

1. Students who have been identified and are receiving services through the Special Education Program shall have an educational program developed through the Individual Education Plan (IEP) process.
2. Each student's IEP committee shall determine the appropriate educational program for that student. This determination shall include appropriate grade and course level program.
3. Unless determined otherwise, each student receiving services through the Special Education Program shall meet the attendance requirements for all students. Any variation from the standard attendance policy shall be outlined in the student's Individual Education Plan.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Elementary Student Tardies and Unexcused Absences	Descriptor Code: IHEE
Legal Reference:	Passage Date: 11-19-07
	Amendment Date: 6-12-08

Students are required to attend school and classes on time each day of school. School starts at 7:50 a.m. and ends at 3:05 p.m. The school personnel recognizes that some situations may occur which may force a student to arrive after the start of school. When a student is tardy, the parent or guardian must check the student in school through the main office. The local school administrator shall adhere to follow the following guidelines:

- 1st – 3rd tardy - Administrative Discretion (letter from school, etc.)
- 4th tardy – Juvenile Resource Officer/Parent & Student (and Attendance Officer, if possible); a letter will be sent from the Juvenile Resource Officer/District Attorney’s Office informing the parent and student about the date and time for the conference. A parent or student who fails, without a legitimate excuse, to attend this conference may be referred to an Early Warning Session, or other appropriate action may be taken against the parent and/or student.
- 5th tardy – A letter will be sent to the parent and student informing them of a date for an early warning session; this will not be an individual early warning session, but a meeting involving all truancy violators (not a private session). Participants in this early warning session will include the Juvenile Resource Officer, BOE Attendance Officer, and an Assistant District Attorney from the District Attorney’s Office. NOTE: At this early warning session, parents will be informed that they can be prosecuted for contributing to CHINS or delinquency for continued truancy violations involving their children.
- 6th or Subsequent Tardies – Refer to Juvenile Probation Office for issuance of petition against juvenile, and/or warrant against parent: no more placements in alternative school for tardies or unexcused absences.

****Attention****

Any parent found contributing to the delinquency of their child will be prosecuted along with their child and placed on probation. All fines associated with these charges must be paid in full, or probation shall be revoked and a jail sentence up to 12 months can/will be served if found guilty.

Any parent assigned to attend Early Warning session and who fail to attend will be fined a fee of (\$200-\$500). This fee will be paid in full or a warrant for your arrest will be issued by the District

Attorney's Office.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: High School Student Tardies and Unexcused Absences	Descriptor Code: IHEE
Legal Reference:	Passage Date:
	Amendment Date: 6-12-08

Students are required to attend school and classes on time each day of school. School starts at 7:50 a.m. and ends at 3:05 p.m. The school personnel recognizes that some situations may occur which may force a student to arrive after the start of school. When a student is tardy, the parent or guardian must check the student in school through the main office. The local school administrator shall adhere to the following guidelines:

- 1st – 3rd tardy - Administrative Discretion (letter from school, etc.)
- 4th tardy – Juvenile Resource Officer/Parent & Student (and Attendance Officer, if possible); a letter will be sent from the Juvenile Resource Officer/District Attorney's Office informing the parent and student about the date and time for the conference. A parent or student who fails, without a legitimate excuse, to attend this conference may be referred to an Early Warning Session, or other appropriate action may be taken against the parent and/or student.
- 5th tardy – A letter will be sent to the parent and student informing them of a date for an early warning session; this will not be an individual early warning session, but a meeting involving all truancy violators (not a private session). Participants in this early warning session will include the Juvenile Resource Officer, BOE Attendance Officer, and an Assistant District Attorney from the District Attorney's Office. NOTE: At this early warning session, parents will be informed that they can be prosecuted for contributing to CHINS or delinquency for continued truancy violations involving their children.
- 6th or Subsequent Tardies – Refer to Juvenile Probation Office for issuance of petition against juvenile, and/or warrant against parent. Placements in an alternative program may be considered for appropriate cases involving high school student tardies and unexcused absences.

*NOTE: If the student is of driving age, and possesses a valid driver's license, that fact will be taken into consideration when determining whether to obtain warrants against the student's parent/parents.

Parent or Guardian will be responsible for paying all fines associated with noncompliance to school policy and District Attorney's Office.

****Attention****

Any Parent found contributing to the delinquency of their child will be prosecuted along with their child and placed on probation. All fines associated with these charges must be paid in full, or probation shall be revoked and a jail sentence up to 12 months can/will be served if found guilty.

Any parent assigned to attend early warning session and who fails to attend will be fined a fee of (\$200-\$500). This fee will be paid in full or a warrant for your arrest will be issued by the District Attorney's Office.

**PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT**

Descriptor Term: Graduation Requirements	Descriptor Code: IHF
Legal Reference:	Passage Date: 11-20-84
	Amendment Date: 11-21-97, 3-21-01

Students enrolled in the Pickens County School system may earn an Alabama High School Diploma, Alabama High School Diploma with Advanced Academic endorsement, Alabama High School Diploma with Career/Technical endorsement or Alabama Occupational Diploma..

In order to earn an Alabama High School Diploma, Advanced High School Diploma or Career/Technical Diploma, students must successfully complete the Alabama High School Graduation Exam, complete all required courses prescribed by the State of Alabama and the Pickens County Board of Education and the accumulation of twenty-eight credits.

Alabama High School Diploma

English/Language Arts	4 credits
Mathematics	4 credits
Two credits to include the equivalent of:	
Algebra I	1 credit
Geometry	1 credit
Two additional math credits	2 credits
Social Studies	4 credits
Four credits to include the equivalent of:	
World History and Geography since 1500	1 credit
U.S. History and Geography: Beginnings to 1900	1 credit
U.S. History and Geography: 1900 to the Present	1 credit
American Government	½ credit
Principals of Economics	½ credit
Science	4 credits
Two credits to include the equivalent of:	
Biology	1 credit
A Physical Science	1 credit

Two additional science credits	2 credits	
Physical Education		1 credit
Health Education		½ credit
Arts Education		½ credit
Computer Applications*		½ credit
Electives	9½ credits	
Total		28 credits

*May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system. The designated one-half credit shall then be added to the elective credits, making a total of ten elective credits.

Alabama High School Diploma with Advanced Academic Endorsement

Credit earned through applied academic courses or embedded credit situations will not satisfy curriculum requirements for a diploma with an advanced academic endorsement.

English/Language Arts		4 credits
Must include advanced levels of:		
English 9-12	4 credits	
Mathematics		4 credits
Must include advanced levels or equivalent of:		
Algebra I	1 credit	
Geometry	1 credit	
Algebra II with Trigonometry	1 credit	
Advanced level math elective	1 credit	
Science		4 credits
Two credits to include the equivalent of:		
Advanced Biology	1 credit	
An advanced physical science course	1 credit	
Two advanced level science electives	2 credits	
Social Studies		4 credits
Advanced World History and Geography Since 1500	1 credit	
Advanced U.S. History and Geography Beginnings Since 1900	1 credit	
Advanced U.S. History and Geography 1900 to Present	1 credit	
Advanced American Government	½ credit	
Advanced Principals of Economics	½ credit	
Physical Education		1 credit
Health Education		½ credit
Fine Arts		½ credit
Computer Applications*		½ credit
Foreign Language (must be the same language)		2 credits
Electives		7½ credits
Total		28 credits

* May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system. The designated one-half credit will then be added to the elective credits, making a total of eight elective credits.

ALABAMA HIGH SCHOOL DIPLOMA
With Tech-Prep Endorsement

English/Language Arts		4 credits
Four credits to include the equivalent of:		
English 9	1 credit	
English 10	1 credit	
English 11	1 credit	
English 12	1 credit	
Mathematics		4 credits
Three credits to include the equivalent of:		
Algebra 1	1 credit	
Geometry	1 credit	
Algebra II with Trigonometry	1 credit	
One additional mathematics credit (may be embedded or substitute)	1 credit	
Science		4 credits
Two credits to include the equivalent of:		
Biology	1 credit	
A physical science	1 credit	
Two additional Science credits (one may be embedded or substitute)	2 credits	
Social Studies		4 credits
World History and Geography since 1500	1 credit	
U.S. History and Geography: Beginnings to 1900	1 credit	
U.S. History and Geography: 1900 to Present	1 credit	
American Government	½ credit	
Principals of Economics	½ credit	
Physical Education		1 credit
Health		½ credit
Fine Arts		½ credit
Computer Applications*		½ credit
Career/Technical Education (sequenced program of courses)		3 credits
Electives		6 credits
Total		28 credits

*May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system. The designated one credit shall then be added to the elective credits making a total of 7 elective credits.

OCCUPATIONAL DIPLOMA

The Alabama Occupational Diploma curriculum is based on challenging, functional academic and occupational standards which promote high expectations for students with mild to moderate disabilities who, in the opinion of the Individual Education Program (IEP) committee, are appropriate candidates. Through this program, students are taught functional academics and personal, social, vocational, and independent living skills that prepare them for successful young adult roles and responsibilities.

Selecting the Alabama Occupational Diploma as an Exit Option

The decision regarding choosing a program of study leading to one of the exit documents available must be made by the student's IEP committee during the student's ninth grade year or the IEP developed prior to the student's sixteenth birthday, whichever comes first. Program and diploma options are to be reviewed annually by the IEP committee and revisions made as necessary. The offering of the Alabama Occupational Diploma does not restrict the right of a student with a disability solely to this diploma option. Students with disabilities may also still pursue the Alabama High School Diploma or the Graduation certificate.

Students in the occupational program of study may not count credits earned in this program toward the Alabama High School Diploma, except as electives. Students with disabilities working toward the Alabama High School Diploma may switch, if determined appropriate by the IEP committee, to the Alabama Occupational Diploma program at any time with the earned credits counting toward the Alabama Occupational Diploma. For these students, additional coursework and/or community-based work experiences in which the student participates in should be based on the student's individual needs.

Graduation Requirements for the Alabama Occupational Diploma

English Language Arts		4 credits
Four credits to include the equivalent of:		
Employment English I	1 credit	
Employment English II	1 credit	
Employment English III	1 credit	
Applied Employment English IV	1 credit	
Mathematics		4 credits
Four credits to include the equivalent of:		
Job Skills Math I	1 credit	
Job Skills Math II	1 credit	
Job Skills Math III	1 credit	
Applied Job Skills Math IV	1 credit	
Science		4 credits
Four credits to include the equivalent of:		
Life Skills Science I	1 credit	
Life Skills Science II	1 credit	
Life Skills Science III	1 credit	
Applied Life Skills Science IV	1 credit	
Social Studies		4 credits
Four credits to include the equivalent of:		
Career Preparation I	1 credit	

Career Preparation II	1 credit
Career Preparation III	1 credit
Applied Career Prep. IV	1 credit
Career/Technical Education	2 credits
Cooperative Career/Technical Education*	1 credit
Health Education	½ credit
Physical Education	1 credit
Arts Education	½ credit
Electives	7 credits
Total	28 credits

*May be part of the two credits for Career/Technical Education. The designated one credit for Cooperative Education will then be added to the electives, making a total of 8 electives.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Special Education Requirements for Graduation	Descriptor Code: IHFA
Legal Reference:	Passage Date: 6-16-86
	Amendment Date:

A student identified as eligible for special education services and receiving such services may qualify for a diploma upon completion of his/her IEP (Individual Educational Plan), achievement of proper Carnegie units, and achievement of passing scores on the Alabama High School Graduation Exam. Special education students (identified and receiving services) who do not earn the proper Carnegie units and/or do not pass the Alabama High School Graduation Exam are eligible for a Certificate of Completion upon completion of IEP requirements.

To be eligible for a Certificate of Completion, a student must be enrolled in a special education program prior to his/her entrance into the eleventh grade. Students entering the program after that time must meet diploma requirements.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Test Security Plan Guidelines	Descriptor Code: I IA
Legal Reference:	Passage Date 11-16-98
	Amendment Date: 3-22-2000, 12-18-02

It is the belief and practice of the Pickens County Board of Education that the integrity of our testing program should never be compromised.

The use of test results for educational evaluation and improvement is dependent upon the procurement of accurate test data. One requirement for obtaining accurate test data is to guarantee that test materials are kept secure before, during and after test administration. In order to provide standardized test security measures throughout Pickens County, the system test coordinator will organize and oversee test security procedures throughout the system. Professional staff members will be designated to serve as building test coordinators to carry out the procedures as outlined in this plan.

The Pickens County Test Security Plan shall be presented to and approved by the local school board and forwarded to the State Department of Education for final approval.

Following is a detailed description of the Pickens County Plan:

- I. Procedures for inventorying test materials.
 - A. All materials are inventoried and accounted for by the system test coordinator.
 - B. Test materials will be inventoried before and after each test administration.
- II. Procedures used in disseminating and collecting test materials.
 - A. When disseminating and collecting test materials to the individual schools, the system coordinator utilizes the State Department of Education approved Test Coordinator's Inventory Form with each assessment.
 - B. Central Office professional staff members and building test coordinators designated to deliver test to each school are required to inventory and sign for all materials for which they are responsible.
 - C. Each building test coordinator and/or school principal is required to count and sign for all materials delivered to the school.

- D. Building test coordinators shall be provided with a copy of the Building Test Coordinator's Inventory Form which must be signed by test administrators upon receipt and pick-up of all materials. Additionally, administrators are required to sign count verification sheets. Immediately following testing, materials will be returned to Building Test Coordinator who will count and sign for materials in the presence of the Test Administrator.
- E. When the professional staff members return to the Central Office, from the local schools, the system test coordinator will conduct a complete inventory to ensure that all testing materials are accounted for.

III. Procedures for storing test materials before, during and after test administration.

- A. All test materials are stored in the system's designated testing storage room that is located adjacent to the System Test Coordinator's Office. The test storage room is secured by a dead bolt lock and can be accessed only through the Test Coordinator's Office.
- B. The superintendent and system test coordinator are the only individuals who have keys required to access the testing room.
- C. Materials that may be left within the schools overnight are stored in a secure location within the school. Only the principal and building test coordinator have keys to access testing material.

IV. Procedures used in accounting for lost test booklets

- A. When investigating/verifying lost test booklets, the system test coordinator will interview the following persons. (The superintendent will be informed of the lost booklet(s) and may choose to work with the system test coordinator during the investigation).
 - 1. Central Office professional staff designated to deliver materials to the local school.
 - 2. Building principal.
 - 3. Building test coordinator
 - 4. Test administrator.
 - 5. Test proctors when necessary.
- B. Each interviewee will submit signed statements regarding the circumstances surrounding a lost booklet. The statements will include the position of the individual submitting the statement.
- C. It will be the responsibility of the System Test Coordinator to notify the State Department of Education if a test booklet has been lost.

- V. Procedures used in accounting for and destroying old or damaged test booklets.
- A. A test booklet may be classified as damaged if the booklet has pages torn, missing, misprinted or misassembled beyond a point of use or reuse.
 - B. When it is discovered that a test booklet has been damaged the individual who is responsible for the booklet(s) should notify the system test coordinator. The booklet number(s) deleted from the system inventory and count verification forms. The numbering system will be revised to reflect missing numbers. The State Department of Education will be contacted for further instruction.
 - C. When the State Department of Education grants permission to destroy worn or damaged booklets, the booklets will be disassembled, shredded bagged and sent to the county landfill for disposal.
 - D. If it becomes necessary to destroy test booklets and a deficit in the system inventory occurs replacement booklets will be ordered from the company providing the testing services. The State Department of Education will be notified of the change in the local system inventory.
- VI. Procedures for monitoring test administration.
- A. A team of central office professional staff has been trained to monitor assessments.
 - B. A copy of the assessment alerts as well as the State Department of Education approved monitoring sheet is provided to all system monitors.
 - C. Each assessment setting shall be monitored a minimum of once per administration cycle by a central office professional staff member. Principals and other appropriate school based authorities are encouraged to monitor sessions as well.
 - D. All monitoring is for the duration of a testing session or sub-test.
 - E. All monitoring sheets are submitted to the building test coordinator who reviews the findings and forwards each sheet to the system test coordinator.
 - F. Should irregularities occur during a testing session, the test administrator will complete an irregularity report and submit it to the building test coordinator. The Building Test Coordinator should submit all irregularity reports to the system test coordinator. All reports should be kept in the Test Coordinators office. In cases of unusual circumstances, e.g., bomb threats or cheating, the State Department of Education must be notified and an Irregularity Report must be filed.
 - G. Should irregularities occur during testing, a thorough investigation will be conducted by the system test coordinator and appropriate actions will be

recommended to the local superintendent when warranted.

- VII. Procedures used to ensure the security of tests purchased for local programs.
 - A. Currently, the only test purchased for local use is SAT-10 for first and second grades at any or all elementary schools within the system that wish to participate in the “Off-Grade” testing program. The expense incurred in such testing will be the responsibility of the participating school and not the LEA or the SDE.
 - B. The purpose of the local testing programs is to evaluate student achievement and monitor progress over time.
 - C. The procedures used in handling these, and any additional test purchased in the future, are and will be the same as those used in the state mandated testing program.
- VIII. Procedures for training school system personnel and implementing the test security policy in the system and each school.
 - A. Upon receipt of State Department of Education training at state or regional testing workshops, the system test coordinator plans and schedules system level training for central office staff who may have significant roles in disseminating, collecting and monitoring school building assessments.
 - B. Separate training sessions are provided for building and special education coordinators as well as the Chapter I counselor.
 - C. At least one training session is conducted for fall, mid-year, spring and summer test administrations.
 - D. The system and building coordinators will be responsible for all training. Sign-in sheets are provided at each training session and the building principal’s signature is required to verify that building coordinators have conducted appropriate training.
 - E. All testing personnel are required to read and sign the State Department of Education approved Test Security Agreement. A copy of this signed document is kept in each professional staff member’s personnel file.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Procedure for Handling Challenged Materials - Library Resources	Descriptor Code: IKB
Legal Reference:	Passage Date:
	Amendment Date:

In spite of care being taken in the selection of materials, occasional objections to a selection may be made by the public. Every school should have a standing Media Committee to handle these complaints should they arise. If an objection is made, the procedure is as follows:

- 1 . Be courteous, but make no commitments.
- 2 . Invite the complainant to file his objections in writing and offer him the questionnaire that follows on the next page so he may submit a formal complaint to the Media Committee.
- 3 . Withdraw the material temporarily, pending a decision of the Media Committee.
- 4 . Inform the Media Coordinator and the Superintendent.
- 5 . The Media Committee will:
 - a. Read and examine questioned material.
 - b. Check reviews that appeared in professional publications.
 - c. Weigh values and faults against each other and form opinions based on the material as a whole and not on extracted portions.
 - d. Prepare a report on the material.
 - e. File a copy of the report in the school and administrative offices.

PICKENS COUNTY BOARD
CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK
LIBRARY RESOURCES

Author:

Title:

Publisher (if known):

Request is initiated by:

Telephone:

Address:

1. What brought this title to your attention?
2. Please comment on the resource as a whole as well as begin specific (cite pages) on those matters which concern you. (Use other side if needed.)
Comment:
3. What do you feel might be the result of reading this book?
4. Is there anything good about this book?
5. Did you read the entire book? What parts?
6. Are you aware of the judgment of this book by literary critics?
7. What do you believe is the theme of this book?
8. What would you like your school to do about this book?
9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? (Please use reverse side if needed.)

Signature of Complainant

(Adapted from revised form of ALA Intellectual Freedom Committee. January 12, 1983)

AlabamaLibrary Association.

SECTION J

STUDENTS

DESCRIPTOR CODE	TITLE
JBC	Admission Requirements
JBCCA	Attendance Zones
JBCCB	Educators' Children School Assignment
JBD	Pupil Absences
JCAB	Student Searches
JCABB-GCABB	Use of Metal Detectors
JCDA	Student Code of Conduct
JCDAB	Suspension and Expulsion of Students with Disabilities
JCDAD	Bus Conduct
JCDAE	Gang Activity, Signs, and Symbols
JCDB	School Uniform Dress
JCDC	Student Dress Code
JCE	Dispute Resolution of Homeless Placement
JDA	Corporal Punishment
JGFF	Pupil Automobile Use
JHC	Student Organizations
JHCA	Extra-Curricular Activities Disciplinary Procedures
JHCAA	Extra-Curricular Activities
JHCB	Guidelines for Middle and High School Cheerleaders
JHF	Student Participation – Academics First
JO	Participation in Out-Of-School Activities
JQJ	Enrollment of Adult Vocational Students
JR	Student Records
JSA	Student Responsibility for Texts and Library Books
JSB	Student Fees for Elective Courses
JSC	Transcripts

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Admission Requirements	Descriptor Code: JBC
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81, 11-15-99, 2-18-04

- 1 . Pupils 5 years old on or before September 1 of the school year will be eligible to apply for kindergarten enrollments.
- 2 . Except as otherwise restricted by stated policies, all boys and girls who are six years old on or before September 1 will be eligible to enroll in and attend a given term in the public school of Pickens County.
- 3 . Pupils entering the kindergarten or first grade or first grade students transferring from other school system will present birth certificates or legal proof of birth date and a social security card. Refer to number 6 below for exception.
- 4 . All entering pupils will be required to furnish proof of immunization against diseases identified by the State Health Department in accordance with state law. Refer to number 6 below for exception.
- 5 . No students expelled or under probation in one school will be admitted to another school in Pickens County without a bona fide move of the parents, and even then, the former school's action will be honored.
- 6 . No barrier shall be established or maintained by any school or employee of the Pickens County Board of Education that restricts the enrollment and retention of children and youth identified as Homeless, Migrant, or Limited English Proficient. The identification as Homeless, Migrant, or Limited English Proficient shall be in accordance with procedures established by the Pickens County Board of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Attendance Zones	Descriptor Code: JBCCA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Pupils will be required to attend school in the zone in which their parents or guardian reside.
Attendance zones are determined by Court Order or Board action, and are on file in Principals' and Superintendent's Offices.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Educators' Children School Assignment	Descriptor Code: JBCCB
Legal Reference:	Passage Date: 6-18-90
	Amendment Date:

A teacher in the Pickens County School System may enroll his/her children in the school zone in which he/she is employed as a teacher. The Board recognizes this practice as a legitimate transfer of pupils in both "intra" and "inter" district zone situations.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Pupil Absences	Descriptor Code: JBD
Legal Reference: Administrative Code 290-3-1-.02(7)(C)	Passage Date: 7-8-74
	Amendment Date: 3-15-82, 9-15-97, 4-18-01, 5-16-05, 7-17-06

PHILOSOPHY

The presence of the student in the classroom on a regular basis is necessary to ensure the student derives maximum benefit from instruction. A student who has been absent excessively will have difficulty in maintaining quality academic work.

1. A parent, legal guardian or other person having charge of any child officially enrolled in Pickens County schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. In case of excessive parent guardian excused absences (8 in grades K-8 for schools not on block schedule and four per course in grades 7-12 for schools on block schedule, the principal may require parents/legal guardian or other person having charge of any child to furnish statements from a physician to verify an absence due to illness. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be considered truant for any absence determined by the principal to be unexcused based upon the Pickens County Board of Education attendance policy. Excused absences are defined as absence due to (1) illness, (2) death in the immediate family, (3) inclement weather which would be dangerous to the life and health of the child as determined by the principal, (4) legal quarantine, (5) emergency conditions as determined by the principal and (6) prior permission of the principal along with the consent of the parent or legal guardian. Unexcused absences are being absent for reasons other than those listed as excused. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The truancy status of any student is defined as follows:
 - A. First truancy/unexcused absence (warning)
 - (a) School Administrator shall send notification via U.S. Postal Service to the Parent/guardian informing them of the date of the unexcused absence. Documentation shall be maintained at the school.
 - (b) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

B. No earlier than the fifth unexcused absence

- (a) The parent, guardian or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
- (b) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- (c) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), 16-28-12 (c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

C. No earlier than the seventh and each subsequent unexcused absence, but within ten (10) school days the attendance officer shall

- (a) File a complaint/petition against the child and/or parent/guardian, in juvenile court.

D. Child under probation

- (a) Where a child under probation is truant, the school attendance officer shall notify the juvenile probation officer.

2. Students in grades K-6 and students in grades 7-8 (enrolled in schools not on the block schedule), who have accumulated a total of nineteen (19) absences per year shall be candidates for retention. Students in grades 7-8 (enrolled in schools on the block schedule) who have accumulated a total of 10 absences shall be candidates for retention. Students in grades 9-12 shall not have more than 10 absences per course and receive credit for that course. Extenuating circumstances, due to excessive absences, shall be evaluated by a committee consisting of the student (if applicable), parent, legal guardian, teacher(s), counselor, principal and other appropriate persons. An absence is the missing of any class during the school day.
3. Students shall not leave the school grounds during regular school hours without permission from the principal or such person authorized by her/him.
4. Students away from school to engage in part of the instructional program shall be recorded present.
5. Provisions shall be made by teachers for students to make-up work missed during excused absences. At the secondary level, it shall be the responsibility of the student to contact the teacher to arrange make-up work. At the elementary level, the parent/legal guardian shall be responsible for arranging necessary make-up work. Arrangements for make-up work shall be made within three (3) days of returning to school. If make-up work is not completed, a zero shall be entered into the grade book for the missed assignment.
6. Parents, legal guardians, or authorized persons may check students out of school by coming to the principal's office. A notarized letter must be on file in the principal's office listing those persons, other than parents or legal guardians, who are authorized to check-out students. Emergencies shall be handled by the principal.

7. Check-outs and late check-ins are discouraged by the State Board of Education and should be discouraged by the principal. Students, parents, legal guardians and educators shall be informed of this policy and documentation maintained at the school. In order to be counted present for the day, students in Grades K-6 shall check-out after 11:30 a.m. and check-in before 11:30 a.m. Students in Grades 7-12 shall be present for no less than fifty percent (50%) of the scheduled instructional time to be counted present for that class.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Searches	Descriptor Code: JCAB
Legal Reference:	Passage Date: 8-7-01
	Amendment Date:

The Pickens County Board of Education believes that all children have the right to attend a school system that promotes, enhances, strives to become and maintains a safe learning environment. In order to insure this environment, it may become necessary to conduct searches for illegal weapons, item(s) obtained illegally or controlled substances that may be in violation of the law or the student code of conduct. Should it become necessary to conduct a search, the following procedures shall be followed.

1. All searches shall be conducted by or under the supervision of the principal and/or his/her designee.
2. All searches shall be conducted in the presence of a witness who is a Board employee.
3. A search of a specific area assigned to a student shall be conducted when there is reasonable suspicion to believe there exists in that area any item(s) of which constitute a crime and/or violation of school board policy. The search shall take place in the presence of the student.
4. A search of a vehicle shall be conducted when there is reasonable suspicion to believe there exists in that vehicle any item(s) of which constitute a crime and/or violation of school board policy. The search shall take place in the presence of the person who is driving or last drove the vehicle.
5. Searches of personal belongings may occur on school property, at school sponsored activities, or in transit to and from school sponsored activities. The search shall take place in the presence of the person who owns the property.
6. A search of an individual shall take place only with the permission of the person that is suspected to have in her/his possession any item(s) of which constitutes a crime or violation of school board policy. Should permission be granted the search shall be conducted in an appropriate area secluded from public view. The search shall be conducted and witnessed by a person of the same gender as the person being searched. Parental notification is not necessary.
7. When consent for a search is not granted the assistance of local law enforcement officials shall be secured. The parents/legal guardian and the Superintendent of Education, or her/his designee, shall be notified of the intent to search.
8. Strip searches are not allowed.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Use of Metal Detectors	Descriptor Code: JCABB -GCABB
Legal Reference:	Passage Date: 9-17-01
	Amendment Date:

In order to provide and maintain a safe and secure environment for students, school personnel and authorized visitors, the Pickens County Board of Education may employ the use of metal detectors on all property owned by the Board of Education. Metal detectors may be stationary, mobile or hand held units. Prior to implementing the use of metal detectors, training shall be provided for authorized persons regarding the use, maintenance and storage of said equipment and on laws and procedures for conducting searches.

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

6. All metal detector searches shall be conducted by school board employees only.
7. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes.
8. Metal detectors shall be used by authorized personnel at any time there is reasonable suspicion that the individual being searched has violated or is violating a particular disciplinary rule or public law relating to the possession of weapons. Individual searches shall be conducted in the presence of a witness. The witness shall be a person of the same gender as the individual being searched.
9. As a precautionary measure, searches may be conducted on all persons entering school board property as long as no individual is singled out. Random group searches of classrooms, buses, assemblies, etc. may be conducted as long as every member of the group, including the person responsible for the group, is searched.
10. Any search of a student's person as a result of activation of the detector will be conducted in accordance with the Board's policy on student searches (Policy JCAB).

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Code of Conduct	Descriptor Code: JCDA
Legal Reference:	Passage Date: 7/30/84
	Amendment Date:1-22-96, 5-20-96, 11-21-97, 5-18-98, 3-17-99, 3-22-00,5-19-03

OBJECTIVE

It is the objective of Pickens County Board of Education to provide a student code of conduct that will guide students, teachers, and principals in the daily operation of Pickens County Schools. It is intended that this code be consistent yet flexible enough that the individuals not be lost in rules. The code has been developed to ensure the legal right of students and teachers, promote respect for people and property, and establish and maintain an environment appropriate for learning. Its purpose is to prevent inappropriate behavior, promote behavior changes conducive to orderly operation of our schools, and develop self-discipline and self-respect.

FORMAL DISCIPLINARY ACTION AND PROCEDURES

Detention Hall

The principal or his/her designated person(s) has the authority to assign students to a designated room (detention hall) on campus at break time or the end of a regular school day. The parent(s) or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) or guardian prior to the assignment of a student to after-school detention hall. If the parent(s) or guardian can be notified on the day of misbehavior, the student will be assigned on that day; if not, the student will be assigned the following day.

Disciplinary Probation

Disciplinary probation is a period of time specified by the principal or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period of time (no longer than one semester). The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

In-school Suspension Program

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a

period of one to five days. The principal and their staffs should determine the scope of in-school suspension in their respective schools. Students who are assigned I.S.S. will not be permitted to attend or participate in school sponsored activities during the period of their suspension.

Work Assignment

The principal or his/her designated person(s) has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent(s) or guardian will be responsible for providing transportation in these cases. The parent(s) or guardian will be notified prior to the student's placement in a work assignment.

School Bus Suspensions

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for one to five days for a single infraction.

Physical Restraint

The principal or his/her designated person(s) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

Corporal Punishment

See Board Policy JDA – Corporal Punishment

Restitution

Replacement or repayment may be required when a student destroys property of the school or of other students or staff. The principal or his/her designated person(s) must inform parent(s) or guardian when this is required.

Confiscation

The principal or his/her designated person(s) has the authority to confiscate weapons or unlawful products found in the possession of a student. Parents will be notified.

Other Forms of Discipline

When inappropriate actions warrant, the principal or his/her designated person(s) may assign seats, give writing assignments, place exercise, set social probation, or deny privileges for minor infractions. In such cases the discipline meted should be appropriate to the misconduct. The Pickens County Board of Education defines suspension as "the temporary removal of a student from school for violation of school policies, rules, regulations, or otherwise causing interference with or disruption of the orderly operations of the school." The school principal or his/her designated person(s) will have the authority to suspend a student from school. The suspensions will be for a period of one to five days for a single infraction.

Expulsion

Expulsion is defined as "the removal of the right and obligation of a student to attend public school under conditions set by the School Board". The principal has the final authority to recommend to the Superintendent's office the expulsion of a student.

PROCEDURES FOR THE ADMINISTRATION OF SUSPENSION AND EXPULSION

A student recommended for suspension or expulsion will be made aware of the charges and given an opportunity to respond. His/her parent(s) or guardian will be sent written notification of the action that will take place. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by the school to either contact the parents(s) or guardian by a telephone call made during school hours or by written notice delivered by the student or the U.S. mail.

The student is responsible for notifying his/her parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary action.

SUSPENSION OF STUDENTS

Authority

The school principal or his/her designated person(s) has the authority to suspend students from school and/or from riding the bus.

Notification

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. Written notice will be sent to the parent(s) or guardian stating the reason(s) such action was taken.

Immediate suspension of a student is justified when the student's presence would threaten himself or herself, endanger school property, or seriously disrupt the orderly educational process. Principals are given the authority to have the law enforcement agency remove uncooperative students. If immediate removal is necessary, the parent(s) or guardian will be notified by phone if possible. The necessary notice and conference will follow within twenty-four (24) hours of the action.

Length

The suspension of a student is not to exceed five (5) days except as follows:

1. If an incident or violation causes the principal to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the recommended expulsion is taken.

Terms

1. If a student attends a parent school and an extended campus and is suspended from either school, the suspension will include both schools. The principals of both schools or their designated person(s) must notify each other of all suspensions.
2. During the suspension period suspended student cannot attend school functions or enter school property for any reason during the school day.
3. When a student is suspended, his/her teacher must be notified immediately concerning the date of suspension and the number of days suspended. Teachers are not required to give make-up work to students who are suspended from school.
4. A student who has been suspended from school is not eligible to enroll in any other school in the system until such time that he/she is reinstated in the school from which he/she was suspended. The Superintendent or his/her designated person(s) and the principal will discuss student transfers.

Readmission

When a student returns to school after suspension, the readmission must be preceded by a conference with the principal or his/her designated person(s). The conference must include the parent(s) or guardian unless otherwise approved by the principal. The student is readmitted to class with a form or slip signed by the principal.

EXPULSION OF STUDENTS

In accordance with the Alabama State law requiring compulsory attendance, the Pickens County Board of Education makes the final disposition on an expulsion recommendation.

The school principal is initially responsible for determining that an offense for which expulsion may be warranted has been committed. The procedures listed will be followed:

Notification

1. Immediately following any incident or violation of a school regulation which may result in a recommendation by the principal to expel a student, the principal is authorized to suspend the student for as many as ten (10) school days pending a hearing for expulsion. The principal will notify the student and the parent(s) or guardian of that fact and will at the same time notify the student and parent(s) or guardian that the information or data obtained by the principal's investigation of the incident will be made available. This notice should be given to the parent(s) or guardian prior to the expulsion recommendation.
2. After the completion of the full investigation of a violation which may result in a recommendation for expulsion, the principal will, based on the facts, specify whether to recommend student expulsion. He will immediately notify the student

and the parent(s) or guardian of the findings and the reason for the recommendation. The principal will attempt to give this notice to the student and parent(s) or guardian in a personal conference. He will also confirm this notice in a letter to the parent(s) or guardian. The principal's conclusions should be based on the documentation of the facts pertaining to the incident. Said documentation will include all information available including, but not limited to, the following categories:

- A. An operational definition of the offense(s)
- B. A detailed description of the offense(s)
- C. The time, date and location of the alleged offense(s)

The documentation will be forwarded to the Superintendent or his/her designated person(s)

After a review of the principal's recommendation, the Superintendent or his/her designated person(s) will, within the suspension period imposed, request a conference with the parent(s) or guardian of the student. The purposes of the conference are:

- 1. To explain the procedure orally and in writing to the parent(s) or guardian and student.
- 2. To determine if a mutually agreeable alternative to expulsion is appropriate.

Hearing

- 1. Upon receiving from a school principal a recommendation to expel a student, the Superintendent or his/her designated person(s) will provide the parent(s) or guardian an opportunity to request that the matter be resolved at an administrative hearing conducted by the Superintendent or his/her designated person(s).
- 2. During the administrative hearing, the principal or the Superintendent may conclude that disciplinary action other than expulsion is warranted because of extenuating circumstances. If the superintendent or his/her designated person(s) agrees that extenuating circumstances exist, the student can be readmitted to school. Re-admittance is subject to the Superintendent's approval.
- 3. If the matter is not resolved at the administrative hearing and the Superintendent makes the decision to recommend expulsion of a student, he/she will place the matter on the agenda for the next School Board meeting, unless such a setting would be too soon to provide time for the parent(s) or guardian and student to comply.
- 4. The Superintendent or his/her designated person(s) will give notice by registered mail or hand delivery to the parent(s) or guardian that expulsion is recommended. The Superintendent's notice will state the exact time and place of the hearing and inform the student or parent(s) or guardian that the student has a right to attend the hearing, to be represented by an attorney or other representative, and to present matters relating to the recommended expulsion.
- 5. The notice from the superintendent will be mailed at least ten (10) days prior to the meeting at which the student's expulsion will be recommended. In the notice the student and the parent(s) or guardian will be informed that a desire to present matters at the hearing must be made known to the Superintendent within five (5) days after receipt of the notice, and that failure to express such a desire within the prescribed period of time will waive the right to present such matters.

6. At the School Board meeting in which the expulsion of a student will be considered, the board will first give to the principal, the Superintendent, and to any who might present testimony relevant to the recommended expulsion an opportunity to describe the incident or violation and to report findings concerning the recommendation. Each school official or witness will be limited to a maximum of ten (10) minutes in describing the incident or violation, or in presenting other testimony. No cross-examination of school officials or other witnesses will be permitted during their presentation; however, the student, parent(s) or guardian, and person(s) representing the student will be permitted to question school officials or other witnesses after completion of their statements.
7. Upon completion of the presentation of findings by school officials and relevant testimony by other witnesses, the student or his/her representatives will be given a maximum of thirty (30) minutes to present any matters which the student or his/her representatives consider relevant to the student's expulsion.
8. Immediately following the presentation by the student or his/her representatives, the Superintendent will recommend to the School Board the formal action which he/she deems appropriate and just. Thereupon, the School Board will vote on the action recommended by the Superintendent. If the action of the School Board is to expel the student, the action will specify a period of time for the expulsion.

Terms

1. The expulsion of a student will prohibit the student from attending any school in the Pickens County School System during the period of the expulsion.
2. A student may lose his/her academic credit if:
 - A. He/she is expelled prior to taking six-weeks or semester exams.
 - B. He/she is removed from the school attendance roll through the expulsion process.
3. A student cannot request make-up work if he/she is expelled from school.
4. Any student who is expelled from school cannot visit or otherwise be in attendance on any school campus in the system during the school day while he/she is expelled from school.

Gun-Free Schools Act & State Law

A student who is determined to have brought to school or have in their possession, a firearm in a school building, or on school grounds, or on schoolbuses or at other school sponsored functions will be expelled for a period of one year. Students who are expelled for a firearms violation shall not be allowed to attend regular school classes in any public school in the state. Students expelled for a firearms violation may be permitted to attend alternative schools or receive educational services in an alternate setting.

The modifications of this expulsion requirement may be made by the local Superintendent or the local board on a case by case basis.

The school principal shall notify the appropriate law enforcement authority.

CLASSIFICATION OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into three classes--minor, intermediate and major. Before determining the classification of a violation, the principal or his/her designated persons will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designated person(s) will implement the disciplinary procedure.

Each classroom teacher will deal with general classroom disruption(s) by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. When the action taken by the teacher is ineffective, or the disruption is severe, the student should be referred to the principal or his/her designated person(s). Failure to bring notebook, pencil, books or required materials and equipment to class; failure to do homework; or failure to do work in class are not cause for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents or guardians should be notified by the teacher of students who consistently exhibit poor work habits, and/or these students should be referred to a guidance counselor.

MINOR OFFENSES - CLASS I

- 1.01 Excessive distraction of other students
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting. Examples; talking excessively, interrupting class functions, chewing gum, moving without authorization, provoking other students, writing notes.
- 1.02 Illegal organization
Any on-campus participation in fraternities, sororities, secret societies or non-affiliated school clubs.
- 1.03 Minor intimidation
The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely.
- 1.04 Participating in games of chance for money and/or other things of value
- 1.05 Excessive tardiness
Repeatedly reporting to class or school late
- 1.06 Unintentional and/or non-direct use of profane or obscene language
- 1.07 Non-conformity to acceptable dress
- 1.08 Minor disruption on a school bus
Moving, hands out of windows, eating

- 1.09 Inappropriate display of affection
Included, but not limited to, embracing and kissing
- 1.10 Unknowingly possessing stolen property
- 1.11 Unauthorized absence from class or school
- 1.12 Intentionally providing false information to a school board employee, including, but not limited to, student information data and the concealment of information directly related to school business.
- 1.13 Continued refusal to complete class assignments
- 1.14 Failure to follow instructions
Examples: Failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.
- 1.15 Unauthorized use of school or personal property
- 1.16 Harassment of students
Intentionally touching or striking another student against his/her will, where no physical injury occurs.
- 1.17 Littering of school property
- 1.18 Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

DISCIPLINARY ACTIONS/MINOR OFFENSES CLASS - I

Elementary Student

First Offense:

In-school conference and parental contact when warranted

Second Offense:

Parental contact and disciplinary action

Subsequent Offenses

In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before and after school, corporal punishment, or suspension at the discretion of the principal or his/her designated person(s).

Secondary Students

First Offense:

In-school conference and parental contact when warranted. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses:

In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before or after school, in-school suspension, corporal punishment, or suspension at the discretion of the principal or his/her designated person(s).

Elementary/Secondary: Special circumstances may warrant a referral to the Alternative School.

INTERMEDIATE OFFENSES - CLASS II

2.01 Defiance of School Board employee's authority

Any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee

2.02 Unauthorized possession and/or use of tobacco products

2.03 Menacing a School Board employee

The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the other person that such violence is imminent.

2.04 Fighting

Any physical conflict between two or more individuals

2.05 Vandalism/Criminal Mischief, 3rd

Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.

- 2.06 Stealing/Theft, 3rd
The intentional, unlawful taking and/or carrying away of property valued at less than \$250 belonging to or in the lawful possession or custody of another.
- 2.07 Gambling
The intentional, unlawful participation in gambling activities involving amounts less than \$100.
- 2.08 Receiving of stolen property. On these violations law officials shall be contacted. On second violation Principal shall sign a petition in the Juvenile Court against the offender.
- 2.09 Threats-Extortion
Verbally or a written or printed communication, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his or her will.
- Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense. On these violations law officials shall be contacted. On second violation Principal shall sign a petition in the Juvenile Court against the offender.
- 2.10 Trespassing
Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so. Upon subsequent offense violations, law officials shall be contacted and the Principal shall sign a petition in the Juvenile Court.
- 2.11 Use of obscene manifestations (verbal, written, gesture) directed toward another person. Upon subsequent offense violations, law officials shall be contacted and the principal shall sign a petition in the Juvenile Court.
- 2.12 Directing obscene or profane language to a School Board employee. On these violations law officials shall be contacted. On second violation principal shall sign a petition in the Juvenile Court against the offender.
- 2.13 Leaving class or campus without permission
- 2.14 Gang Action
Any disruptive activities related to gang membership. On these violations law officials shall be contacted. On second violation Principal shall sign a petition in the Juvenile Court against the offender.
- 2.15 Written or verbal propositions to engage in sexual acts.
- 2.16 Possession or use of obscene materials (includes Internet use)
Upon subsequent offense violations, law officials shall be contacted and the principal shall sign a petition in the Juvenile Court.

- 2.17 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

DISCIPLINARY ACTIONS/INTERMEDIATE OFFENSES CLASS - II

Elementary Students

First and Second Offenses:

Parental contact, disciplinary action, corporal punishment, and/or suspension of bus riding privileges.

Subsequent Offenses:

Suspension for one (1) to five (5) school days, and/or suspension of bus riding privileges.

Secondary Students

First Offense:

In-school suspension, and/or extended work assignments before or after school, and/or suspension for one (1) to three (3) school days, and/or corporal punishment, and/or suspension of bus riding privileges.

Subsequent Offenses:

Suspension for three (3) to five (5) school days. Special circumstances may warrant a recommendation for expulsion. If so recommended, the expulsion procedures will be followed.

Elementary/Secondary:

Special circumstances may warrant a referral to the Alternative School or In-School Suspension (ISS). If referral to Alternative School or ISS was a result of misbehavior on the bus, parents will be responsible for transportation to and from the home school and the Alternative School.

MAJOR OFFENSES - CLASS III

3.01 USE OF PROHIBITED SUBSTANCES

PHILOSOPHY

The Pickens County School Board believes that all children have the right to be in a school environment which promotes, enhances, strives to become, and maintains a drug-free student body and school system.

SEARCH FOR ILLEGAL SUBSTANCES AND DEVICE/WEAPONS

In order to insure this environment, periodic dog searches for illegal substances may be conducted.

Also, any student or property on school grounds (cars, lockers, purses, bags, etc...) may be subject to search by school authorities or law enforcement officers without prior notice.

PROHIBITED SUBSTANCES

Students in the Pickens County School System are prohibited from possessing, using, selling, transmitting, intending to transmit, or being under the influence of any of the following:

- A. Drugs (stimulants, depressants, hallucinogens, opiates) including but not limited to narcotic drugs, amphetamines, barbiturates, marijuana, cocaine, or any contraband or controlled substance or prohibited drug;
- B. Alcoholic beverages or intoxicants of any kind;
- C. Prescriptive medicine or drugs with or without medical cause or medical permission: (NOTE: A student who takes medicine, prescriptive or proprietary, is required to comply with school procedures for monitoring such use.)

Parental permission to have or use substances prohibited by this policy, including alcohol or prohibited substances, does not exempt a student from this policy.

Students who are caught selling or pushing prohibited substances at school will be recommended for expulsion.

A student may be required to submit to a breath test or urine test by the principal.

1st Offense

Mandatory 3 day suspension and/or recommend student for expulsion. The appropriate law enforcement agency shall be notified. The principal or law enforcement agency shall sign a petition in the Juvenile court or warrant in Criminal Court.

In addition to satisfying all the requirements of the Board Discipline Policy, all students suspended for a drug and/or alcohol offense shall be required to complete a "Drug Assessment Program" as a condition for readmission to Pickens County Public Schools. Such assessment will be made available to students at no cost to the student or his parents. The principal will provide information to the parent concerning where to obtain the assessment. The parent will be responsible for providing transportation.

On completion of the assessment program by the student, the parent shall obtain certification from the professional person administering the assessment and present the certification to the principal. This certification must be furnished before the student can be considered for readmission to the Pickens County Public Schools. Failure on the part of the family or child to comply with the professional recommendations made after the initial assessment may result in a recommendation of student expulsion. If professional recommendations cannot be complied with due to financial hardships, community resources will be explored.

2nd Offense (in any school calendar year)

Expulsion for the remainder of the current school year. The appropriate law enforcement agency shall be notified and the principal or law enforcement agency shall sign a petition in Juvenile Court or a warrant in the Criminal Court. In order to be considered for readmission the following year, the student must go through a Drug Assessment Program and complete its' recommendations, as prescribed under 1st Offense.

OTHER CLASS III OFFENSES

- 3.02 Arson
The willful and malicious burning of any part of School Board Property
- 3.03 Assault upon School Board employee
The unlawful and intentional touching or striking of a School Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee
- 3.04 Robbery
The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or instilling the fear of same
- 3.05 1st or 2nd Degree Theft
The intentional unlawful taking and/or carrying away of property valued at \$250 or more belonging to or in the lawful possession or custody of another
- 3.06 Gambling
The intentional, unlawful participation in gambling activities involving amounts of more than \$100
- 3.07 Burglary of School Property
Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.08 Criminal Mischief
Willful and malicious injury or damages at or in excess of \$200 to public property, or to real or personal property belonging to another.
- 3.09 Possession of Firearms
Any firearm which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and firearm muffler or firearm silencer; any destructive device
- A. A student must be referred to the superintendent for expulsion for one (1) calendar year as required by the Gun Free Schools Act P.L.103-382 Part F, Section 14601 and State Law 95-756.
 - B. The school principal must notify the appropriate law enforcement authority and the parents
 - C. See Gun Free Schools Act Expulsion
- 3.10 Discharging of any pistol, rifle, shotgun, airgun or any other device on school property
- 3.11 Possession of Weapons
A knife, metallic knuckles, tear gas gun, chemical weapon or device; or any other weapon, instrument or object with the intent to be armed.

- 3.12 Bomb Threats
Any such communication(s) concerning School Board property which has the effect of interrupting the educational environment.
- 3.13 Explosions
Preparing, possessing, or igniting explosives on School Board property
- 3.14 Sexual Acts
Acts of a sexual nature including, but not limited to battery, intercourse, attempted rape or rape
- 3.15 Written or verbal propositions to engage in sexual acts with intent and ability to carry out act
- 3.16 Assault
Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon
- 3.17 Possessing and/or igniting fireworks, firecrackers, or smoke bombs
- 3.18 Inciting or participating in major student disorder
- 3.19 Unjustified activation of a fire alarm system
- 3.20 Offensive touching of another person
- 3.21 Gang Action
Any threat of violence or violence related to gang membership
- 3.22 Any other offense which the principal may deem reasonable to fall within this category after the consideration of extenuating circumstances.

DISCIPLINARY ACTIONS/MAJOR OFFENSES - CLASS III

Elementary and Secondary Students

The disciplinary action for such offenses will be suspension and/or recommendation for expulsion by the principal as authorized in the procedures previously stated. {that in all cases of Class III violations other than for 3.15 or 3.17, the appropriate law enforcement agency shall be contacted, and in all cases where a violation of 3.01 through 3.13, inclusive, 3.14 (where a criminal act has occurred), 3.19, 3.20, 3.21 (where a criminal act has occurred), a petition or warrant shall be signed by the Principal in the appropriate Court (depending upon the age of the offender and nature of the act)}.

Special circumstances may warrant a referral to the Alternative School or In-School Suspension (ISS). If referral to the Alternative School or ISS was a result of misbehavior on the bus, the parents will be responsible for transportation to and from the home school and the Alternative School/ISS.

Unsafe School Choice Option

1. Definitions: A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words “transfer option school,” “TOS”, or “TOS school” shall mean a “persistently dangerous school” as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, §9532(a) and (b). For the purpose of this definition, a “violent criminal offense” shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see §13A-6-1, et. Seq., Ala. Code 1975); and use of a handgun, firearm component, explosive, knife, and other “unknown weapons” as defined by the Student Incident Report (SIR).
2. 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 an opportunity to transfer to a safe public school within the LEA. The LEA shall notify the student’s parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All LEA transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the LEA annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the LEA in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:
 - (a) Step 1: Notify parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the LEA if another school is available.
 - (b) Step 2: Complete the transfer for those students who opt to do so within 20 working days.
 - (c) Step 3: Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the LEA’s receipt of status.
 - (d) Step 4: Implement the corrective action plan.

Once a school has been identified as a transfer option school, it can return to safe status by (1) completing Steps One through Four above and (2) completing two consecutive years with less than one percent (1%) of the student population or five (5) students (whichever is greater) expelled for violent criminal offenses as defined in its policy.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Suspension and Expulsion of Students With Disabilities	Descriptor Code: JCDAB
Legal Reference:	Passage Date: 3-22-2000
	Amendment Date:

The Pickens County Board of Education recognizes the rights of disabled students, identified as such according to state and federal regulations, regarding discipline procedures. The following procedures are to be implemented when a student with a disability is being considered for suspension or expulsion from services provided under the jurisdiction of the Pickens County Board of Education.

1. The school principal or his/her designee may remove a student, with a disability, from that student's educational program for not more than ten consecutive school days and provide no services unless services are provided to nondisabled students. Note: A change of placement occurs if the removal is for more than ten consecutive school days or if the student is subjected to a series of removals that constitute a pattern because they cumulate to more than ten days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removal to one another.
2. Before or not later than ten business days after first removing a student for more than ten school days in a school year or commencing a removal that constitutes a change of placement, an IEP Team meeting must be convened for the purpose of developing an assessment plan, if the local school did not previously conduct a functional behavioral assessment and implement a behavioral intervention plan. Note: If the student already has a behavior intervention plan, the IEP Team shall meet to review the plan and its implementation and modify the plan and its implementation as necessary to address the behavior.
3. As soon as possible after developing the functional behavioral assessments an IEP Team meeting shall be convened for the purpose of developing and implementing appropriate behavioral interventions that address the student's behavioral issues.
4. Immediately or within ten school days of the date of the decision, constituting a change of placement as described in this policy, an IEP Team and other qualified personnel shall conduct a manifestation determination review. The purpose of this review shall be to make a determination regarding the student's behavior(s) as a manifestation of the student's disability. In making this determination, the IEP Team must consider the following information:
 - a. All relevant evaluation data,
 - b. Observation of the student,
 - c. Student's individual educational program and placement, andIn relationship to the behavior subject to disciplinary action(s) consider if:
 - a. The individual educational program and placement were appropriate,
 - b. The disability did not impair the student's ability to understand the impact and consequences of the behavior, and
 - c. The disability did not impair the student's ability to control the behavior.

For behavior not to be considered a manifestation of the student's disability, the IEP Team must determine all of the standards above were met.

5. If the behavior is not a manifestation of the student's disability, disciplinary procedures applicable to students without disabilities may be applied. The student's IEP Team determines services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's individual educational program.
6. If the behavior is a manifestation of the student's disability, the student cannot be removed long-term or expelled for the behavior.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Bus Conduct	Descriptor Code: JCDAD
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 7-28-80, 3-17-99

1. Pupil's Responsibilities:

- a. Pupil behavior which disrupts the safe or orderly operation of buses may lead to suspension from riding the bus, or in extreme cases, expulsion from riding.
- b. In order to control or prevent misconduct, vandalism, or willful destruction of property, the supervisor of transportation or school principal, in conjunction with the bus driver, shall have the authority to assign seats for transported pupils. If vandalism or destruction of property occurs, the pupil or pupils assigned to that immediate area shall be held liable to the extent of the damage.
- c. Pupils will be at the place designated to board the bus at the schedule time. He will remain in his seat and wait until the bus has come to a dead stop before attempting to get off. He will not leave the bus at any place other than his regular stop except with consent of the principal. He will enter and leave the bus only at the front door except in an emergency.
- d. A pupil will not ride any other bus than his designated bus without written permission from the principal.
- e. Before crossing the highway the pupil should insure that the stop signal is activated. He should cross in front of the bus in sight of the driver.
- f. All parts of the body are to be kept inside the school bus at all times. Children who are standing will move toward the rear of the bus to avoid crowding the driver.

2. Parent's Responsibilities:

- a. The parent should instruct and advise his child in proper behavior on the bus as has been described in the section on pupil's responsibilities.
- b. The parent must assume responsibility for reimbursing the Board of Education for any deliberate damage to a school bus when it has been proven that his child is responsible for such damage.
- c. Any complaint or request by parents regarding bus transportation should be made to the principal or Supervisor of Transportation.
- d. A child waiting for or having left a bus is under supervision of the parent.
- e. Any student riding a bus on an extra-curricular trip should have a note of approval signed by the parent and pay the necessary trip insurance as provided by the school.
- f. Parents/guardians are responsible for transportation to and from the assigned schools if student is suspended from riding the bus for the duration of the suspension.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Gang Activity, Signs, and Symbols	Descriptor Code: JCDAE
Legal Reference:	Passage Date: 12-20-94
	Amendment Date:

Rationale:

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, jewelry, accessories or manner of grooming that, by virtue of its color, arrangement, trademark, symbol or affiliation of such group, presents a clear and present danger and is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere wherein unlawful acts or violation of school regulations may occur. The purpose of this policy is to prevent inappropriate behavior, signs, symbols, and dress which pose a threat to the right of all students to be educated in an environment free from threats, fear, and personal assault.

Policy Statement:

The Pickens County Board of Education shall enforce its policy which prohibits the wearing, displaying, or carrying gang paraphernalia or exhibiting gestures and/or behaviors symbolizing gang membership and/or participation in activities which intimidate or affect the attendance of another student. Appropriate action will be taken by school administrators and the Board to eliminate such displays, gestures, and behaviors.

Procedure of Enforcement:

- 1 . A student will be suspended from school for five (5) days for violation of the above-stated rule. He/She will be subject to expulsion for any subsequent violation.
- 2 . Any student who attempts to use intimidation or extortion tactics against another student will be subject to expulsion from Pickens County Schools.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: School Uniform Dress	Descriptor Code: JCDB
Legal Reference:	Passage Date: 12-15-97
	Amendment Date:

The Pickens County Board of Education recognizes that a safe and disciplined learning environment is the first requirement of a good school. Students who are safe and secure, who learn basic American values and the essentials of good citizenship are better students. In response to the growing levels of discipline problems in the Nation's schools, the Pickens County Board of Education supports the beliefs of parents, teachers, and school officials that a mandatory standardized school uniform dress program is a positive and creative way to reduce discipline problems, promote school safety, and enhance the overall learning environment.

The Pickens County Board of Education hereby adopts the following guidelines for all elementary, middle, and high schools that elect to participate in a mandatory standardized school uniform dress program.

1. Students shall dress in proper uniform attire. It will be the parents' responsibility to ensure compliance with the uniform dress policy.
2. Students shall wear the designated school attire. The clothing may not be altered by slits, cuts, holes, shredded hems, slashes, etc.
3. A belt must be worn with pants and shorts that have belt loops.
4. Shoes may be casual black or brown. Sandals must have back straps.
5. Athletic shoes are not permitted, except during Physical Education classes.
6. Parents, teachers, and local school student leaders (i.e. student council members) are expected to be involved in the initial planning process of developing school uniform guidelines at the local school site. Upon adoption of the local School Uniform Dress Guidelines, the principal will submit a copy of the guidelines to the Superintendent for his review and approval. A copy of each school's Uniform Dress Guidelines shall be filed in the office of the Superintendent of Education.
7. The School Uniform Policy must accommodate students whose religious beliefs are substantially burdened by the requirements.
8. The uniform policy may not prohibit students from wearing or displaying expressive items - for example, a button showing support for a political candidate – so long as such items do not independently contribute to disruption by substantially interfering with discipline or with the rights of others.

9. No student shall be considered noncompliance with the policy in the following instances:
- a. When noncompliance derives from demonstrated financial hardship.
 - b. When noncompliance derives from a documented disability.
 - c. When wearing a uniform violates a student's sincerely held religious belief.

If parents or guardians desire not to have their child comply with the Pickens County Board of Education School Uniform Dress policy for reasons set forth in (#9 a-c) above or due to special extenuating circumstances related to an item in (1-9) the student's parents or guardians must file an exemption form with their child's school. Approval for the exemption must be granted by the local school principal according to the guidelines set forth in the exemption section of the Pickens County Board of Education Uniform Dress Policy and in accordance with the information requested on the Exemption Form.

Pickens County Board of Education
School Uniform Dress Policy

Student Exemption Form

Student's Name: _____ Grade: _____

Address: _____ D.O.B.: _____

School: _____ Telephone Number _____

Date: _____

Reason(s) for exemption

() Demonstrated Financial Hardship

() Documented Disability

() Sincerely Held Religious Belief

Comments: _____

Parent's Signature: _____

Official Use Only

() Approved

() Disapproved

Comments: _____

Principal's Signature: _____

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Dress Code	Descriptor Code: JCDC
Legal Reference:	Passage Date: 4-17-02
	Amendment Date:

The Pickens County Board of Education recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices, accessories and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or that could present a health or safety problem is not appropriate.

With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Pickens County Schools. Students who fail to follow these rules will be subject to disciplinary action.

1. Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student shall not interfere with the educational process of any Pickens County School.
2. Students shall be neat and clean at all times. An unkempt or sloppy appearance is not appropriate in the learning environment of school.
3. Students shall wear clothing in the manner it was designed to be worn, i.e., clothing worn backward or inside-out, suspenders undone, are not allowed. Specifically, pants, worn too low without belts (low riders), too long, or excessively large clothing are not permitted.
4. Students shall not wear clothing that reveals the body in an inappropriate manner. (Examples: clothing which is too tight, too short, bare at the midriff, bare at the sides, sun dresses, “spaghetti strap” type tops and off-the-shoulder tops, low front or back tops, sheer or see-through clothing, etc.). Undergarments shall be worn in an appropriate manner and should not be visible.
5. All clothes shall be in a state of good repair, i.e., no holes, no cut-off shorts, etc.
6. No pierced jewelry or studs may be worn except for earrings by female students. Male students shall not wear earrings.
7. Any clothing or other personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and/or any other suggestive or offensive writing shall not be permitted at school or any school related activities.
8. Caps, hats, bandanas, sunglasses or other headwear shall not be worn during the regular school day.
9. All students shall wear their hair in such a manner that it is not considered unkempt, unclean or impairing vision. Students shall not wear hair dyed in unusual colors, spiked hair, shaven head

patterns (numbers, names, symbols, designs, etc.).

10. Students shall not wear heavy metal chains, metal spiked apparel or accessories, etc.
11. Students shall be required to wear appropriate shoes to school at all times—no bare feet. No flip-flops or house shoes are allowed. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed.
12. Any other unacceptable dress code violations shall be determined by the school administrator.
13. Students assigned to the Alternative School Program shall follow the Lakeside Dress Code Policy

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Dispute Resolution of Homeless Placement	Descriptor Code: JCE
Legal Reference:	Passage Date: 4-18-07
	Amendment Date:

DISPUTE RESOLUTION OF HOMELESS PLACEMENT

The Pickens County School System will make school placement decisions in the “best interest” of the homeless child or youth. This decision will be based upon the details and circumstances of the student under consideration. Students will continue in the school of origin for the duration of homelessness when a family member becomes homeless between academic years; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year. Students may enroll in any public school that non-homeless students, who live in the attendance area in which the student is actually living, are eligible to attend. The homeless child or youth will have the same opportunities available to them which are available to students enrolled in a given school.

If the school enrollment decision is contrary to the wishes of the child or youth’s parent/guardian, the school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the decision. The complainant must file a *School Enrollment Dispute* with the school in which the student is presently enrolled or normally attend. The principal of this school will notify the Pickens County Board of Education Liaison (Coordinator of Federal Programs) of the dispute and take appropriate actions to resolve the dispute.

When a dispute arises regarding the school placement of a homeless student, the school system will immediately enroll the student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The Pickens County Board of Education’s Homeless Liaison (Coordinator of Federal Programs) will expeditiously take the necessary actions to resolve the dispute. If the dispute cannot be settled by the Homeless Liaison, the liaison will assist the complainant in seeking technical assistance from the appropriate service agency.

SCHOOL HOMELESS ENROLLMENT DISPUTE FORM

School Name: _____

School Address: _____

School Telephone Number: _____ School Fax Number: _____

Student's Name: _____ Grade: _____ SSN: _____

Current Address _____

(E-911 Address – Street Address)

City: _____, State: _____ Zip Code: _____ Telephone Number: _____

Complainant Information

Name: _____ Relationship to Student: _____

Current Address _____

City: _____ State: _____ Zip Code: _____ Telephone Number: _____

Note: Student information regarding address, telephone number, information protected by Everyday School Records Act can be released only to parents, guardian, the student, or a person specifically designated as a representative of the parent or guardian.

Name of school that complainant chooses student to be immediately enrolled in and/or transported to/from until dispute is resolved: _____

Is this the school of origin? _____

If NO, from which school was this student transferred? _____

Reason for complaint:

School Use Only

Principal's Action on the Complaint

Taken within _____ school day(s) after receiving notice of complaint.

Date Central Office contact person notified of dispute ____/____/____

Action taken by principal to resolve dispute:

Was the dispute resolved? _____

Student's Name: _____ SSN: _____

School Name: _____ Student Grade Level: _____

DISTRICT ACTION ON COMPLAINT

Action was taken within _____ school days after receiving notice of the complaint.

Was the complaint resolved at the district level? _____ Yes _____ No

If the dispute was resolved at the district level, describe the action taken by the County Homeless Liaison to resolve the dispute to the satisfaction of the complainant:

If the dispute was not resolved to the satisfaction of the complainant, did the County Homeless Liaison convene a meeting of interested parties to attempt resolution of the dispute? __ Yes __ No

If yes, when and where did the meeting occur? _____

Describe the outcome of the meeting:

If no, will a meeting be held for resolution purposes? When? Where?

If a resolution cannot be derived at the district level, the County Homeless Liaison should assist the complainant in contacting the proper service organizations to provide technical assistance to the complainant. Did the County Homeless Liaison assist the complainant in this manner?

_____ Yes _____ No

Name of service organization contacted for assistance: _____

Was the dispute resolved?

Describe the resolution: _____

Date: ____/____/____

Complainant Signature: _____ Homeless
Liaison _____

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Corporal Punishment	Descriptor Code: JDA
Legal Reference: <u>The Code of Conduct</u> 16-1-14; U.S. Const. Amend IX; U.S. Const. Amend. XIV sl; Ingrham v. Wright 97 S.Ct. 1401, (1977); Jones v. Palmer, 421 F. Supp. 738. (S.D. Ala 1976); Baker v. Owen 96 S.Ct. 310 affirming 395 F. Supp 294. (M.D.N.C., 1975).	Passage Date: 3-22-2000
	Amendment Date:

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools of the School District. If such punishment is required, it shall be administered with care, tact, and caution by the principal or his/her designee.

The Board of Education, Central Office and School Administrators supports teachers in their efforts to teach good citizenship by requiring proper student conduct. While teachers shall be reasonable in student related demands; they need not tolerate disrespectful, boisterous, rough, and violent outbursts or language and temper on the part of students.

In all cases, corporal punishment shall be administered in accordance with the following guidelines:

1. In cases where a student maintains innocence of the offense, a brief but adequate statement of the reasons and supporting evidence shall be given orally to the student with an opportunity for the student to explain his/her side. Based upon all facts, if the situation warrants it, corporal punishment may then be administered without delay.
2. The use of corporal punishment should follow specific failure of other corrective measures to improve student behavior; i.e. loss of break, demerit(s), work detail as assigned by the Principal, etc. Students should be given a choice of corporal punishment or an alternative punishment. Should a student request corporal punishment, rather than an alternate form of punishment, the teacher may administer the corporal punishment under the guidelines of this policy. If a teacher is not comfortable administering corporal punishment she/he may request that another certified teacher administer the punishment. Teachers should be prepared to provide information concerning alternative corrective measures used.
3. Parents shall be given the right to exempt their child(ren) from the use of corporal punishment. The permission shall be granted upon written notice to the school principal and documentation placed in the student's file. Should the parent fail to notify the principal, it shall be understood that the student may be corporally punished. Teachers are responsible to check the student's file to ensure that corporal punishment may be administered.
4. A teacher or principal shall use corporal punishment only in the presence of a certified teacher or administrator as witness (preferably the same sex as the offender), who should be informed

beforehand of the reasons for the punishment.

5. The instrument used in corporal punishment should be wisely selected. A wooden paddle approximately 24 inches in length, 3 inches wide and ½ inch thick is recommended. Paddles with holes, cracks, splinters, tape or other foreign material shall not be used for corporal punishment.
6. Corporal punishment shall not include more than three (3) licks administered to the buttocks. Other forms of corporal punishment such as punching, pinching the nose or ear, requiring students to perform arduous exercises, duck walk or standing on one leg are not permitted in the schools of the school district.
7. A student shall be required to remove any objects in her/his back pockets and/or remove coats or other outer garments before corporal punishment is administered.
8. Utmost care, tact and judgment shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the principal and kept on file in the principal's office. Such documentation shall be submitted by the end of the day the incident occurred.
9. School principals and teachers who administer corporal punishment shall provide the student's parents or guardians, upon request, a written explanation of the reason(s) and the name of the witness.
10. Corporal punishment shall not be administered in the visual presence of other students.
11. Those administering corporal punishment shall consider the age, size, sex, and overall physical condition of the student.
12. Corporal punishment shall not be administered in anger or with malice.
13. Students enrolled in the Special Education Program (except gifted or speech impaired) shall be punished in accordance with their Individual Education Plan. Teachers are responsible to check the student's I.E.P. before administering any form of punishment.

The local principal and professional 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 for the school before resorting to corporal punishment.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Pupil Automobile Use	Descriptor Code: JGFF
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Due to the dangers inherent in their use, student use of motorized vehicles at school is discouraged. Principals shall initiate and enforce strict regulations as to parking areas, use of vehicles during day, etc. Privileges will be restricted to persons demonstrating satisfactory driving habits and skills.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Organizations	Descriptor Code: JHC
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

1. Only activities and groups which adhere to Board and local school policies shall exist as part of the school program.
2. All purposes and activities of school groups and organizations shall be subject to review by the Principal.
3. All groups shall have a faculty sponsor approved by the Principal, who will attend all meetings or have an authorized substitute.
4. All organizations shall exist for definite purposes beneficial to the school or enforcing the school program. Purposes of organization and requirements for membership shall be stated in a Constitution on file in the principal's office.
5. Any trips by the organization shall have the approval of the principal and follow the same regulations as to chaperons, behavior, parental consent etc., as other school sponsored trips.
6. No initiation shall include actions that will be harmful or unduly embarrassing to the prospective member.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Extra-Curricular Disciplinary Procedures	Descriptor Code: JHCA
Old Descriptor Term – Student Extra-Curricular Activities	
	Passage Date: 6-20-94
	Amendment Date: 6-19-00

The Board believes the purposes of extra-curricular activities are to provide wholesome outlets for student expression, to develop leadership skills, and to promote social and academic growth.

Guidelines for Admission

See Policy JHF – Student Participation – Academics First

Disciplinary Procedures

*Disciplinary actions will be based on demerits and will be administered per activity.

1.	<u>Class I Offenses</u>	<u>Demerits</u>
	Each offense	3

* The student code of conduct will serve as a guideline for discipline.

2.	<u>Class II Offenses</u>	<u>Demerits</u>
	a. First offense	5
	b. Second offense	10
	c. Third offense	20

3.	<u>Class III Offenses</u>	<u>Demerits</u>
	First offense	25-30 *

* The exact number of demerits will be determined at the principal's discretion.

NOTE: Students accumulating thirty (30) or more demerits will be suspended from the activity for the season.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Extra-Curricular Activities	Descriptor Code: JHCAA
Legal Reference:	Passage Date: 6-19-00
	Amendment Date:

The Pickens County Extra-Curricular Policy applies to all K-12 students enrolled in the school system. The policy is intended to govern the behavior of students who represent the school system in on and off campus activities such as: student government association, band, athletic teams, cheerleaders, etc. The Policy shall remain in effect year round. Sponsors and/or coaches shall furnish each participating student with a copy of the Policy at the organizational meeting at the beginning of each academic year, explain and answer any questions about the Policy, and shall provide documentation that each member and member's parent/legal guardian acknowledges receipt of the Policy by requiring notarized signatures be kept on file. Should a participant or parent/legal guardian fail to comply with this requirement the student will be ineligible to participate in any extracurricular activity. In the event a student is involved in more than one activity, only one original copy is required but each sponsor/coach should have a copy in his/her file.

I. General Regulations:

- A. Athletics-Alabama High School Athletic Association rules shall be followed in all cases of eligibility, transfer, physical examination, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, to inform team members and parents, and to enforce school and association regulations.
- B. Other Organizations: Each organization shall maintain a current written constitution and list of members. Each sponsor has the responsibility to know, to inform members and parents, and to enforce school and constitution regulations.

II. The following rules apply to all extra-curricular organizations. (The word sponsor means coach, teacher, or other board employed adult leader).

- A. A student must be in school no less than one-half of the school day and follow the regular schedule in order to participate in a practice, game, meeting or contest, etc. that day. Exception to this rule is permission granted from the principal's office for absolutely necessary reasons to be out of school (examples: documented funerals, necessary doctor or dental appointment).
- B. If a student is absent the last school day of a week, the competition is on a non-school day, the student should bring to the sponsor a signed statement from the parent that permission is given to participate. It is recommended that the parent call the sponsor or principal regarding the absence.
- C. A student who has been injured and has had medical treatment or a student who has

been ill and under a doctor's care cannot participate in athletics again until the doctor provides a written statement releasing the student to participate in extracurricular activities.

- D. Members must travel to and from contest, away from school on transportation provided by the school system. Transportation will be regulated by the Board Field Trip Policy IFD.
- E. Unexcused absences from scheduled practices, meetings, contests or other activities where members are required to attend will be handled by individual sponsors in accordance with team rules, constitution, or other established guidelines.
- F. Any athlete not beginning the season with the rest of the team, due to disciplinary actions will, upon reinstatement to the team/club etc., sit out the number of days she/he missed before playing in an interscholastic contest.
- G. A display of unsportsman-like conduct toward an opponent or official shall result in counseling by the sponsor and/or the athletic director. If the problem continues the principal may take disciplinary action as necessary. After repeated offenses the athlete shall be referred to the Central Office Disciplinary Committee for review.
- H. The Coach/Sponsor shall report any student ejected from a game, meeting, or contest, etc. to the Assistant Superintendent by the end of the next school day after the event. Repeated offenders are subject to review by the Central Office Review Committee.
- I. Theft or intentional destruction of any school or individual's equipment or property is prohibited.
- J. When school officials become aware of violations as outlined in sections, G, H, I requiring administrative review the action taken will entail:
 - (1) If the infraction is a felony class offense the student shall be suspended from all practices, meetings and contest until a court hearing is held. If the student is proven innocent then she/he is reinstated. If the charges are upheld the student is permanently suspended from all extracurricular activity. If the charge is reduced the Central Office Review Committee shall review the evidence and render a decision based on the merits of the case giving consideration to the student's past behavior.
 - (2) If the infraction is classified as a misdemeanor that involved law enforcement officials the principal and sponsor shall review the evidence and follow the 10% rule as set forth in item K-3.
 - (3) Should the decision require suspension the 10% rule shall be applied as follows: First offense suspension for 10% of remaining games, meetings, contest or events. The suspension shall take effect with the next scheduled game or event. The 10% shall be determined by the number of regular season games, meetings, contest or events. Second offense the remainder of the games, meetings, contest or events. After the second offense the student shall be suspended from all extracurricular activities for one calendar year from the date of the second offense. After the third offense the student shall be permanently suspended from all extracurricular activities. When students are involved in multiple extracurricular activities the suspension shall cover all such activities.
 - (4) If the offense takes place during the "off season" or summer vacation the suspension shall become effective at the beginning of the season/school year.

- K. The use or possession of tobacco, alcoholic beverages, controlled substances, illegal abuse of prescription drugs, illegal use of solvents and inhalants by program participants is prohibited. The consequences shall be determined by Board Policy on Drug Abuse.
- L. Before any suspension provided under these rules shall take effect, the student shall be verbally advised by the principal of the alleged violation and the student will have an opportunity to explain or justify the action. If, after such conference, the principal is satisfied that a suspension is justified, the student shall be notified. If, in the opinion of the principal, the suspension is warranted and the student disagrees with the decision of the principal, the student may appeal the decision to the Central Office Disciplinary Committee composed of the Assistant Superintendent as Chairman and the Elementary/Middle School or High School Principals which ever may apply. The Central Office Disciplinary Committee will report it's decision to the Superintendent of Education. The Superintendent will then make a recommendation to the Board of Education. The suspension initially imposed will continue during the appeal process. Because of this, the committee will make every effort to meet within two school days of the appeal, will make the decision within two days after the meeting. The committee shall keep a file of any and all hearings for documentation purposes.
- M. The sponsor is directly responsible for the actions of the students under her/his supervision. The sponsor should have a discipline file in order to document how student(s) were disciplined as a result of her/his actions. If students are not disciplined in accordance with this policy and the program appears to be out of control the sponsor shall be subject to review by the Central Office Disciplinary Committee. Possible disciplinary action shall be as follows: First offense, written warning; Second offense, one game suspension; Third offense, three game suspension; Fourth offense, Removal from position.

**PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT**

Descriptor Term: Guidelines for Middle and High School Cheerleaders	Descriptor Code: JHCB
Legal Reference:	Passage Date: 6-20-94
	Amendment Date: 7-16-98, 2-23-2000,

PHILOSOPHY

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

GUIDELINES

1. Cheerleaders should remember at all times that they are representing their school and act accordingly.
2. Cheerleaders must have a "C" average. (Alabama High School Athletic Association standards for athletes apply) A principal may grant probationary status under special conditions.
3. Cheerleaders are expected to attend and participate in all practices. This is important in the conditioning and training of each individual for specific events. This precludes activities that conflict with practices.
4. Cheerleaders are required to be present at all assigned games, pep rallies and fund-raising activities. Any cheerleader not being able to participate in any of these activities must be excused by the sponsor.
5. Cheerleaders should display good sportsmanship at all times. This includes showing respect for the other team, coaches, officials and spectators.
6. A cheerleader can be suspended from the squad for disciplinary reasons by the sponsor with approval of the principal or his designee.
7. Each cheerleader must be willing to furnish his/her own uniform.
8. All cheerleaders must meet the following eligibility requirements:
 - a. See Guidelines for Admission, Student Extracurricular Activities JHCA.
 - b. All students must be enrolled in the local school. Incoming students and transfers could be judged the previous spring.
 - c. High school cheerleaders should be 8th, 9th, 10th, 11th or 12th graders and those grade eight and below may be considered middle school cheerleaders.
 - d. The principal may make exceptions to the above requirements.

Captains:

1. Captains shall be appointed by the sponsor.
2. Captains must possess leadership ability.
3. The captain is responsible for all practice under the supervision of the sponsor.
4. The captain must be thoroughly knowledgeable as to the use of appropriate cheers in any situation.

Co-Captain:

1. Appointed by the sponsor.
2. Shares responsibilities with the captain.
3. Must possess leadership abilities.
4. Must be thoroughly knowledgeable of cheerleader responsibilities.

SELECTION PROCESS

The following process is suggested for selecting a cheerleading squad:

1. Provide a workshop for students who have met all the requirements for tryouts. This may be sponsored by present cheerleaders and/or cheerleaders from another high school with the sponsor in charge present.
2. Hold tryouts. Omitting names, assign each candidate a number and have candidates perform before racially mixed, qualified judges; e.g., cheerleader coaches from other schools, professional cheerleaders, etc. Be careful not to use judges who would have any relationship or prior knowledge of the candidates.
3. Tabulate scores in the presence of the principal or his appointee, the sponsor and the judges.
4. Call a meeting with all new cheerleaders and their parents to begin planning strategies for the following year.
5. The term of service for cheerleader will be the following school year.
6. Cheerleaders must try out for each new school year.

PRACTICE

1. A cheerleader's parent or the sponsor must be present at all practices and games.

2. Sponsors may elect to hold practices three or four times a week. Parents may submit vacation plans prior to summer practices in order to facilitate cheerleader activities for the summer.

REMOVAL-DISMISSAL PROCEDURES

1. Cheerleaders must obey all school rules and regulations (both the local school and the county school system).
2. A captain and/or co-captain may be selected, but he/she may not assign demerits.
3. If a cheerleader accumulates thirty (30) or more demerits they will be suspended from the squad for the remainder of the season. (See JHCA)
4. It is the responsibility of the cheerleader adviser to periodically review the grades of each member of a squad.
5. If a cheerleader is dismissed, a written notice from the principal and sponsor shall be sent to both the cheerleader and his/her parents.

Fund Raising

1. Fund raising should be implemented according to local school policy, subject to approval by the principal.
2. Parental permission must be required for fund raising.

Transportation

The principal and cheerleader sponsor are responsible for providing school bus transportation for cheerleaders to all school events.

Insurance

All prospective cheerleaders must have proof of health/accident insurance prior to tryouts. Appropriate forms shall be provided each student for purpose of showing proof of insurance. These forms shall be returned to the sponsor at the designated time. These are to be notarized and are construed to be medical release forms. The sponsor is required to file these forms with the office of the principal. Cheerleaders shall be covered by the same catastrophic insurance as athletes.

Sponsors

Qualifications

The sponsors must be a teacher or administrator employed by the Pickens County Public School System and must be appointed by the principal.

Responsibilities

The sponsor shall see that all local and school board policies are adhered to when dealing with cheerleaders.

CHEERLEADER SAFETY GUIDELINES

1. The Middle and High School cheerleaders in Pickens County will be permitted to perform only those stunts approved by the official National Federation of State High School Association (NFSHSA) Spirit Rules Book.
2. Sponsors/coaches should exercise reasonable judgment and cautious supervision in allowing cheerleaders to perform approved stunts in the manner outlined in the NFSHSA Spirit Rules Book.
3. Appropriate safety equipment, such as mats, should be used as outlined in the NFSHSA Spirit Rules Book during the execution of stunts.
4. Cheerleader sponsors/coaches are to be familiar with all aspects of the rules and regulations outlined in the NFSHSA Spirit Rules Book.
5. All sponsors/coaches are to be certified in first aid and CPR. This training will be provided by the Pickens County Board of Education.
6. Tumbling should not be performed on wet or concrete surfaces.
7. An adequate warm-up must precede all activities.
8. Jewelry is prohibited with the exception of religious or medical medals. If such medals are worn, they shall be taped to the body under the uniform.
9. Cheerleaders shall wear athletic type shoes during the execution of all approved NFSHSA stunts.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Participation – Academics First (replaces Student Participation – No Pass No Play)	Descriptor Code: JHF
Legal Reference:	Passage Date: 9-15-97 (No Pass No Play)
	Amendment Date: 10-19-98, 4-19-00, 7-28-03

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

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

1. Students entering Grades 10-12 must, for the immediately preceding school year, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the high numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) days after the beginning of the succeeding semester. An ineligible student may not become eligible after the fifth day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by each local board of education as they pertain to other extracurricular activities.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.

6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

Students entering Grades 8 and 9 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70.

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

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

This policy is effective for all students in Grades 8-12 beginning with the 1999-2000 school year with their eligibility determined by grades earned during the 1998-99 school year and 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein. The local Board of Education shall implement this policy as a minimum for all students in Grades 7-12 under its control. Each local Board of Education shall notify the State Superintendent of Education within 30 days of receipt of notice of adoption of this rule by the State Board of Education that it is in effect in all applicable schools within its jurisdiction.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Participation in Out-of-School Activities	Descriptor Code: JO
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The following points should be considered by principals in determining whether pupils may participate in community activities during school hours:

1. Participation in the project will not unduly deprive students of time needed in acquiring basic skills.
2. The regular schedule will not be interrupted unless the majority of benefit through their participation.
3. Neither an individual nor the school as a whole shall be permitted to use school time in working on community sponsored projects unless such an undertaking is contributing to the educational program.
4. Schools shall not be used to promote private or commercial interests.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Enrollment of Adult Vocational Students	Descriptor Code: JQJ
Legal Reference:	Passage Date: 8-19-85
	Amendment Date:

Admittance:

Adults will be admitted to existing day courses at LaDow Area Vocational Center on a space available basis. Applying students will demonstrate adequate scholastic abilities for a prospective course through test performance, scholastic credentials, or other appropriate measures.

Tuition and Fees:

Basic course fees for adult enrollment will be as set by the Board of Education and are due on the first school day of the month. They must be paid by the fifth school day of the month. Adult students must furnish the necessary personal tools and supplies for each semester's work. Costs will vary according to the course.

Rules and Standards Governing Student Conduct:

The basis of the rules and standards governing the conduct and behavior of students is a concern for the right of each student to make effective use of the opportunity for an education and to insure that no student by his conduct causes a situation that will interfere with the right of other students to obtain an education in an orderly environment. It is assumed that adult students enrolling in courses are mature and have a desire for constructive learning and are attending the school with that purpose in mind. The school is operated to help each student develop skills in a trade that will enable the student to enter the work market.

Any student who violates the orders and/or instructions of an instructor, or violates the policies or standards of student conduct of the Pickens County Board of Education, or who is delinquent in scholarship, or fails to pay his financial obligations, or violates practices of good conduct, shall be subject to disciplinary action. Immediate suspension or expulsion of adult students for improper actions shall be the responsibility of the Vocational Director or his designated representative.

Transportation/Attendance:

It is the responsibility of the adult student to transport himself to the LaDow campus.

Regular attendance and observation of promptness are vital components of vocational training and requirements for continued enrollment.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Records	Descriptor Code: JR
Legal Reference:	Passage Date: 1-19-76
	Amendment Date:

I. TRANSFER AND MAINTENANCE OF STUDENT RECORDS

Statement of Policy

A cumulative record shall be maintained for each student. The student's cumulative record is legal evidence of the student's school progress. It should also facilitate the process of individual guidance. It should be accurately and legibility kept in black permanent ink. This record shall contain only verified information of recognized importance and may be used only for the benefit or welfare of the student. It shall be directly accessible to the professional staff, the student if he has attained 18 years of age, and the student's parents or legal guardian prior to the student's attainment of 18 years of age.

Legal Responsibility

The school principal is responsible for the keeping of accurate, up-to-date pupil records and for the furnishing of pupil's transcripts upon request by other schools and colleges. The principal may delegate this responsibility to the homeroom teacher, secretary, and/or guidance personnel where they are available.

Security and Storage

Student cumulative records should be stored in filing cabinets. Records should be filed in the best available area that will provide security and protection from pilfering and natural disasters. Filing cabinets should have locks. The classroom teacher may checkout student cumulative records and these should not be taken from the school. Teachers, teacher aides, teacher interns under supervision of teacher, and full-time certificated school employees will have access to the records of students about whom they are concerned.

Procedures and Practices

A. The cumulative file

1. Initiation of file

A cumulative record shall be initiated by the Pickens County School first attended. Information collected shall include personal and family data including certification of name and date of birth and social security number.

2. Required data
Data concerning achievement, evaluation, and attendance shall be maintained in the cumulative folder.
3. Permissible data
Standardized intelligence and aptitude test scores, health data, family background information and teacher observations may be included in the cumulative folder. Service awards, achievements, volunteer services in school or community, part-time work, and any other items considered enhancing to the student may be recorded in the cumulative folder.
4. Periodic review and deletion of data
Each cumulative file shall be screened and all irrelevant, outdated, or improper materials eliminated before the student leaves each school. The principal or his designee shall be responsible for the screening and destruction of cumulative file material according to individual school policies.

B. Temporary Records

1. Memory notes
Any certified employee may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnoses, and other memory aids for use in counseling students. All such data may be destroyed when the usefulness is no longer apparent or when the student leaves the program of the certified employee.
2. Reports of disciplinary action
The principal may maintain files containing notices of suspension, expulsion and other disciplinary actions. These data may be destroyed when the student leaves the school.
3. Psychological evaluation
 - a. Psychological reports shall only be included in the cumulative record of students if the individual school permit's, otherwise, separate files shall be maintained in the principal's or counselor's office while these students are within that school. When a psychological evaluation has been made, a parental consent form should be placed in the cumulative file that the student was individually evaluated, the tests administered, and the data on which the tests were administered.
 - b. Requests for psychological services shall be made by the principal to the coordinator designated by the superintendent. Parental consent for testing must accompany this request. The principal shall file all evaluations or pass them to the counselor for filing.
 - c. Information from psychological evaluations shall be released to authorized school personnel only, except that these evaluations may be released by the central office coordinator with parental permission to other agencies.

- d. When a student leaves the school system, his psychological evaluation shall be destroyed according to the individual school policy. When a student leaves a school in the system and enrolls in another school in the system, his psychological evaluation will be passed to the principal of the student's new school by the principal of the student's former school.
 - e. Psychological evaluations administered in a local school shall be maintained and destroyed by the individual school policy.
- C. External transfer of school records

A copy of a student's school record shall be transferred from one school to another only through the cumulative record of the student. All records shall be the property of the school and shall be retained by the school in which the records were developed.
- D. Internal transfer of student records within the same school zone

In elementary, middle, junior and high schools, the cumulative record be sent to the student's next school automatically.
- E. Internal transfer of student records in different school zone

In elem. , middle, junior and high schools, photostatic copies of records should be sent to schools making the proper requests, if the school is within the Pickens County School system. All schools should retain the original cumulative record and should send a copy of the cumulative record to the school making the proper request.

Regardless of the time spent on a school in the Pickens County School System, a record of the student's progress to the time he transfers should be sent to the school to which the student is transferred.

II. EXAMINATION OF STUDENT RECORDS

The following persons shall have access and the right to inspect and review any and all official records, files, and data of students attending any school or contracted agency of the Pickens County School System when the relationship is one of the following:

1. The involved student if he has attained 18 years of age.
2. Natural parents of, in case of divorce, the parent who has legal custody of the student.
3. Legal custodian of the student as decreed by a Circuit Court Judge.

These records include all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive or be informed of that part of such record or data as pertains to their child.

III. RELEASE OF STUDENT RECORDS

Written consent of parents (or the student who has attained the age of 18 years) must be obtained before identifiable records or file of students are released to any individual agency or organization other than:

1. Pickens County School System officials, including teachers who have legitimate educational interests.
2. Officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer and of the right to a copy of the student's record upon request.
3. Authorized representatives as identified by the superintendent or his delegate for the purpose of auditing and evaluating federally supported educational programs.
4. Representatives of the court in complying with judicial order or subpoena, upon condition that parents and the students are notified of all such orders or subpoenas when possible.
5. Authorized representatives of governmental agencies designated by the Superintendent of Education.
6. Education institutions may release information from education records to appropriate persons on connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. (Ref. 99.35,b - Federal Register, Vol. 40, #3)
7. Whenever the student has attained 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

Professionals working in the school may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnostic and other memory aids for their own use in counseling pupils. This material should be considered the personal property of the professionals for their use only. Should the material be relayed to a second party or added to a student's permanent record, the material must be open to examination and challenge by persons eligible for such examination and challenge.

IV. PROCEDURE FOR ACCESS TO STUDENT RECORDS

Upon receipt of a written request by parents for access to their child's school records, the school shall, within a reasonable period of time, but in no case more than 45 days after the request has been made, provide parents with such information in a conference with appropriate personnel.

Parents may inspect material in the student's file and may copy such information; however, no material may be removed from such files by the parent.

V. CHALLENGING OF CONTENTS OF RECORDS

Parents shall have an opportunity for a hearing to challenge the contents of their child's school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy, or other rights of students; and to provide and opportunity for the correction or deletion of any such

inaccurate, misleading or otherwise inappropriate data contained therein.

Such request for challenging of school records shall be in written form to the school principal. Upon receipt of such request, the principal will schedule, within ten days, a personal conference with parent and other appropriate professional staff deemed necessary.

If this procedure does not result in changes to the satisfaction of parents, at their request the principal will, within 10 days, schedule a hearing for the purpose of appealing the decision, with the superintendent for his designee. An opinion is to be rendered within 10 days. If the parent is still dissatisfied, it is his right to request a meeting with the members of the Board of Education. The superintendent shall place the parent's name on the agenda of the next meeting of the Board of Education.

Special education, health and psychological records may not be altered without the concurrence of the Supervisor of Special Education or county school nurse, as appropriate.

VI. RECORD OF INSPECTION OF PUPIL RECORDS

All persons, (excluding school personnel), agencies, or organizations desiring access to the records of a student shall be required to send a written signed permission request to release records which shall be kept permanently with the file of the student, but only for inspection by the parents or students, indicating specifically the legitimate educational, or other interest that each shall be available to parents and to the school official responsible for record maintenance as a means of auditing the operation of the system.

VII. THIRD PARTY EXAMINATION OF STUDENT RECORDS

Personal information shall only be transferred to a third party (other than school or parents) on the condition that such party will not permit any other party to have access to such information without the written consent of the Parents of the student, and/or the student if he is 18 years of age. It will be the schools responsibility to inform the third party of the above conditions in a written statement.

VIII. RESEARCH RELATION TO STUDENT PRIVACY

Requests by graduate students and others to do curriculum and other research in Pickens County Schools must have the approval of the school principal. Each request must include a letter from the sponsor of such research, that is, the major advisor of a graduate student or the director of the agency wishing to do research. A brief description of the procedures to be used in the research, along with a copy of the instrument to be used in the project, shall be made available when the request is made.

Approval of a request for research shall include consideration of the time involved by students and teacher, the value to educational research, and would include the stipulation that the results be made available to the school system. When appropriate, information gained from testing shall be made available to the school personnel for use in the student's educational program.

Information made available to researchers must be kept confidential and must be presented in research reports in a manner that insures individual anonymity.

IX. DIRECTORY INFORMATION

- A. Directory information includes the following:
1. Name
 2. Grade in which student is enrolled
 3. Date and place of birth
 4. Participation in officially recognized activities and sports
 5. Weight and height of members of athletic teams
 6. Dates and records of attendance and graduation
 7. Degrees and awards received
 8. The most recent educational agency or institution attended by the student
 9. Parents or guardian's name
- B. Students addresses and telephone listing may be released to other agencies designated by the Superintendent of Education.

X. FORMAL PROCEEDINGS

Upon the request of either party (the educational institution or the parent or eligible student), the hearing required shall be conducted under the procedures adopted and published by the Pickens County Board of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Responsibility for Texts and Library Books	Descriptor Code: JSA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 8-16-74

Pupils are responsible for all state-owned textbooks assigned to them. Pupils are responsible for reimbursement for state-owned textbooks and library books lost or unnecessarily mutilated. Penalty for non-reimbursement will be non-issuance of books and denial of transcript of credits. No pupil will be issued textbooks for the succeeding year until these provisions are met.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Fees for Elective Courses	Descriptor Code: JSB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 8-16-78, 7-23-78, 6-21-99, 7-23-01, 4-23-03

1. No fees shall be charged for courses required for graduation.
2. Career/Technical courses - \$20.00 per term
3. Driver's Education - \$25.00 per course
4. Band - \$15.00 per year with student owned instrument - \$25.00 - \$75.00 per year with school-owned instrument.
5. The local School Building Leadership Team shall establish a reasonable fee for all extra-curricular activities and make such provision for any hardship cases as determined.
6. A fee for a Fine Arts or other elective courses may be charged only if there is an option that does not require a fee.
7. A fee may be charged for credit earned for a course equivalent in content to a required course (Technical math/algebra) only if there is an option that does not require a fee.
8. Any funds collected shall be spent on the course for which the fee was levied.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Transcripts	Descriptor Code: JSC
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

One transcript of high school credits may be supplied each student without charge. Additional transcripts will be furnished the student for a fee of one dollar (\$1.00) each.

SECTION K

GENERAL PUBLIC RELATIONS

DESCRIPTOR CODE	TITLE
KG	Use of School Facilities
KM	Student Interviews, Visitors

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Use of School Facilities	Descriptor Code: KG
Legal Reference:	Passage Date: 4-1-78
	Amendment Date: 6-20-83, 3-27-89, 8-12-02, 6/19/06, 7/17/06

The Board approves and encourages maximum use of school facilities. When not being used for public school purposes, school facilities may be made available to approved organizations and groups of the community. The operation of the school program will receive priority over all other use of the school facilities. It shall be the responsibility of the principal to make monthly reports to the Superintendent of any use charges of the local school facility during out-of-school hours.

GENERAL REGULATIONS:

The Principal, in his role as school administrator, shall be responsible for maintaining proper relationships with those organizations which make application to use the school building or grounds.

A standard form, supplied by the Superintendent's office, submitted 30 days prior to use of facilities, will be completed and signed by the authorized representative responsible for the group desiring to use the facilities. **Proof of adequate liability insurance shall accompany Reservation Request Form.** Use and custodial charges, as per schedule, will be collected when application is made. Custodial charges may be refunded, at the Principal's discretion, if not used. Approval for use of facilities shall be made, within 10 workings days, by the principal of each local school.

Any group using school facilities will be liable for any loss or damage that may arise during or be caused in any way by such use of said facility. Should damage occur the principal and maintenance supervisor shall decide upon the amount of damage to be charged. Failure to pay the assessed damage or abuse of property in any way will result in immediate and permanent loss of use by that group.

In the event of a disagreement, as to damage charges, the group may appeal to the Superintendent. If agreement is not reached, the controversy will be appealed to the Board of Education.

There shall be no charge for use of any school facility for a school-related activity. Use charges and custodial fees shall be made on facilities for non-school connected use according to the following schedule:

	<u>Charge</u>	<u>Custodial</u>	<u>Total</u>
Classrooms	\$10	\$50	\$60
Library	\$25	\$50	\$75
*Lunchroom Kitchen.			
*Lunchroom (no kitchen use)	\$50	\$50	\$100
Auditorium	\$200	\$50	\$250
Cafetorium	\$200	\$50	\$250
Gymnatorium	\$200	\$50	\$250
Grounds (only)	\$50	\$50	\$100
Grounds (building access)	\$50	\$50	\$100
Stadium (daytime)	\$250	\$100	\$350
Stadium (nighttime)	\$400	\$100	\$500

- See CNP Supervisor

Different use and custodial charges are necessitated due to differences in size of facility, time of day, time of year, length of time used, and other pertinent factors.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Interviews, Visitors	Descriptor Code: KM
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 11-20-06

STUDENT INTERVIEWS

No student shall be interviewed on or off campus either during the normal school day or as part of a school-sponsored event. However, nothing herein shall prevent properly conducted interviews by law enforcement and/or child protection agencies of the State of Alabama or Pickens County.

VISITORS

It is the policy of the Board to have all school visitors report to the principal's office upon entering a school building. All visitors to any school shall certify with respective school principals who they are and their purpose for being in said school. The school principal or designee shall determine whether a person presenting himself as a visitor is entitled to remain on school premises for the purpose stated. All visitors, school officials, parents of school students, and other officials shall be welcomed in a cordial manner.

Conduct by any visitor during the school day or at any extracurricular school event, which in the opinion of the principal is inappropriate, which creates an unsafe situation, or which interferes with the proper learning atmosphere at the school will not be tolerated and the visitor shall be removed from the school campus or event. Upon the occurrence of any such incident, the principal shall endeavor to immediately notify the Superintendent who may take such additional action as he deems necessary.

SECTION L

INTERORGANIZATIONAL RELATIONS

<u>DESCRIPTOR CODE</u>	<u>TITLE</u>
LBA	School Trustees
LBB	Advisory Council Organizations (Voc. Ed.)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: School Trustees	Descriptor Code: LBA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Any adult person residing near the schoolhouse may be nominated to serve as a local school trustee.

Trustees will serve a term of four (4) years from the time of appointment by the County Board of Education.

1. Election Procedures:

- a. Each school must nominate six (6) or more persons as candidates for local trustees. Nominations may be made by any adult interested in the school. Ballots of all nominees will be prepared in the County Board of Education Office and forwarded to the schools.
- b. Patrons of the school are eligible to vote on the trustees. Patrons are defined as parents or guardians of children in school.
- c. The names of the six nominees who receive the highest number of votes will be sent to the County Board of Education.

2. Selection by the County Board:

The County Board of Education will appoint, from among the six persons elected by the local school patrons, three persons to serve as trustees.

3. Vacancies:

The Board of Education will fill all vacancies from the list of remaining nominees on file to serve the unexpired terms.

4. **Legal Status of Local Trustees:**

- a. Local school trustees will have the care of the building and grounds, school apparatus, and other school property and will keep the County Board advised about matters affecting the educational interest of the school. Trustees have the power to authorize the use of the school buildings for such civic, social, recreational, and community gatherings as, in their opinion, do not interfere with the principal use of the buildings or grounds.
- b. Local school trustees may file with the County Board written charges requesting the removal of the principal or any teacher in school.
- c. In the event a teacher not already employed in the system is assigned to a local school, the trustees may refuse to accept the teacher. (Note: Many of the above statements referring to the County Board of Education, and the local trustees are quoted from the Public School Laws, State of Alabama.)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Advisory Council Organizations (Voc. Ed)	Descriptor Code: LBB
Legal Reference:	Passage Date: 9-19-77
	Amendment Date:

I. Organization of the Advisory Council

A. **Membership**

1. The Pickens County Advisory on Vocational Education shall consist of five (5) or more members.
2. This Council shall be composed of representatives of the general public including at least a representative from: (1)Business, (2)Industry, (3)Labor, (4)Education, and (5)Government.
3. The members of this Council will be recommended to the Board of Education by the Superintendent, Local Vocational Director, and Vocational Instructors of Pickens County.

B. **Terms of Members**

1. The original members of the group will serve one or two years according to their appointment. After the original organization all members will be appointed for two (2) year terms.
2. When a vacancy occurs, the newly appointed member will serve during the unexpired term of the member he replaces.
3. A person who has served a term as a member is eligible for reappointment.

C. **Officers**

The officers will consist of a chairman, vice-chairman and a recording secretary. These officers will be elected annually.

D. Meetings

1. At least two (2) meetings will be held each year.
2. Meetings may be called, or canceled by the chairman.
3. The chairman in consulting with the group membership will be responsible for planning the meeting agenda.
4. Discussion leading toward a consensus of the members will be the prevailing procedure in meetings. Parliamentary procedure will be used when a decision of the group is to be recorded or transmitted.

E. Loss of Membership

Members who fail to attend two (2) consecutive meetings automatically lose their membership unless they present reasons for their absences acceptable to the appointing authority.

II. Operation of the Advisory Council

- A. An advisory group will organize itself, determine its meeting times, select its officers and subcommittees, make its rules and formulate its program and meeting agendas provided such do not conflict with Board policies on advisory groups.
- B. The Board will react to proposals submitted by the advisory groups.
- C. Minutes of the meetings of the advisory group will be sent to the members of the Board and to the members of the administrative staff.
- D. Publicity regarding the work and reports of the advisory group or its subcommittees will be released only after approval by the Board or its authorized agent.
- E. Advisory groups will discuss all proposed studies prior to inception with the Board or its authorized agent.
- F. Advisory groups will not recommend, support, or campaign for or against candidates for election or enter into a discussion regarding the employment, dismissal, promotion, or transfer of individual school employees; or encroach upon the prerogative of the administrative, instructional, or non-instructional staffs for the Board. This group is to function in an advisory capacity.

