Tuscaloosa County School System

Policy Manual

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CHAPTER 1.00: Philosophy

SYSTEM PHILOSOPHY, VISION AND MISSION 1.10

Vision Statement

The vision of the Tuscaloosa County School System is to be one of Alabama's premier public school systems in which every student receives an excellent education. We envision that every child graduates from high school, is globally competitive, and is prepared to lead productive and successful lives in the 21st century. To achieve this vision, the Tuscaloosa County School System will:

- Provide excellence in education, equity, and high expectations for every student in our school system.
- Strive to ensure that every teacher is highly qualified and will have 21st century preparation and access to ongoing professional development aligned with the 21st century concepts.
- Provide a safe and supportive learning environment in every school.
- Support partnerships among educators, parents, family, businesses, and the community that support high academic achievement and opportunities for all children.
- Endorse financial planning and budgeting that focuses on school facilities and resources that have the capacity for 21st century learning.

Mission Statement

Our mission is to ensure that high expectations are maintained for all students and adults in the educational system. To achieve this mission, Tuscaloosa County School System will:

- Produce globally competitive students that excel in the core curriculum and use technology in a constantly changing environment.
- Support every teacher and administrator to use 21st century knowledge and skills.
- Encourage all students to be healthy, safe, responsible, and self-directed. Students will have the opportunity to develop their potential, independence, and character in our diverse society.
- Encourage that all decisions be made with collaboration from parents, students, businesses, community colleges, universities, and community to impact student success and provide enhanced educational opportunities for students.
- Create a culture that embraces change and promotes dynamic continuous improvement.

REFERENCE(S): **CODE OF ALABAMA §16-8-8**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:_____
FORMERLY: NEW

SYSTEM LEGAL STATUS 1.12

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

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

REFERENCE(S): **CODE OF ALABAMA §16-8-8, 16-8-9**
ALABAMA CONSTITUTION of 1901, AMENDMENT III

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED: APRIL 8, 2013
FORMERLY: AA, AB, ABA

CHAPTER 2.00: School Board Governance and Organization

SCOPE OF THE SCHOOL SYSTEM 2.10

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

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

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

REFERENCE(S): **CODE OF ALABAMA §16-8-8, 16-8-9**
ALABAMA CONSTITUTION OF 1901, §256, AMENDMENT III

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED:
FORMERLY: ABA

QUALIFICATIONS OF BOARD MEMBERS 2.11

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

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

I. The individual must be a qualified elector of Tuscaloosa County, Alabama;
II. The individual shall not be employed by the Tuscaloosa County School System;
III. The individual must be of good moral character;
IV. The individual must have at least a high school education;
V. The individual so elected, or appointed in the event of a vacancy, shall be a resident of the school district he or she represents. Such residency shall have been established at least one year before the general election at which the candidate is to be elected, or appointed in the event of a vacancy. Whenever a member of a county board of education moves his or her domicile from the district he or she represents, he or she shall cease to be a member of the county board of education, and a vacancy shall occur;
VI. The individual is not serving on the governing board of a private elementary or secondary educational institution;
VII. The individual is not on the National Sex Offender Registry or the state sex offender registry;
VIII. The individual has not been convicted of a felony; and,
IX. The individual must have no direct or indirect financial or contractual interest in Tuscaloosa County Board of Education business matters.

REFERENCE(S): **CODE OF ALABAMA §§ 16-8-1, 16-8-2, 14-16-60, 36-25-1 through -14, 41-16-60**
ALABAMA CONSTITUTION OF 1901 ARTICLE VII, 173-175
LEGISLATIVE ACT 2012-221

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED: FEBRUARY 26, 2018, APRIL 8, 2013
FORMERLY: ABCB

BOARD ORIENTATION, TRAINING AND EVALUATION 2.12

Tuscaloosa Board of Education members will pursue ongoing training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations.

Training will include participation in:

1. Orientation for newly elected or appointed Board members;
2. Training or consulting workshop for the local Board as a whole;
3. State or National School Board Association event addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.

The Board recommends the requirements of this policy be satisfied by participation in training provided by the Alabama Association of School Boards or other sources considered knowledgeable in school board governance and leadership and approved by the Board.

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

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

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

TERMS OF BOARD MEMBERS 2.13

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

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

I. Filling of an Unexpired Term
   A. In the event a vacancy occurs in the office of members of the Tuscaloosa County Board of Education, the vacancy shall be filled by appointment by a majority of the remaining members of the Board and the appointee shall serve for the unexpired term.
   B. In the event the vacancy is not filled by the remaining members of the Board within thirty (30) days, the State Superintendent of Education shall fill such vacancy by appointment.
   C. The Tuscaloosa County Superintendent shall notify the State Superintendent of Education when a vacancy in the office of a member of the Board has not been filled within thirty (30) days.

II. Resignation of Board Members
   A. Tuscaloosa County Board of Education members may submit resignations at any time during their term of office. Such resignations are subject to Board approval.
   B. In the event a Board member chooses to resign, a written statement of resignation should be submitted to the Tuscaloosa County Board of Education as far in advance of the effective date of resignation as possible.
   C. A Board member shall be considered resigned when he/she permanently establishes residence outside the district he/she was elected to represent, outside the area served by the Tuscaloosa County School System, outside Tuscaloosa County, becomes subject to the authority of the Board as an employee or becomes an elected official for another governmental agency.

III. Removal from Office
   A. Members of the Tuscaloosa County Board of Education are officers of the State and may be removed from office only through impeachment proceedings in Circuit Court or other court of like jurisdiction as stipulated in the Alabama Constitution of 1901.
   B. A Board member may be censured and/or removed from office under circumstances and by procedures described in Alabama Legislative Act 2012-221. Causes for impeachment of any Board member shall be those applicable to all public officers, namely:
      1. willful neglect of duty;
      2. corruption in office;
      3. incompetence;
      4. intemperance in the use of intoxicating liquors or narcotics to such an extent that it renders the officer unfit to discharge duties of the office; or
      5. any offense involving moral turpitude while in office, or connected therewith.

REFERENCE(S): **CODE OF ALABAMA**
§§ 16-8-8 to -9, 16-8-6, 16-8-2, 41-16-60, 36-9-1, 36-25-1 to -14
LEGISLATIVE ACT 2001-507
ALABAMA CONSTITUTION OF 1901, VII, 173-175
LEGISLATIVE ACT 2012-221

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED: APRIL 8, 2013
FORMERLY: ABC, ABCB, ABCD, ABCDA, ABCE, ABCF

BOARD RESPONSIBILITIES, AUTHORITY AND CODE OF CONDUCT 2.20

The Tuscaloosa County Board of Education is responsible for the organization and control of the public schools of the system and is empowered to determine the policies necessary for the effective operation and general improvement of the school system. The Board is a public corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. The Tuscaloosa County Board of Education shall limit its action to establishing policy and to meeting the requirements prescribed by federal and state law and rules of the State Board of Education. Individual members of the Tuscaloosa County Board of Education have authority to take official action only when sitting as a member of the Board in public session, except when the Board specifically authorizes the member to act. The Tuscaloosa County Board of Education shall not be bound in any way by any action on the part of an individual Board member or an employee, except when such statement or action is in compliance with the public action of the Tuscaloosa County Board of Education.

I. The specific duties of the Board shall include, but not be limited to the following:
   - A. To approve policies relating to the operation of the public schools;
   - B. To adopt the annual budget and approve expenditures of funds as recommended by the Superintendent;
   - C. To monitor the financial status of the system;
   - D. To appoint principals and other Tuscaloosa County School System employees upon the written recommendation of the Superintendent;
   - E. To determine or approve salary schedules and other personnel policies;
   - F. To consider reports of the Superintendent on the progress of the schools and advise him/her on recommended changes in educational programs;
   - G. To adopt plans for structural improvements and construction of new facilities and determine the means to finance them; and
   - H. To inform the citizens of the community and the Legislature of the needs of the schools.

II. The duties and obligations of an individual Tuscaloosa County Board of Education member shall include, but not be limited to the following:
   - A. To attend all meetings;
   - B. To become familiar with selected federal and state school laws, State Department of Education rules and regulations, and local Board policies, rules and regulations;
   - C. To assist in establishing the highest goals and objectives for the Tuscaloosa County School System which realistically can be achieved;
   - D. To vote and act in the Board meetings for the total good of the school system;
   - E. To accept the will of the majority vote and give support to the resultant policy;
   - F. To represent the Tuscaloosa County Board of Education in such a way as to promote public interest in and support for Board-related activities;
   - G. To refer complaints and inquiries to the proper school authorities and to abstain from individual counsel and action;
   - H. To recognize that candid discussions based on objective rationale are vital to the ultimate success of the school system;
   - I. To comply with statutory requirements, state and Tuscaloosa County Board of Education policies, and regulations of duly authorized administrative agencies;
   - J. To act ethically in all matters at all times, thereby representing the school system to the best of one's ability; and
   - K. To receive no financial interest or personal benefit, either directly or indirectly, in the

purchase of or contract for real or personal property or contractual service with the Tuscaloosa County Board of Education.

III. The Tuscaloosa County Board of Education may maintain membership in the Alabama Association of School Boards.

IV. The Tuscaloosa County Board of Education adopts for its members the following Code of Conduct to provide that members of this public governing Board:

A. Conduct of Individuals

1. Attends and participates in regularly scheduled and called Board meetings.
2. Reads and prepares in advance to discuss issues to be considered on the Board agenda.
3. Recognizes that the authority of the Board rests only with the Board as a whole and not with individual Board members.
4. Upholds and enforces applicable laws, rules and regulations of the local Board, and the Alabama State Board of Education, and court orders pertaining specifically to the school system.
5. Renders all decisions based on available facts by exercising independent judgment instead of the opinion of individuals or special interest groups.
6. Works with other Board members and the Superintendent to establish effective policies to further the educational goals of the school system.
7. Makes decisions on policy matters only after full consideration at public Board meetings.
8. Complies with the requirements of the School Board Governance Improvement Act.
9. Communicates in a respectful, professional manner with and about fellow Board members and the Superintendent.
10. Takes no action that will compromise the Board or school system administration.
11. Refrains from using the position of school Board member for personal or partisan gain or to benefit any person or entity over the interests of the school system.
12. Informs the Superintendent and fellow Board members of business relationships or family members or close associates or private interests.
13. Abstains from voting on or seeking to influence personnel or other actions involving family members or close associates or private interests.
14. Communicates to the Board and the Superintendent public reaction to Board policies and school programs.
15. Advocates for the needs, resources, and interests of the public school students and the school system.
16. Safeguards the confidentiality of nonpublic information.
17. Shows respect and courtesy to staff members.

B. Conduct of Individuals at Board Meetings

1. Works with other Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at Board meetings.
2. Takes actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.
3. Makes decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish education goals and comply

with the School Fiscal Accountability Act.

4. Abides by and support all majority decisions of the Board.
5. Acts on personnel recommendations of the Superintendent in a timely manner, particularly when there are financial implications of such decisions.
6. Approves operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.
7. Honors and protects the confidentiality of all discussions during executive session of the Board.

C. Conduct of the Board as a Whole

1. Recognizes that the Superintendent serves as the Chief Executive Officer and Secretary to the Board and should be present at all meetings of the Board except when his or her contract, salary or performance is under consideration.
2. Honors the Superintendent's authority for the day-to-day administration of the school system.
3. In concert with the Superintendent, regularly and systematically communicates Board actions and decisions to students, staff, and the community.
4. Reviews and evaluates the effectiveness of policies and programs to improve system performance.
5. Develops, in concert with the Superintendent, the vision and goals for the school system to address student needs, advance student performance, and monitor the implementation of policies and programs.
6. Provides opportunities for all members to express opinions prior to Board action.

REFERENCE(S): **CODE OF ALABAMA**
§§ 16-8-1 to -12.1, 16-8-8 to -10, 36-25-1, 36-25A-1 to -11, 41-16-50, 41-16-57
ALABAMA OPEN MEETINGS ACT
SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT OF 2012

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED: APRIL 8, 2013
FORMERLY: ABB, BH, BBBA

ORGANIZATION AND OFFICERS OF THE BOARD 2.21

I. The Tuscaloosa County Board of Education shall elect, at its annual meeting in November of each year, one of its members as President and one as Vice-President. The President shall preside at all meetings of the Board and shall call special meetings when circumstances require such meetings.

II. The President shall sign, with the Superintendent, the minutes and other official documents which require the signature of the President. He/she shall perform other duties as prescribed by law or specified in the policies of the Tuscaloosa County School System.

III. The President shall preside at all School Board meetings and perform such other duties as may be prescribed by law or by action of the School Board. The Vice-President shall preside in the absence of the President and shall perform such other duties of the President as required by circumstances.

IV. If the President and Vice-President are absent from a meeting at which a quorum is present, the ranking member present in terms of continuous service on the Tuscaloosa County Board of Education shall preside.

V. The Superintendent, as provided by law, shall be the Secretary and Executive Officer of the School Board.

REFERENCE(S): **CODE OF ALABAMA §§ 16-8-1, 16-8-6, 16-8-7, 16-9-1**

HISTORY: **ADOPTED: APRL 6, 1992**
REVISED: **APRIL 8, 2013**
FORMERLY: BBA

BOARD MEETINGS 2.22

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

II. Regular Tuscaloosa County Board of Education meetings shall be established at the organizational meeting held in November. The regular meeting date may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.

III. Regular, special, and emergency meetings of the Tuscaloosa County Board of Education shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. Regular meetings are scheduled on the second (2nd) Monday of each month at 5:00 pm at the Board office.

   A. Meetings may be held at such place as the duties and the business of the Board may require.

IV. Notice and a preliminary agenda for all meetings of the Tuscaloosa County Board of Education shall be posted convenient for public viewing as required by law. Meeting notice deadlines as legally prescribed are as follows:

   A. Regular meeting – seven (7) days' notice
   B. Special meeting – one (1) day notice
   C. Emergency meeting – one (1) hour notice
      1. The notice shall include the time, date, and place of the meeting. If a preliminary agenda is not created, a general description of the nature and purpose of the meeting shall be stated.

V. Members of the Tuscaloosa County Board of Education shall receive any and all materials or supplemental information which the Superintendent considers important to clarify, broaden, and/or help increase understanding of the school system's business matters for which Board members are duly responsible. The Superintendent shall be responsible for the distribution of all material. Board members shall receive the information at least two (2) working days prior to the meeting.

VI. Any item to be placed on the agenda of a regular Tuscaloosa County Board of Education meeting shall be submitted in writing to the Superintendent's office no later than 2:00 p.m. three (3) working days prior to the next scheduled meeting. This rule shall not preclude the right of any citizen to address the Tuscaloosa County Board of Education; however, except for good cause as provided herein, the Board of Education shall not take action on any substantive proposal until such matter has been formally placed on the Board agenda. An individual or representative of a delegation addressing the Board must adhere to a time allotment as specified by the Board

   A. President. Copies of the tentative agenda for regular meetings shall be made available prior to the scheduled meeting. Copies of the agenda for a special meeting shall be prepared.
   B. A majority vote of the Board shall be required to place an item on the agenda that has not been previously submitted in writing. However, substantive action on such a matter shall not be taken until sufficient consideration and/or investigation by the Board has been accomplished.

VII. All Tuscaloosa County Board of Education meetings shall be conducted in accordance with standard rules of order, with the exception that the President may discuss and vote on all matters before the Board. A majority of the Board shall constitute a quorum for the transaction of

business. An official act of the Board shall require four (4) votes of the total membership.

VIII. The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school district. The President or presiding officer shall be able to regulate and control public participation.

A. Any concerns or complaints about board actions or operations may be addressed directly to the Board by written request for the matter to be placed on the agenda as described in Section (V). All delegations or individuals who wish to comment on a scheduled agenda item may be permitted to do so by signing in prior to the meeting. The sign-in sheet for board meetings will be displayed in an area that is visible and accessible by the public. Based upon the number of person(s) indicating a desire to speak about an agenda item, the superintendent shall recommend to the board president a specific length of time for such person(s) to be allowed to speak so as to continue the orderly process of the meeting.

B. Comments involving specific concerns related to instruction, discipline, or learning materials are to be addressed at specified levels in the following order:

1. Teacher
2. Designated building-level employee, if applicable (athletic director, counselor, assistant principal, etc.)
3. Principal
4. Designated Central Office Staff Member, as determined by the Superintendent
5. Superintendent
6. Board of Education

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

IX. A majority shall constitute a quorum for any Tuscaloosa County Board of Education meeting. Unless a majority is present, no meeting can be convened.

X. The official minutes of the Tuscaloosa County Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.

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

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

XIII. There shall be no representation by proxy of any Tuscaloosa County Board of Education member.

REFERENCE(S):

CODE OF ALABAMA
§§ 16-8-7 to -9, 36-12-2, 36-12-40, 16-8-4
ALABAMA OPEN MEETINGS ACT
36-25A-1 TO -11

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED: APRIL 8, 2013
FORMERLY: BC, BCBB, BCBA, BCA, BCAC, BCBC, BCBD, BCBF,
BCBFA, BCBG, BCBH, BVCBK, BCBI

SCHOOL BOARD POLICY 2.23

I. The Tuscaloosa County Board of Education shall formulate policies by which its schools shall be managed.

II. No Tuscaloosa County Board of Education policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to those expressed in law or written contract.

III. Before adopting written policies, the Board shall directly or indirectly through the Superintendent, consult with the local employees' professional organization whose parent organization represents the majority of school employees statewide. Input by the applicable professional organization shall be made in writing to the Superintendent. The Superintendent may also consult professional assistants, principals, employees and interested citizens. All policies shall be made available to all persons affected and employed by the Tuscaloosa County Board of Education. Generally, proposed policy changes or new policies are given a first reading on a Board meeting agenda, are considered and input solicited, then adopted at a subsequent regularly-scheduled Board meeting.

IV. Policy Dissemination

A. Board policies and administrative rules and regulations shall also be made accessible to all members of the Tuscaloosa County Board of Education, students and members of the community served by the school system.

B. Any amendments to the policies, rules and regulations of the Tuscaloosa County Board of Education shall be furnished to the affected persons employed by the Board.

V. Policy Suspension

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

VI. Administration in the Absence of Policy

The Superintendent shall have the power to act in cases where the Board has not provided policy statements to guide administrative action. However, his/her decisions shall be subject to review of the Board. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

REFERENCE(S): **CODE OF ALABAMA**
§§ 16-1-30, 16-8-1, 16-8-7 to -10
ALABAMA ADMINISTRATIVE CODE §290-3-1-.02

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED: APRIL 8, 2013
FORMERLY: BDC, BDD, BDE, BDG

BOARD MEMBER COMPENSATION 2.24

Tuscaloosa County Board of Education members are authorized to receive reasonable compensation for their services, not to exceed $600 per month, unless set at a higher limit by local act.

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

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

REFERENCE(S): **CODE OF ALABAMA §16-1-26**
ALABAMA CONSTITUTION ARTICLE IV, SECTION 68
LEGISLATIVE ACT 2000-123

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED: APRIL 8, 2013
FORMERLY: BBBE

SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.25

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

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

I. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on a needs-assessment conducted pursuant to data collection requirements in Alabama statutes.
II. The plan shall address school progress, goals, indicators of student progress, strategies, and evaluation procedures, including adequate measures of individual student performance. Plans shall also address professional development, school culture and climate improvement strategies, and may include school safety, attendance, and/or discipline goals.
III. The plan for each school shall be approved annually and shall be implemented as a new, amended, or continued school improvement plan.
IV. The plan shall be developed by Tuscaloosa County Board of Education employees in each school in conjunction with an advisory council.
VI. The system process for initial approval and subsequent annual approval of Tuscaloosa County School System Continuous Improvement Plans shall provide for each Continuous Improvement Plan to be reviewed and approved or disapproved by the Superintendent or his/her designee.

REFERENCE(S): **CODE OF ALABAMA §§ 16-6B-3, 16-6B-7, 16-8-8**
ALABAMA ADMINISTRATIVE CODE §290-4-1-.01

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

COMMITTEES OF THE SCHOOL BOARD 2.26

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-6, 16-8-7, 16-8-8

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED: APRIL 8, 2013
FORMERLY: BBC, BBF

LEGAL COUNSEL – BOARD 2.30

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 41-16-51(a)(3)

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED: APRIL 8, 2013
FORMERLY: BBE

BOARD AND SUPERINTENDENT RELATIONS 2.31

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8 to -10

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED: APRIL 8, 2013
FORMERLY: BBD

CHAPTER 3.00: School Administration

ADMINISTRATIVE ORGANIZATION 3.10

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

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

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

School principals shall be required to supervise and direct the programs in the school of their assignment. Principals shall work under the direction of the Superintendent, to whom they are professionally and administratively responsible. Teachers and other school-based employees shall report to the building principal and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

REFERENCE(S): **CODE OF ALABAMA**
16-8-7, 16-8-8, 16-8-10, 16-9-23

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: CD, CE

CALENDAR, LENGTH OF SCHOOL DAY AND YEAR 3.12

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

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

A. School Day – shall not be less than six (6) hours, or 360 minutes, of actual teaching, exclusive of all recesses or intermission periods. Class periods shall be planned to allow for this amount of instructional time.

B. School Year – shall provide for at least the minimum number of days of instruction required by the State Board of Education and current state law.

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

REFERENCE(S): **CODE OF ALABAMA**
16-1-1, 16-8-30, AAC §290-3-1-.02(2)(a)

HISTORY: **ADOPTED: APRIL 6, 1992**
REVISED: APRIL 8, 2013
FORMERLY: AF

SUPERINTENDENT SELECTION 3.13

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

The Superintendent may delegate certain administrative authority and responsibilities to his/her staff and principals.

The Superintendent shall, with the approval of the Board, organize the system staff and schools, create and fill positions, and assign duties and responsibilities.

All personnel who work in the Tuscaloosa County School System shall be responsible directly to the Superintendent.

REFERENCE(S): **CODE OF ALABAMA**
16-9-1, 16-9-2, 16-9-11

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: CE

QUALIFICATIONS OF SUPERINTENDENT 3.20

I. The Superintendent of the Tuscaloosa County Board of Education shall possess the following qualifications as minimum requirements:

A. Hold a master's degree from a recognized four-year college or university with Alabama superintendent certification, with a doctoral degree preferred;

B. Three (3) years of successful educational experience as a teacher, principal, supervisor, or superintendent during the five (5) years immediately preceding his/her selection;

C. Have five (5) years of public school experience, preferably a broad range of elementary and secondary experience;

D. Have demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests;

E. Possess the ability to view all aspects of issues and deal fairly, even when views differ from his/her own;

F. Demonstrate knowledge of school finance;

G. Demonstrate knowledge of educational research and methods of research;

H. Possess the ability to delegate authority;

I. Possess good character, high moral standing, and integrity; and

J. Have other qualifications that the Board deems necessary and proper.

II. Any candidate selected must satisfactorily complete any required State Department of Education's training on school finance, education law and curriculum/instruction.

REFERENCE(S): **CODE OF ALABAMA**
16-1-38, 16-8-7, 16-9-2
LEGISLATIVE ACT 1969-1039

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: MARCH 5, 2012; APRIL 12, 2012; APRIL 8, 2013
FORMERLY: CEA

CONTRACT OF SUPERINTENDENT 3.21

The Tuscaloosa County Board of Education shall contract with the selected Superintendent, subject to such conditions and limitations as are prescribed by law or by contract with the Board. The Superintendent shall be evaluated as prescribed by the Board and according to legislative acts and regulations of the State Department of Education.

The Board shall determine the salary, additional benefits, vacation entitlement and other leave of the Superintendent. Additional benefits such as health and other forms of insurance, annual vacation, holidays, and temporary and extended leaves and absences shall be at least equal to those granted other professional Tuscaloosa County School System staff members.

The Superintendent shall be provided, as determined by the Board, with an annual travel allowance.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-9-12, 16-9-1, 16-12-1, 16-11-19

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: CEE

DUTIES OF THE SUPERINTENDENT 3.22

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

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

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

A. Exercise, pursuant to state statutes and under the direction of the Board, general supervision of the public schools in the district.
B. Enforce all provisions of law relating to the management of the schools, and other educational, social, and recreational activities under the direction of the Board of Education.
C. Attend all meetings of and have a seat on the Board of Education; to have the right to speak on all matters but not the right to vote and to bring such matters before the Board as seem to him/her necessary for the general welfare of the schools.
D. Keep abreast of and to keep the Board of Education informed concerning acceptable, modern school practices; and to make such recommendations to the Board as shall lead to the establishment of standards that will assure growth and progress of the school district.
E. Carry out the policies adopted by the Board under such powers as may be delegated by the Board as are necessary to that end.
F. Initiate those matters required of the Superintendent under Alabama law and other applicable rules respecting the duties and responsibilities of the county superintendent.
G. Exercise general supervision over all employees and have the right to nominate, assign, suspend, and transfer all employees. All appointment and transfers are subject to a written recommendation from the Superintendent and the approval of the Board.
H. Suspend any pupil from school whenever, in his/her judgment, the best interests of the schools are served.
I. Assure the proper maintenance of all school district records and the proper distribution of such records to Board members, Principals, etc.
J. Plan and administer the budget as enacted by the Board, acting at all times within legal requirements and in accordance with policies of the Board.
K. Represent the school system in community affairs.
L. Perform such official duties as may be prescribed by law or the Board.
M. Develop plans for the maintenance, improvement or expansion of buildings and property needed to provide an adequate educational program.
N. Assume other duties as assigned by the Board.

REFERENCE(S): **CODE OF ALABAMA**
16-9-13 TO -16, 16-9-23, 16-12-1 TO -21

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: CEB

OPENING AND CLOSING OF SCHOOLS 3.24

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-1-1, 16-8-8
AAC §290-030-010-06

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: JGFB

CARE OF STUDENTS BEFORE AND AFTER SCHOOL 3.24.1

Parents' Responsibilities

Parents/guardians are expected to take responsibility for seeing that their child arrives before the beginning of school and is picked up after the end of school within the time frames noted above. If for any reason parents are not able to comply with the times noted, a conference should be scheduled with the principal to discuss the matter.

Students Not Picked Up Promptly After School

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

Before and After-School Supervision Plan

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

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

Notification

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

Care of Students after School-Sponsored Events

The schools of the Tuscaloosa County School System offer a variety of after-school, extra-curricular activities, which contribute greatly to the total educational experiences of students. Students' involvement in such activities contributes to their physical, mental, social, and emotional growth and development. Events, such as plays, athletic contests, debates, scholars bowl, beauty contests, band presentations, choral groups, etc. are vital components of each school's curriculum. The Board supports and encourages such after-school learning opportunities for students of the School System. However, the Board is also cognizant that such activities necessitate additional work and time on the part of teachers, school administrators, and others to develop and conduct such meaningful extra- curricular

events. While the Board encourages parents/guardians to contribute to such school- sponsored events, the Board further encourages parents/guardians to do their part in assisting school personnel by assuming responsibility for their child(ren) promptly after participating in or attending such activities.

Limits of Care: School System's Responsibility

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

Students Not Picked Up Promptly After School-Sponsored Events

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

REFERENCE(S): **CODE OF ALABAMA**
16-1-1, 16-8-8

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IEBAC, IEBAD

EMERGENCIES 3.25

In case of emergency, the Superintendent may close any school or all schools. The members of the Tuscaloosa County Board of Education shall be informed of any event or condition which requires the closing of any school(s) of the system.

In the event of a declared state of emergency, control of pupils shall be retained by school personnel until pupils are released from school or in the case of transported pupils, until the students depart from the school bus.

The school officials shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a riot or similar condition, the principal shall cooperate with law enforcement.

The Superintendent or his/her designee shall make public announcements and releases to the media concerning emergency school closings.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 36-19-10, 16-6B-5

HISTORY: **ADOPTED: FEBRUARY 21, 1990**
REVISED: SEPTEMBER 9, 1991; APRIL 8, 2013
FORMERLY: GAP

RESPONSIBILITIES OF PRINCIPALS 3.30

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-24B-4

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

SAFE AND SECURE SCHOOLS 3.40

I. The Tuscaloosa County Board of Education has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all school-sponsored activities.

II. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending Tuscaloosa County Board of Education or school-sponsored events or activities. All procedures shall reflect the following provisions:

A. No persons other than Tuscaloosa County School System students and employees shall be on a school campus during school hours unless they have been approved by the Principal's office.

B. A student who is suspended or expelled is not in good standing and is not permitted on the Tuscaloosa County school campus or school grounds.

C. Any person on a Tuscaloosa County school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. It shall be the policy of the Tuscaloosa County Board of Education to authorize School Resource Officers (SRO's) and other Local Law Enforcement Officers to act as agents for the school system and to have authority to remove trespassers/visitors off of any school board property.

D. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify a building administrator.

E. Individuals who enter Tuscaloosa County School System property, a Tuscaloosa County Board of Education meeting or attend a school-sponsored activity without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board President, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Alabama statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at Tuscaloosa County School System schools or school activities.

III. Emergency Plans

A. The Superintendent shall develop and present to the Tuscaloosa County Board of Education for review and approval, appropriate school emergency management and preparedness plans.

B. The Superintendent shall establish a uniform format for the development of the schools' emergency management and preparedness plans.

C. Each Tuscaloosa County school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Alabama law, State Board of Education rules, and other applicable regulations.

IV. Safety Procedures

A. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.

B. Emergency evacuation drills (fire, bomb threat, terrorist, tornado, severe weather, other disaster, and school bus) shall be held in compliance with state requirements. Each Tuscaloosa County School System principal, site administrator or transportation official is responsible for:

C. Developing and posting emergency evacuation routes and procedures;

D. Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation and re-entry; and

E. Identifying and reporting hazardous areas requiring corrective measures.

V. Violence Prevention

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

VI. Security

A. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.

B. Each Tuscaloosa County school's emergency plan shall include security provisions including emergency lockdown procedures.

C. All doors and exits shall remain unlocked from the interior during school hours and shall meet the required codes.

D. The Superintendent shall require that all state statutes regarding safety, security and discipline are carried out.

REFERENCE(S): **CODE OF ALABAMA**
16-1-24, 16-1-24.1, 16-3-12, 16-4-13, 16-1-2, 16-1-7,
16-6B-5 TO -6, 16-8-8, 36-19-10, 36-19-11

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013, OCTOBER 17, 2013
FORMERLY: EBB, JGCE, JGFA, JGFC, EDC

PROHIBITION OF HARASSMENT 3.43

I. The Tuscaloosa County Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities.

II. The Superintendent shall develop procedures which shall be used by persons alleging harassment.

III. Sexual Harassment by Students-The Tuscaloosa County Board of Education desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Tuscaloosa County Board of Education. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency toward further unacceptable behavior. For these reasons, the Tuscaloosa County Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students.

A. Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Examples of sexual harassment may include but are not limited to the following:

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

B. Specific Prohibition - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.

C. Procedures - Any student who alleges sexual harassment by an employee or another student should report the harassment to the building Principal, assistant Principal(s), guidance counselor(s) or Superintendent' designee. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.

1. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to

investigate allegations of misconduct and take corrective action when this conduct has occurred.

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

D. Penalties - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;

B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance or creating an intimidating, hostile or offensive work or school environment.

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

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, or written materials.

E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

F. Any suspected child abuse shall be reported in accordance with state law.

G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.

1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.
3. It is sexual harassment for a Tuscaloosa County Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

H. Procedures –

1. It is the responsibility of any employee to promptly report any occurrence of

alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant.

2. Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated against, in any manner, for reporting conduct which is believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule.

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

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

REFERENCE(S): **CODE OF ALABAMA §16-8-23**
TITLE IX OF EDUCATION AMENDMENTS OF 1972 PUBLIC LAW 100-960, PUBLIC LAW 102-143

HISTORY: **ADOPTED: NOVEMBER 4, 1992**
REVISED: OCTOBER 11, 1993; APRIL 8, 2013
FORMERLY: GAJDBH, JN

EQUAL OPPORTUNITY 3.44

I. No person shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school system except as provided by law.

II. The Tuscaloosa County Board of Education shall comply with the Americans with Disabilities Act of 1990 (ADA), Title IX of Education Amendments of 1972, and all other federal and state laws that make it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.

III. Persons alleging such discrimination shall use the grievance procedure provided elsewhere in these policies as a remedy.

IV. The Superintendent shall develop procedures to notify Tuscaloosa County School System employees, applicants for employment, and other affected groups.

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

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: MAY 23, 2003; APRIL 8, 2013
FORMERLY: JAA

TOBACCO USE IN SYSTEM FACILITIES 3.45

The Tuscaloosa County Board of Education prohibits the use or possession of tobacco in any form, any and all electronic cigarettes, medically non-prescribed vaporizers, and/or any similar device or object by students, faculty, support personnel, or any other person on school property under the control of the Tuscaloosa County Board of Education. This includes a public school building, Tuscaloosa County Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Tuscaloosa County Board of Education.

Parents/guardians and other persons are hereby notified that they are prohibited from use or possession of tobacco in any form, any and all electronic cigarettes, medically non-prescribed vaporizers, and/or any similar device or object on Tuscaloosa County School System property at any time.

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-10, 16-9-15

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: JULY 11, 1994; MAY 9, 2005; APRIL 8, 2013; MARCH 9, 2015
FORMERLY: GAMC

PUBLIC INFORMATION 3.50

I. All public records pursuant to Alabama statutes, except those involving sensitive personnel records, pending criminal investigations, recorded information received by a public officer in confidence, or other records, the disclosure of which would be detrimental to the public's interest, shall be available for inspection or copying at reasonable times during normal office hours of the Tuscaloosa County School System office or other offices in which records are maintained.

II. The Superintendent shall:

A. Keep citizens adequately informed through all channels of communication on policies, programs, problems, and planning of the Tuscaloosa County School System and instruct schools to carry out this policy through their efforts and the office of the Superintendent.

B. Seek input from community members.

C. Encourage Tuscaloosa County School System staff to cooperate in keeping the public informed of newsworthy events which would be of interest or concern to citizens and which would promote the welfare of the school system, provided that any news release be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the system as a whole be approved by the Superintendent.

REFERENCE(S): **CODE OF ALABAMA**
16-3-11, 16-8-8 TO -10, 16-18-18, 36-12-40, 41-13-1, AAC §290-1-4-.01

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: KB

COPYING OF PUBLIC RECORDS 3.51

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-1-30

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

SCHOOL CEREMONIES AND OBSERVANCES 3.61

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

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-1-20.4, 16-43-1, 16-43-5
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IKDA

SCHOOL VOLUNTEERS 3.70

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

The school Principal or designee must conduct an orientation for all school volunteers.

Any volunteer (i.e., a person performing services for a non-profit organization, a non-profit corporation, a hospital, or a governmental entity without compensation, other than reimbursement for actual expenses incurred) shall be immune from civil liability in any action on the basis of any act or omission of a volunteer resulting in damage or injury if:

A. The volunteer was acting in good faith and within the scope of such volunteer's official functions and duties for a non-profit organization, a non-profit corporation, a hospital, or a governmental entity; and
B. The damage or injury was not caused by willful or wanton misconduct by such volunteer.

REFERENCE(S): **CODE OF ALABAMA §16-8-8**

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IFCD

COMMUNICABLE DISEASES AND PARASITES 3.80

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

Communicable/Infectious Diseases or Conditions

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

The Superintendent shall have the authority to exclude a student and/or an employee from attendance when reliable evidence confirms he/she has a communicable disease or condition that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or employee shall be excluded from school for a period of time as may be prescribed by the local health department or physician. The Superintendent may require written documentation from health department officials and/or a physician to allow the student or employee to resume attendance. Due process will be followed when reliable evidence or information from a qualified source confirms that a student or employee is known to have a communicable disease or infection that is known not to be spread by casual contact (i.e. HIV/AIDS, Hepatitis B, etc.).

Infection Control

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

Exposure Control Plan and Staff Development

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

Certificate of Immunization

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

Confidentiality of Medical Information

All persons privileged with any medical information that pertains to students or employees shall be required to treat all proceedings, discussions, and documents as confidential information. Before any

medical information is shared with anyone in the school setting, a "need-to-know" review shall be made. Such a review committee shall include the parent/guardian of the affected student, the student if over age 18, the affected employee or his/her representative.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-29-1 TO -6, AAC §290-1-4-.01

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: MARCH 13, 2000; AUGUST 14, 2000; APRIL 8, 2013
FORMERLY: GAMAA, JGCCB, JGCC

CHAPTER 4.00: Curriculum and Instruction

THE CURRICULUM 4.10

I. The Tuscaloosa County School System curriculum shall be determined by
   A. Alabama State Department of Education Courses of Study;
   B. Students' needs and interests;
   C. Regular evaluation of curriculum effectiveness; and
   D. Alabama statutes, State Board of Education rules, and policies of the Tuscaloosa County Board of Education.

II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system.

III. The Superintendent shall designate appropriate staff members who are responsible for the development and coordination of the curriculum of the system.

IV. The Superintendent shall ensure that an appropriate program of instruction for all grade levels is developed and regularly updated.

V. The Superintendent shall recommend and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading systems, and methods of reporting.

VI. All course materials and verbal or visual instruction shall conform to the requisites and intent of Alabama law and the state Constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents/guardians of the children engaged in such classes.

VII. The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented.

VIII. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

REFERENCE(S): **CODE OF ALABAMA**
16-3-15, 16-8-9, 16-8-28, 16-9-21, 16-26-1, 16-26-2, 16-35-4, 16-35-5

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IC

SPECIAL EDUCATION 4.11

The Tuscaloosa County Board of Education will provide educational and related services to exceptional students who qualify under state and federal guidelines. Such students are encouraged to take full advantage of or to respond to educational programs and opportunities because of a physical, mental, emotional, social, or learning exceptionality as determined by a multi-disciplinary team which reviews psychological, educational, and/or physical evaluation results provided by qualified specialists. Exceptional students include students with intellectual disabilities, deaf/blindness, speech or language impairments, emotional disabilities, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities and students who are classified as gifted.

I. Upon recommendation of the Superintendent, the Board shall adopt a plan for the provision of education programs for all Tuscaloosa County School System students with disabilities and for gifted students.

II. The plan for special programs and procedures for exceptional students shall include screening procedures, pre-referral activities, referral procedures, eligibility criteria, program placement, program dismissal, and descriptions of program organization and operations.

III. The Tuscaloosa County School System special education program shall conform to the provisions adopted by the Board and shall function in accordance with the provisions of state and federal law, State Board of Education rules, and other applicable provisions of Board rules.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-13-231, 16-39-1 THROUGH -12
AAC §290-1-4-.01

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IDDF

AT-RISK AND ALTERNATIVE EDUCATION PROGRAMS 4.12

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

The Board shall also maintain an alternative education program for students who, because of disciplinary problems, cannot be appropriately educated in the regular school environment or who, because of academic difficulty, have been identified as at-risk of academic failure. The Alternative Program may have a virtual component to which students may be assigned for a temporary period of time or permanently.

The Tuscaloosa County Board of Education maintains a comprehensive career awareness program in middle schools to help students appreciate the value of a high school education and understand the consequences of not acquiring a high school diploma.

REFERENCE(S): **CODE OF ALABAMA**
16-1-13, 16-1-16, 16-13-231, 16-6-B-3, AAC §290-1-4-.01

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 1996; APRIL 8, 2013; OCTOBER 27, 2014
FORMERLY: JDDD, IDDD

HOMEWORK 4.13

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

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

Homework assignments should be commensurate with the resources available. Homework should not be used as punishment for disciplinary infractions. Students should receive feedback on homework assignments. Homework assignments may be reviewed at the discretion of the Principal.

REFERENCE(S): **CODE OF ALABAMA §16-8-8**
HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IHB, JFEA

SUMMER PROGRAMS 4.14

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

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

REFERENCE(S): **CODE OF ALABAMA §16-8-8**
AAC §290-3-1-02(8)(c)1-2

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 13, 1998; MARCH 8, 1999; APRIL 8, 2013
FORMERLY: IDCA, JFH

STUDENT FEES, FINES AND CHARGES 4.16

I. The Tuscaloosa County Board of Education shall hold each student responsible for all textbooks and other educational materials issued to him/her. It shall be understood that the parent, guardian or other person having custody of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse or damage in excess of that which would result from the normal use of such materials.

II. Fees may not be charged to students in grades K through 5. Fees may only be charged in courses which are not required for graduation.

III. Principals shall have the authority to waive fees for students with financial limitations who cannot afford the fee.

IV. The Tuscaloosa County Board of Education maintains that activities for which an admission fee is charged shall be kept to a minimum. The admission charges shall be fixed at amounts permitting the maximum number of pupils to attend, commensurate with the cost of providing such activities.

V. Concession sales at school activities may be operated by student groups or parent groups as approved by the Principal.

VI. All income from school activities and concession sales shall be deposited in the appropriate account and shall be disbursed in accordance with Board Policy, accreditation standards, and State Department of Education regulations.

REFERENCE(S): **CODE OF ALABAMA**
16-8-7 TO -9, 16-10-6, 16-13-13, 16-36-32, 16-36-35
LEGISLATIVE ACT 98-230

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: JANUARY 12, 2004; APRIL 8, 2013; JULY 29, 2013
FORMERLY: JHAA

DUAL ENROLLMENT 4.17

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

REFERENCE(S): **CODE OF ALABAMA §16-8-8**
AAC §290-3-1-.02(10)

HISTORY: **ADOPTED: APRIL 13, 1998**
REVISED: FEBRUARY 8, 2010; APRIL 8, 2013
FORMERLY: JFHA, IDCAA

STUDY/WORK RELEASE PROGRAMS 4.18

For School Approved Programs

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

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

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

Employment After School Hours

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

REFERENCE(S): **CODE OF ALABAMA**
16-3-18, 16-37-4, 28-8-33 thru -35, 25-8-37
LEGISLATIVE ACT 87-675

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 13, 1998; MARCH 13, 2000; APRIL 8, 2013
FORMERLY: JJ; IDCF

CLASSROOM INSTRUCTIONAL SUPPORT FUNDS 4.20

I. The distribution of funds for classroom instructional support materials shall be based on projected enrollment, available funds, and Alabama statutes and shall include library enhancement, classroom materials and supplies, professional development, technology, and other classroom instructional support approved by the State Board of Education.

II. Each Tuscaloosa County School System school shall form a committee to develop a budget for library enhancement, classroom materials and supplies, professional development, technology and any other federal or classroom instructional support funds allocated to the school.

A. The composition and procedures used by such committee will follow Alabama statutes and federal guidelines.

B. The proposed budget shall outline common purchases, specify the common items which may be purchased and designate a specific allotment per teacher.

C. The proposed budget will be consistent with the plans developed for the school and the Tuscaloosa County School System.

D. The proposed budget will be submitted for approval by the teachers at each school prior to the close of the current school year.

III. All funds must be spent on classroom instructional support purposes consistent with system and state rules. Funds may be spent on instructional and electrical equipment used in the classroom with students.

IV. Funds should be made available to each teacher before December 1. Unused funds will revert to the system or state.

REFERENCE(S): **CODE OF ALABAMA**
16-1-8.1, 16-13-231, 16-6B-10, 16-36-29.1

HISTORY: **ADOPTED: SEPTEMBER 14, 1998**
REVISED: APRIL 8, 2013
FORMERLY: IFA

INSTRUCTIONAL MATERIALS AND TEXTBOOK MANAGEMENT 4.21

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-36-4 to -19
LEGISLATIVE ACT 98-320

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: OCTOBER 12, 1998; APRIL 8, 2013
FORMERLY: IFAAA

LIBRARY MEDIA CENTERS 4.22

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

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

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-21-1 TO -2

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: DECEMBER 11, 1995; NOVEMBER 19, 2001; APRIL 8, 2013
FORMERLY: IFBD

LIBRARY ENHANCEMENT MATERIALS SELECTION 4.23

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

II. Criteria for Selection

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

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA 16-21-1 TO -3**

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: DECEMBER 11, 1995; NOVEMBER 15, 2004; APRIL 8, 2013
FORMERLY: IFBD

CHALLENGED MATERIALS 4.30

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

I. School/community citizens may register their concerns with the principal of the school where material is being challenged.

II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
   A. Author, compiler, or editor;
   B. Publisher;
   C. Title;
   D. Reason for objection;
   E. Page number of each item challenged; and
   F. Signature, address and telephone number of person making criticism.

III. These procedures shall be followed for Tuscaloosa County School System school-level reviews:
   A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
   B. Challenged materials shall not necessarily be removed immediately. Challenged materials shall be available pending a final decision.
   C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
   D. The complainant shall be informed in writing concerning the committee's recommendations.

IV. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
   A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member shall not be selected from the school where the challenged materials originated.
   B. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.
   C. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
   D. The committee's recommendations shall be submitted to the Superintendent.
   E. The complainant shall be informed, in writing, after the committee's recommendation is received by the Superintendent.
   F. An appeal to the Tuscaloosa County Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: DECEMBER 11, 1995; NOVEMBER 15, 2004; APRIL 8, 2013
FORMERLY: IFBE

CONTROVERSIAL ISSUES 4.31

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

I. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.
II. Teachers shall place major emphasis on **HOW** to think rather than **WHAT** to think.
III. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
IV. When dealing with political issues, the positions of all parties will be presented on a non- partisan basis.
V. Pupils shall have access, insofar as possible, to all materials that are relevant and educationally significant to the issues at hand.
VI. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
VII. Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
VIII. Teachers shall seek to develop in pupils the ideals of truth and honesty.
IX. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear or hostility but with mutual respect for all viewpoints.
X. Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions and attitudes and shall encourage pupils to base same on research, tested experience and knowledge as recorded in our cultural heritage.
XI. Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
XII. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

REFERENCE(S): **CODE OF ALABAMA 16-8-28**

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IAAC

ANIMALS ON SCHOOL PREMISES 4.33

The purpose of the Tuscaloosa County Board of Education Animals on School Premises policy is to allow animals in the classroom while providing for the health and safety of school staff, students and animals.

The policy identifies five (5) categories of animals and the procedures to be followed in order to bring animals on school premises. It specifies conditions under which animals must be removed from school premises.

CATEGORY	PROCEDURES
Animals Used in Educational Presentations (single event)	Faculty/Staff member secures the approval of the Principal prior to the event/presentation by following the steps described below: 1. Identify the instructional purpose or social/emotional objective of the presentation/event. 2. Provide statement of animal health and temperament **or** verify that the animal is part of a presentation conducted by an experienced animal handler who engages in demonstrations in a school setting on a regular basis. 3. Obtain Principal's/designee's approval to proceed. 4. Notify parents of upcoming presentation. 5. Provide modifications for students who have animal fears or allergies. 6. Obtain Principal's final approval in writing.
Cold Blooded Animals Not Handled by Children (for 1 semester, renewable) **and/or** Classroom Animals (for 1 semester, renewable)	Faculty/Staff member secures the approval of the Principal prior to the event/presentation by following the steps described below: 1. Identify instructional purpose or social/emotional objective. 2. Provide statement of animal health and temperament **or** verify that animal is provided by a certified program or agency. 3. Obtain Principal's signature of approval to proceed to next steps. 4. Notify parents of proposed presence of animal. 5. Provide modifications for students who have animal fears or allergies. 6. Obtain Principal's final signature of approval. Faculty/Staff member follows established Health Department/standard precautions procedures for cleaning and disinfecting sinks, cages and surfaces.
Animals Excluded from School or Classroom Use	• Poisonous, venomous animals. • Family pets unless all policy requirements are met.
Animals Exempt from Compliance With Policy	Trained and certified service animals supporting individuals with disabilities.

Conditions requiring removal of an animal from school premises:

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA 16-8-8**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

PUBLIC APPEARANCE OF SCHOOL GROUPS 4.42

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

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

REFERENCE(S): **CODE OF ALABAMA 16-8-8**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

FIELD TRIPS 4.43

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

I. All local and in-state field trips must be approved in advance by the school Principal with prior notification given to the Superintendent. Notification of such travel must be received by the Superintendent at least seven (7) days prior to the anticipated travel date**.**

II. All out-of-country and overnight field trips must be approved in advance by the Principal, the Superintendent, and the Board. Requests for out-of-country field trips must be submitted to the Superintendent at least thirty (30) days prior to the anticipated travel date.

III. Requests for approval of all field trips must be submitted on field trip request forms. Upon approval of any field trip, the school Principal shall be responsible for notifying the Superintendent through the submission of a copy of an approved field trip request form. Such notification shall be made at least seven (7) days in advance of the expected travel date for local and in-state field trips with a thirty (30) day advanced notification required for out-of-state and/or overnight field trips.

IV. Before any trip as noted above is taken, a completed and signed parental permission form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed parental permission form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one parental permission form to cover all trips associated with the activity.

V. Tuscaloosa County School System medication administration procedures and policies shall be followed for students participating in field trips.

VI. Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, Tuscaloosa County School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the Principal prior to discussions of the trip with students. Private buses/common carriers should be used only when School System buses are unavailable or impractical. When School System buses are used, the following provisions will apply:

   A. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the Principal or designee with the teacher/sponsor preparing the field trip request form for approval by the Principal.

   B. At least one teacher or Principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.

   C. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperone by the field trip sponsor and approved by the school Principal.

   D. The Principal of each school is responsible for handling the scheduling of such trips.

   E. Mileage and other applicable cost factors (driver, substitute driver, etc.) for each field trip will be computed by the Board based on the current, approved rates with billings

submitted to schools on a monthly basis.

F. Only adult drivers with a commercial driver's license will be permitted to drive field trip buses with the cost of paying the driver to be borne by the school or class making the trip(s).

G. The field trip sponsor should return the School System-owned bus in a clean condition as determined by the Director of Transportation.

H. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.

VII. Field Trip Transportation Using Private Vehicles: The Board approves the use of privately-owned vehicles to transport students participating in field trips, excursions, or interscholastic activities where only a small number of students (20 or fewer) will be attending or participating in a respective activity. Such approval is based on a recognized need for additional standard, cost effective transportation at certain times to support the School System's instructional program and extra-curricular activities. Privately-owned vehicles may be utilized to transport a student or student groups to and from such activities provided:

A. A small number of students will be involved in the respective field trip, excursion, or interscholastic activity. In such instance, the school Principal shall have the discretion to utilize a private vehicle(s) with sufficient passenger capacity(ies) not to exceed the number of approved seat belts to transport the student or student group on such trips.

B. Students going on the field trip, excursion, or interscholastic activity present signed parental permission forms noting the use of private vehicles to the field trip sponsor prior to the date of expected travel.

C. Said vehicle is owned and/or operated by a member of the professional staff of the School System or an approved adult member of the community.

D. The trip is covered by the Board's liability insurance or other approved liability insurance.

VIII. In no circumstances shall private vans be used for field trips.

REFERENCE(S): **CODE OF ALABAMA 16-8-8**

HISTORY: **ADOPTED: MAY 10, 1992**
REVISED: AUGUST 8, 1994; APRIL 8, 2013
FORMERLY: IFCB, JSA, EDB, EG

SCHOOL FUNCTIONS 4.44

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

REFERENCE(S): **CODE OF ALABAMA 16-8-8**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

STUDENT CLUBS AND ORGANIZATIONS 4.50

I. All Tuscaloosa County School System student clubs and organizations shall be approved by the principal before they can operate within a school.

II. All student clubs and organizations shall comply with the following:

A. All clubs and organizations must clearly establish and adhere to membership criteria that have been approved by the principal.

B. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student's mental or physical health or safety.

C. Dues shall be reasonable and not prohibitive.

D. All meetings shall be held on Tuscaloosa County Board of Education property, unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.

E. A Tuscaloosa County School System faculty sponsor/designated employee shall be present at all meetings and functions.

F. All social events shall be adequately chaperoned.

G. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.

H. A student club or organization shall not conduct any activity or act which violates Alabama statutes, Tuscaloosa County Board of Education rules, or the regulations of the local school.

III. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.

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

REFERENCE(S): **CODE OF ALABAMA 16-1-23, 16-8-8**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

STUDENT PUBLICATIONS 4.51

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

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

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

REFERENCE(S): **CODE OF ALABAMA 16-8-8**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

ASSESSMENT PROGRAM AND TEST RESULTS 4.60

I. The Tuscaloosa County School System shall periodically assess student performance and achievement within each school of the system. The assessment programs must be based upon local goals and objectives that are compatible with the state Courses of Study adopted by the State Board of Education. All schools will participate in the state assessment program designed to measure annual student learning and school performance.

II. The Tuscaloosa County School System will follow recommendations of the State Board of Education for the provision of test adaptations and modifications of procedures as necessary for students in exceptional education programs and for students who have limited English proficiency.

III. Test results shall be treated with confidentiality. Results of student evaluations and test data shall be used solely for the purposes of measuring student performance and for improving the instructional program.

IV. School assessment reports and system accountability reports containing test results for student groups shall be disseminated and/or published as directed by the Alabama State Department of Education.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-8-9, 16-8-10, 16-9-13
FAMILY EDUCATION RIGHTS AND PRIVACY ACT, NO CHILD LEFT BEHIND ACT OF 2001
PUBLIC LAW 93-380

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: II, IIC

TEST SECURITY 4.61

All mandatory tests administered by or through the State Board of Education and system-administered national norm-referenced achievement tests shall be secured.

I. Tuscaloosa County School System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
   A. The testing coordinator shall instruct school test coordinators and principals on test security measures.
   B. Principals shall be responsible for informing the faculty of test security measures.

II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the system shall be reported to the appropriate agency.

III. The testing coordinator shall oversee the destruction of statewide assessment test materials in a secure manner.

IV. All Alabama State Department of Education measures shall be implemented, monitored and enforced.

V. The possession of a digital device is strictly prohibited during the administration of a secure test. A student in possession of a digital device during testing shall be subject to applicable disciplinary consequences. The prohibited device shall be confiscated and may be subject to search. The student's test shall be invalidated if test security procedures are violated.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, AAC §290-4-2-.04

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IIB

REPORT CARDS 4.71

Report cards are for transmitting an evaluation of student progress to the student and his/her parent(s) or guardian(s). Report cards will be issued at least four (4) times during the scholastic year to all students enrolled in grades K-12 of the School System. In addition, mid-grading period progress reports will be issued for all students above grade 2.

BOARD APPROVAL

All report cards used by the schools of the School System shall be approved by the Board prior to their use by any school personnel. Any change in or modification in a report card currently in use shall be made only after careful consideration and study by appropriate members of the certified teaching staff and administrators.

GRADING SYMBOLS AND GRADE PLACEMENT INFORMATION

Report cards approved for use within the School System must include a section outlining grading symbols with specific explanations defining said symbols and grade placement categories.

PRIMARY PROGRESS REPORTS

Evaluation Procedures for students in grades K-2 (primary grades) shall reflect developmentally appropriate practice and the understanding that the time required for mastery of basic skills may vary due to many developmental factors. Therefore, Primary Progress Reports indicating the degree of mastery of identified skills and academic content shall be issued to students in grades K, 1 and 2 of the School System. Letter grades shall not be assigned to students in grades K, 1 and 2.

GRADES 3 THROUGH 12

Numerical grades shall be mandatory in grades three (3) through twelve (12) in the schools of the School System based on the following scale:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = Below 60
I = Incomplete
WD = Withdrawal

Only numerical grades shall be required on reports cards; no letter grades will be recorded.

UNIFORM REPORT CARDS

The Board requires that all report cards for the various grade levels be consistent and uniform throughout the School System, i.e., all Kindergarten report cards, 9-12 report cards, etc., must be the same throughout the School System, except that computerized report cards may be used upon approval of the Superintendent or designee.

ABSENCES
The number of absences shall be included on the report cards for all courses at all grade levels and for all grading periods.

DISTRIBUTION OF REPORT CARDS
Report cards shall be sent home by students as defined by the Annual School Calendar.

REPLACEMENT REPORT CARDS
Primary and computerized report cards will be replaced for a $2.00 fee.

ALTERING REPORT CARDS
Report cards are not to be altered in any manner by students. Any corrections that are needed on report cards should be reported promptly to the applicable teacher(s). Violation of any parts of this policy by students may result in disciplinary action by school officials.

REFERENCE(S): **CODE OF ALABAMA 16-8-8**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: DECEMBER 11, 1995; AUGUST 11, 1997; MAY 14, 2001; FEBRUARY 8, 2010; APRIL 8, 2013
FORMERLY: IHA, JFAA

TRANSFERS FROM NON-ACCREDITED OR HOME SCHOOLS 4.80

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

I. Credit for all elective courses shall be accepted without validation.

II. Uncontested credit for core courses of English, mathematics, science and social studies shall be transferred as follows:

   A. Using all available records and nationally standardized tests, if available, the principal or his/her designee shall determine the appropriate placement and then notify the student and the parent/guardian.

   B. Upon agreement by the parent/guardian, the student shall be assigned to the class and/or grade agreed upon.

   C. For any initial core course the student completes successfully in this system, he/she shall be permitted to transfer in that subject area all previous credits earned at a non-accredited or home school. (Example: Successful completion of eleventh grade English in this system would allow the student to transfer ninth and tenth grade English if completed successfully at the non-accredited or home school).

III. Contested credit for core courses shall be transferred as follows: If the parent/guardian disagrees with the placement decision, the principal or designee shall supervise the administration of the school's most recent semester examination or other appropriate assessment for each prerequisite to the core course in which the parent/guardian is requesting enrollment. For each test passed, the student shall be placed in the next level core course and credit for the prerequisite course(s) shall be transferred.

IV. In the event of the existence of controversial records/transcripts and/or the absence of any official or notarized records/transcripts, the student shall take placement tests consisting of the system school's previous semester tests for core courses.

All transfer students must pass state-required examinations and meet all other requirements for graduation. Except in case of bona fide change of residence or other circumstances equally valid for making an exception, a student is not to be graduated from high school unless he has been in continuous attendance therein during the entire high school year immediately preceding the date of graduation.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-28-3, 16-28-6, AAC §290-3-1-.05(2)(c)(7) and 290-3-1-.06 (10)(c)

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: MARCH 8, 1999; MAY 13, 2002; APRIL 8, 2013
FORMERLY: IDCCE, JBCDB

CAREER/TECHNICAL COOPERATIVE EDUCATION 4.81

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

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

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

Criteria for Participation

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-37-1, 16-37-4
ALABAMA CAREER TECHNICAL EDUCATION STANDARDS

HISTORY: **ADOPTED: MAY 12, 1992**
REVISED: APRIL 13, 1998; JUNE 14, 2004; APRIL 8, 2013
REVIEWED: DECEMBER 9, 2019
FORMERLY: IDCFA

SAFETY IN CAREER/TECHNICAL CLASSES 4.82

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

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-37-1, 16-3-12, 16-3-13, AAC § 290-6-1-.04(6)

HISTORY: **ADOPTED: OCTOBER 11, 1999**
REVISED: JUNE 14, 2004; APRIL 8, 2013
REVIEWED: DECEMBER 9, 2019
FORMERLY: IDCFB

CAREER/TECHNICAL PROGRAM EQUIPMENT MAINTENANCE, REPAIR, REPLACEMENT AND DISPOSAL 4.83

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

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

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-37-1, 16-3-12, 16-3-13, AAC § 290-6-1-.10(1-3) revised

HISTORY: **ADOPTED: OCTOBER 11, 1999**
REVISED: APRIL 8, 2013
FORMERLY: IDCFC

LIVE WORK IN CAREER/TECHNICAL PROGRAMS 4.84

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-37-1, 16-3-12, 16-3-13, AAC§290-6-1-.04(5)

HISTORY: **ADOPTED: OCTOBER 11, 1999**
REVISED: JUNE 14, 2004; AUGUST 28, 2006; APRIL 8, 2013
REVIEWED: DECEMBER 9, 2019
FORMERLY: IDCFD

PLACEMENT AND FOLLOW-UP OF CAREER/TECHNICAL GRADUATES 4.85

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-37-1, 16-3-12, 16-3-13, AAC 290-6-1-.06(2)

HISTORY: **ADOPTED: OCTOBER 11, 1999**
REVISED: APRIL 8, 2013
FORMERLY: IDCFE

FEDERAL PROGRAMS/TITLE I PROGRAM 4.87

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

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

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

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

Title I Teachers

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

REFERENCE(S): EVERY STUDENT SUCCEEDS ACT (ESSA) OF 2015; REAUTHORIZING THE ELEMENTARY AND SECONDARY SCHOOLS ACT (ESEA) OF 1965

HISTORY: ADOPTED: JUNE 8, 1992
REVISED: APRIL 8, 2013
FORMERLY: IDBD, IDBDC

VIRTUAL LEARNING PROGRAM 4.88

PURPOSE
Through the TCSS Virtual Learning Program, the Tuscaloosa County School System provides students the option to complete courses by way of an online, virtual platform. Virtual courses, which align with the Alabama College and Career Ready Standards, offer students the benefits of time, flexibility and program customization. Students who utilize the virtual program also assume increased responsibility in personal time management, organization, self-direction, and personal discipline to complete course and school requirements.

SCOPE AND DELIVERY
All courses will be web-based through the ACCESS Delivery System.

STUDENT ELIGIBILITY CRITERIA
Virtual Program students are required to reside within the Tuscaloosa County School zones and be enrolled in the high school of their zone. Students must maintain consistent, reliable daily access to the Internet, either at home or other location available to them.

A student whose education program and pathway is determined by an IEP may apply for enrollment if the IEP team determines that the TCSS Virtual Program is the LRE for that student. In doing so, the Tuscaloosa County Schools will follow the guidelines published by the ALSDE December 11, 2015, “Virtual Schools (and Programs) Guidance for Students with Disabilities."

MONITORING PERFORMANCE AND TESTING PROTOCOL
- Students must maintain a passing grade in each course taken, determined at the 9 weeks reporting periods.
- Students must maintain a record of progress consistent with ACCESS guidelines.
- Students must remain in good academic and disciplinary standing in the Tuscaloosa County School System.
- Students must take all assessments at their home school site.
- Students are required to take all Alabama-mandated tests at the school for which they are zoned and will provide their own transportation to the school.

ATTENDANCE REQUIREMENTS
- Students meet the attendance requirements established in the virtual learning program enrollment handbook.
- Upon satisfying all graduation requirements, a student enrolled in the virtual pathway will receive an Alabama High School Diploma.
- Appropriate course progression is expected from all students.
- **Compulsory Attendance Age - *Code of Alabama 1975 (Section 16-28-3)*** Every child between the ages of 6 - 17 must attend a public school, private school, church school or be instructed by a competent private tutor for the entire length of the school term except that every child attending a church school is exempt from the requirements of the *Code of Alabama 1975 (Section 16-28-3),* provided such child complies with the enrollment and reporting procedure specified in the *Code of Alabama 1975 (Section 16-28-7)* of the code.

EXTRACURRICULAR ACTIVITIES
Students enrolled in a virtual pathway are eligible to participate in extracurricular activities in the school in which they are enrolled according to attendance zone. They are subject to the same requirements,

including the Alabama High School Athletic Association rules. Students are responsible for ensuring that their coursework meets the NCAA eligibility standards, if applicable.

REFERENCE(S): **SB72 ACT 2015-89**
Virtual School/Program Option Act

HISTORY: **ADOPTED: May 25, 2016**
REVISED: January 8, 2018

HOMEBOUND INSTRUCTION 4.89

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

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

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

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: JULY 14, 1997; APRIL 8, 2013
FORMERLY: IDDC

REPRODUCTION OF COPYRIGHTED MATERIALS 4.90

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

I. Board employees may reproduce copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code 106.

II. Any reproduction of copyrighted materials will be undertaken either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act. Otherwise, the individual responsible for reproduction may be liable for infringing the copyright under existing laws.

III. The ethical and practical problems caused by the unauthorized copying of any copyrighted materials (printed or video) will be taught to educators and students in all schools of the School System.

IV. The Board in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the Board paying any judgment rendered against the employee and paying any attorney's fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the Board for any damages which the Board is liable to pay.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, TITLE 17 US CODE 106

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IFBG, IFBGB

PROGRAM FOR LIMITED ENGLISH PROFICIENT STUDENTS 4.93

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

A. The reason for the identification of the student as limited English proficient and the need for placement in language instruction.

B. The child's level of English proficiency and the method used for assessment as well as the status of the child's academic achievement.

C. The method of instruction to be used in the language program and how the class differs in content, goals and method from the regular English class.

D. The way the program will meet the education needs of the child and build on strengths.

E. The way the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation.

F. Specific exit requirements from the program and transition back into the regular English class.

G. Services for a child with disabilities to meet objectives of the individualized education program.

H. The right of parents to have their child removed from a special language program.

I. Options parents have for other kinds of service if they decline enrollment in the program for limited English proficient students.

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

REFERENCE(S): **NO CHILD LEFT BEHIND ACT OF 2001, SECTION 112**

HISTORY:

ADOPTED: AUGUST 11, 1997
REVISED: APRIL 8, 2013
FORMERLY: IFBAB

CHAPTER 5.00: Students

ADMITTANCE, RESIDENCE, AND ENROLLMENT REQUIREMENTS 5.10

I. Any student who initially enrolls in the Tuscaloosa County School System shall be required to present the following documents:
   A. Immunization as required for the prevention of those communicable diseases designated by the State Health Officer;
   B. Proof of residency (copy of power bill, telephone bill, rent receipt, etc.) of the parent(s), legal custodian(s), and/or legal guardian(s); and,
   C. Proof of guardianship or custody when warranted.
   D. Exceptions may be granted as provided in Alabama statutes and federal law.
   E. Birth Certificate or other document for age verification purposes in kindergarten and 1st grade. (Examples: U.S. or foreign birth certificate; religious, hospital, or physician's statement; baptismal certificate; adoption record; previously verified school records; or other record acceptable to the school principal). Failure of the parent or legal guardian to provide a birth certificate will not deny, nor delay, a student's enrollment.
   F. Providing a social security number for school enrollment purposes is completely voluntary and failure to do so will not deny, nor delay, a student's enrollment. The use of a social security number is solely for the purpose of identification of a student in our student management system. A unique identification number can be assigned by the local school system for any student whose parent(s) or legal guardian(s) do not wish to provide that information.

II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Tuscaloosa County Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.

III. A child whose fifth (5th) birthday is on or before September 1st shall be entitled, based on age, to admission to kindergarten classes. A child whose sixth (6th) birthday is on or before December 31st shall be entitled, based on age, to admission to first grade classes. A child whose birthday is after December 31st is not admissible to first grade classes in the School System that year, except that an underage child who completes a mandated kindergarten program in another state may be admitted upon approval of the Board of Education on a space available basis.

IV. Admission may be denied to a resident student who is seventeen (17) years of age or older based upon a review of the student's disciplinary history, attendance, academic progress or who may have criminal charges pending or criminal convictions, unless the student qualifies for services under applicable state and federal law. If a student is denied admission at the local school level, the student may appeal the local school's decision to the Superintendent and his/her designee.

V. Any student seventeen (17) years of age or older who has not registered within the first five (5) school days of the beginning of a new school term/semester will be denied admission unless extenuating circumstances are approved by the Superintendent or his/her designee and/or the student qualifies for services under applicable state and federal law. In such instances, any student seventeen (17) years of age or older may be enrolled and is eligible for educational services until age of twenty-one (21).

VI. Regardless of age, when a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) should be informed that prior to admission/readmission to any Tuscaloosa County school, the disciplinary action would have to be completed. This includes any suspension, work assignment, or referral to the Superintendent or Board of Education for a hearing and applies to students re-enrolling in the Tuscaloosa County School System or who are enrolling from another school system.

VII. The school principal shall determine the residence of a student based upon the residence of

his/her parents or legal guardian. If the principal is unable to determine the residence of the student, assistance from the Office of Student Services shall be requested.

VIII. **Residence**: A legal residence within an appropriate school zone shall determine enrollment eligibility for the Tuscaloosa County School System. When the actual residence of a student comes into question, the Office of Student Services may investigate and in its discretion, require additional proof of full-time, actual residency within the attendance zone or county, as the case may be.

IX. **Attendance Zone:** A student must attend the school(s) within the school zone in which his/her parent(s) or guardian(s) has established legal residence, except when school assignment has been approved as a part of the system-wide instructional program, under the employee transfer provision, or when a senior whose parent(s) or guardian(s) establishes residence outside the area served by the School System or outside the school zone. At the discretion of the parent(s) or guardian(s), the student may complete his/her senior year at the school he/she currently attends. The School System shall not be responsible for the student's transportation. Exceptions may be granted as provided in Alabama statutes and federal law.

X. **Children of Board Employees**: Children of regular or full-time employees of the Board, retired Board employees, Board members, or Board employees who became deceased during their employment may enroll in the school zoned for their residence or any school of the School System. Enrollment of children in any school outside their residence school zone must be approved by the Superintendent or designee based upon a written request. The approval of such requests will be based upon space available considerations with the understanding that the Board will not be responsible for transportation.

XI. **Adult Students:** An adult student 19 years of age and older may establish a legal residence based on applicable state laws.

XII. **Equal Access**: Children who are homeless, migrant, immigrant, non-English speaking, in foster care, or disabled shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized. Students who live in the attendance areas of Tuscaloosa County School System and who are homeless, migrant, immigrant, non-English speaking, or in foster care shall not be prohibited from school attendance due to any of the following:

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

REFERENCE(S): **CODE OF ALABAMA 16-28-3 TO -4, 16-30-1 TO -4, EVERY STUDENT SUCCEEDS ACT (ESSA) OF 2015 TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT OF 2001**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: JANUARY 23, 2002; MARCH 11, 2002; AUGUST 10, 2009; JULY 23, 2012; APRIL 8, 2013, JULY 7, 2014, MARCH 27, 2017, MAY 11, 2020
FORMERLY: JBA, JBC, JBCA, JBCCA, IDG

STUDENT RIGHTS AND RESPONSIBILITIES 5.17

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

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

It shall be the policy of the Board that the School System shall place an equal emphasis upon the non-discriminatory provision of educational opportunities for students. No student shall be denied the benefits of any education program or activity on the basis of race, color, disability, creed, national origin, age, sex, homeless status, marital status, non-English speaking ability, or migrant status. Programs offered by schools within the School System shall be open to all students in compliance with applicable outside agency guidelines, statutory and judicial requirements, and Board policy.

The Superintendent shall designate a member of the staff to investigate any and all complaints which may be brought against the School System in regard to any alleged discriminatory action.

REFERENCE(S): **CODE OF ALABAMA**
16-28A-3 TITLE IX, SECTION 504, OF THE REHABILITATION ACT

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: MAY 12, 2003; APRIL 8, 2013
FORMERLY: JAA

GRADUATION REQUIREMENTS 5.20

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

Publications describing graduation requirements for Tuscaloosa County students shall describe types of diplomas and endorsements by graduating class/year/cohort, total credits and assessments required, core course requirements, elective course offerings, and the process for earning weighted credit when appropriate.

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

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: JANUARY 9, 1995; APRIL 13, 1998; MARCH 12, 2001;
JUNE 14, 2004; NOVEMBER 13, 2006; MAY 12, 2008; APRIL 8, 2013
FORMERLY: IHFA, JFE

PARTICIPATION IN GRADUATION CEREMONIES 5.21

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

A. Students who have met the requirements for any Alabama High School Diploma are eligible to participate in the graduation ceremony (marching). Special Education students who have met the requirements for an Alabama Occupational Diploma or other diploma are eligible to participate in the graduation ceremony (marching).

B. Special education students who have not met the requirements for a diploma but have met the requirements of their IEPs shall be permitted to participate in the graduation ceremony and will be awarded the Graduation Certificate.

Students who complete high school graduation requirements virtually through the Tuscaloosa County Virtual Learning Center and meet the criteria for participation in the graduation exercises (marching) shall have the option to participate in the graduation ceremony of their home school based on their home address.

REFERENCE(S): **CODE OF ALABAMA 16-8-8**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED: OCTOBER 27, 2014
FORMERLY: IHF, JFD

HONOR GRADUATES 5.23

In an effort to encourage academic excellence and achievement on the part of students throughout the School System, the Board hereby directs that each high school principal, with the assistance of appropriate staff members, institute the selection of a valedictorian, a salutatorian, and honor graduates as a way of appropriately honoring those students who have pursued and attained high academic goals.

Valedictorian and Salutatorian Selection Criteria

The following are the criteria for determining who may be eligible for valedictorian and salutatorian in the schools of the School System:

A. For the Classes of 2014 – 2016, the student with the highest numerical grade average who qualifies for the Alabama High School Diploma with Advanced Endorsement with Honors or High Honors or the Alabama High School Diploma with Career Technical Endorsement with Honors or High Honors shall be the class valedictorian. The student with the second highest numerical grade average who qualifies for a diploma endorsement with Honors or High Honors shall be the class salutatorian. In the case of a tie (after carrying the grade average out 4 decimal places and rounding off to 3 places), students having the same average will be recognized as co-valedictorians or co-salutatorians. The diploma endorsements with Honors or High Honors mean that a student has taken all advanced or higher level courses. For the Classes of 2017 and beyond, the student with the highest numerical grade average who qualifies for the Alabama High School Diploma with Academic Distinction shall be the class valedictorian. The student with the second highest numerical grade average who qualifies for Academic Distinction shall be the class salutatorian. In the case of a tie (after carrying the grade average out 4 decimal places and rounding off to 3 places), students having the same average will be recognized as co-valedictorians or co-salutatorians. Academic Distinction means that a student has taken all advanced or higher level courses.

B. In calculating the numerical grade average, all semester grades will be used.

C. Advanced Placement (AP) grades will be weighted by adding 10 points to each final grade earned in an AP class. In the case of a transfer student who has AP grades, only those courses recognized as AP by The College Board will be weighted. All Pre-Advanced Placement (Pre-AP) grades will be weighted by adding 5 points to each final grade earned in a Pre-AP class.

D. The candidates for valedictorian and salutatorian must have been enrolled at the high school for one full school year prior to the date of their graduation. The candidates for other end-of- year honors must have been enrolled prior to the beginning of the second semester of the senior year.

E. The numerical grade average for the candidates will be computed on course work taken beginning with the freshman year (unless Carnegie units/credits had been awarded to the candidates from an accredited institution while the candidates were enrolled in eighth grade) through the second term/semester of the senior year.

F. If letter grades are present on a candidate's transcript, the candidate must have the respective school(s) attended submit the grades in numerical form. If school officials of the school the student attended cannot or will not convert the letter grades to numerical grades, the letter grades will be transposed to numerical grades as follows: A+=99, A=95, A-=90, B+=89, B =85, B-=80, C+=79, C =75, C-=70, D+=69, D = 65, D-=60, F =55.

G. Any extraordinary situations or circumstances that may arise will be resolved by the school principal in consultation with the Superintendent or designee.

Honor Graduates Selection Criteria

The honor graduates shall be graduating seniors who have pursued the Alabama High School Diploma with Advanced Endorsement with Honors or High Honors (or for the Classes of 2017 and beyond who have pursued the Alabama High School Diploma with Academic Distinction), all courses required for graduation, and who have an overall grade point average (GPA) of 4.00 (on a 4-point scale) on all courses taken during the freshman year (unless Carnegie units/credits had been awarded to the candidates from an accredited institution while the candidates were enrolled in eighth grade) through the second term/semester of the senior year. Advanced Placement (AP) courses (approved by The College Board) will be weighted when calculating grade point averages in the following manner: A = 5, B = 4, C = 3, D = 2. All Pre-Advanced Placement (Pre-AP) grades will be weighted when calculating grade point averages in the following manner: A = 4.5, B = 3.5, C = 2.5, D = 1.5.

REFERENCE(S): **CODE OF ALABAMA 16-8-8**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: AUGUST 8, 1994; APRIL 8, 2013; JULY 29, 2013
FORMERLY: JFF, IHCA

STUDENT PROMOTION AND RETENTION 5.26

Grades K-5

The process of making decisions as to promotion and retention of students in grades K through 5 should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and Principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).

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

Grades 6-8

Students enrolled in grades six (6) through eight (8) must pass all four (4) core academic courses (English, mathematics, science and social studies) as well as one additional course in order to be promoted to the next higher grade. Students who do not pass the required core courses/subjects for promotion are strongly encouraged to attend an approved summer school. Students who do not pass the required courses/subjects each year will be retained at their current grade level for the next school year with the following exceptions:

1. A student who does not meet the established criteria for promotion may be retained one time in grades 6 through 8 if the student has been previously retained in grades K-5.
2. A student who does not meet the established criteria for promotion may be retained two times in grades 6 – 8 if the student has not been previously retained in grades K-5.
3. A student should not be retained in grades 6 – 8 if the student will reach his/her sixteenth birthday during the following academic year.

Grades 9-12

Students must earn the minimum number of Carnegie units (credits) necessary for grade placement **above grade 9** as indicated below:

10th Grade–5 **11th Grade–11** **12th Grade–17** **Graduation (Total)–24**

Summer School and Credit Recovery Options

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

Special Education Students

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-35, AAC 290-3-1-02(9)(D)

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: MARCH 14, 1994; MARCH 8, 1999; JANUARY 12, 2004;
AUGUST 11, 2008; MARCH 21, 2011; APRIL 8, 2013; JULY 29, 2013; MARCH 9, 2015
FORMERLY: IHE, JFAAC

STUDENT BULLYING PREVENTION - THE JAMARI TERRELL WILLIAMS STUDENT BULLYING PREVENTION POLICY 5.28

No student shall engage in or be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Tuscaloosa County Board of Education in this policy. Students who violate this policy are subject to disciplinary sanctions.

I. Definitions

A. The term "bullying" as used in this policy means a continuous pattern of intentional behavior that takes place on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

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

B. The term "violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

C. The term "threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

D. The term "threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student

E. The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student.

F. The term "hostile environment" as used in this policy means the perception by an affected that the conduct of another student constitutes a threat of violence or bullying, and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

G. The term "student" as used in this policy means a student who is enrolled in the Tuscaloosa County School System.

II. Description of Behavior Expected of Students

A. Students are expected to treat other students with courtesy, respect, and dignity and

comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

III. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

A. The student's race;
B. The student's sex;
C. The student's sexual orientation;
D. The student's religion;
E. The student's national origin; or
F. The student's disability.

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

A. Reporting, Investigation, and Complaint Resolution Procedures.

B. Complaints alleging violations of this policy must be made on Board-approved complaint forms available at the on the Tuscaloosa County School System website (www.tcss.net), the local school website, the school office, or in the Tuscaloosa County School System Parent/Student Information Guide. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

C. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the designee will undertake an investigation of the complaint in a reasonably prompt time period. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

D. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy is subject to disciplinary sanctions as outlined in the Code of Student Conduct.

E. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

V. This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and

employees by such means and methods as are customarily used for such purposes, including publication on the Tuscaloosa County School System website.

REFERENCE(S): **CODE OF ALABAMA**
16-28B-1 through 16-28B-9; LEGISLATIVE ACTS 2018-472; 2009-571

HISTORY: **ADOPTED: JUNE 7, 2010**
REVISED: APRIL 8, 2013; MAY 9, 2019
FORMERLY: JCDAC

DUE PROCESS 5.29

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

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

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

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

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

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

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

I. The right to an administrative hearing;
II. The right to be represented by an attorney and to present evidence on his/her behalf;
III. The opportunity to question witnesses;
IV. A written record at the hearing and a written record of the decision; and,
V. The right of appeal to the Tuscaloosa County Board of Education.

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

REFERENCE(S): **CODE OF ALABAMA**
16-28A-1, 16-28A-3

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: JCAA

STUDENT CONDUCT AND SUPERVISION 5.30

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

I. The principal or the principal's designated representative shall exercise due diligence to see that students are properly supervised while at school and during any school-sponsored activity.

II. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.

III. The Tuscaloosa County Board of Education's authority and responsibility do not extend to students while they are being transported by private vehicles not affiliated with a school-sponsored activity or on school property.

IV. The Code of Student Conduct and any revisions shall be approved and adopted by the Tuscaloosa County Board of Education. The Code of Student Conduct shall:

A. Be developed with input from Tuscaloosa County Board of Education members, appropriate grade level teachers, school personnel, school administrators, students, and parents.

B. State grounds for disciplinary action procedures and the rights of students.

C. Be distributed to all Tuscaloosa County School System teachers, school personnel, students, and students' parent(s)/legal guardian(s) at the beginning of each school year or upon enrollment.

D. Be filed in the Superintendent's office and in the office of the school principal.

V. The Code of Student Conduct shall be discussed with students, parents and teachers at the beginning of each year.

VI. The principal shall use the Code of Student Conduct to familiarize students with Tuscaloosa County Board of Education rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he or she deems it necessary.

REFERENCE(S): **CODE OF ALABAMA**
16-1-14, 16-1-24.1, 16-6B-5, 16-28-2, 16-28-12, 16-28A-3

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: JCD

CORPORAL PUNISHMENT 5.30.1

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

I. The student has been notified of the offense for which he/she is to receive corporal punishment, and the student has been given an opportunity to explain his/her actions;

II. The punishment is administered by the school principal or his/her designee and witnessed by a certified school employee, preferably of the same gender as the student;

III. The punishment is administered out of view of any other students;

IV. The use of corporal punishment shall at all times be reasonable and proper and must not be severe enough to cause bodily injury to the student;

V. All cases of corporal punishment shall be documented by both the person administering the punishment and the witness;

VI. Documentation shall be filed in the principal's office;

VII. Parents/guardians shall be notified that their child has received corporal punishment; and;

VIII. Corporal punishment shall consist of no more than three (3) licks administered to the buttocks with a smooth surface paddle free of holes and/or cracks.

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

REFERENCE(S): **CODE OF ALABAMA 16-1-14**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: JDA

PHYSICAL RESTRAINT AND SECLUSION 5.30.2

I. Policy Purpose

A. The Tuscaloosa County School System acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.

B. The purpose of this policy is to ensure that physical restraint is administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm, and to prevent or minimize any harm to a student as a result of the use of physical restraint.

C. The Tuscaloosa County School System places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to students and program staff, as well as the care, safety, and welfare of our students.

II. Definitions

A. Physical restraint is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student when teaching a skill; redirecting attention; providing guidance to a location; providing comfort; or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

B. Chemical restraint is any medication that is used to control violent physical behavior or to restrict the student's freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.

C. Mechanical restraint is the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

D. Seclusion is a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.

E. Time-out is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
2. The duration of the time-out is reasonable in light of the purpose of the time- out and the age of the child; however, each time-out should not exceed 45 minutes.
3. The student is reasonably monitored by an attending adult who is in reasonable

physical proximity of the student and has sight of the student while in time-out.

4. The time-out space is free of objects that unreasonably expose the student or others to harm.

III Prohibitions

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

B. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs is prohibited in the Tuscaloosa County School System and its educational programs.

C. The use of chemical restraint is prohibited in the Tuscaloosa County School System and its educational programs.

D. The use of mechanical restraint is prohibited in the Tuscaloosa County School System and its educational programs.

E. The use of seclusion is prohibited in the Tuscaloosa County School System and its educational programs.

IV Requirements

A. Each local school's principal or his/her designee and each educational program of the School System that utilize physical restraint under this policy will provide staff with guidelines and procedural information regarding physical restraint and will arrange for the appropriate training of those designated staff members that may be called upon to physically restrain a student. This training of designated staff members shall be provided as a part of a program which addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible. Each local school's principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.

B. Each local school's principal or his/her designee and each educational program that utilize physical restraint will maintain written or electronic documentation on training provided at the local school regarding physical restraint and the list of participants ineach training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.

C. Each local school's principal or his/her designee and each educational program that utilize physical restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint as well as reports of any prohibited use of seclusion and chemical, mechanical, or physical restraint at the local school and for gathering/reporting data to the Tuscaloosa County Board of Education and to the Alabama Department of Education annually. The use of physical restraint will be monitored by each local school's principal or his/her designee or program's coordinator on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following any situations in which procedures are not being followed.

D. Each local school's principal or his/her designee and each educational program that utilize physical restraint shall ensure that following an incident of restraint or seclusion of an student, all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided

notification of this debriefing session and afforded the opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.

E. Each local school's principal or his/her designee and each educational program that utilize physical restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.

F. Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when their child is removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.

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

1. As a part of the policies and procedures of the Tuscaloosa County School System, the use of physical restraint is prohibited in the Tuscaloosa County School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de- escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Tuscaloosa County School System and its educational programs.
2. The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.
3. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided writtennotification.

V Clarifications

A. Nothing in this policy shall be construed to interfere with the School System's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed as part of this policy.

B. Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12.

C. Nothing in this policy shall be construed to prohibit the School System's or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.

D. Nothing in this policy shall be construed to prohibit the School System or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.

E. Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.

F. Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees.

G. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights the School System or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.

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

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY:
NEW

INTERROGATIONS AND SEARCHES 5.31

I. Search of Property

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

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

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

Vehicles driven by students and parked on school property are subject to search with or without the consent of students. Students shall not be allowed to park automobiles on campus until such time that a student vehicle registration has been properly completed and returned to the school. Such forms shall be maintained on file at the school.

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

A. Any weapons;
B. Drugs of any sort;
C. Alcoholic beverages;
D. Pornographic or otherwise obscene material; or
E. Any other object, digital or electronic device, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of Board policy, or of the local school's fair and reasonable regulations.

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

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

II. Search of a Student's Person

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

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

copy of said notice shall be retained by the principal.

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

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

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

III. Detection of Illegal Drugs

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

IV. Interrogation

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

A. He/she may converse by telephone with his/her parent/guardian.
B. He/she may decline to talk to the officers until his/her parent/guardian is present.
C. He/she may talk with the officers either in or outside the presence of a school official.

School officials will make every reasonable effort in every case to notify the parent/guardian, unless it is believed not to be warranted by school officials or law enforcement based upon the nature of the investigation. In those instances where a parent/guardian cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent/guardian.

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

REFERENCE(S): **CODE OF ALABAMA**
16-1-14, AAC 290-030-010-06

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: AUGUST 14, 1995; MAY 9, 2005; APRIL 8, 2013
FORMERLY: JCAB

USE OF VIDEO SURVEILLANCE EQUIPMENT 5.31.1

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-1-24.1, 16-6B-3, AAC §290-1-1-.01(4)

HISTORY: **ADOPTED: NOVEMBER 13, 2000**
REVISED: APRIL 8, 2013
FORMERLY: JCABC

USE OF METAL DETECTORS 5.31.2

In order to provide and maintain the safest and most secure environment for students, school personnel and authorized visitors, the Tuscaloosa County Board of Education authorizes the use of metal detectors, both handheld and walk through, by trained school Board employees and/or law enforcement officials with the knowledge and approval of the local school principal and Superintendent or designee. The primary purpose for which this policy is enacted is to discover and to deter individuals from bringing weapons and similar contraband onto school property. Nothing herein shall prevent the local school administration and/or law enforcement officials from seizing any weapons and similar contraband found during the use of such metal detectors on school property. While this policy allows the use of metal detectors in the schools and at school events, nothing herein shall be intended to, nor shall be construed, to create an obligation to use a metal detector at any time or in any particular school.

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

I. Metal detector screening means the use of walk through and/or handheld instruments to scan for metal items on a person or in a person's belongings, including though not limited to a backpack, book bag or purse.

II. Metal detectors may be used on an as-needed basis where reasonable suspicion exists that a student or visitor has a weapon or similar contraband in his/her possession, or on a random basis.

III. A random search does not require the presence of reasonable suspicion on the part of school personnel or law enforcement officials working in conjunction with school personnel.

IV. Random searches are those conducted on all or fewer than all students or visitors being screened on a particular day. When fewer than all students or visitors are being screened, the local school administrator or designee shall obtain a random search number from the Superintendent or designee, which number shall be recorded both by the Superintendent or designee and the local administrator in a secure place. The local school administrator or designee shall approve the search of only those individual students or visitors who occupy the designated number in the line as those persons enter the school building.

V. Nothing herein shall prevent a student or visitor from being subjected to a search where reasonable individualized suspicion exists in the mind of the local school administrator or designee of the presence of a weapon or similar contraband. Neither a mere hunch nor a generalized suspicion is a sufficient basis for conducting such a search.

VI. When practicable, the individual scanning students and/or visitors with a handheld detector should be of the same gender as the individual being scanned. If no sworn law enforcement official of the same gender as the person being scanned is immediately available, then an employee of the Board should witness the scan. All scans, whether by walk through or handheld metal device should be in the presence of and witnessed by a local school employee unless exigent circumstances require immediate action to protect any student, employee or visitor from a physical threat or unless exigent circumstances prevent the presence of such school employee.

VII. Weapons and other similar contraband discovered during the use of a metal detector scan shall be turned over to and retained by law enforcement officials participating in the search. If a school administrator or designee is not present when such weapon and/or contraband is discovered, then such local school administrator or designee shall be notified immediately and undertake to follow other Board policies, rules and regulations regarding the Board's Code of Conduct and assess such discipline on any student as may be appropriate. Such administration of discipline shall comply in all respects in documentation and recording requirements with Board policy.

VIII. If during the conduct of a search under this policy, unlawful or dangerous items or articles other than weapons or similar contraband are discovered, then the local school official in charge should

take all such action as he/she deems necessary either under the laws of Alabama and/or the system's Code of Conduct, as the case may be.

REFERENCE(S): **CODE OF ALABAMA 16-1-24.1**

HISTORY: **ADOPTED: SEPTEMBER 13, 2010**
REVISED: APRIL 8, 2013
FORMERLY: JCABB

UNANNOUNCED VISITS BY LAW ENFORCEMENT 5.31.3

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-1-24.1, AAC §290-030-010-.06

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: LB, LD, JCAC

USE OF CANINE LAW ENFORCEMENT 5.31.4

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

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

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

REFERENCE(S): **CODE OF ALABAMA 16-1-14**

HISTORY: **ADOPTED: OCTOBER 13, 1997**
REVISED: MAY 9, 2005; APRIL 8, 2013
FORMERLY: JCABA, GAMBD

DEADLY WEAPONS 5.32

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

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

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

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

1. The name of the school concerned.
2. The number of students expelled
3. The types of weapons concerned.

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-1-24.3, 16-28-6, 16-28-40
LEGISLATIVE ACTS 94-820 and 94-817

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: MAY 22, 1995; MAY 9, 2005; APRIL 8, 2013
FORMERLY: JDEAB

EXPULSION 5.33

Expulsion is defined as any denial of school attendance for a period longer than ten (10) school days (defined as ten (10) days per semester for non-special education students and ten (10) days per year for special education students). The authority to expel a student is vested only in the Board. The Board shall have the duty to review the evidence advanced by the principal, other School System personnel, and other interested parties in support of the recommendation for an expulsion and to hear and review any rebuttal advanced by the student, parent(s) or guardian(s), or representative. The Board and its administrators may consider mitigating circumstances, including risk of harm, intent, age and grade of student, before imposing punishment.

Expulsion may be for any portion of the school year, for a definite period of time extending beyond the remainder of the school year, or it may be permanent.

A student under expulsion from the Tuscaloosa County School System shall not be physically present upon any school system grounds, campus and/or property of the school system, without prior written authority of the Superintendent first obtained. Such exclusion shall include athletic team sports, events, games, meetings or otherwise. Violation may subject such student to additional discipline, including the extension of his/her period of expulsion and/or referral for appropriate action by law enforcement officials.

The Board may require that at the end of an expulsion period, the student and his/her parents or guardians appear before the superintendent and/or the Board to determine if changes in behavior on the part of the student have occurred which indicate a willingness and ability to function in the school setting. Moreover, the Board may require that the expelled student participate in activities which would reasonably be assumed to change the behavior in a positive direction as a condition for re-admittance to school.

SPECIAL EDUCATION STUDENTS

A student with disabilities may not be expelled from school for any misbehavior that has a direct and significant relationship to that student's area of disability. If the IEP committee determines that the behavior in question does not have a direct and significant relationship to the student's area of disability, the public education agency may expel the student; however, a complete cessation of education service is not permissible.

REFERENCE(S): **CODE OF ALABAMA**
16-1-14

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: JUNE 14, 1993; JUNE 27, 2011; JULY 23, 2012; APRIL 8, 2013
FORMERLY: JDE

STUDENT/PARENT GRIEVANCE PROCEDURES

The term grievance shall apply to matters which fall within the discretionary powers of the Principal, Superintendent, and/or Board, but shall not apply to areas where the Principal, Superintendent, and/or Board has no authority to act. It is the expectation of the Superintendent that all grievances shall be resolved at the earliest step possible through the informal process.

INFORMAL PROCESSBY LEVELS:

1. The student who believes an injustice has been done to him/her shall first attempt to resolve his/her grievance by consultation with the teacher. The teacher shall respond verbally to the student and follow up in writing within 2 school days and place the answer in the student's hand.
2. If the student still believes that the issue has not been resolved to his/her satisfaction, he/she should submit a fully completed Level 2 form, along with all required attachments, to the Principal and/or designee within 2 school days after the conference with the teacher. The Principal and/or designee shall meet with the student within 2 days of receiving the statement/form. Only the parent or legal guardian shall be permitted to join or represent the student in the conference with the Principal. The Principal shall submit a written response within 2 school days after the conference.

If the matter has not been resolved by the informal process, the grievance will begin the formal process.

FORMAL PROCESS BY LEVELS:

1. If the grievance is not resolved at Level I or Level 2 the student along with his/her parent or legal guardian may appeal the decision in writing to the Superintendent. The appeal must be made within five (5) school days following receipt of the written response from the Principal. The Superintendent or his/her designee shall review the grievance within five (5) school days following receipt of a fully completed Step 3 form, along with all required attachments. If the Superintendent or his/her designee determines that additional time is needed to develop the factual record, the grievance may be put on hold for fifteen (15) additional school days (or longer if by mutual agreement) to allow time for investigation. A written response shall be made to the student through his/her parent or legal guardian, and Principal from the Superintendent or his/her designee within ten (10) school days following the end of his/her review.
2. If the grievance is not resolved at Level III and it involves an alleged violation of state or local board policy or state or federal law or state rule by a final administrative decision, it may be appealed in writing to the School Board. This written appeal must be made within ten (10) school days following the written response from the Superintendent at Step III. A fully completed Step 4 form, along with all required attachments, shall be turned in to the Superintendent's Office. The Board's consideration of these appeals will take place in closed session and will be limited to the written record unless the board determines that additional information is necessary. The Board may affirm, reverse, or modify the decision of the Superintendent. The Step III decision will be reversed if the board determines that there has been a material violation of board policy or state or federal law or regulation, or that the decision is unsupported by substantial evidence in view of the entire record as submitted. The board shall offer a final written decision within thirty (30) school days.

   Level 3 and Level 4 will be a review of the documentation provided ONLY. The Superintendent and the School Board reserve the right to call a hearing if they see it necessary.

LEVEL TWO APPEAL NOTICE

To appeal a Level One decision, or the lack of a timely response after a Level One conference with the teacher, please fill out this form completely and submit it by hand delivery, email or fax to the Principal within 2 days after the conference with the teacher.

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1. Name: _____

2. Address: _____

   Phonenumber (_____)_____-_____E-mail: _____

3. If you will be represented in voicing your appeal, please identify the person representing you.

   Name: _____

   Address: _____

   Telephone number (_____)_____-_____E-mail: _____

4. To whom did you present your complaint at Level One? _____

   Date of conference: _____

   Date you received a response to the Level One conference: _____

5. Please explain specifically how you disagree with the outcome at Level One.

   _____

   _____

   _____

6. Attach the following:
   - A copy of your original complaint and any documentation submitted at Level One
   - A copy of the Level One response being appealed, if applicable.

_____ _____
Student Signature Date

LEVEL THREE APPEAL NOTICE

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference with the Principal, please fill out this form completely and submit it by hand delivery, email or fax to the Office of the Superintendent within five (5) school days following receipt of the written response from the Principal

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1. Name: _____

2. Address: _____

   Phonenumber (_____)_____-_____E-mail: _____

3. If you will be represented in voicing your appeal, please identify the person representing you.

   Name: _
   _____

   Address: _
   _____

   Telephone number (_____)_____-_____E-mail: _____

4. To whom did you present your complaint at Level Two?

   Date of conference: _____

   Date you received a response to the Level Two conference: _
   _____

5. Please explain specifically how you disagree with the outcome at Level Two.

   _____

   _____

   _____

6. Attach the following:
   - A copy of your original complaint and any documentation submitted at Level One
   - A copy of the Level One response being appealed, if applicable.
   - A copy of your original complaint and any documentation submitted at Level Two
   - A copy of the Level Two response being appealed, if applicable.

_____ _____
Student Signature Date

LEVEL FOUR APPEAL NOTICE

To appeal a Level Three decision with the Superintendent, please fill out this form completely and submit it by hand delivery, email or fax to the Office of the Superintendent within ten (10) school days following receipt of the written response from the Superintendent.

---

1. Name: _____

2. Address: _____

   Phonenumber (_____)_____-_____E-mail: _____

3. If you will be represented in voicing your appeal, please identify the person representing you.

   Name: _____

   Address: _____

   Telephone number (_____)_____-_____E-mail: _____

4. Please explain specifically how you disagree with the outcome at Level Three.

   _____

   _____

   _____

5. Attach the following:
   - A copy of your original complaint and any documentation submitted at Level One
   - A copy of the Level One response being appealed, if applicable.
   - A copy of your original complaint and any documentation submitted at Level Two
   - A copy of the Level Two response being appealed, if applicable.
   - A copy of your original complaint and any documentation submitted at Level Three
   - A copy of the Level Three response being appealed, if applicable.

_____ _____
Student Signature Date

_____ _____

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

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013, JULY 28, 2014
FORMERLY: JCE

Out of school Suspension 5.33.2

The Board recognizes its authority to maintain good order and discipline within the schools of the School System. Therefore, the Board gives the school Principal the authority to suspend a student from school for just cause. However, the Principal shall be required to advise the Superintendent of all student out-of-school suspensions.

AUTHORITY

The school Principal or designee has the authority to suspend students from school for up to ten (10) school days (10 days per semester for non-special education students and 10 days per academic year for special education students) in accordance with the administrative response options of the Violation Classification Sections of the Student Code of Conduct.

NOTIFICATION PROCEDURES

The following minimal notification procedures shall be followed in out-of-school suspension cases:

I. Prior to suspension, the student will be accorded informal due process procedures as specified, i.e. a notice of the charge(s) against him/her, evidence supporting the charge(s), and an opportunity to explain his/her side of the situation.
II. The local school Principal or designee shall complete and provide the student with a copy of the School System's "Notice of Suspension" form prior to departure from campus.
III. The Principal or designee shall make every attempt to notify promptly (same day) the student's parent or guardian by telephone to explain the circumstances and the terms of the impending suspension.
IV. A copy of the completed "Notice of Suspension" form shall be sent within twenty-four (24) hours to the parent or guardian stating the reason(s) such action was taken and the necessary terms of the suspension. The completed form shall be mailed to the address provided in school records.

STUDENTS LEAVING SCHOOL SITES

No suspended student shall be allowed to leave the school campus during the school day until the student's parent, guardian, or proper authority assumes responsibility for him/her. When a student's parent, guardian, or other designated individual(s) cannot be notified, the student must remain on the school campus until the end of the school day. At the end of the school day, the student will return home via normal transportation methods.

IMMEDIATE REMOVAL OF STUDENTS

Immediate removal of a student from a school campus is justified only when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, a parent or guardian must be notified by phone or personally by the Principal or designee.

FORCED REMOVAL OF STUDENTS

In extreme emergencies, Principals are given the authority to call upon law enforcement agencies to remove students who create material and/or substantial disruption by endangering himself/herself, school personnel, other students, or school property. The Principal shall advise the Superintendent by phone regarding forced removals and shall follow the oral contact with a written confirmation to the Superintendent.

LENGTH OF OUT-OF-SCHOOL SUSPENSIONS

The out-of-school suspension of a student shall not exceed ten (10) school days (10 days per semester for non-special education students and 10 days per academic year for special education students). The

number of days of suspension shall be based on the applicable administrative response options of the Violation Classification Sections of the Student Code of Conduct.

READMISSION REQUIREMENTS

The provisions outlined below must be met before a student may be readmitted to school following an out-of-school suspension:

I. The student and his/her parents or guardians must meet with the Principal or designee to discuss conditions and terms related to the suspension. This requirement applies to each and every out-of-school suspension regardless of the number of suspensions or the duration of the suspension.

II. When a student has been suspended for an accumulated total of ten (10) days during a school year, an administrative hearing with the Director of Attendance Services shall be held prior to readmission. The Director of Attendance Services shall notify the parents or guardians, student, and Principal of the date, time, and place for the hearing. The Principal or designee shall be responsible for notifying the Director of Attendance Services when a student has accumulated ten (10) days of out-of-school suspension and request such a hearing.

SUSPENSION WITH AN EXPULSION RECOMMENDATION

If an incident or violation or series of incidents or violations are serious enough to warrant suspension with a recommendation for expulsion, said suspension may not exceed ten (10) complete school days pending Board action on the expulsion recommendation. Provided the Board does not render a decision within the ten (10) school day period, the student shall be readmitted to school until such time as the Board renders a decision.

The Principal, after expulsion recommendation consideration, may readmit the student to school within the ten (10) school day period based on mutual agreement of the Principal and Superintendent will have decided not to recommend expulsion.

SUSPENSION DURING EXAMS

When a student is suspended during nine weeks/mid-term/final examinations, he/she shall be given the opportunity to take missed examinations at a time specified by the Principal or designee.

TERMS

The following terms/conditions shall apply during the time students are on out-of-school suspension:

I. A student under suspension in the Tuscaloosa County School System shall not be physically present upon any school system grounds, campus and/or property of the school system, without prior written authority of the Superintendent first obtained. Such exclusion shall include athletic team sports, events, games, meetings or otherwise. Violation may subject such student to additional discipline, including the extension of his/her period of suspension and/or referral for appropriate action by law enforcement officials.

II. When a student is suspended, his/her teachers must be notified immediately concerning the date and duration of the suspension. Teachers will follow the procedure established for make-up work for unexcused absences for students who are suspended.

III. A suspended student must comply with the full length of the suspension unless the Principal approves an alternative.

<u>SPECIAL EDUCATION STUDENTS</u>

A special education student may be suspended for a violation of school rules for ten school days or less in a school year. Services do not have to be provided for the student with a disability during these ten days

if services are not provided to a non-disabled child who has been similarly removed. (*Alabama Administrative Code 290-8-9-09(1)(a))*

After ten days of suspension, the student's IEP team must convene to conduct a review of the relationship between the child's disability and the behavior subject to the disciplinary action. Further action and/or change of placement will be determined from this manifestation review.

REFERENCE(S): **CODE OF ALABAMA §16-1-4**
AAC 290-8-9-09(1)(a)

HISTORY: **ADOPTED JULY 2004**
REVISED: JULY 23, 2012; APRIL 8, 2013, OCTOBER 16, 2014, AUGUST 13, 2018
FORMERLY: JDD

STUDENT CHECK-OUT 5.34

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-28-12 TO -28

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

STUDENT ATTENDANCE AND ABSENCES 5.40

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

Excused/Unexcused Absences

If any child fails to attend school without a legal excuse for more than three (3) days, that child and the person having custody of that child, shall be referred to Early Warning. The child and the person having custody of that child will be referred to juvenile court if the problem is not resolved in Early Warning. Absences are excused for the following reasons:

I. Illness
II. Death in the immediate family
III. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
IV. Legal quarantine
V. Emergency conditions as determined by the principal and/or Superintendent
VI. Prior permission of the principal with the consent of the parent or legal guardian

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. Students shall have two (2) days for each day of excused absence to complete and return make-up work. It is the responsibility of the student to request and return make-up work.

Attendance Requirements for Remote Learners

Remote learner attendance will be monitored based upon appropriate course progression as measured by the completion of weekly assignments, quizzes, and/or tests as outlined in the student's learning plan. Students are required to remain on-pace and complete all assignments to be considered present and attending. Simply logging into the learning management system (LMS) or course is not considered attending for purposes of Alabama's Compulsory School Attendance Law.

Students who fall an entire unit behind in at least half of their courses assigned as part of their learning plan will be considered to have accrued the equivalent of 10 unexcused absences and will be referred to Early Warning.

REFERENCE(S): **CODE OF ALABAMA**
16-28-2.2, 16-28-12 TO -15, LEGISLATIVE ACT 2009-564

HISTORY: **ADOPTED: JUNE 21, 1999**
REVISED: DECEMBER 15, 2003; APRIL 8, 2013; SEPTEMBER 14, 2020
FORMERLY: JB, JBA

COMPULSORY SCHOOL ATTENDANCE AGE 5.41

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

REFERENCE(S): **CODE OF ALABAMA**
16-28-2.2, 16-28-12, 16-28-3, 16-28-4,

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: JANUARY 23, 2002; MARCH 11, 2002;
AUGUST 10, 2009; APRIL 8, 2013
FORMERLY: JBA

REVOCATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT 5.42

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-28-40 to -45, LEGISLATIVE ACTS 93-368 AND 94-820

HISTORY: **ADOPTED: MARCH 14, 1994**
REVISED: APRIL 8, 2013
FORMERLY: JBDB

TRUANCY 5.43

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

The Early Warning Truancy Prevention Program is a joint effort between local education authorities and the juvenile court. It is designed to reduce truancy, irregular school attendance, and the number of student dropouts. Truancy referral procedures and consequences are to be established and parents/guardians and students advised of attendance policies and laws by the Director of Attendance Services and the Attendance Officer.

REFERENCE(S): **CODE OF ALABAMA**
16-28-14, 16-28-15, 16-28-17

HISTORY: **ADOPTED: OCTOBER 9, 1989**
REVISED: MARCH 9, 1992; APRIL 12, 2004; APRIL 8, 2013
FORMERLY: JBDE, IDDDB

ALCOHOL, ILLEGAL DRUGS AT SYSTEM ACTIVITIES 5.45

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

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

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

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

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

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

REFERENCE(s): **CODE OF ALABAMA**
16-1-2, 16-1-10, 16-1-14, 16-4-13, 16-41-1 TO -10

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: JUNE 7, 2011; APRIL 8, 2013
FORMERLY: JCDAB

STUDENT INJURY 5.60

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-9-13

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: FEBRUARY 10, 2010;

FORMERLY: JGCD

ADMINISTRATION OF MEDICATION 5.62

I. Each Tuscaloosa County School System school principal along with the school nurse shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the school nurse.

II. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. Administration of non-prescription medication during school hours is discouraged unless necessary for a student's illness.

III. Instructions on using a prescription shall be provided by a physician and described on the medication container provided by the physician or pharmacist. Written instructions on using non-prescription medication shall be provided by the student's parent(s)/legal guardian.

IV. All medications shall be delivered to the office/clinic by a parent/guardian with the following information provided:
   A. Diagnosis
   B. Reason for giving medication
   C. Name and purpose of medication
   D. Time the medication is to be given
   E. Specific instructions on the administration of the medication
   F. Approximate duration of medication
   G. Beginning date – Ending date
   H. Allergies
   I. Side effects
   J. A note signed by the student's parent(s)/legal guardian to grant permission for administering the prescription medication
   K. Medication shall be counted with two (2) persons signing.

V. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

VI. Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized Tuscaloosa County School System staff members that administer said medication shall have access to it.

VII. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-29-1 TO -6, ALABAMA BOARD OF NURSES GUIDELINES

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: DECEMBER 14, 1992; FEBRUARY 13, 1995; SEPTEMBER 13, 1999; FEBRUARY 9, 2004; APRIL 8, 2013
FORMERLY: JGCA, JGAB

ANAPHYLAXIS PREPAREDNESS–EPI PEN PROGRAM 5.63

Background:
The Tuscaloosa County School System recognizes the growing concern with severe life-threatening allergic reactions, especially with regard to food items. Other common causes of anaphylaxis include allergies to latex, medications, and insect stings.

Pathophysiology and treatment:
Anaphylaxis can affect almost any part of the body and cause various symptoms.
The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal.
Medications

- Epinephrine
- Antihistamines

Treatment of anaphylaxis is centered on treating the rapidly progressing effects of the histamine release in the body with epinephrine. The allergen should also be removed immediately.

Creating an Allergen-Safe School Environment:
Three levels of prevention in creating an allergen-safe environment, as provided by the Tuscaloosa County Board of Education include:

I. Primary prevention – promotes health and protects against threats before problems occur with food allergy and anaphylaxis awareness and training
II. Secondary prevention – detects and treats problems early, as in a first –time reaction at school with staff or students. Early treatment of anaphylaxis saves lives.
III. Tertiary prevention - Protecting a student from exposure to offending allergens is the most important way to prevent life- threatening anaphylaxis.

Avoidance of exposure to allergens is the key to preventing a reaction. The risk of exposure to allergens for a student is reduced when the school personnel, medical provider and parent/guardian work together to develop a management plan for the student. Educating the entire school community about life-threatening allergies is important in keeping students with life-threatening allergies safe.

Identifying the School Team
The following procedures are in place as funds, state or local, are available to do so. Based upon available funds, rather than providing Epinephrine Pens at all school locations, provisions may be made to provide Epinephrine Pens in school locations that have extended response times from first responders due to their geographic location.

School District administration – school administrators will support the Anaphylaxis Preparedness Program by helping to monitor the medication supply for availability by keeping it in a secure but accessible location. Each school needs to provide a secure but easily accessible cabinet for storage of Epinephrine Pens. These cabinets should be clearly marked. Support will also be provided to assure school staff are trained and retrained as deemed necessary.

I. School Nurse – school nurses will be the Anaphylaxis Preparedness site coordinator for each campus. Each school nurse will work with the principal to ensure staff are trained and retrained as deemed necessary. The school nurses will also monitor the safety and security of the medication by checking the expiration date and inspecting the medication to see if any tampering has occurred. The school nurse will respond to emergencies when possible and continue to

function in the role as a school nurse.

II. School Medical Director – As funds, state or local, are available the Tuscaloosa County School System will obtain the services of a local physician to serve as the medical director providing authorization for this program. The Medical Director will assist with program oversight and strive to meet practices offered through research on the topic of anaphylaxis, offering his guidance for the nursing protocols and prescriptive authority.

III. Teachers- will be provided information each year on the Anaphylaxis Preparedness school program (preferably through an online link), the signs and symptoms of anaphylaxis, the location of the medication, and forms. Teachers will be offered training each year to recognize and respond to anaphylactic emergencies.

IV. Food Service Personnel – will be provided information each year on the school program, the signs and symptoms of anaphylaxis, the location of the medication, and the forms. The food service personnel will be offered training each year to recognize and respond to anaphylactic emergencies.

V. Coaches - will be provided information each year on the school program, the signs and symptoms of anaphylaxis, the location of the medication, and the forms. Coaches will be offered training each year to recognize and respond to anaphylactic emergencies.

VI. Transportation Personnel - will be provided information each year on the school program, the signs and symptoms of anaphylaxis, the location of the medication, and the forms. Bus drivers will be offered training each year to recognize and respond to anaphylactic emergencies.

Action Steps for Anaphylaxis Management

1. Provide necessary precautions and general training for staff in transportation, classrooms, the cafeteria, or the gymnasium.
2. Training conducted by licensed nurse for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students.
3. Create Individual Health Care Plans (IHP), Emergency Care Plans (ECP), 504 Plans, or Individualized Educational Plans (IEP) as indicated.
4. Have standing emergency medical protocols for nursing staff.
5. As funding is available, maintenance of stock supplies of life saving emergency medications, such as EpiPens, will be housed in all schools for use in anaphylaxis emergencies.
6. Specific legal documents, duly executed in accordance with the regulations and laws with medical orders, will be followed regarding the care of specific students with severe life-threatening conditions.
7. Self-administration by students as assessed by the school nurse to carry life-saving medication will be allowed with prior approval by the medical provider, and according to health practice and procedures.
8. Assure appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

Medication Safety

As funding, state or local, is available, Epinephrine auto-injectors will be maintained by the school system to include resupplying as necessary. The Superintendent, and/or his designee, is authorized to develop proper documentation to manage the procedural components of this policy.

REFERENCE(S): **CODE OF ALABAMA § 16-1-48**

HISTORY: **ADOPTED: SEPTEMBER 10, 2015**

EYE PROTECTION DEVICES 5.64

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

I. The Tuscaloosa County Board of Education shall provide protective devices for Board employees, students, and visitors during activities that require eye protection.

II. The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities where eye protection is needed. The student's failure or refusal to wear the device shall be cause for his/her suspension or dismissal from the course.

III. Any Tuscaloosa County School System teacher who fails to carry out the provisions of this policy shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

REFERENCE(S): **CODE OF ALABAMA**
16-1-7, 16-8-8

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE 5.68

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

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-11-12, LEGISLATIVE ACT 2009-754

HISTORY: **ADOPTED: AUGUST 13, 2007**
REVISED: APRIL 8, 2013
FORMERLY: JGFC

STUDENT RECORDS 5.70

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

Directory Information:

The Tuscaloosa County School District designated the following items as Directory Information: student name, address, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, most recent previous school attended and photograph. The District may disclose any of those items without prior written consent.

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

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: JULY 8, 1996; APRIL 8, 2013; SEPTEMBER 29, 2014
REVIEWED: DECEMBER 9, 2019
FORMERLY: IID, KKK, JEA

PARENTAL NOTIFICATION 5.72

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, NO CHILD LEFT BEHIND ACT OF 2001

HISTORY: **ADOPTED: APRIL 8, 2013**
FORMERLY: NEW

PARENT INVOLVEMENT 5.73

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

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

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

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8
NO CHILD LEFT BEHIND ACT of 2001

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IDBDC

CO- CURRICULAR AND EXTRACURRICULAR ACTIVITIES 5.80

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

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

Eligibility

I. To participate in extracurricular and/or co-curricular activities, a student must meet the requirements of the "Academics First" policy as set forth in the *Administrative Code of the State Board of Education.* Students ineligible for extracurricular or co-curricular activities according to the "Academics First" requirements are also ineligible to participate in practice sessions, meetings, or preparatory events associated with extracurricular or co-curricular activities.

II. A student suspended from school for violation of the *Tuscaloosa County Code of Student Conduct* is also suspended from all school sponsored extra-curricular activities and out-of- school practice sessions until that suspension has been lifted.

III. Participation in co-curricular and/or extracurricular activities is limited to students that are currently enrolled in the Tuscaloosa County School System.

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

HISTORY: **ADOPTED: MARCH 9, 1998**
REVISED: OCTOBER 12, 1998; MAY 17, 1999; APRIL 8, 2013
FORMERLY: JHCA

ATHLETICS 5.81

I. All Tuscaloosa County School System schools, grades 7-12, shall be members of the Alabama High School Athletic Association (AHSAA) and shall be governed by the rules and regulations adopted by AHSAA. Students who participate in athletics shall meet eligibility requirements established by AHSAA, the Tuscaloosa County Board of Education and the Alabama Administrative Code. Membership dues will be paid from the internal accounts of each respective school.

II. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a signed statement from the student's parent(s)/legal guardian, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s)/legal guardian through the school or the parent(s)/legal guardian may submit evidence that insurance has been provided through another source.

III. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s)/legal guardian and a current physical examination as required by the Alabama High School Athletic Association being on file.

IV. Pursuant to Alabama statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

V. All athletic programs of the Tuscaloosa County Schools shall abide by AHSAA rules and legislative acts regarding athletes who sustain concussions, including annually providing information to parents and students regarding concussions, training coaches annually, and holding students suspected of having a concussion out of competition.

VI. All students shall be subject to all Tuscaloosa County Board of Education rules and to the Code of Student Conduct while attending athletic events and practices.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, ALABAMA HIGH SCHOOL ATHLETICS ASSOCIATION GUIDELINES

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IDF, JHCAA, JHCA

STUDENT RELIGIOUS LIBERTIES AT SCHOOL 5.82

1. The Tuscaloosa County Board of Education may not discriminate against students or parents on the basis of a religious viewpoint or religious expression. The Board shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the Board treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.
2. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the Board. Students may not be penalized or rewarded on account of the religious content of their work. If an assignment requires a student's viewpoint to be expressed in coursework, artwork, or other written or oral assignments, a public school may not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student's academic work that expresses a religious viewpoint shall be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the coursework or assignment.
3.
    a. Students in public schools may pray or engage in religious activities or religious expression before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression. Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other noncurricular student activities and groups. Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the students' expression. If student groups that meet for nonreligious activities are permitted to advertise or announce meetings of the group, the Board may not discriminate against groups that meet for prayer or other religious speech. The Board may disclaim school sponsorship of noncurricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.
    b. Students in public schools may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
4. Nothing herein shall be construed to authorize this Board, its Superintendent, officers, members, administrators and/or employees to require any student or person to participate in prayer or in any other religious activity or to violate the constitutional rights of any student or person.
5. Nothing herein shall be construed to limit the authority of the Board, its Superintendent, officers, members, administrators and/or employees to do any of the following:
6. Maintain order and discipline in the schools in a content and viewpoint neutral manner,
7. Protect the safety of students, employees, and visitors of the schools, and
8. Adopt and enforce policies and procedures regarding student speech at school provided that the policies and procedures do not violate the rights of students as guaranteed by the United States and Alabama constitutions and laws.
9. The provisions of this policy shall apply to all religions. Nothing herein shall be construed as establishing a particular religion nor as prohibiting the free exercise of a particular religion

REFERENCE(S): **CODE OF ALABAMA**
ACT 2015-129

HISTORY: **ADOPTED: JANUARY 12, 2016**

STUDENT SUICIDE PREVENTION (THE JASON FLATT ACT) 5.83

Introduction

According to the Centers for Disease Control and Prevention, suicide is the tenth leading cause of death in the United States. For youth between the ages of 10 and 24, suicide is the 2nd leading cause of death and the 3rd leading cause in Alabama. The Jason Flatt Act works within a state's requirements for In-Service or Certification Training by adding youth suicide awareness and prevention as part of that state's training for educators. The Jason Flatt Act was passed in order to equip education institutions and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected.

The Jason Flatt Act, which amends Section 16-28B-8 of the Code of Alabama 1975, provides that ''To the extent that the legislature shall appropriate funds, or to the extent that any local board may provide funds from other sources, each school system shall implement the following standards and policies for programs in an effort to prevent student suicide":

Section 1. Prevention of Suicide

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

School systems will:

I. Develop individual, family, and group counseling services related to suicide prevention.
II. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
III. Provide training for school personnel who are responsible for counseling and supervising students.
IV. Increase student awareness of the relationship between drug and alcohol use and suicide.
V. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
VI. Inform students of available community suicide prevention services.
VII. Support cooperative efforts between school personnel and community suicide prevention program personnel.
VIII. Promote school-based or community-based, or both, alternative programs outside of the classroom.
IX. Develop strategies to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
X. Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
XI. Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.
XII. Educate and empower students on how to prevent suicide, harassment, intimidation, violence and threats of violence.
XIII. Provide annual training for all certified employees in suicide awareness and prevention. This

training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by the local school system.

Section 2. Description of Behavior Expected of Students

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to (1) comply with the requirements of the law, policies, regulation(s), and rules prohibiting harassment, violence, or intimidation and (2) to comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.

Section 3. Responsibility of Reporting

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

Section 4. Promulgation of Policy and Related Procedures, Rules and Forms

This policy and any procedures and rules developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the school system's website.

REFERENCE(S): **CODE OF ALABAMA 16-28B-8**

HISTORY: **ADOPTED: JANUARY 30, 2017 NEW**

TECHNOLOGY ACCEPTABLE USE POLICY 5.90

PURPOSE:
The purpose of the Tuscaloosa County School System is to provide an effective, challenging, and engaging education for all students.

POLICY STATEMENT:
The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Tuscaloosa County School System. Use of any and all technology resources is a privilege and not a right.

INTRODUCTION:
To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Tuscaloosa County School System to provide all students and employees with access to a variety of technology resources. All Tuscaloosa County students and staff must acknowledge and adhere to this policy. The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the Purpose Statement and instructional goals of the Tuscaloosa County School System. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this balance a constant challenge.

Thus, it is the intention of the Tuscaloosa County School System that all technology resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Tuscaloosa County School System will use the provided technology resources so as not to waste them, abuse them, or interfere with or cause harm to other individuals, institutions, or companies. The administrators of each school are responsible for establishing specific practices to enforce this policy at individual schools.

Aspects of this policy may specifically address technology equipment personally owned by school system employees and/or students and brought into school facilities or onto school campuses to access school resources and/or personal resources. All personal technologies used on any Tuscaloosa County campus are subject to this policy and may be used only if such usage is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. No technologies may be purchased, brought on campus, or used to access school system resources that interfere with or adversely affect functions or operations of school system technology resources or infrastructure.

All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a Tuscaloosa County campus is subject to all school system policies and guidelines as well as local, state, and federal laws. Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Director of Technology before proceeding. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

The Tuscaloosa County School System Technology Department issues further specific guidelines detailing appropriate and legal use of copyright, email, technology resource purchasing and disposal, web page creation and maintenance, and the publication of student work. These guidelines are updated as best

practices dictate and as case law emerges. These guidelines are considered appendices of the Tuscaloosa County School System Technology Usage Policy. Students and staff are expected to be aware of and follow the guidelines that are updated as needed and posted on the Tuscaloosa County School System web site Board Policies section and on the Technology page and referenced in the Employee Handbook, Parent Student Information Guide and/or the Student Code of Conduct.

I. ACCESS and USAGE:

A. The use of all Tuscaloosa County School System technology resources is a privilege not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation. Moreover, users of Tuscaloosa County School System technology must be aware that the Tuscaloosa County School System cannot assume any liability arising from the illegal or inappropriate use of technology resources.

B. Users should not purchase or dispose of software, hardware, peripherals, or other technology-related devices without consulting the technology staff. Regardless of purchase date, location, or funding source, all personnel should adhere to the Electronic Purchases and Disposal Guidelines of this policy.

C. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided for, or approved for him/her.

D. Individuals identified as a real or suspected security risk will be denied access.

E. Any use of technology resources, regardless of ownership, that reduces the efficiency of use for others will be considered a violation of this policy.

F. Employees/Students are prohibited from connecting any type of router, wireless Wi-Fi controller, bridging device or non-approved network switch to the local area or wide area network. Employees/Students are prohibited from establishing any private wireless or cabled local area network without obtaining written permission from the Information Technology Department. Any devices that are discovered will be confiscated by the Technology Department and at the discretion of the Director of Technology may or may not be returned to the personal owner. The system considers these types of devices as a possible security breach.

G. Individuals must not attempt to disrupt any technology services or data integrity by engaging in inappropriate activities. Examples include but are not limited to spreading viruses, spamming, excessive network and/or Internet activity, or modification of equipment or infrastructure.

H. Individuals must not attempt to modify technology resources, utilities, and configurations, and/or change the restrictions associated with his/her accounts, or attempt to breach any technology resource's security system or filtering systems, either with or without malicious intent. This includes proxy by-pass or redirect sites.

I. Bring Your Own Device (BYOD)/Personal technology-related devices such as but not limited to laptops, cell phones, smart-phones, iTouch/iPods/iPads/slate or tablet devices, cameras or other electronic devices, etc., used on school grounds are subject to all items covered in this policy and other applicable published guidelines. The permission for such personal devices tobe brought to school and the use of such devices will be at the discretion of the local school administrators and school rules. The user should not directly connect to school's local area network or wide area network resources that require authentication without the explicit permission from the Director of Technology. Student/Employee open access Internet connectivity for BYOD and visiting devices are subject to the conditions outlined in this policy and all other school system policies and guidelines as well as local, state, and federal laws. Students/Employees will be required to register their personal devices before obtaining access rights to these resources. Guest presenters will be provided access through the local school administrators and system technology staff. Due to the ability of broadband

technologies that may reside in some of these personal devices (Smart-phones, MIFI, 3G-4G and future technologies), the system has no means to monitor the use or sites accessed from these devices while on school property. Users are responsible for proper conduct when using this form of technology communication at school or work. The board of education, school system, schools and employees of the system assume no responsibility or liability for the theft, loss, or damage to any personal devices or the inappropriate and/or misconduct use of an individual's device using non-system provided broadband or Wi-Fi connectivity. The system does not require students or employees to bring their own devices to school; however, we do believe such devices do provide students and teachers a resource tool that aids them in their education and job. During Testing all students must comply with the applicable procedures and guidelines established by the Assessment Department of the Alabama State Department of Education, ACT, College Board and/or system. Please see DIGITAL DEVICE POLICY IN A STANDARDIZED TEST SETTING in this policy and/or the Parent Student Information Guide. The system strongly advises all students not to bring cellular or other electronic devices on the campus or the testing location during the administration of standardized test.

J. Employees/Students are prohibited from sending/storing/saving on external storage, portable devices, and/or online cloud-based hosted storage sites such as but not limited to (Google Docs, Dropbox, etc.) that do not remain on campus or are approved by the Technology Department and/or approved by the Board of Education any classified data such as electronic copies of student or staff personal information, school or system documents. This information includes but is not limited to data containing social security numbers, student identification numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable/external device or cloud based network and that device is lost or stolen, or if the security of this data is believed to have been breached in any way, the Director of Technology should be notified immediately.

K. The system Director of Technology and local school Administrator will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts

II. PRIVACY:

A. To maintain network integrity and to ensure that the network is being used responsibly, if any policy violation or inappropriate behavior is suspected, the Director of Technology and local school Administrator reserve the right to inspect any and all communications/data activity,including data stored by individual users on school devices. Users should be aware that activities may be monitored at any time without notice. In the event the suspected equipment is a personal device users may be asked to voluntarily allow system personnel the right to inspect their equipment. If permission is not granted and depending on the severity of the inappropriate use, a user's rights to bring the device on campus or system property may be denied or the system may elect to pursue legal or criminal action if warranted.

B. Users should not have any expectation that their use of technology resources, including user files stored on the Tuscaloosa County School System's network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that breach of such security will not occur.

C. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications.

D. Tuscaloosa County School System cannot guarantee the privacy, security, or confidentiality of any information sent or received, via the Internet, email facility, telephone, or otherwise.

E. Users are encouraged to avoid storing personal and/or private information on the system and/or schools' technology resources.

III. DATA SECURITY:

A. Students and staff are expected to follow all local, state, and federal laws and system policy regarding the protection of student and staff confidential data.

B. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but the Tuscaloosa County School System cannot ensure that such security will not be breached and cannot assume any liability arising from any such breach of security.

C. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Tuscaloosa County School System. Any such unauthorized usage shall be reported immediately to the local school Administrator and/or the system Director of Technology of Technology.

D. All employees shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices, or failures of technical security measures.

E. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, specific software packages, or the Internet.

F. Reasonable steps and procedures will be taken to secure student records, media center collections, child nutrition, and accounting information, and such information shall be backed up in a routine manner with such information being maintained in secure offsite or replicated storage location.

G. The system-wide technology staff does perform routine backups of critical systems and data in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame after an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain/back up their own critical files and data.

IV. COMPUTER SOFTWARE COPYRIGHT, SELECTION AND DUPLICATION:

It is the intent of the Tuscaloosa County School System to adhere to the provisions of copyright laws as they relate to computer/electronic software and/or applications. It is also the intent of the school system to comply with license agreements and policy statements contained in software packages used in the school system. The Board recognizes that computer software piracy is a major problem for the industry and that violations of computer copyright laws contribute to higher costs, necessitate greater efforts to prevent copying, and lessen incentives for the development of good educational software. All of these results are detrimental to effective uses of computers in the education setting. Therefore, in an effort to discourage violation of copyright laws and to prevent such illegal activities, the following guidelines shall control computer software selection and duplication in the school system:

A. The ethical and practical problems caused by software piracy will be taught to educators and students in all schools of the school system.

B. School system employees are expected to adhere to the provisions of the 1976 Copyright Act as amended in 1980 and the Digital Millennium Copyright Act of 1998 governing the use of computer software. Section 117 states that the owner of a computer program may make one copy of a program to be used as an archival copy unless licensing provisions obtained with the software state otherwise. Backup copies are not to be used on a second school computer at the same time an original is in use. A revision of the law passed in 1992 brought software piracy to felony status with fine up to $250,000 and up to five years in prison for systematic violations.

C. Software shall not be placed on a network system without a designated network version or

a license agreement. When permission is obtained from the copyright holder to use software on a network system, efforts will be made to secure this software from illegal copying.

D. Illegal copies of copyrighted programs may not be created or used on school system equipment.
E. Any legal or insurance protection of the school system will not be extended to employees who intentionally violate copyright laws.
F. It is the responsibility of the Administrator at each work site to establish practices that will enforce the school system copyright policies.
G. All staff members (including instructional assistants) and students are expected to abide by the provisions of this policy.
H. Either the system Director of Technology of Technology or the local school Administrator is authorized to sign license acknowledgements for a school within the system. Copies of any system-wide license agreements must be signed by the system Director of Technology of Technology and/or Superintendent and distributed to all schools that will use the software. All binding contracts/agreements must be signed by the Superintendent.
I. The system technology staff is responsible for installation of all software in use on the wide area network. The system technology staff or the local Administrator or their designee is responsible for installation of all software in use on the local area network and/or individual devices within and purchased by Tuscaloosa County School System. Technology assistants or other designated staff may install software on technology devices with permission by the system Director of Technology of Technology and/or local school Administrator.

The following computer programs are permissible for use in classrooms throughout the school system:

A. Programs in the public domain (as long as the software applications do not provide utilities for hacking, bypassing, spying, or intentional disruption or non-approved access to the system's network resources.)
B. Programs covered by a licensing agreement with the software author, vendor, or developer, whichever is applicable.
C. Programs donated or loaned to the school (not illegal copies) having a written record that a bona fide contribution exists.
D. Programs purchased by individual schools and having a written record that a bona fide purchase exists.
E. Programs purchased by the user and having a written record that a bona fide purchase exists and can be produced by the user upon demand by the Superintendent or the Superintendent's designee.
F. Programs being reviewed or demonstrated by the user to reach a decision about possible future purchase or requested contribution or licensing.
G. Programs written or developed by school system employees and students for the specific purpose of use in the classrooms of the school system.
H. The Board, by this presentation, hereby notifies all employees and the general public of the intent of this policy.

It is also the policy of the school system that there is no copying of copyrighted or proprietary programs on computers belonging to the school system.

17 .S.C. 106; Adapted with permission from policy statement approved by Board of Director of the International Council for Computers in Education. Definition: Copyright is a form of protection provided by the laws of the United States (title 17, *U. S. Code)* to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished

works.

V. EMAIL:

A. Tuscaloosa County School System provides access to email accounts for select student grade levels and all employees and long-term substitutes who require an email account and network access. The majority of employees including teachers are required to use the Exchange Outlook Webmail access. Administrators, clerical staff, and other employees who have static work areas are permitted to use the Outlook for their connectivity. Email accounts may be granted for school related organizations or classes with designated employee sponsors. (Note: The Outlook applications named herein are subject to change; therefore, in the event of a name or application change, this policy will remain in effect with the new applications as defined by the procedures from the Technology Department.)

B. Tuscaloosa County School System makes a reasonable effort to maintain/backup email for normal business operations. Backups are maintained as needed and controlled by the Technology Department. In addition, by federal law, the system is required to have in place a message archival system.

C. Technical support is provided for Tuscaloosa County School System email accounts used to conduct educational and/or instructional business.

D. Personal use of email is permitted as long as it does not violate Tuscaloosa County School System policy or adversely affect others or the speed of the network.

E. Use of Tuscaloosa County School System email accounts for harassing or threatening is strictly prohibited.

F. Tuscaloosa County School System email accounts may not be used for political activity, personal gain, commercial purposes, or profit. Unsolicited political or commercial email that is received from outside sources beyond our control is not considered a violation of this policy. However, local or state organizations that participate in political activity that contact our employees via system email may be blocked at the discretion of the board of education.

G. When using email, all users are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Users must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be acceptable to a general audience.

H. Tuscaloosa County School System email accounts may not be used for attempting to send or sending anonymous messages.

I. Tuscaloosa County School System email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.

J. Even though email is securely transmitted, discretion must be used when sending or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.

K. There is a system imposed limit on storage for email accounts. Users meeting or exceeding the limit will be unable to send or receive emails.

L. Users who require maintaining email(s) for more than 365 days should print said emails and file or store electronically in a different format.

M. Tuscaloosa County School System technology staff, administrative staff, and Tuscaloosa County Board of Education do not technically support or maintain individual user initiated email archives.

N. Incoming and outgoing email is filtered by the system for inappropriate content, viruses, phishing, and/or malware. However, no filtering system is foolproof, and material deemed inappropriate by individual users or harmful may be transmitted in spite of filtering. Tuscaloosa County School System cannot assume any liability for such breaches of the filter.

O. Email accounts will automatically expire on the last full day of employment.
P. At the discretion of the Director of Technology, email accounts may be locked without notice.

VI. INTERNET USE:

A. The intent of the Tuscaloosa County School System is to provide access to resources available via the Internet with the understanding that employees and students will access and use information that is appropriate for their various curricula or position.
B. All school rules and guidelines for appropriate technology usage as well as local, state, and federal laws apply to usage of the Internet.
C. Teachers should screen all Internet resources before projecting them in the classroom.
D. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
E. Students are allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.
F. Permission is not transferable, and therefore may not be shared. Existing permission forms are valid until new forms are received. Students are required to have new forms signed each year or when changing schools.
G. Students who are allowed independent access to the Internet have the capability of accessing material that has not been screened and must follow all school rules and Technology Policy Guidelines as described within this policy.
H. Internet activity can and will be monitored along with other aspects of technology usage. Internet access for all users is filtered by the system through the content filters and policies. The Technology Department is responsible for monitoring all connections.
I. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Technology Department.
J. Users requesting sites for blocking or unblocking must list specific URLs.
K. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy.
L. Internet use refers to Internet access via all Tuscaloosa County School System private and public networks.

VII. WEB PUBLISHING:

A. The Tuscaloosa County School System web site is limited to usage associated with activities of Tuscaloosa County Schools. The web site cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.
B. The Technology Department staff reserves the right to reject all or part of a proposed or posted web page.
C. All pages posted on the Tuscaloosa County School System web site must be designed/written with approved software applications or web portals.
D. It must be easy to determine the name or title of the person responsible for the content on each web page or sections of web pages housed on the Tuscaloosa County School System website.
E. A staff member's primary web page should be housed on the Tuscaloosa County School System web site.
F. Links from pages housed on the Tuscaloosa County School System website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
G. Student pictures or other personally identifiable information such as name or grade level, etc., can be used in accordance with the signed "Tuscaloosa County School System Technology Usage Agreement" and in accordance with FERPA guidelines.
H. Student posting of personally identifying information of any kind on the Tuscaloosa County

website or linking to personal information from the Tuscaloosa County School System website is prohibited. Personally identifying information includes home address, work address, home and/or cell phone numbers, social security number, etc.

I. Individual students may be identified by full name unless permission to do so is denied by the parent or guardian in writing on the Technology Resource Agreement form. Full names may only be used in reporting student participation in school sponsored extracuricular activities, achievements, and other positive recognitions.

J. No written permission is required to list faculty/staff and their school contact information (phone extension, email address, etc.).

K. Permission for publishing employee photographs on the Tuscaloosa County School System website is assumed unless the employee specifies otherwise in writing to his or her direct supervisor.

L. Infringement of copyright laws, obscene, harassing, or threatening materials on websites are against the law and are subject to prosecution.

VIII. EXAMPLES OF INAPPROPRIATE USE:

This list is not all-inclusive but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" or “verbal form” is also considered inappropriate in electronic form. Information, such as but not limited to Student Management and Payroll data, accessed through school system technologies may not be used for any private business activity. The following are examples of inappropriate activities when using any Tuscaloosa County School System network, email system, hardware, software, technology services, and/or Internet access:

A. Using another user's password or attempting to discover another user's password.

B. Sharing passwords.

C. Trespassing in another user's files, folders, home Director of Technology, or work.

D. Saving information on any network drive or Director of Technology other than one’s personal home Director of Technology or a teacher-specified or approved location.

E. Downloading, installing, or copying software of any kind onto a computer, laptop, home Director of network drive, or other eDevice (except for approved updates or apps).

F. Harassing, insulting, embarrassing, or attacking others via technology resources including but not limited to using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, blog, post, etc.

G. Damaging/abusing technology resources including but not limited to printers, telephones, computers, computer systems, any eDevice, or computer networks (includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.).

H. Intentionally wasting limited resources such as Internet bandwidth, disk space, and printing capacity.

I. Accessing inappropriate material stored on resources such as but not limited to digital cameras, flash drives, iPods, online storage, cell phones, websites, etc.

J. Accessing inappropriate material from websites or attempting to bypass the Internet filter to access websites that have been blocked (examples: information that is violent, illegal, satanic, sexual, demeaning, racist, inflammatory, and/or categorized as a social networking, blogging, or journaling site, etc.).

K. Sending, displaying, or downloading offensive messages or pictures.

L. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate, harassing, sexual, and/or embarrassing pictures.

M. Editing or modifying digital pictures with the intent to embarrass, harass, or bully is prohibited.

N. Participating in unsupervised or non-instructional on-line chat rooms without the permission/supervision of an adult staff member.

O. Posting any false or damaging information about other people, the school system, or other organizations.
P. Posting of any personal information as defined previously in this document.
Q. Broadcasting network messages or participating in sending/perpetuating chain letters
R. Violating copyright laws.
S. Plagiarism of materials.
T. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.).
U. Use of any Tuscaloosa County School System technology resource is prohibited for personal gain or commercial or political campaign purposes with the exception of mentoring/tutoring services or fundraisers that benefit TCSS students or schools.
V. Accessing any website or other resources by falsifying information.
W. Downloading or playing games on-line that are not instructional in nature or without the permission of a teacher.
X. Streaming video or audio not related to the core instruction or business of the school system.

Email, Text Messaging, and Social Networking Guidelines

The purpose of these guidelines is to ensure the proper use of Tuscaloosa County School System email and Internet communication systems and to make users aware of what the Tuscaloosa County School System deems as acceptable and unacceptable use of its email and Internet communication systems and access to social network media while using system resources. We reserve the right to amend these guidelines as necessary. In case of revisions, users will be informed by email, by posts on the System Technology web page, through professional development, at faculty meetings, at grade level meetings, at department meetings, at assemblies, in class, and/or by other means deemed appropriate by the administration.

Email

Legal Risks

Email is a school business or educational communication tool, and users are obliged to use this tool in a responsible, effective, and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Any email is discoverable in a due process situation or other legal action. In addition, any email exchanged by a school system employee is public record. Other legal risks of email for Tuscaloosa County School System and/or their network users include the following:

- Sending emails with any libelous, defamatory, offensive, racist or obscene remarks;
- Forwarding emails with any libelous, defamatory, offensive, racist or obscene remarks;
- Forwarding confidential information;
- Forwarding or copying messages without permission or implied permission;
- Knowingly sending an attachment that contains a virus that severely affects another network.

By following the guidelines in this document, the email user can minimize the legal risks involved in the use of email. If any user disregards the rules set out in these guidelines, the user will be fully liable, and Tuscaloosa County School System will disassociate itself from the user as far as legally possible.

- Do not send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email containing libelous, defamatory, offensive, racist or obscene remarks, promptly notify your supervisor.
- Use caution if you forward a message without implied permission or without acquiring permission from the sender first, especially if it contains sensitive or personal information.
- Do not forge or attempt to forge email messages.

- Do not send email messages using another person's or a bogus email account.
- Do not copy a message or attachment belonging to another user without the permission or implied permission of the originator.
- Do not disguise or attempt to disguise your identity when sending email.

Best Practices

Tuscaloosa County School System considers email as an important means of communication and recognizes the importance of proper email content and of speedy replies in conveying a professional image and in delivering good customer service. The use of email in education, however, is proliferating, and the precise legal issues regarding appropriate use are yet to be determined. We are confident that—

- Any email exchanged by school system employees about individual students is public record.
- Any email pertaining to a particular student is discoverable in a due process situation or other legal action.
- The nature of email lends itself to impulsive, overly informal, and sometimes unprofessional communication.

Therefore, the Tuscaloosa County School System urges users to adhere to the following guidelines:

Guidance on Email between School Employees and Parents/Guardians

Examples of generally **appropriate** use of email between school employees and parents/guardians:

- Teachers invite parents to provide email addresses and then send out emails to those addresses reporting on classroom activities, projects, and assignments. These messages are generic and do not refer to specific students.
- Teachers may initiate or respond to email from a parent or guardian about a specific child, exchanging objective not subjective information such as the student's attendance, participation, homework, and performance in class.

Examples of **inappropriate** use of email between school employees and parents/guardians:

- Using email to report on serious problems regarding individual students.
- Using email to discuss confidential and sensitive matters, including:
- Medical/psychiatric/psychological diagnoses and treatments;
- Contents of special education and/or Section 504 evaluations, intervention plans, IEPs, 504 plans, disciplinary matters;
- Family problems and other sensitive family information.
- Using email language that is subjective, judgmental, unprofessional, pejorative, and/or labeling. Examples:
    - "Have you considered that Johnny might have ADHD?"
    - "Overall, I think that Johnny is unmotivated/lazy."
    - "I don't think there is anything wrong with Johnny except his negative attitude."

Email between teachers and parents should be positive and/or general in nature when possible. Discussions involving serious problems and any and all protected information (medical, psychological, psychiatric, Special Education, Section 504, and disciplinary matters) should occur in person or by telephone.

Parents may initiate inappropriate email exchanges. Example:

"Johnny is in your American history class and is failing. His father is an alcoholic and we are divorced. Johnny has ADHD and clinical depression. Can you please tell me how he is doing in your class and what I can do to help him?"

That kind of message should be deleted, and the teacher receiving it should call the parent who sent it.

Alternately, the teacher could reply to it, deleting everything from the body of the email sent by the parent, and then respond with directions about how the teacher can be reached by telephone or in person.

Guidance on Email between School Employees Concerning Students

Examples of generally **appropriate** use of email between school employees:

- Emails that provide positive information, objective comments, and/or neutral information regarding school performance. In other words, conducting straightforward business, staying away from sensitive and confidential areas.

Examples of **inappropriate** use of email between school employees:

Using email to report on serious problems regarding individual students. Using email to discuss confidential and sensitive matters, including:

- Medical/psychiatric/psychological diagnoses and treatments;
- Contents of special education and/or Section 504 evaluations, intervention plans, IEPs, 504 plans, disciplinary matters;
- Family problems and other sensitive family information.

Using email language that is subjective, judgmental, unprofessional, pejorative, and/or labeling.

Examples:

- "I think Johnny has ADHD."
- "Overall, I think that Johnny is unmotivated/lazy."
- "I don't think there is anything wrong with Johnny except his negative attitude."
- "I think this child's problem is his home life."

Discussions involving severe problems, subjective comments, and any and all protected information (medical, psychological, psychiatric, Special Education, Section 504, and disciplinary matters) should occur in person or by telephone.

General **Best Practices** involving all email are as follows:

Writing emails:

- Use short, descriptive **Subject:** lines.
- Avoid lengthy, detailed email messages. Consider using an attachment for "How To" information, directions, procedures, processes, or similar types of information.
- Avoid unnecessary attachments or large file attachments such as multiple pictures, mini movies, etc. AVOID USING ALL CAPITALS.
- If using cc or bcc feature, take steps to inform the cc or bcc recipient of any action expected unless the action is explicit in the email. The bcc option is often used to avoid revealing recipient email addresses to the entire group receiving the email; otherwise, the bcc option should be used sparingly if at all.
- If you forward emails, state clearly what action you expect the recipient to take.
- Use the spell checker before you send out an email.
- If the content of an email is not of a public nature,
- Consider using another form of communication or
- Protect the information by using a password.
- Only mark emails as important if they really are important.

Replying to emails:

- Emails should be answered within a timely manner, and at minimum employees are expected to check email at least once per work day during their contract term.

- Responses should not reveal confidential information and should be professional.

Newsgroups/ListServs:
Users should exercise caution before subscribing to a listserv, newsletter or news group. This type of email may be overwhelming, and cancelling a newsgroup and/or newsletter subscription is often difficult if not unsuccessful.

Maintenance

- Delete email messages in a timely manner (except for those that are part of a litigation hold situation).
- Print email messages required for documentation.
- Messages in the Deleted Items folder will be automatically removed in 3 days.
- A more frequent manual deletion of items by the individual user is recommended.
- User deleted emails will be permanently purged in 7 days.
- Messages in the Sent Items folder will be removed in 90 days. A more frequent manual deletion of items by the individual user is recommended.
- Emails older than 365 days will be removed from all email folders.
- Email accounts are assigned a mailbox size quota of 500MB. Failure to stay at or below the quota will result in the user being unable to send or receive email.
- Avoid responding to requests in emails that could be "phishing" attempts.
- Avoid opening attachments that are suspicious or mass forwarding virus hoaxes.
- Check with the technology staff when in doubt of the suspicious nature of emails.
- At the discretion of the Director of Technology, maintenance items listed above may be modified for special circumstances or users accounts.

Electronic Social Networking, Instant Messaging including Texting
Electronic social networking and/or instant messaging such as but not limited to Twitter, IM, or texting, among staff and students is a particularly sensitive matter in a time when growing numbers of school employees maintain social networking accounts, email extensively in their personal lives, and are accustomed to using instant messaging services.

An absolute prohibition of communicating electronically with students seems excessive. On the other hand, teachers and school staff must maintain the highest standards should they choose to interact with students through electronic media. Below are some typical situations on which employees might need guidance.

Guidelines below are presented in a Q&A format.

Q: Is it ok for me to initiate electronic communications with a student?
A: If a teacher initiates overly <u>personal</u> contact with students outside of school, whether in person or electronically, he/she may create an impression of an unhealthy interest in students' personal lives and may leave himself/herself open to an accusation of inappropriate conduct; therefore, caution should be exercised in this type of communication.

Q: What if I receive an email or other electronic message such as a text from a student?
A: This very much depends on the nature of the communication received. Texting, instant messaging, or "chat"-type communication with students for purposes other than school related communications is strongly discouraged. If a communication is received that appears to be a social greeting, an employee might do best just to acknowledge it in an appropriate way at school. A very brief acknowledging

electronic response might be appropriate in some circumstances. However, it is perfectly OK not to respond to such greetings. If an employee chooses not to respond, making an extra effort to greet the student cheerfully at school might be appropriate.

If a student sends a message with disturbing content, an employee should discuss this with his/her administrator or supervisor, including a school counselor in the discussion as needed.
If a student sends a message that appears to suggest an emergency, (an allegation of abuse or a student sharing suicidal thoughts or plans) try to contact an administrator or supervisor at once.

Q: *What about Facebook accounts or other social networking sites? Should I respond to an invitation to become a student's "Friend"?*

A: We recommend that employees not engage in online social networking with students unless the site is used for school information or academic reasons only. This would only be an issue, of course, if an employee chooses to maintain a Facebook or similar account. If an employee does so, we recommend that he/she be extremely cautious about the content of profiles and pages.
If an employee is strictly using a social networking site for school related topics and stays away from personal content, then these sites should be treated much like any other educational blog. However, the use of comments, "writing on walls," and so on would be likely to lead to major problems if an approval process is not in place before posting. Employees may find that it is easier to simply tell students that they have a policy not to accept students as "friends."

General Email Information

Virus Protection and Filtering

Incoming and outgoing emails sent to or received from the Tuscaloosa County School System exchange email server are scanned for viruses, spam, and content. However, users are expected to exercise caution when opening emails from unknown users or when using the web-based email client from home computers.

Incoming emails may be blocked if the message size is over 5MB or if there are multiple attachments that exceed this amount.

Disclaimer

Tuscaloosa County School System recommends that employees add a disclaimer to outgoing emails or automatically attach a disclaimer such as the one below to each email sent outside the school system. "This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Tuscaloosa County School System. Finally, the recipient should check this email and any attachments for the presence of viruses. The school system accepts no liability for any damage caused by any virus transmitted by this email."

System Monitoring

Users must have no expectation of privacy in anything they create, store, send, or receive on the Tuscaloosa County School System computer system. Emails can be monitored without prior notification if the Tuscaloosa County School System deems this necessary. If there is evidence that users are not adhering to the guidelines set out in this policy, the Tuscaloosa County School System reserves the right to take disciplinary action, including termination and/or legal action.

Email Accounts

Email accounts are assigned to new employees when their employment is approved by the Board of Education and when the new employee has read and signed acknowledgement and understanding of the Tuscaloosa County School System Technology Acceptable Usage Policy. All email accounts maintained on the Tuscaloosa County email and Internet communication systems are property of Tuscaloosa County School System. Tuscaloosa County School System maintains student accounts, employee accounts, and employee-sponsored accounts.

Passwords should not be given to other people and should be changed if the user believes his/her password is no longer secure. Email accounts are deleted immediately when employees retire, resign, or leave the school system for a period of six months or more. Only Tuscaloosa County School System employees are given email accounts. Upon request by the administration, Tuscaloosa County School System employee-sponsored accounts, such as PTA accounts, may be created. Employee-sponsored accounts are subject to these guidelines, and it is the responsibility of the sponsoring employee to educate the user of this and all other relevant technology-related policies and guidelines.

Electronic Communications and Internet access for Personal Use

Although Tuscaloosa County School System email and Internet communication systems are meant for school business, Tuscaloosa County School System allows the reasonable use of email and Internet for personal use if certain guidelines are adhered to:

- Personal use of email should not interfere with work.
- Personal emails must also adhere to the guidelines in this policy.
- Personal emails should be deleted regularly so as not to overburden the system.

The forwarding of chain letters, junk mail, inappropriate jokes, and executables is strictly forbidden. Do

not send personal mass mailings.

Do not send emails for personal gain, to solicit business for friends, family, etc., or for political purposes.

All messages distributed via the school system's email system including personal emails, are Tuscaloosa County School System property.

Internet use is permitted for personal use by employees as long as the use does not violate any of the rules or regulations of this policy and it does not interfere with the employee's work or job performance. Such permissible examples would include Internet shopping, travel or vacation research, news reports, etc. Please note this form of activity is however logged and could be requested by administration for review.

Questions

If you have any questions or comments about these guidelines, please contact your principal or immediate supervisor. If you do not have any questions, the Tuscaloosa County School System presumes that you understand and are aware of the rules and guidelines and will adhere to them.

Web Page and Web Publishing Guidelines General Web Page Guidelines

Tuscaloosa County School System (TCSS) web pages are developed for curriculum and instructional use, school-authorized activities, or information about the Tuscaloosa County School System and its purpose.

- Text, graphics, audio, and/or video posted on any web-based page such as but not limited

to web pages, wikis, on-line journals, blogs, Facebook, twitter sites, Moodle pages, Edmodo, glogs, voice threads, etc, qualify as "web pages."

- Web pages, pictures, and/or video/audio must adhere to *Tuscaloosa County School System Technology Usage Policy.*
- TCSS web pages cannot be used for profit or commercial or political purposes. All posted work must be of publishable quality with regard to spelling, usage, and mechanics. All web page authors are responsible for the maintenance of their own pages, including but not limited to adding new content, updating existing content, and deleting outdated content.
- All links should be checked regularly to make sure they are current and working. Pages that are not updated in a timely fashion, that contain inaccurate or inappropriate information, that violate copyright laws, or that contain links which do not work will be removed. The author will be notified.
- Unfinished pages should not be posted until they are fully functional.
- Staff and/or student work may be published only as it relates to a class project, course, or other school-related activity.
- Written permission is obtained from the student and guardian via the *Technology Resource Agreement* before posting student work on the Internet.
- No student's personal information, including but not limited to, phone numbers, email addresses, or mailing addresses may be posted on TCSS web pages.
- Staff is prohibited from linking to <u>personal</u> blogs, journals, and/or personal web pages from class or organization web pages.
- Employees should post and use school-sponsored email accounts for communicating with students and/or parents.
- Web pages are subject to approval by the System Director of Technology and local Administrator and must adhere to the regulations and restrictions established by the Tuscaloosa County School System.
- At minimum, each school's main page should include the school's name, address, phone number, fax number, and a link to Tuscaloosa County School System main page.
- Each web page should contain a link back to the previous level in the school's site and a link to the site's main navigational page.
- Pages that contain time-sensitive information, such as calendars, school events, staff information, etc., should be updated regularly.
- Unauthorized use of copyrighted material is prohibited.
- Links to sites that are not accessible inside the network (blocked by school filter) should not be used.
- The System Technology staff and/or local school Administrator may remove any web page(s) or content that is deemed inappropriate.
- "Guest books," "chat areas," "message boards," or similar tools must have curriculum value and should be evaluated by and approved by the System Director of Technology and local Administrator prior to use.

Technical Web Publishing Guidelines

- Pages should be sized so they will display properly in a variety of screen resolutions. Pages should be previewed and tested at least at "800 x 600" and "1024 x 768."
- Regular text entries on web pages should be limited to the standard fonts.
- Avoid color schemes or backgrounds that make the information on the page hard to read.
- Colors should be "web safe" as much as possible so that they will display.
- Photos should be sized and named appropriately. Photos should be in .jpeg format.
- Graphics should be used judiciously.

- The publisher may be asked to or the system or school's sub-site web editor may remove albums at any time if space or content becomes an issue.
- Animated GIF files should be used very sparingly and need to be relatively small. The amount, size, and type of graphics used have the most direct effect on the "load time" of web pages.
- Video and audio files may be used when they are appropriate and are compressed properly. They are generally large files that take long "load times" for the user and many times require some users (non-system networked machines) to have special plug-ins or viewers/players in order to view or hear the files.
- Web pages should be easy to navigate and quick to load. Paths of information should be clearly defined while allowing for non-sequential browsing.
- Web pages should not be overcrowded.
- Full screen images and multiple images should be avoided whenever possible.
- Web page content and links should be checked and updated frequently.

Publishing Student Information

- Individual students may be identified by full name unless permission to do so is denied by the parent or guardian in writing on the *Technology Resource Agreement* form. Full names may be used in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.
- Group photographs of students may be identified by the group name.
- Student photos or videos of students may be posted on the web with parent or guardian permission as indicated on the *Technology Resource Agreement*.
- No other personally identifying information about a student such as email address, phone number, home address, etc., is allowed.

Electronics Purchasing and Disposal Guidelines

This procedure is intended to provide for the proper purchasing and disposal of technology-related electronic equipment (including but not limited to computers, televisions, printers, monitors, fax machines, copiers, cell phones, data projector bulbs, copiers, etc.) hereafter referred to as electronic equipment. For further clarification of the term "technology-related electronic equipment," contact the Tuscaloosa County School System (TCSS) system Director of Technology.

Purchasing Guidelines

All electronic equipment that will be used in conjunction with Tuscaloosa County School System technology resources or purchased, regardless of funding, should be purchased from an approved list or be approved by the system Director of Technology. Failure to obtain approval of properly configured equipment prior to purchase may result in lack of technical support or denied access to technology resources.

All electronic equipment is subject to Alabama bid laws.

All electronic equipment over $250 should be inventoried in accordance with the Tuscaloosa County School System Finance Department guidelines using the approved Fixed Asset Form. It is the responsibility of the local school Administrator to inventory technology-related equipment used in the local school. The System Technology staff is responsible for ensuring that any network equipment, fileservers, and central office computers, printers, etc. are inventoried using the Fixed Asset Form.

Disposal Guidelines

Equipment should be considered for disposal for the following reasons:

- end of useful life;
- lack of continued need;
- obsolescence;
- wear, damage, or deterioration;
- excessive cost of maintenance or repair.

The local school Administrator, System Director of Technology, and the Director of Technology of Finance must approve school disposals by discard or donation. Written documentation including Fixed Asset number, description, and serial number must be provided to the System Technology Office using the appropriate form.

Methods of Disposal
Once equipment has been designated and approved for disposal, it should be handled according to one of the following methods. It is the responsibility of the local school Administrator to modify the appropriate Fixed Asset Form to reflect any in-school transfers, in-system transfers, donations, or discards. The System Technology staff is responsible for modifying the appropriate Fixed Asset Form to reflect any transfers within the central offices, transfers of central office electronic equipment to local schools, central office donations, or central office discards.

Transfer/Redistribution
If the equipment has not reached the end of its estimated life, an effort should be made to redistribute the equipment to locations where it can be of use, first within an individual school or office and then within the system. Service requests may be entered to have the equipment moved and reinstalled and, in the case of computer equipment, to have it re-ghosted and re-installed.

Discard
All electronic equipment in the Tuscaloosa County School System must be discarded in a manner consistent with applicable environmental regulations. Electronic equipment may contain hazardous materials such as mercury, lead, and hexavalent chromium.

A system-approved vendor must be contracted for the disposal of all electronic equipment. The vendor must provide written documentation verifying the method used for disposal and a certificate stating that no data of any kind can be retrieved from the hard drive or any other component capable of storing data.

Under no circumstances should any electronic equipment be placed in the trash. Doing so may make Tuscaloosa County School System and/or the employee who disposed of the equipment liable for violating environmental regulations or laws.

Donation
If the equipment is in good working order but no longer meets the requirements of the site where it is located and cannot be put into use in another part of a school or system, it may be donated upon the written request of the receiving public school system's superintendent or non-profit organization's Director of Technology.

It should be made clear to any school or organization receiving donated equipment that TCSS is not agreeing to and is not required to support or repair any donated equipment. It is donated AS IS.

Before offering donated equipment, TCSS staff should make every effort to ensure that the equipment is in good condition and can be re-used. Microsoft licenses are not transferable outside the Tuscaloosa County School System.

Donations are prohibited to individuals outside the school system or to current faculty, staff, or students of Tuscaloosa County School System. The donation of or sale of portable technology-related equipment is permissible to retiring employees if the following criteria have been met: a) the portable equipment has been used solely by the retiring employee for over two years; b) the equipment will not be used by the employee assuming the responsibilities of the retiring employee; and c) the equipment has reached or exceeded its estimated life. All donations and/or sales must be approved by the Finance Director of Technology and Director of Technology.

Required Documentation and Procedures

For purchases, transfers and redistributions, donations, and disposal of technology-related equipment, it is the responsibility of the appropriate technology team member to create/update the Fixed Asset Form to include previous location, new school and/or room location, and to check the appropriate boxes for transfer or disposal information. When discarding equipment, remove the fixed asset tag from the equipment and attach it to the fixed asset form. Copies of the forms should be sent to the local school bookkeeper or designated system level bookkeeper and a spreadsheet including all relevant information sent to the system technology office.

When equipment is donated, a copy of the letter requesting the equipment should be on file with the System Technology Office prior to the donation.

Any equipment that is being donated should be completely wiped of all data. This step will not only ensure that no confidential information is released but also will ensure that no software licensing violations will inadvertently occur. For non-sensitive machines, all hard drives should be fully wiped using a wiping program approved by the System Technology Office followed by a manual scan of the drive to verify that zeros were written.

Remove any re-usable hardware that is not essential to the function of the equipment that can be used as spare parts: special adapter cards, memory, hard drives, zip drives, CD drives, etc.

A system-approved vendor MUST handle all disposals that are not redistributions, transfers, or donations. Equipment should be stored in a central location prior to pick-up. Summary forms must be turned in to the System Technology Office and approved by the Finance Director of Technology prior to the scheduled pick up day. Mice, keyboards, and other small peripherals may be boxed together and should not be listed on summary forms.

Digital Devices During the Administration of a Secure Test

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is **strictly prohibited** during the administration of a secure test. If a student is **observed in possession** of a digital device during the administration of a secure test, the device will be confiscated. If a student is **observed using** a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the school system.

Guidelines for the Search of Digital Device Seized During the Administration of a Secure Test:

- Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to help prevent any remote-access data-wipe.

- The test administrator should deliver the device as soon as practicable to a school administrator.
- A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
- For the purposes of determining whether a search of a digital device should take place, the school administrator should:
    - Learn the facts regarding the seizure of the device from the test administrator, and
    - Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other un-permitted purpose.
- If the school administrator determines that the student was merely in possession of the digital device then it may be returned to the student in accordance with the Tuscaloosa County School System's procedure.
- If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule.
- The school administrator should follow the local policy requirements regarding the search of student property.
- If no wrongful activity is discovered on the device then it may be returned to the student in accordance with the Tuscaloosa County School System's procedure.
- If wrongful activity is discovered on the device regarding the test at issue or, if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device by storing it in a locked and secure location, and then notify the system test coordinator or Superintendent as appropriate.
- Following a search in which wrongful activity is discovered, and when the device is a "smart phone," the device should be turned off after the search to help prevent a potential remote-access data-wipe.
- Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
- Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.

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

HISTORY: **ADOPTED: DECEMBER 9, 1996**
REVISED: MAY 10, 2004; JUNE 10, 2012; APRIL 8, 2013, JULY 16, 2015
FORMERLY: IFBGC, JFBGC

WIRELESS COMMUNICATION DEVICES 5.91

I. Possession of Wireless Communication Devices – Students are allowed to bring wireless communication devices into school buildings and onto school grounds. Wireless communication devices include:

A. a cellular telephone;
B. a tablet computer;
C. a laptop computer;
D. a pager;
E. a gaming device;
F. a smart watch;
G. AirPods, ear buds, over-the-ear headphones or other similar headphones, and
H. any other portable electronic device that has the capability of exchanging voice, messaging, or other data communication with another electronic device.

The Board is not responsible for the theft, loss, or damage to any wireless communication device brought onto campus by a student.

II. Storage of Devices– Unless one of the exceptions listed below applies, wireless communication devices must be turned off and stored off the student's person in a locker, backpack, car, or a similar storage location during the instructional day, which includes:

- when school is open and in session;
- during class time, lunch, transitions between classes, and any non-instructional periods; and
- any other times students are required to do so by the Code of Conduct or other school rules or are instructed to do so by school staff.

The Superintendent or designee is authorized to determine appropriate storage locations for such devices at each school.

III. Prohibition on Use and Exceptions – Students cannot use, operate, or possess a wireless communication device during the instructional day except under the following limited circumstances:

- The use, operation, and/or possession of the device is specifically included in the student's Individualized Education Plan (IEP), 504 Plan, or an Individualized Health Plan;
- The use, operation, and/or possession of the device is for educational or learning purposes under the supervision of school personnel; and
- The use, operation, and/or possession occurs during an emergency threatening the life or safety of the student or another person.

The Superintendent or designee is authorized to develop additional guidelines for implementation of these exceptions.

IV. Searches – School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of a

violation of Board policy, the Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

V. Disciplinary Action – Any violations of this policy can result in disciplinary action as outlined in the Code of Conduct.

VI. Additional Procedures Authorized – The Superintendent or designee is authorized to develop any additional rules necessary to carry out this policy.

REFERENCE(S):

ALA. ACT 2025-386

HISTORY: **ADOPTED: JUNE 26, 2025**

INTERNET SAFETY AND USE OF TECHNOLOGY 5.92

Adoption of Rules and Regulations — The Superintendent is authorized to develop for Board approval additional or more specific rules and regulations regarding access to and use of its technology resources and to require adherence to such rules and regulations through such means as the "Acceptable Use Agreement," the Code of Conduct, and application of appropriate disciplinary policies and procedures.

Those rules and regulations should incorporate the requirements of the federal Child Internet Protection Act and Alabama's Freeing our Classrooms of Unnecessary Screen for Safety Act including, but not limited to:

A. Measures to block or filter internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors;

B. Restriction of access by minors to inappropriate and harmful material on the Internet;

C. Limiting Internet access by students to only age-appropriate subject matters and materials;

D. Providing specific procedures and other protections that prioritize the safety and security of students when using email, chat rooms, and other forms of direct electronic communication;

E. Prevention of "hacking" and other forms of unauthorized use of or access to computer or Internet files, sites, databases, or equipment;

F. Unauthorized disclosure, use, and dissemination of personal information regarding minors;

G. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;

H. Prohibiting access by students to unlawfully obtained data or information, including "hacking," and other unlawful online activity by students;

I. Prohibiting access to websites, web applications, or software that exposes students to the disclosure, use, or dissemination of their personal information; and

J. Prohibiting students from accessing social media platforms, unless expressly directed by a teacher for educational purposes.

REFERENCE(S):

47 U.S.C. §254(h) and (l); ALA. ACT 2025-386

HISTORY: **ADOPTED: JUNE 26, 2025**

CHAPTER 6.00: Human Resources

EQUAL OPPORTUNITY FOR EMPLOYMENT 6.10

II. The Tuscaloosa County Board of Education recognizes that an effective educational program depends on the quality of the personnel employed in the system. Therefore, every effort shall be made to employ the most qualified personnel available. Applicants for position will be selected on the basis of their qualifications, merit, and ability. No person shall be denied employment, re-employment, advancement, or evaluations, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group or disability.

III. All personnel shall be appointed or re-appointed as prescribed by federal law, Alabama law and in conformance with applicable State Board of Education and Tuscaloosa County Board of Education rules.

IV. The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all Tuscaloosa County School System personnel. Employment qualifications and other criteria will be listed in job descriptions for each position within the school system.

V. Any complaint of discriminatory practices or any noncompliance with Title IX requirements should be registered with the Coordinator of Title IX Activities.

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

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: OCTOBER 12, 1998; APRIL 8, 2013
FORMERLY: GAAA

EMPLOYMENT STATUS AND TIME SCHEDULES 6.11

I. Full Time - A regular full time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Tuscaloosa County Board of Education for that position or job. A full time support employee includes adult bus drivers and those employees working twenty (20) or more hours per week.

II. Part-time - A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Tuscaloosa County Board of Education for a regular full time employee. A part-time support employee is a person employed less than twenty (20) hours per week.

III. Temporary - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may work any number of hours up to 40 hours per week.

IV. Time Schedules for Certified Personnel – Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor of said personnel. Local school administrators shall be on duty no less than thirty (30) minutes prior to the time fixed for school to open and thirty (30) minutes after the close of school. Certified teaching personnel are generally required to be on duty 15 minutes before the time set for the opening of their respective school and 15 minutes after the close of the school day, Monday through Friday, and the necessary time to transact faculty meetings, school business, and safe orderly dismissal of students, etc.

V. Time Schedules for Non-Certified Personnel – Time schedules for non-certified personnel may be designated by the Superintendent or the immediate supervisor of said personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass said employee's workday. Said work schedules shall be in compliance with the Fair Labor Standards Act.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 36-25-1, 36-26-100, 16-13-10
FAIR LABOR STANDARDS ACT

HISTORY: **ADOPTED: MARCH 9, 992**
REVISED: APRIL 8, 2013
FORMERLY: DJC, GBAA

POSTING VACANT POSITIONS and RECRUITMENT 6.12

VI. The Tuscaloosa County Board of Education shall post a notice of vacancy for each vacant personnel position. The notice shall be posted on the board website, at a minimum, or in a conspicuous place at each school campus and worksite, at least seven (7) calendar days before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:

A. Job description and title
B. Required qualifications
C. A statement of reference to the approved salary schedule.
D. Information on where to submit an application
E. Information on any deadlines for applying
F. Other relevant information

VII. In accordance with Attorney General Opinion 2002-069, November 21, 2001, the following are exceptions to posting vacancies:

A. There is no vacancy when two (2) teachers trade positions; and
B. Where a lateral transfer occurs and the positions are neither newly created nor supervisory or managerial in nature, and there has been no increase or decrease in salary.

VIII. If a personnel vacancy occurs during the time when schools are in session, the vacancy notice shall be posted not less than seven (7) calendar days before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen (14) calendar days.

IX. Nothing in this policy shall prohibit the immediate employment or transfer of Tuscaloosa County School System personnel needed to ensure the welfare and safety of students, personnel or others on a temporary emergency basis as provided by law.

X. It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet all requirements of State Law and State Board of Education rules and regulations.

XI. The Superintendent shall establish and maintain a plan for actively recruiting promising personnel for employment by the Tuscaloosa County School System. The recruitment program may include, but shall not be limited to, the following:

A. Interview prospective employees prior to graduation at area colleges.
B. Advertise and/or disseminate information about job vacancies; and,

Review files obtained by college placement bureaus and the Alabama State Department of Education.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-9-23, 16-9-24, 16-22-15, 16-23-6, 16-24B-7 (REPEALED), 16-24C-7,
LEGISLATIVE ACT 2018-260

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: OCTOBER 12, 1998; APRIL 8, 2013; AUGUST 13, 2018
FORMERLY: GAKE

JOB DESCRIPTIONS 6.13

The Tuscaloosa County Board of Education must approve a job description prior to the establishment of any new position.

Each job description shall contain the minimal qualifications, required skills, essential performance responsibilities, physical requirements of the position and other information as deemed necessary.

The Superintendent shall maintain comprehensive, up-to-date job descriptions for all Tuscaloosa County School System positions. It shall also be the responsibility of the Superintendent or his/her designee to familiarize the personnel with their duties and responsibilities as defined by the job description.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8 TO -10, 16-9-15; 16-9-23, 16-9-24

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: JANUARY 13, 1992; APRIL 8, 2013
FORMERLY: CGB, CGBA

CONFLICTS OF INTEREST 6.14

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-9-13, 36-25-1, 36-25-2, 36-25-5, 36-25-8

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GAID

GIFTS 6.14.1

I. Staff members may, at their discretion, present gifts to groups of students on special occasions. Tuscaloosa County School System staff members must exercise good taste and sound professional judgment when giving gifts to students. Gifts provided by staff members to students must not be elaborate or expensive.

II. Tuscaloosa County School System staff members shall not solicit or accept a gift, including money, from any source, when such a gift could be construed to be.

A. associated with the performance of school-related duties or activities; or

B. a result of or a precondition to business transactions between the parties.

III. Gifts of a nominal value (less than $25 per occasion and less than $50 per year from a single provider) as described by the Alabama Ethics Law on special occasions such as Valentine's Day, birthday, etc., are excluded from this provision.

IV. All gifts must comply with the current Alabama Ethics Law.

REFERENCE(S): **CODE OF ALABAMA 16-8-9, 36-25-1**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: JL

USE OF SYSTEM-OWNED EQUIPMENT AND MATERIALS 6.14.2

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

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA 16-8-9, 36-25-5**

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GAQ, EC

TUTORING FOR PAY BY CERTIFIED PERSONNEL 6.14.3

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
36-25-5, 1-1-16, 16-25-1 to -7

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: APRIL 8, 2013
FORMERLY: IHEAA, GBRGB

NEPOTISM 6.15

I. Supervisory Relationships – Employment decisions and relationships that violate any provision of Alabama law, including state ethics and nepotism laws, are prohibited. No employee may be assigned to a work location and position in which the employee would report to or be under the immediate supervision of another family member as defined in the Alabama Ethics Law, *Code of Alabam*a §36-25-1(12) (1975). Any inadvertent employment or assignment of a family member that violates this policy must be promptly disclosed to the Superintendent upon its discovery, and all involved employees must cooperate in accepting reassignments or taking other measures necessary to correct the violation. Failure to so cooperate will be deemed a willful violation of this policy.

II. Employment of Family Members – Board members, administrators, or supervisors may not use their positions to directly or indirectly seek or secure the employment of any family member as defined in the Alabama Ethics law which includes the following: the spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or herspouse.

III. Discipline for Violation – Employees who willfully violate this policy shall be subject to disciplinary action including termination, as well as other penalties provided by law.

REFERENCE(S): **CODE OF ALABAMA**
16-1-30, 41-1-5, 16-22-15

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED: OCTOBER 31, 2016;
OCTOBER 17, 2013;
FORMERLY: NEW

EMPLOYMENT REQUIREMENTS 6.16

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

I. Qualifications
   A. Must be of good moral character.
   B. Must be at least twenty-one (21) years of age unless otherwise approved by the Superintendent.
   C. Only those persons who have had a criminal history background check and received clearance through the State Department of Education as mandated by the Alabama Child Protection Act of 1999 can be officially employed. All others recommended by the Superintendent will be hired conditionally by the Board pending State Department of Education clearance.

II. Certificate requirements - Each applicant for an instructional or a certified administrative position shall hold an Alabama Teacher's Certificate and all career/technical personnel shall meet the State Department of Education requirements and have the proper license to perform services.
   A. To be considered for a position, an applicant shall be properly qualified for that position in accordance with state law, regulations of the State Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the contract of employment.
   B. Any person not holding a valid Teacher's Certificate at the time of employment shall be required, upon initial employment to make application to the State Department of Education for such a certificate, through the personnel office of the Tuscaloosa County School System. When such certificate is received, it must be filed with the office of the Superintendent. If the State Department of Education declines to issue a certificate, the person's employment shall be terminated. Failure to file for such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.

III. Criminal background checks by means of fingerprinting for prospective and current employees who have unsupervised access to students shall be conducted consistent with requirements of law.

IV. All potential employees of the School System shall verify their identity and employment status to the Superintendent. The Superintendent shall maintain a file on all of the School System's employees hired after November 6, 1986, proving that each employee has verified his or her identity, employment status, U.S. citizenship, or legal alien status to the Superintendent's satisfaction. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: U.S. birth certificate, social security card, and a current driver's license; a state or military identification card; or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

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

VI. The Superintendent will recommend the employment of all perspective employees to the Board

for review and approval. In order to be employed by the School System, all applicants must be recommended by the Superintendent and receive a majority vote of the whole Board.

REFERENCE(S): **CODE OF ALABAMA**
16-22A-5, 16-22A-6, 16-23-1, 31-13-9(a and b), 32-6-9
NO CHILD LEFT BEHIND ACT OF 2001, ALABAMA IMMIGRATION ACT OF 1990;
BEASON-HAMMON AL TAXPAYER AND CITIZEN PROTECTION ACT

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: OCTOBER 11, 1999; APRIL 8, 2013
FORMERLY: GAK

MEDICAL EXAMINATIONS 6.17

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-1-18.1, 16-8-8, 16-22-3, 16-9-15

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GAMA

EXTRA DUTIES AND STAFF MEETINGS 6.18

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-8-9, 16-9-15

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GBRD

SUBSTITUTE TEACHERS 6.20

I. An approved list of Tuscaloosa County School System substitute teachers shall be provided to the schools. The principal or his/her designee shall secure all substitute teachers from this approved list.

II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required:
   A. Be at least eighteen (18) years of age;
   B. Have two (2) years of more of college training verified by a transcript(s) or have a high school diploma/GED certificate and the approval of a principal in the School System;
   C. Have required medical tests on file in the Office of the Superintendent;
   D. Pass a background clearance in accordance with Alabama State Law;
   E. Have a valid driver's license or picture ID and a Social Security Card;
   F. Hold a valid teacher's certificate or valid substitute teacher's license;
   G. Attend required substitute teacher training and Substitute Finder System orientation.

III. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted by the Tuscaloosa County Board of Education. The pay for substitute teachers shall be in accordance with the Tuscaloosa County School Salary Schedule and shall be paid by the Superintendent from sick or personal leave funds if absences are covered by sick or personal leave provisions. Provided said absence is not covered by sick leave, professional leave, personal leave, or absence incentive leave provisions, a day's pay shall be deducted from said employee's salary for each day of absence. Substitutes selected by school personnel as school paid substitutes must be approved by the principal and paid by the school through the Payroll Department. School paid substitutes should be employed to meet legitimate and required activities necessitated by a change in the regular school program. Regular teachers must teach all classes each day if possible.

IV. A list of eligible substitute teachers shall be compiled by the Superintendent or designee. The approved list shall be disseminated to local school principals on a monthly basis and the list shall include the names, phone numbers and ID numbers of the approved substitutes.

V. Substitutes are secured through an automated computer system (Substitute Finder System). Employees must report their absence(s) to the Substitute Finder System and in turn the System calls substitutes to fill positions. Substitutes may also call in and listen to jobs and accept them. Employees may prearrange substitutes in advance and report accordingly to the Substitute Finder System.

VI. The school principal is ultimately responsible for securing substitutes when the Substitute Finder System process is unsuccessful. Teachers and/or other employees may be asked to assist in securing substitutes.

VII. By law certified personnel shall not under any circumstances be permitted personally to pay substitutes to assume their duties for any length of time. All days that certified personnel are away from their jobs must be reported and charged to respective employees as sick leave, personal leave, etc.

VIII. At the request of a school's principal, a substitute may be removed from the list of available substitutes for that school with appropriate documentation.

IX. At the request of the Superintendent or his/her designee, a substitute may be removed from the list of available substitutes for the school system with appropriate documentation.

REFERENCE(S): **CODE OF ALABAMA**
16-23-2, 16-25-26, 16-8-8

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: JUNE 8, 1992; APRIL 8, 2013
FORMERLY: GBRJ, IFBAA

NON-PROBATIONARY STATUS/TENURE 6.21

I. Teaching Personnel – Teachers attain tenure (non-probationary status) after three (3) complete, consecutive school years of full-time employment as a teacher with the Tuscaloosa County School System unless the Board of Education approves and issues written notice of termination to the teacher on or before the last day of the teacher's third consecutive complete school year of employment.

II. Non-certified Personnel – Classified employees attain non-probationary status after three complete, consecutive school years of full-time employment with the Tuscaloosa County School System unless the Board of Education approves and issues written notice of termination to the employee on or before the 15th day of June immediately following the employee's third consecutive complete school year of employment.

III. Employees of the Tuscaloosa County Schools do not earn tenure or non-probationary status in a particular position, rank, work site or location, job assignment, title or rate of compensation. Employees may not apply service years in a classified position to service years in a professional/certified position or vice versa for purposes of attaining tenure or non-probationary status. Tenure cannot be earned in positions where the funding and duration of employment are finite, such as summer school, part-time substitute, temporary employment, or position created to serve experimental, pilot, temporary or similar special programs or projects.

REFERENCE(S): **LEGISLATIVE ACT 2011-270**

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: DECEMBER 11, 2000; APRIL 8, 2013
FORMERLY: GBL

EMPLOYEE CODE OF CONDUCT 6.29

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-10, 16-9-15

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GAJDB

VIOLATION OF LAW 6.30

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-1-24, 16-1-24.1, 16-8-9

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

EMPLOYEE POSSESSION OF DEADLY WEAPONS 6.30.1

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

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-1-24.1

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: MAY 22, 1995; MAY 9, 2005; APRIL 8, 2013
FORMERLY: JDEAB

EMPLOYEE CRIMINAL CONDUCT 6.30.2

All employees are responsible and accountable for adhering to all Tuscaloosa County School System policies and procedures as well as all state and federal laws and Alabama Educator Code of Ethics.

I. Whenever an employee is arrested for, or otherwise charged with, committing a criminal offense, other than a minor traffic violation*, that employee shall notify his or her supervisor and the Senior Director of Human Resources of such occurrence and of all subsequent proceedings pertaining to that arrest or charge. The Senior Director of Human Resources shall immediately inform the Superintendent of the incident. Notice shall be given to the Senior Director of Human Resources in accordance with a regulation established by the Superintendent. The failure to give prompt and proper notice as required may constitute grounds for dismissal. The notice to the Senior Director of Human Resources shall include:

A. the date and place of the arrest
B. the name of the arresting agency; e.g., Tuscaloosa City Police Department, Tuscaloosa County Sheriff's Office, the FBI, etc.
C. the number assigned to the arrest report
D. the laws or ordinances allegedly violated
E. the location and duration of initial incarceration, if any
F. the amount and type of bail, if any, required for the employee's release from incarceration.
G. *"a minor traffic violation" is a violation which is not punishable by imprisonment or by revocation or suspension of the operator's license. Bus operators are required to report traffic violations to the Director of Transportation or his/her designee. Any other employee who receives a traffic citation while operating a school board owned vehicle must report the citation to his/her immediate supervisor.

II. When a criminal prosecution is initiated in court against any employee by way of indictment, bill of information, or affidavit for committing any offense ("other than a minor traffic violation"), that employee must provide his/her supervisor and the Senior Director of Human Resources each with copy of the indictment, bill of information, or affidavit within 24 hours of his/her arrest or service of summons. In lieu of such indictment, bill of information, or affidavit, the employee so charged may notify his/her supervisor and the Senior Director of Human Resources of the following information in writing:

A. the date of arrest or service of summons
B. the name of the court in which the proceedings are pending
C. the docket number assigned to the court proceedings
D. the laws of ordinances allegedly violated
E. the location and duration of the initial incarceration, if any
F. the amount and type of bond required for the employee's release, pending trial.

III. Within five (5) calendar days of the scheduling of any court hearing or trial in connection with the criminal prosecution, the affected employee shall give written notice to the Senior Director of Human Resources of the nature or purpose of the hearing or trial and the date and time the hearing or trial has been scheduled. The affected employee also shall notify the Senior Director of Human Resources, in writing, within five (5) calendar days of the disposition of the matter made subject of the hearing or the trial and of what was its disposition. The affected employee shall also provide the Senior Director of Human Resources, in writing, any additional information and documents concerning the criminal prosecution which the Senior Director may require.

IV. All school bus operators must report all arrests for traffic violations to the Director of Transportation or his/her designee. Any other employee who receives a traffic citation while

operating a school board owned vehicle must report the citation to his/her immediate supervisor.

V. Any criminal conduct of an employee, regardless of the circumstances, reflects poorly on not only the individual but also on the Tuscaloosa County School System as well. Depending upon the nature and severity of the offense, it can have a significant adverse effect on students and parents as well as teachers and administrators of the employee's particular school and/or the school system as a whole. Upon receiving notice of an employee's commission of any such criminal offense described in this policy, the Superintendent may place such individual employee on administrative leave pending his/her determination of whether immediate disciplinary proceedings should be initiated against the employee under the Alabama Students First Act, Alabama Code §16-24C-6.

*[Any incarcerated employee may authorize another person to act on that employee's behalf in notifying or providing documents to that employee's supervisor and the Senior Director of Human Resources.]

REFERENCE(S): **CODE OF ALABAMA**
16-1-24, 16-1-24.1, 16-8-9

HISTORY: **ADOPTED: JUNE 29, 2015**
FORMERLY: NEW

DRESS CODE FOR TEACHERS, ADMINISTRATORS AND OFFICE STAFF 6.30.3

All employees have a responsibility to model appropriate dress in order to maintain respect and establish credibility which is reflected by authority figures. It is therefore the policy of the Tuscaloosa County School System that teachers, administrators and office staff dress in a professional manner. Under no circumstances should employees wear clothing which would be a violation of the Student Dress Code.

Acceptable casual attire includes but is not limited to, the following:

- Slacks
- Cargo pants
- Khakis
- Shirts with Collars
- Button down shirts
- Pedal pushers/capri pants
- Sweaters and Cardigans
- Leggings/jeggings/tights as well as any attire that resembles these may ONLY be used with a tunic shirt. (Tunic shirt is defined as a shirt or blouse that when arms are lifted as high as possible, the shirt remains loosely fitted and remains at length under the buttocks while in this arm-lifted position).
- Undergarments must be worn at all times, but should not be visible
- School principal/supervisor has discretion on questionable clothing to include sleeveless shirts, sleeveless dresses, Bermuda shorts, jeans (neat and clean with NO holes) and all other attire.

Note: Attire bearing school or TCSS logos, slogans, insignia, etc. may only be worn if it is included in the acceptable casual attire examples outlined above. Field trips and spirit days shall be the exception to this policy and shall be left at the discretion of the school administrators/supervisors.

U.S. Army Physical Fitness Uniform shall be used by the JROTC instructors ONLY on physical training days.

Physical education staff, coaches, etc. may choose to wear clothing appropriate to their assignments (e.g., sweatpants, exercise pants, wind pants, appropriate length shorts, and shirts, sneakers, etc.) provided that the attire does not display potentially offensive logos or other symbols. Such apparel must also be in good repair and free from excessive fading, tearing, and fraying.

Tank tops, mesh (see through), muscle shirts, shorts and flip flops are unacceptable.

REFERENCE(S):

HISTORY: **ADOPTED:**
FORMERLY: July 27, 2015
REVISED: August 11, 2015

POLITICAL ACTIVITIES 6.32

I. Tuscaloosa County Board of Education employees shall not solicit support for any political candidate or issue during regular work hours.

II. Assemblies, school classes, materials, and/or equipment shall not be used for partisan or political purposes.

III. A Tuscaloosa County Board of Education employee who offers himself/herself as a candidate for public office shall conduct his/her campaign so as not to interfere with his/her responsibilities.

A. Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees.

B. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or the Tuscaloosa County Board of Education, to evaluate the compatibility of the dual responsibility and the amount of time the employee will be absent. Under no circumstances will a Tuscaloosa County School System employee who has been elected to public office be allowed to perform duties related to the public office while performing his/her duties for the school system.

REFERENCE(S): **CODE OF ALABAMA**
17-1-17, 16-9-15, 36-26-38, 16-8-8 TO-10

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GAJD

PROFESSIONAL ORGANIZATIONS 6.33

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

REFERENCE(S): **CODE OF ALABAMA**
36-26-100 to -108

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GBS

EMPLOYEE GRIEVANCES 6.41

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

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

Definitions

I. Grievance – A grievance is a complaint by an employee based upon an alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the school system. The term grievance should not apply to any matter in which the method of review is prescribed by law. Grievances are objections to a specific act or condition. Dismissals, terminations, transfers and any other procedures already established by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedures herein described.

II. Employee – The term employee is considered to apply to anyone employed on a full time or part-time basis by the Tuscaloosa County Board of Education, with the exception of the Superintendent.

III. Supervisor – This term refers to that individual assigned to direct the work efforts of a person or group of persons within an organizational element and who has both the authority over and responsibility for management in respect to the functions of a defined organizational element. In a school, the principal would be the supervisor unless the job description states otherwise.

IV. Organizational Element – The term organizational element is any identifiable segment of the system that is clearly under the supervision of a single individual. This would include a school, a center and any support function.

V. Representative – The term representative refers to any person chosen, if desired, by the aggrieved party to serve as the liaison supervisor.

VI. Complaint – The term complaint shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. Complaint shall not apply to any matter in which the method of review is prescribed by law. Complaints are objections to a specific act or condition. Dismissals, termination, transfers and any other procedure already instituted by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedure herein described.

VII. Complainant – The term complainant shall mean any employee or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.

VIII. Employer – The term employer shall mean the Tuscaloosa County Board of Education or its representatives.

IX. Day – The term day shall mean a working day.

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

XI. Released Time – The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no

pay.

XII. Complaint Procedure

A. Informal Discussion – If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor (except in cases of discrimination or harassment involving the supervisor, in which case the complainant shall report to the Senior Director of Human Resources or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.

B. Level One – If the complainant is not satisfied with the informal resolution, he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her immediate supervisor or alternate. The supervisor or alternate shall communicate his/her answer in writing to the complainant. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.

C. Level Two – If the complainant is not satisfied with the resolution at level one, he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant.

D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Tuscaloosa County Board of Education, provided request for placement on Board agenda is filed within ten (10) days.

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

REFERENCE(S): CODE OF ALABAMA

16-8-8 TO -9, 16-9-23, 16-23-1,
Title VII of Civil Rights Act of 1964, Title IX of Education Amendments of 1972

HISTORY: ADOPTED: SEPTEMBER 9, 1991

REVISED: AUGUST 8, 1994; APRIL 8, 2013; JULY 29, 2013, AUGUST 13, 2018
FORMERLY: GAE

DUAL EMPLOYMENT 6.43

It shall be the policy of the Tuscaloosa County Board of Education to hire support employees in only one full time support position. This includes bus driver positions.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, FAIR LABOR STANDARDS ACT

HISTORY: **ADOPTED: APRIL 8, 2013**
FORMERLY: NEW

SUSPENSION, TERMINATION, SEPARATION 6.50

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

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

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

IV. An employee may be suspended for cause with or without pay on recommendation of the Superintendent and approval of the Board. Suspensions of more than twenty (20) work days may be appealed by the employee in the same manner as an appeal of termination.

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-24-8, 16-24-12, 36-26-100 to -108; 16-24-14; LEGISLATIVE ACT 2011-270

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GAN

PERFORMANCE ASSESSMENT 6.60

I. The Tuscaloosa County Board of Education shall evaluate and assess the performance of the Superintendent per his/her contract and State Department of Education guidelines.

II. The Board will use the state-approved personnel evaluation program for the evaluation of all certified personnel as required by the state.

   A. The Superintendent will develop a plan for implementation of the evaluation program, consistent with state guidelines, that ensures all Tuscaloosa County School System personnel serving as evaluators will undergo the required state training and be certified under the program.

   B. Evaluation results shall be used to develop system and individual employee professional development plans.

III. Other Personnel – The Superintendent shall develop or select personnel performance assessment systems for all other staff.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-8-9, 16-9-31, 36-26-101

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GBI

TYPES OF LEAVE ALLOWED AND NOTIFICATION OF ABSENCE 6.70

I. Except as otherwise authorized under Board policy, employees may be absent from work only in the following circumstances:
   A. Illness, injury or other qualifying reason for sick leave or on-the-job injury leave under state law or the Family Medical Leave Act;
   B. Personal leave;
   C. Vacation leave;
   D. Professional leave;
   E. Military leave;
   F. Legal leave;
   G. Annual leave (unpaid);
   H. Other unpaid leave that is specifically approved by the Superintendent upon a showing of substantial hardship or extraordinary circumstances. Requests must be submitted to the Superintendent in writing clearly stating the reason for the request. Additional supporting documentation may be required. Should unpaid leave be granted, the employee may not be engaged in any other employment opportunity.

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-1-18.1, 16-1-30

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED: JULY 11, 2016
FORMERLY: NEW

ANNUAL LEAVE OF ABSENCE 6.70.1

I. A leave of absence is permission granted by the Tuscaloosa County Board of Education or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave request. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.

II. Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

III. A leave shall not be granted to any Tuscaloosa County School System employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave. The person on leave may be notified that he/she must return to work with the Tuscaloosa County Board of Education immediately, resign, or be terminated.

IV. All requests for a leave of absence must be submitted to the Superintendent, in writing, with the additional approval of the employee's direct supervisor. Requests must be received by the Superintendent at least one (1) week prior to a monthly Board meeting. Upon the recommendation of the Superintendent, the Board may grant a leave of absence. Limitations of the leave shall be specified in the action taken by the Board. Only tenured or nonprobationary employees are eligible to request a leave of absence. The Superintendent or the Board may request additional documentation supporting the leave request.

V. A Tuscaloosa County School System employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by April 15th of that fiscal year.

VI. A leave of absence grants the employee the right to return to the system in a similar role, but does not guarantee the reappointment to the specific job held prior to the leave. Alabama teachers' tenure laws cover the specific aspects of leaves of absences and shall be followed in the Tuscaloosa County School System.

VII. A leave of absence is limited to one (1) year. However, upon a showing of substantial hardship or extraordinary circumstances, the Board may grant a request to extend a leave of absence for oneadditional year.

REFERENCE(S): **CODE OF ALABAMA**
16-1-18.1, 16-8-25, 16-24-13

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: SEPTEMBER 13, 2017; APRIL 8, 2013
FORMERLY: GBRHB

INTERMITTENT LEAVE 6.70.10

REFERENCE(S): **CODE OF ALABAMA 16-24-13**

HISTORY:
REDACTED: SEPTEMBER 13, 2017
ADOPTED: AUGUST 6, 1999
REVISED: SEPTEMBER 24, 2001; DECEMBER 15, 2003; APRIL 8, 2013
FORMERLY: GBRI

MATERNITY LEAVE 6.70.11

An employee of the School System shall be eligible for maternity leave in accordance with the following provisions:

I. Maternity Leave shall be without pay, except that accumulated sick leave days may be utilized in accordance with the State's sick leave law, i.e., an employee must notify her principal/supervisor on a daily basis when sick leave days are to be used for illnesses associated with pregnancy. However, once the attending physician determines that the employee can no longer perform expected duties and provide a written statement to that effect, sick leave days may be used at the discretion of the employee, i.e., an employee may use any portion of her accumulated sick leave days upon written notification of her principal/supervisor.

II. Maternity Leave normally shall not extend over a period of time exceeding twelve (12) work weeks during any twelve (12) month period; however, under unusual circumstances additional leave days may be granted by the Board upon the recommendation of the Superintendent.

III. Maternity Leave shall become effective under ordinary circumstances, when, (a) the employee requests and has such leave approved by the Board, or (b) the attending physician certifies in writing that it is in the best interest of the employee to take such leave; however, should the employee desire to begin maternity leave prior to the time the attending physician certifies in writing that it is in the best interest of the employee to take such leave, the Board, in an effort to protect the educational interest of students and the School System, reserves the right to delay granting of such leave until the next logical break in the academic year, i.e., six week/semester break.

IV. Maternity Leave ends, under ordinary circumstances, when the employee requests to return to work and/or when the attending physician certifies that the employee is able to return to work. Normally, maternity leave will not extend beyond twelve (12) weeks for child birth. However, additional time may be granted when associated unusual circumstances arise.

V. Maternity Leave shall not be counted as experience in determining placement on the salary schedule, except an employee who has worked more than one half (1/2) of his/her contract days during that scholastic school year shall be placed on the salary schedule on the step he/she would have reached had he/she completed the entire school year.

VI. An employee returning to work from an approved maternity leave shall be restored to her former position or a position of like nature, except that a certified employee on returning from maternity leave shall be restored to her former position. Such employee shall maintain her tenure/permanent status or movement toward tenure/permanent status and all accruable benefits, except that days are not to be accrued for sick leave or annual leave while on maternity leave without pay.

VII. An employee is required to perform all job-related duties outlined in her position description while employed, pregnancy notwithstanding.

VIII. The Board assumes liability only for the regular safety it provides any employee. Thus, a pregnant employee shall assume liability for injuries she may incur that are outside of the Board's protection.

IX. Entitlement to maternity leave expires at the end of the twelve (12) month period beginning on the date of such birth.

X. The Superintendent or designee may require a doctor's statement to verify an employee's fitness to continue working or to return to work.

REFERENCE(S): **CODE OF ALABAMA**
16-8-10, 16-9-15, 16-24-13

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: OCTOBER 11, 1993; APRIL 8, 2013
FORMERLY: GALBE

VACATION LEAVE 6.70.2

The Board hereby grants to its twelve-month employees who work on a full-time basis, annual vacation days with regular pay. The following provisions shall apply:

July 1st and June 30th will be the beginning and ending dates, respectively, for vacation leave for all full-time, twelve-month employees.

Leave for twelve (12) month employees is available July 1st, or the first day of employment if hired later in the year. Beginning July 1, 2021, vacation days are earned at a rate of one (1) day a month, not to exceed twelve (12) days per year. Vacation days are earned on the last working day of the month and are only earned for a full month of employment.

Employees will be allowed to carry-over no more than eight (8) days to the next July 1st through June 30th period, not to exceed more than twenty (20) days per year

Vacation days are deemed to be earned on the last working day of the month. Vacation time may not extend beyond the termination of an employee's contract. No compensation will be paid in lieu of vacation time upon the resignation or retirement of an employee.

All vacation leave dates must be approved in advance by the employee's principal/work site supervisor.

No employee shall be paid for unused vacation leave days under any circumstance. Such leave days are non-cumulative. No certificated employee shall be granted permission to take his/her vacation leave on Institute Day or in increments of less than one-half day.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-9-25

HISTORY: **ADOPTED: DECEMBER 11, 1989**
REVISED: FEBRUARY 8, 2021; OCTOBER 31, 2016; SEPTEMBER 29, 2015;
SEPTEMBER 9, 1991; NOVEMBER 17, 1997;
DECEMBER 13, 1999; APRIL 8, 2013
FORMERLY: GBRH

FAMILY AND MEDICAL LEAVE 6.70.3

I. An eligible employee of the Tuscaloosa County Board of Education shall be granted up to a total of twelve (12) workweeks of unpaid family and medical leave during any 12-month period for one or more of the following reasons:
   A. for the birth and care of the newborn child of the employee;
   B. for placement with the employee of a son or daughter for adoption or foster care;
   C. to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
   D. to take medical leave when the employee is unable to work because of a serious health condition.

II. An eligible employee means one employed with the school system for at least 12 months and who has worked at least 1,250 hours over the previous 12 months.

III. Spouses employed by the Tuscaloosa County Board of Education are jointly entitled to a combined total of 12 workweeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

IV. If FMLA is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the Board's approval. Leave for birth and care or placement for adoption of foster care must conclude within 12 months of the birth or placement.

V. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. When intermittent leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation. When instructional employees seek intermittent leave in connect with a family or personal illness and when such leave would constitute at least twenty (20) percent of the total number of working days in the period during which the leave would extend, the Board may require the employee to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position with the school system that is equivalent in pay, for which the employee is qualified an best accommodates the intermittent situation. If an employee requests partial leave days for intermittent leave, the Board may require that the leave increment be held to the smallest increment payroll recognizes.

VI. If an employee has available sick leave, vacation leave, or other applicable paid leave (with the exception of personal leave), the employee must utilize those forms of leave before taking unpaid leave under the FMLA. In that instance, the paid leave and the FMLA leave will run concurrently and the employee's twelve (12) weeks of unpaid FMLA leave will be reduced by the paid leave utilized, as long as the need for such leave results from one or more of the qualifying reasons under the FMLA.

VII. Because the end of the semester is a critical time for both teachers and students, the following conditions apply to requests from instructional employees seeking to return from leave the last three weeks of the semester:
   A. If the employee begins any category of FMLA five or more weeks prior to the end of the semester and the leave is more than three weeks, the Tuscaloosa County Board of education may require the employee seeking to return within the last three weeks to wait until the next semester.
   B. If the employee begins any category of FMLA except personal sick leave less than five weeks before the end of the semester and the period of leave is greater than two weeks, the Tuscaloosa County Board of Education may require the employee seeking to return

within the last two weeks to wait until the next semester.

C. If the employee begins any category of FMLA except personal sick leave three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the Tuscaloosa County Board of Education may require the employee to wait until the next semester.

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

VIII. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves either:

A. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, any period of incapacity or subsequent treatment in connection with such inpatient care; or

B. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:

1. A health condition (including treatment therefore, or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes

a. treatment two or more times by or under the supervision of a health care provider; or

b. one treatment by a health care provider with a continuing regimen of treatment.

2. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or

3. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or

4. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or

5. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

IX. "Health care provider" means:

A. Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or

B. Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or

C. Nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or

D. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or

E. Any health care provider recognized by the employer or the employer's group health plan benefits manager.

X. Job Restoration

A. Upon return from FMLA leave, an employee shall be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions

of employment.

B. In addition, an employee's use of FMLA shall not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy.

C. Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the board may refuse to reinstate certain highly-paid "key" employees after using FMLA leave during which health coverage was maintained. In order to do so, the board must:

1. Notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
2. Notify the employee as soon as the board decides it will deny job restoration, and explain the reasons for this decision;
3. Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
4. Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

D. A "key" employee is a salaried eligible employee who is among the highest paid ten percent of employees of the board.

XI. Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

XII. Employees shall be required to provide medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member. Second or third medical opinions (at the employer's expense) and periodic recertification; and periodic reports during FLMA leave may be required regarding the employee's status and intent to return to work.

XIII. The Board will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee has continued to work. Arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

XIV. During the FMLA leave period the employee is not entitled to unemployment compensation, even if the leave is unpaid.

REFERENCE(S): **THE FAMILY AND MEDICAL LEAVE ACT OF 1993**

HISTORY: **ADOPTED: OCTOBER 11, 1993**
REVISED: SEPTEMBER 13, 2017; APRIL 8, 2013
FORMERLY: GALBEA

I. Military Caregiver Leave

A. An eligible employee of the Tuscaloosa County Board of Education shall be granted up to a total of 26 workweeks to care for a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness.

B. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

C. An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.

D. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

E. The "single 12-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the Tuscaloosa County Board of Education for other types of FMLA leave.

F. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA- qualifying reason during the "single 12-month period." Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.

II. Qualifying Exigency Leave

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

B. Qualifying exigencies include:

1. Issues arising from a covered military member's short notice deployment (i.e. deployment on seven or less days of notice) for a period of seven days from the date of notification;
2. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
3. Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
4. Making or updating financial and legal arrangements to address a covered military member's absence;

5. Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which rises from the active duty or call to active duty status of the covered military;
6. Taking up to 5 days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
7. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
8. Any other event that the employee and employer agree is a qualifying exigency.

III. Spouses employed by the same employer are limited to a combined total of 26 workweeks in a "single 12-month period" if the leave is to care for a covered service member with a serious injury or illness and for the birth and care of a new born child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

IV. Military FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the school system's operation.

V. Appropriate and verifiable documentation of the qualifying exigency, military status, and relationships of the individual(s) seeking military FMLA leave may be requested.

REFERENCE(S): NATIONAL DEFENSE AUTHORIZATION ACT 2008, PUBLIC LAW 110-181 AS AMENDED FAMILY AND MEDICAL LEAVE ACT OF 1993

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

ON-THE-JOB INJURY 6.70.4

I. Any full time employee or adult bus driver of the Tuscaloosa County School System shall be entitled to up to ninety (90) days on-the-job injury leave.

II. An on-the-job injury is any accident or injury to the employee occurring during the performance of duties (or when directed or requested by the employer to be on the property of the employer), which prevents the employee from working or returning to his or her job.

III. To be considered for on-the-job injury leave, the following conditions shall be met:

A. Within 24 hours after occurrence of the injury, the employee must make proper written notification of the injury to the Superintendent (or school principal or immediate supervisor, if applicable).

B. In the event the employee is clinically unable to report the injury, the injury may be reported by another person who is reasonably knowledgeable of the injury.

C. The Tuscaloosa County Board of Education may require medical certification from the employee's physician that the employee was injured and cannot return to work as a result of the injury.

D. The Superintendent may require a second opinion from another physician at the expense of the Board.

E. The Board may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.

IV. If the Superintendent determines that the employee has been injured on the job and cannot return to work as a result of the injury, the employee's salary and benefits will continue up to ninety (90) working days consistent with the employee's injury and absence from work resulting from the injury.

V. Sick leave days will not be deducted for the days the employee is paid for an absence approved for on-the-job injury pay.

VI. The employee may file for reimbursement with the Alabama Board of Adjustment for un-reimbursed medical expenses and costs incurred as a result of an on-the-job injury. Reimbursement to the employee shall be determined by the Alabama Board of Adjustment's policies, rules and regulations.

REFERENCE(S): **CODE OF ALABAMA**
16-1-18.1
LEGISLATIVE ACT 96-614

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: DECEMBER 9, 1996; APRIL 8, 2013
FORMERLY: GALBA

LEGAL SERVICE - JURY DUTY LEAVE 6.70.5

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
12-16-8, 16-1-18.1, 16-13-231
LEGISLATIVE ACT 1977-759

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: NOVEMBER 19, 2001; APRIL 8, 2013
FORMERLY: GALBF

MILITARY LEAVE 6.70.6

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-24-13, 31-2-13, LEGISLATIVE ACT 92-430

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: OCTOBER 13, 1997; NOVEMBER 19, 2001; APRIL 8, 2013
FORMERLY: GALBD

PERSONAL LEAVE 6.70.7

All employees shall be entitled to five (5) days of non-cumulative paid personal leave annually. The following provisions shall apply:

I. Employees with less than ten (10) years' service shall be granted two (2) fully paid personal leave days with the employee having the cost of a substitute deducted from his/her payroll check for each of the remaining three (3) days used.
II. Employees with ten (10) or more years of service shall be granted three (3) fully paid personal leave days with the employee having the cost of a substitute deducted from his/her payroll check for each of the remaining two (2) days used.
III. Employees working half or less of the annual contract days for their position will be eligible for only one (1) day of paid personal leave. In the event an employee uses more than one (1) personal leave day during the first half of the annual contract for his/her position and does not work the second half, a regular day's pay shall be deducted from the final pay check for each day of personal leave used in excess of one (1). Employees working more than half of the annual contract days for their positions shall be eligible for all five (5) days of personal leave.
IV. Employees may not use personal leave days in increments of less than one-half day.
V. The first two (2) days granted will be state-paid personal leave; therefore, personal leave days must be used in numerical order, 1 through 5. Reimbursement for unused personal leave days, if chosen by the employee, shall be paid in the July payroll check. Such days (1 through 5) shall be reimbursed at the rate paid regular substitute teachers in the School System. The date for determining days to be reimbursed for the previous school year shall be June 30 each year for all employees of the School System.
VI. Employees may choose to convert personal leave days to sick leave days at the end of the school year. All unused or unreimbursed personal leave days shall be eligible for conversion to sick leave days.
VII. In order to protect the educational interest of students and to meet legal requirements, personnel may not take personal leave on Institute Day or during the five (5) days prior to the end of the school year; in extreme emergencies, the Superintendent may grant exceptions.
VIII. Teachers and other staff members are encouraged to notify their principal and/or supervisor in advance of taking personal leave although it is recognized that advance notification may not always be possible.
IX. Teachers and other staff members are expected to insure adequate and complete lesson plans are available when such leave is taken.
X. Such leave shall be reported as personal; no other explanation is required.

REFERENCES: **CODE OF ALABAMA**
16-1-18.1, 16-8-25 TO -26.1 LEGISLATIVE ACTS 85-644, 95-314, 97-444

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 1996; OCTOBER 13, 1997; OCTOBER 12, 1998; APRIL 8, 2013, AUGUST 11, 2014
FORMERLY: GBRI

PROFESSIONAL LEAVE AND LEAVE FOR TRAINING 6.70.8

I. Professional Leave - Professional leave may be granted to personnel for participation in educational activities related to instructional improvement in the Tuscaloosa County School System.

II. Leave for Training – Leave for training shall be granted to support personnel to participate in activities that will enrich the Tuscaloosa County School System's program and improve skills or understandings of the employee.

III. All professional leave and leave for training requests must be approved by the Superintendent of Education before utilization.

IV. The Board authorizes the Superintendent to grant release time for duly authorized delegates/personnel to attend professional meetings (NEA, AEA, CTA, ESPO, etc.). Such leave shall be approved in advance by the Superintendent. When such leave is granted, needed substitute personnel shall be paid applicable substitute pay through regular payroll procedures, with the Association reimbursing the School System for one-half (1/2) of the costs.

REFERENCE(S): **CODE OF ALABAMA**
16-1-18.1, 16-13-231, 16-24-13

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: NOVEMBER 19, 2001; APRIL 8, 2013
FORMERLY: GALBG, CGPF

SICK or BEREAVEMENT LEAVE 6.70.9

I. Sick leave is defined as the absence from regular duty by an employee because of the following:
   A. Personal illness or doctor's quarantine;
   B. Incapacitating personal injury;
   C. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);
   D. Where unusually strong personal ties exist because of an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the employee concerned shall file with the supervisor a written statement of the circumstances which justify an exception to the general rule;
   E. Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie.

II. Tuscaloosa County School System employees shall be allowed to accumulate an unlimited number of sick leave days.

III. A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.

IV. If an employee is on sick leave for six or more consecutive days, the employee may be asked to provide his principal or immediate Supervisor with a statement signed by a doctor and submitted with payroll certifying to the illness or injury. If absences occur frequently or if the absences constitute a pattern or there is reason to question whether an absence complied with the above causes, the Superintendent or designee may require that the employee provide verification of the reason for the absence.

V. See Policy 6.71 for Tuscaloosa County School System Sick Leave Bank provisions.

REFERENCE(S): **CODE OF ALABAMA**
16-1-18.1, 16-8-25, 16-13-231, 16-22-9

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: JANUARY 13, 1992; OCTOVER 11, 1993;
DECEMBER 11, 2000; NOVEMBER 19, 2001; APRIL 8, 2013
FORMERLY: GALB

SICK LEAVE BANK 6.71

I. The Tuscaloosa County Board of Education, upon request of a minimum of ten percent (10%) of its full time professional personnel and full time support personnel, shall establish a sick leave bank for such personnel. The plan, if established, shall allow each employee to deposit into the bank an equal number of his/her earned sick leave, not to exceed five (5) days. These days shall be available for loan to any other participating employee whose sick leave has been exhausted.

II. A committee comprised of an equal number of teaching employees and non-teaching certified employees shall develop proposed rules and regulations for the operation for the sick leave bank. Teaching and non-teaching certified employees shall fill vacancies through procedures described in "Sick Leave Bank Guidelines for Certified Personnel". No committee member shall serve for more than five (5) years.

III. The Sick Leave Bank Committee shall write the guidelines and procedures for the Sick Leave Bank, including catastrophic leave provisions of law, for Board approval. All changes must be approved by a majority of the Sick Leave Bank committee.

IV. All guidelines and procedures must be consistent with law.

REFERENCE(S): **CODE OF ALABAMA**
16-1-18.1, 16-22-9, 16-3-36

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: FEBRUARY 9, 1998; APRIL 8, 2013
FORMERLY: CGPG, GBRIB

DRUG-FREE WORKPLACE 6.72

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

I. The Board does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on or in Board property will be subject to disciplinary action, including termination of employment.

II. The term "controlled substance" means any drug listed in 21 U S.C., 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine (including "crack"), and PCP. They also include "legal drugs" which are not prescribed by a licensed physician.

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

IV. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to disciplinary action, including termination of employment. Alternatively, the Board may require the employee to finish successfully a drug abuse program sponsored by an approved private or governmental institution.

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

REFERENCE(S): **CODE OF ALABAMA**
16-3-11 to -12, 16-3-14, 16-26-1-3, DRUG FREE WORKPLACE ACT OF 1988

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: MAY 9, 2005 APRIL 8, 2013
FORMERLY: GAMBC

DRUG AND ALCOHOL TESTING 6.80

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

I. All employees of the School System, including substitutes, who are required to hold a Commercial Drivers License (CDL) as a precondition to employment or to continued employment, will be subject to drug and alcohol testing. Such employees will be prohibited from performing assigned duties while under the influence of any prohibited drug or alcohol. While employees are prohibited from having any alcohol present in their systems while on duty, a Blood Alcohol Count (BAC) of .04 will be accepted as a presumptive evidence of intoxication. An employee who tests between .01 and .039 BAC will be removed from job related functions until they test below .01 or until their next duty period, which must be at least 24 hours.

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

III. Employees who are required to hold a CDL as a precondition to employment or to continued employment who refuse or do not pass a drug or alcohol test will be recommended for termination or removed from consideration for employment.

IV. Employees testing positive by urinalysis or alcohol/breathalyzer test or requesting treatment may be referred to a mental health substance abuse counselor for an assessment of needs and possible referral for treatment. All such treatment shall be at the individual employee's expense.

V. Drug and alcohol testing will include the following categories:

   A. Pre-employment: (Post-Offer - This is to be interpreted as a conditional offer of employment.) Each person, after a conditional offer of employment has been made, will have to undergo a drug test before being employed in a position that requires the employee to hold the CDL.

   B. Reasonable Cause Testing: Each employee that is required to hold the CDL as a precondition to employment or to continued employment will be subject to drug and alcohol testing based on reasonable cause as established by a supervisor through the use of objective evidence.

   C. Post-Accident: Any employee who is required to hold the CDL as a precondition to employment or to continued employment that is involved in a reportable accident will undergo drug and alcohol testing within two (2) hours following any accident.

   D. Random Testing: All employees required to hold a CDL as a precondition to employment or to continued employment will undergo testing on a random basis. Random testing will be administered in a number equal to or greater than 50 percent (drug screening) and 25 percent (alcohol screening) of the CDL work force, without advanced notice, in the first 12 months of testing. There will be no maximum number of samples that any one employee will be required to provide during the testing period. Employees refusing to be tested may be suspended pending a recommendation for termination.

VI. Return to Duty Testing: Any employee who is required to hold a CDL as a precondition to employment or to continued employment and tests positive or refuses testing must pass a "Return to Duty Drug Test." In such instance, the Medical Review Officer must determine when and under

what conditions the employee may return to duty. Any employee subject to "Return to Duty Drug Testing" will be subject to random and/or unannounced drug testing for sixty (60) months after return to duty. Follow-up tests for alcohol are unannounced and at least six (6) tests must be conducted in the first 12 months after an employee returns to duty.

VII. The Medical Review Officer is designated by the Board.

VIII. Test results will not be released by the Board beyond the MRO without the individual's written authorization.

IX. Procedures for drug testing shall be distributed to all affected employees. Receipt of Tuscaloosa County School System Drug Free Workplace regulations and procedures shall be acknowledged by employees on signed acknowledgement forms as required for initial and continued employment.

REFERENCE(S): **CODE OF ALABAMA 16-1-18.1,**
OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1993,
DRUG FREE WORKPLACE ACT OF 1988

HISTORY: **ADOPTED: DECEMBER 12, 1994**
REVISED: FEBRUARY 13, 1995; APRIL 8, 2013
FORMERLY: GAMB

PERSONNEL RECORDS 6.82

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

I. Each Tuscaloosa County School System employee shall have a right to review her/his local school or central office personnel file during normal business hours. No anonymous letters or materials shall be placed in personnel files. Each employee may have included in his/her personnel file a written response to any material contained within the file.

II. Any Tuscaloosa County School System employee may request to review her/his personnel file at any time that is mutually agreeable with the Personnel Administrator and when the employee is not engaged in fulfilling employment-related duties. The Personnel Administrator or certified designee must be present during the review. A log shall be maintained documenting any such review.

III. Copies of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.

IV. Any anonymous complaint or materials received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the superintendent, principal, or other designated official in charge of the complaint, dated, attached to the materials in question, and may be placed in the personnel file of the employee. Any anonymous complaint which is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained but shall be destroyed.

V. The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee. The Tuscaloosa County School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-23-1 TO -13, 16-9-27, 16-8-23, 16-22-14

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: JANUARY 14, 2002; APRIL 8, 2013
FORMERLY: GAKI

EMPLOYEE SALARY SCHEDULES 6.83

I. All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the Tuscaloosa County Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule.

   A. All teaching/administrative experience gained in all public elementary and secondary schools and/or state or regionally accredited public institutions of higher learning shall be approved as credit for placement on the salary schedule.

   B. No teaching/administrative experience gained in private elementary and secondary schools shall be considered for credit for placement on the salary schedule.

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-24, 16-23-1 TO -3
LEGISLATIVE ACT 90-235 FAIR LABOR STANDARDS ACT OF 1988 AS AMENDED

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: OCTOBER 13, 1997; APRIL 8, 2013
FORMERLY: CGA, EGA

PAYROLL PROCEDURES 6.84

PAY PERIODS

The principal/work site supervisor is required to furnish the Payroll Office a payroll report containing the names of his/her staff each month. This report must show the number of days worked by each teacher/classified employee and the number of days absent and cause of absences for each monthly reporting period as determined by Payroll Office staff. The report must also show the names of any substitute used, the dates he/she served, and for whom he/she worked.

PAYROLL CHECKS

The first paycheck of the scholastic year for the staff employed for nine (9) months shall be issued on the last working day of September. All 9 and 10 month employees, new or returning to the Tuscaloosa County School System, whose effective date of employment is prior to the August payroll cutoff date, will have their first year's annual salary divided by 13 months and be paid over 13 pay periods. Monthly payroll checks for personnel are due and available no later than the last **day of the month.**

TWELVE (12) MONTH PAY PERIODS

Salaries for some personnel are earned based on differing employment contracts, normally in nine (9), ten (10), or eleven (11) months; however, all regularly employed personnel of the School System, except 9 and 10 month employees new to the school system (see above), shall be paid over twelve (12) months.

SALARY DEDUCTIONS

Since personnel are paid to work for a specified number of days on a monthly basis, employees working less than the number of specified monthly days, excluding approved sick, personal, and other approved leave days, will have a day's pay deducted for each such absence and receive a pro rata share of the contracted salary in the following month's payroll check.

Personnel absent from work in association with an approved leave option which requires them to reimburse the School System for a substitute shall have the amount the School System's salary schedule authorizes for such substitute pay deducted from their next month's payroll check. This provision applies even though a substitute may not have been employed.

HOLDING PAYROLL CHECKS

The Board reserves the right to hold salary checks of certified personnel who fail to furnish required data such as signed contracts, retirement forms, etc. Checks will be held only after such personnel have been requested to complete their files and have failed to comply.

FINAL PAY-OFF

PRIOR TO COMPLETING CONTRACT – An employee who for any reason (retirement, disability, termination, etc.) leaves the School System prior to completing his/her annual contract period shall be "paid off" no later than the last day of the month following the last active payroll period. The payoff shall include all remuneration owed said employee by the School System.

AFTER COMPLETING CONTRACT – An employee who leaves the School System after completing his/her annual contract period shall have the option of having his/her pay extended over the months of June, July, and August, or may request a final ""pay off" to be paid no later than the last day of the month following the last active payroll period.

REFERENCE(S): **CODE OF ALABAMA**
16-8-24, 16-9-32, 16-23-1 TO -3,
LEGISLATIVE ACT 90-235 FAIR LABOR STANDARDS ACT OF 1988 AS AMENDED

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: AUGUST 7, 2007; OCTOBER 13, 1997; MARCH 9, 2009;
JULY 23, 2012; APRIL 8, 2013
FORMERLY: GALDC, CGA, EGA

EMPLOYEE SALARY DEDUCTIONS 6.85

I. The Tuscaloosa County Board of Education will make salary deductions which are required by law, including federal income tax, state income tax, retirement, and other deductions in accordance with applicable laws and regulations.

II. The Board may make other salary deductions available when 50 employees properly request such deductions. The deductions shall be made from salaries earned in at least nine (9) different pay periods and shall be remitted to the appropriate recipient as specified by the employee within ten (10) days following each deduction.

A. Deductions made for membership dues and voluntary contributions shall be made based upon membership lists and forms provided by the respective organizations.

B. Authorization for voluntary contributions may be revoked by providing a thirty (30) day written notice of revocation.

C. New authorization for payroll deductions may be added during open enrollment for that specific deduction.

D. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.

E. When amounts have been correctly deducted and remitted by the Board, the Tuscaloosa County Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.

REFERENCE(S): **CODE OF ALABAMA 16-22-6**

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013; JULY 29, 2013
FORMERLY: GAL

OVERTIME – NON-SUPERVISORY PERSONNEL 6.87

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-22-6, LEGISLATIVE ACT 83-207, FAIR LABOR STANDARDS ACT

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GALA

TRANSFERS 6.90

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

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

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-9-23; 16-24-5 TO -7; LEGISLATIVE ACT 2011-270

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: MAY 7, 1999; DECEMBER 11, 2000; APRIL 8, 2013
FORMERLY: GBM

REDUCTION IN FORCE 6.91

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

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

II. Certified Personnel

A. The Board, upon the recommendation of the Superintendent, hereby retains the sole and exclusive prerogative to eliminate certified staff positions consistent with the provisions of state statutes and this policy. Elimination of certified staff may result from the following reasons: decreases in student enrollment, changes in curriculum, financial exigency, consolidation, or reorganization of schools. Reduction in force shall be non-punitive and non-discriminatory.

B. Definitions:

1. The term "days" shall mean days excluding Saturday, Sunday, and holidays.
2. The term "teachers" is as defined by state statutes.
3. The term "seniority" shall be determined by date of Board approval for employment.

C. Prior to commencing action to terminate teacher contracts under this procedure, the Board will attempt to effectuate the reduction in staff by:

1. Voluntary retirements.
2. Voluntary resignations.
3. Voluntary leaves of absence.
4. Voluntary transfers.
5. Administration-initiated transfer of existing staff members.

D. If a teacher has attained tenured status, his/her contract may be terminated because of elimination of the position to which the teacher was appointed if no other position exists to which the certified employee may be appointed if certified and qualified. No tenured teacher shall be laid off when a position exists which is either vacant or occupied by a non-tenured teacher and for which the tenured teacher is qualified, certified, or immediately certifiable.

E. In making staff reduction decisions among non-tenured teachers, the Board will consider all relevant criteria but will place major emphasis upon the following:

1. Qualification to teach particular subjects, as determined by certification, teaching experience in the subject matter, and educational background.
2. Length of teaching service in the School System.
3. Length of total service in education as a certified teacher.
4. Type of certification, i.e., standard, provisional, etc.
5. Teaching performance.

F. In making staff reduction decisions among tenured teachers, the Board will consider all relevant criteria but will place major emphasis upon the following non-prioritized criteria:
   1. Qualification to teach particular subjects as determined by certification, teaching experience, and educational background.
   2. Length of teaching service in the School System by years.
   3. Total length of service in education.
   4. Teaching performance.

G. The name of an employee who has been laid off shall be placed on a recall list and remain on such list for one year. Any certified employee desiring to be placed on the recall list for an additional year should apply in writing by registered mail on or before July 1 for continuation of his/her name on said list. The name of any certified employee who for any reason wishes to be removed from the recall list will be posted on a Central Office bulletin board. In addition, if an employee refuses an offer of re-employment in a position for which he/she is certified, his/her name shall be removed from the recall list.

H. No new employee shall be hired to fill a position for which an employee on the recall list is qualified and certified or immediately certifiable. In cases where more than one employee on the recall list is qualified, certified, or immediately certifiable for a particular position to be filled, employees with tenure shall be given preference according to (F) above.

I. The names of personnel reduced in force shall be placed in a School System employment pool. Said personnel shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancies for which they are qualified. Said personnel must accept or reject the offer of re-employment in writing within five (5) working days of receipt of offer. If a person in the employment pool refuses the first offer of re-employment pursuant to this policy, all rights of recall are forfeited.

J. No employee who has been laid off shall be entitled to payment or accrual of any compensation or fringe benefits whether or not he/she remains on the recall list. However, an employee who is re-appointed shall be entitled to reinstatement of any benefits earned or accrued at the time of layoff, and further accrual of salary increments and fringe benefits shall resume upon re- employment, except that the earning of tenure status shall be based on state statutes. No years of layoff will be credited as years of service for compensation or retirement purposes.

K. It is understood that a layoff is a termination of employment subject to administrative and/or judicial review in the manner set forth in the relevant statues.

III. Classified Personnel

A. The Board, upon the recommendation of the Superintendent, hereby retains the sole and exclusive prerogative to eliminate classified staff consistent with the provisions of this policy. Elimination of classified staff may result from the following reasons: decreases in student enrollment, changes in curriculum, financial exigency, consolidation, or reorganization of schools. Reduction in force shall be non-punitive, non-discriminatory, and non-political.

B. Definitions:
   1. The term “days” shall mean days excluding Saturday, Sunday, and holidays.
   2. The term “classified” means support personnel (Central Office Support Personnel, Child Nutrition, Clerical, Custodial, Maintenance, and Transportation).
   3. The term “Job Classification” means area of present employment (Central Office Support Personnel, Child Nutrition, Clerical, Custodial, Maintenance, and Transportation).

C. Prior to commencing action to terminate classified employees under this procedure, the Board will attempt to effectuate the reduction in staff by:

1. Voluntary retirements
2. Voluntary resignations
3. Voluntary leaves of absence
4. Voluntary transfers
5. Administration-initiated transfer of existing staff members

D. In making staff reduction decisions the Board will consider all relevant information but will place major emphasis upon the following non-prioritized criteria:
1. Qualification in special areas as determined by education, training, and experience.
2. Job performance and skills.
3. Length of service in the School System.

E. The name of an employee who has been laid off shall be placed on a recall list and remain on such list for one (1) year. If the employee wishes his/her name to remain on the list for a second year, the employee must notify the Personnel Office in writing by July 1. The recall list will be posted on the Central Office bulletin board. If an employee refuses an offer of employment pursuant to this policy, his/her name shall be removed from the recall list.

F. No new employee shall be hired to fill a position for which an employee on the recall list is qualified. In cases where more than one employee on the recall list is qualified for a particular position to be filled, the following non-prioritized criteria shall be considered: seniority in the School System, qualifications, training, education, and job performance and skills.

G. The names of classified employees laid off shall be placed in a School System employment pool. Said employees shall be given the opportunity in reverse order of their lay off to fill the first comparable employment vacancies for which they are qualified. Said personnel must accept or reject the offer of re-employment in writing within five (5) working days of receipt of offer. If an employee in the employment pool refuses the first offer of re-employment pursuant to this policy, all rights of recall are forfeited.

H. A classified employee who has been laid off shall not be entitled to payment or accrual of any compensation or fringe benefits, whether or not he/she remains on the recall list. No years of layoff will be credited as years of service for compensation or retirement purposes.

I. It is understood that a layoff is a termination of employment subject to administrative and/or judicial review in the manner set forth in the relevant statutes.

REFERENCE(S): **CODE OF ALABAMA**
16-8-10, 16-9-15, 16-9-33
LEGISLATIVE ACT 2011-270

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GBNA, GCNA

RETIREMENT 6.92

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

REFERENCE(S): **CODE OF ALABAMA 16-25-1**

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: APRIL 8, 2013
FORMERLY: GALC

RESIGNATION 6.93

A teacher is not permitted to resign within thirty (30) calendar days before the first day of the next school term for students, unless the resignation is mutually agreed upon. A teacher may resign at any other time by giving 30 days' written notice to the Tuscaloosa County Board of Education. A teacher terminating his/her employment in violation of this policy is guilty of unprofessional conduct, and the State Superintendent of Education may revoke or suspend the teacher's certificate.

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

REFERENCE(S): **Code of alabama § 16-24C-11,**
LeGISLATIVE ACT 2018-83

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: AUGUST 13, 2018, APRIL 8, 2013
FORMERLY: GBO

CHAPTER 7.00: Business Services

FISCAL YEAR 7.10

The fiscal year for the Tuscaloosa County School System shall be October first through September 30th.

REFERENCE(S): **CODE OF ALABAMA 16-13-1, 16-1-1**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DCB

BUDGET DEVELOPMENT 7.11

I. The Tuscaloosa County Board of Education shall provide for the preparation and adoption of the annual budget for the school system. The Board delegates the responsibility for preparation of the budget to the Superintendent and appropriate members of his/her staff. Providers of budget information shall adhere to all state and federal guidelines, and the budget shall be prepared on forms and in accordance with such rules and regulations as may be prescribed by the Alabama State Board of Education and the federal government.

A. Budget development will incorporate a plan to maintain one month's operating cost as a reserve fund.

B. The budget shall be presented to the Tuscaloosa County Board of Education prior to the date set by the State Department of Education for budget submission.

II. Public Hearings – The Tuscaloosa County Board of Education shall hold at least two open public hearings pertaining to its proposed annual budget.

A. Copies of the proposed budget shall be provided to the public at each hearing on forms provided by the State Department of Education.

B. The Tuscaloosa County Board of Education shall seek input from the public concerning the proposed budget and the allocation of resources.

C. Each hearing shall be held during a scheduled Board meeting in a place and at a time convenient for the general public to attend.

D. The date and time of each hearing shall be publicized in the local media in advance of the hearing. In addition, notice of each hearing shall be posted in a conspicuous place at the central office and at each school, county courthouse and/or municipal buildings.

III. Proposed Budget – The proposed budget shall:

A. Reflect the total amount of resources available to the Tuscaloosa County Board of Education from all funding and revenue sources.

B. Reflect the projected enrollment and the total proposed expenditure by the Board and for each school which shall be available at the public hearings.

C. Clearly delineate the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each Tuscaloosa County school.

D. Clearly list the operating costs by category or function at each school.

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

IV. Final Adoption Procedures

A. After at least two public hearings have been held, the Tuscaloosa County Board of Education and Superintendent shall develop, consistent with state laws, a final budget.

B. The School System annual budget shall become official when it:

1. Has been approved by the Board in accordance with requirements of section 16-13- 140 of the Code of Alabama and other pertinent statutory requirements.
2. Has been filed with and approved by the State Superintendent of Education.

C. The annual school budget approved by the State Department of Education will be posted on the school system website.

V. Periodic Budget Amendments - The Board authorizes the Superintendent to review and analyze the School System budget for needed changes and amendments during the fiscal year. Such needed changes shall be recommended to the Board for review and consideration. Any recommended changes shall be made only after a determination is made that the changes will

not create deficits or violate State Board of Education policy or state law.

REFERENCE(S): **CODE OF ALABAMA**
16-13-140, LEGISLATIVE ACT 97-225

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: NOVEMBER 17, 1997; APRIL 8, 2013
FORMERLY: DC, DCCA, DCD, DCE

ACCOUNTING AND REPORTING 7.12

The Tuscaloosa County Board of Education shall, following recommendations by the Superintendent, prescribe regulations for the keeping of accounts and fiscal records and the making of reports by all under the Board's jurisdiction who are charged with such responsibility. Prescribed regulations shall be consonant with those of the State Board of Education, Division of Administration and Finance of the State Department of Education and with the directives of the State Examiners of Public Accounts. Said accounts and fiscal records shall be available during normal business hours for inspection by the public and shall be available on the System website as required by state regulations. They shall be preserved for a five-year period of time or for such period as specified by the State Department of Education or the State Examiners of Public Accounts.

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

Annual Financial Report

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

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

- One copy in the office of the Board or the Superintendent;
- One copy on reserve in each high school library under the jurisdiction of the Board; and
- A minimum of one copy in the main public library within the city in which the Board is located.

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

- Each local parent group;
- Each Chamber of Commerce in the geographic area served by the Board; and
- Local News Media.

Annual Status Report

The Board shall provide information to the State Department of Education necessary for said Department to publish an annual status report. Within thirty (30) calendar days after receipt from the State Department of each Annual Status Report on the condition of education in the School System, the Board shall place for public inspection said annual report in its entirety as follows:

- One copy in the office of the Board or Superintendent and/or published on the system website

Within thirty (30) calendar days after the receipt of the Annual Status Report, the Board shall provide written notice of the arrival and availability of the Annual Status Report to:

- Each local parent group;
- Each Chamber of Commerce in the geographic area served by the Board; and

- Local news media.

Inventories

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

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

Audits

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

Accountability Reports

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

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

These reports shall be released to the media, presented to parent organizations, members of the Legislature who represent the area in which a particular school is located and the State Superintendent of Education by December 31.

REFERENCE(S): **CODE OF ALABAMA**
16-13A-1, 16-13A-6, 16-6B-7, 16-8-37, 16-9-28, 41-5-14

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DI

RECONCILIATIONS 7.13

All bank accounts of the Tuscaloosa County Board of Education and its local schools shall be reconciled to the financial records by the 15th of each month. The Chief School Financial Officer shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensures accurate monthly financial statements.

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

REFERENCE(S): **CODE OF ALABAMA**
16-13A-6 FISCAL ACCOUNTABILITY ACT 2006-196

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: NOVEMBER 13, 2007; APRIL 8, 2013
FORMERLY: DCH

CHIEF SCHOOL FINANCIAL OFFICER 7.14

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

The Chief School Finance Officer shall meet the minimum job qualifications established by the Tuscaloosa County Board of Education and the State Board of Education and shall possess or be eligible to possess certification required pursuant to regulations promulgated by the State Board of Education.

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

The Chief School Finance Officer shall perform duties as specified by the Board as well as those duties specifically specified by state law. The Superintendent may also assign additional duties to the chief school finance officer in order to provide for the efficient administration of the school system. The Superintendent shall submit to the Board an approved evaluation of the CSFO annually.

LAW(S) IMPLEMENTED: **CODE OF ALABAMA 16-13A-5**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

DEPOSITORY OF FUNDS 7.15

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

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

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

Depositories outside the County may be approved for special accounts.

REFERENCE(S): **CODE OF ALABAMA**
16-13A-6, 11-1-7 FISCAL ACCOUNTABILITY ACT 2006-196

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DG

AUTHORIZED SIGNATURES 7.16

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-13A-1, 16-13A-8

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DJAA

LINE ITEM TRANSFER AUTHORITY 7.17

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-13-143, 16-13-144

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

FEES/TUITION 7.21

The Tuscaloosa County Board of Education shall not collect fees of any kind from children attending public kindergarten or any of the first five (5) grades of the school system.

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

REFERENCE(S): **CODE OF ALABAMA 16-10-6**

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013; JULY 29, 2013
FORMERLY: EIC, IFAB, JHAA

SCHOOL STORES 7.22

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

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-13A-1

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: EIG

PAYROLL DEDUCTIONS 7.23

The School System shall make all salary deductions required by law. In no cases will the School System make other deductions unless approved in writing by the employee.

FEDERAL AND STATE INCOME DEDUCTIONS
The School System shall deduct federal and state income tax from all employees in accordance with law. Each employee of the School System shall file with the Superintendent all necessary income tax withholding forms when initially employed and when adjustments are necessary.

FICA – SOCIAL SECURITY DEDUCTIONS
The School System shall deduct FICA tax from all employees in accordance with law.

TEACHER RETIREMENT DEDUCTIONS
The School System shall deduct teacher retirement contributions from all employees participating in the State Teacher Retirement System. Said deduction shall be made in accordance with law.

PROFESSIONAL DUES AND POLITICAL DEDUCTIONS
The School System shall withhold dues for membership to the national, state, and local education association as a service to employees. Said dues and state political deductions shall not be made without initial authorization, in writing, by each employee. Continuing payroll deductions shall remain in effect until canceled in writing by the employee.

INSURANCE AND ANNUITY DEDUCTIONS
The School System shall make deductions for specified insurance and annuity plans as a service to employees. Said deductions shall be made in accordance with administrative rules and regulations filed GAL-R under this cover.

PAY PERIODS
The principal/work site supervisor is required to furnish the Payroll Office a payroll report containing the names of his/her staff each month. This report must show the number of days worked by each teacher/classified employee and the number of days absent and cause of absences for each monthly reporting period as determined by Payroll Office staff. The report must also show the names of any substitute used, the dates he/she served, and for whom he/she worked.

PAYROLL CHECKS
The first paycheck of the scholastic year for the staff employed for nine (9) months shall be issued on the last working day of September. All 9 and 10 month employees, new to the Tuscaloosa County School System, whose effective date of employment is prior to the August payroll cutoff date, will have their first year's annual salary divided by 13 months and be paid over 13 pay periods. Monthly payroll checks for personnel are due and available no later than the last **day of the month.**

TWELVE (12) MONTH PAY PERIODS
Salaries for some personnel are earned based on differing employment contracts, normally in nine (9), ten (10), or eleven (11) months; however, all regularly employed personnel of the School System, <u>except</u> 9 and 10 month employees new to the school system (see above), shall be paid over twelve (12) months.

SALARY DEDUCTIONS FOR ABSENCES

Since personnel are paid to work for a specified number of days on a monthly basis, employees working less than the number of specified monthly days, excluding approved sick, personal, and other approved leave days, will have a day's pay deducted for each such absence and receive a pro rata share of the contracted salary in the following month's payroll check.

Personnel absent from work in association with an approved leave option which requires them to reimburse the School System for a substitute shall have the amount the School System's salary schedule authorizes for such substitute pay deducted from their next month's payroll check. This provision applies even though a substitute may not have been employed.

HOLDING PAYROLL CHECKS

The Board reserves the right to hold salary checks of certified personnel who fail to furnish required data such as signed contracts, retirement forms, etc. Checks will be held only after such personnel have been requested to complete their files and have failed to comply.

FINAL PAY-OFF PRIOR TO COMPLETING CONTRACT – An employee who for any reason (retirement, disability, termination, etc.) leaves the School System prior to completing his/her annual contract period shall be "paid off" no later than the last day of the month following the last active payroll period. The payoff shall include all remuneration owed said employee by the School System.

FINAL PAY-OFF AFTER COMPLETING CONTRACT – An employee who leaves the School System after completing his/her annual contract period shall have the option of having his/her pay extended over the months of June, July, and August, or may request a final ""pay off" to be paid no later than the last day of the month following the last active payroll period.

REFERENCE(S): **CODE OF ALABAMA**
16-22-6, 16-9-32
LEGISLATIVE ACT 83-207

HISTORY: **ADOPTED: SEPTEMBER 9, 1991**
REVISED: MARCH 9, 1992; AUGUST 7, 207; MARCH 9, 2009; APRIL 8, 2013
FORMERLY: GAL, GALDC, DJCB

TRAVEL EXPENSE REIMBURSEMENT 7.24

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-13A-1

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: DECEMBER 12, 1999; NOVEMBER 18, 2002;
OCTOBER 21, 2004; APRIL 8, 2013
FORMERLY: GALE, DJD

PAYROLL DIRECT DEPOSIT 7.25

The Tuscaloosa County Board of Education requires employees to participate in direct deposit of payroll checks. Forms for indicating the banking institution, employee account number, and other necessary information shall be available through the payroll department.

If an employee chooses not to have an account at a bank or credit union, a payroll card will be issued to facilitate their monthly salary and banking transactions.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-8-9, 16-9-32

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

GOVERNMENTAL FUNDS 7.28

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

I. The General Fund is used to account for and report all financial resources not accounted for and reported in another fund.
II. Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.
III. Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt Service Funds should be used to report resources if legally mandated.
IV. Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

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

I. Nonspendable fund balances include amounts that cannot be spent because they are either
   A. not in spendable form or
   B. legally or contractually required to be maintained in-tact. Examples of nonspendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, and long-term receivables.
II. Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Examples of restricted fund balances include: restricted grants.
III. Committed fund balances consist of amounts that are subject to a purpose constraint imposed by formal action of the Board before the end of the fiscal year and that require the same level of formal action to remove the constraint.
IV. Assigned fund balances consist of amounts that are intended to be used by the school system for specific purposes. The Board authorizes the Superintendent or Chief School Finance Officer to make a determination of the assigned amounts of fund balance. Such assignments may not exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund. Assigned fund balances require the same level of authority to remove the constraint.
V. Unassigned fund balances include all spendable amounts not contained in the other classifications. This portion of the total fund balance in the general fund is available to finance operating expenditures.

When expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the Board to consider restricted amounts to have been reduced first. When an expenditure is incurred for the purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the Board that committed amounts would be reduced first, followed by assigned amounts and then

unassigned amounts.

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

REFERENCE(S): **GASB STATEMENT NO. 54**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

FOOD SERVICE FUNDS 7.31

The Tuscaloosa County Board of Education requires that all Child Nutrition Program funds be accounted for in accordance with policies and procedures set forth by the local, state, and federal requirements.

REFERENCE(S): **CODE OF ALABAMA 16-8-8**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY:
NEW

INVESTMENT OF FUNDS 7.32

I. Based upon a written system of internal controls and operational procedures, the Superintendent or his/her designee shall invest temporarily idle funds to earn the maximum return for the period available. Highest priority shall be placed on the safety and liquidity of funds. Funds may be placed in the following types of investments:
   A. Bids from qualified depositories;
   B. Certificates of deposit;
   C. Time deposits;
   D. Securities of the United States Government including obligations of the United States Treasury; or,
   E. Investment pools managed and directed by an approved agency of the state.

II. The principal may invest temporarily idle internal account funds in qualified depositories at the best available return subject to the advice of Tuscaloosa County School System staff trained in investment practices and procedures.

III. Other investments may not be made unless specifically authorized.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-13A-1, 16-13-2, 16-11-9

HISTORY: **ADOPTED: NOVEMBER 13, 2007**
REVISED: APRIL 8, 2013
FORMERLY: DFL

RESERVE FUNDS 7.33

The Tuscaloosa County Board of Education, in accordance with Alabama law, directs that a General Fund reserve fund balance be maintained of an amount not less than one month's operating expenditures. Operating expenditures shall include all funds necessary to support normal operations of the school district for one month.

The Tuscaloosa County Board of Education sets as a goal to achieve and maintain a balance equal to one
(1) month's operating reserves. This goal does not replace the legal requirement specified in the previous paragraph.

The Superintendent or Chief School Financial Officer will inform the board, before the Board votes on a budget or budget amendment, if the approval of the budget or budget amendment will prevent the establishment or maintenance of a one-month's operating balance.

A one-month's operating balance shall be determined by dividing the General Fund expenditures and fund transfers out by twelve. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

REFERENCE(S): **CODE OF ALABAMA**
16-13A-5, 16-13A-9

HISTORY: **ADOPTED: NOVEMBER 13, 2007**
REVISED: APRIL 8, 2013
FORMERLY: DEA

LOCAL TAX REVENUE 7.34

The local tax structure for support of the School System is presently set at a ten (10) mill county tax, a four (4) mill district tax which expires September 16, 2016, and a portion of the one-cent County sales tax with no expiration date.

Alabama State law requires that school districts collect school taxes equivalent to ten (10) mills in order to participate fully in the Alabama Foundation Program.

REFERENCE(S): **CODE OF ALABAMA 16-13-180 TO -183**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DF

FOOD SERVICE CHARGED MEALS 7.35

The Tuscaloosa County Board of Education Child Nutrition Program (CNP) shall not allow adult meals or meals for students in grades 6 – 12 to be charged. No student "a la carte" items may be charged in Tuscaloosa County schools.

Elementary students who have lost or forgotten meal money may, with written authorization from the principal or his/her designee, charge a meal. Monies for these charged meals will be charged back to the principal by the Child Nutrition Program. Only school funds from a non-public source (such as PTA funds) may be used for the payment of these charged meals.

Records of all charges and repayments must be maintained by CNP officials. Charges must be collected by the end of the school year or must be made up from funds other than CNP funds. Documentation of efforts to collect for charged meals must be maintained.

REFERENCE(S): **CODE OF ALABAMA 16-13A-1**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY:

BONDED PERSONNEL 7.40

I. The Superintendent and the designated Chief School Financial Officer (CSFO) shall be bonded at an amount fixed by the State of Alabama in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be recorded by the Probate Judge in the Tuscaloosa County Probate Office and placed on file with the State Department of Education.

II. The Superintendent or his/her designee shall secure surety bonds, in an amount agreed upon by the Board, for all employees of the Tuscaloosa County School System who may be charged with the responsibility for handling public school funds.

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

REFERENCE(S): **CODE OF ALABAMA 11-1-7, 16-13A-12**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DH

INDEBTEDNESS 7.41

Any Tuscaloosa County school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the Tuscaloosa County Board of Education unless authority exists under duly adopted policy of the Tuscaloosa County Board of Education or unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule may be subject to cancellation of his or her contract or dismissal from employment.

Bonded Indebtedness

The Tuscaloosa County Board of Education shall not incur any bonded indebtedness that shall require annual payments on the principal and interest in excess of eighty percent (80%) of the anticipated revenue of the ad valorem tax, gross receipts, and/or other taxes pledged to retire such bonds.

All proposed bond issues for the Tuscaloosa County School System shall be recommended by the Superintendent and approved by the Board and State Superintendent of Education prior to offer for sale.

Current Indebtedness

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

The Board shall not spend or obligate to spend more money in any fiscal year than the income received during that year plus the balance on hand at the beginning of said fiscal year.

REFERENCE(S): **CODE OF ALABAMA**
16-13-70, 16-13-144, 16-13-145, 16-13-140

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DE

INSUFFICIENT FUNDS AND WORTHLESS CHECKS 7.42

The face value of a check returned for insufficient funds (NSF) may not be absorbed as a cost by state, federal or public local funds since an uncollected check is considered a bad debt. The principal or other designated school administrator shall exercise due diligence in the acceptance of checks and in the collection of NSF checks. A list of individuals who have submitted bad checks during the school year is to be maintained in order to prevent the receipt of any further checks from those individuals.

Uncollected NSF checks may not be written off. Necessary actions must be taken to collect the check amount in compliance with and through the District Attorney's Worthless Check Unit. Documentation of those actions and procedures are to be maintained. A NSF fee (the maximum charge allowed by law) must be charged to the check writer for all returned checks whether collected or not. NSF fees may not be waived for any reason. Non-public funds must be used to cover any NSF check in state, federal or public funds accounts.

NSF fees shall be deposited in a separate, non-public activity account. This non-public activity account can then be utilized to transfer funds to the appropriate state, federal or public fund to cover the amount of any NSF check.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-13A-1

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY:

APPLICATION FOR AND DISBURSEMENT OF GRANT/AGENCY FUNDS 7.50

The Tuscaloosa County Board of Education grants authority to the Superintendent to act on behalf of the Board in applying for federal and/or other grant sources of funds. The Superintendent shall periodically report to the Board the fact of such application and the nature and amount of the grant source being sought. Upon being notified of any such successful application, the Superintendent shall then present the same to the Board for its consideration and acceptance.

In order for the Board to serve as the recipient and disbursing authority for funds received from any private grant or public funding source, whether from a public official, agency, institution or other entity, the following criteria must be met:

1. The Superintendent should first review any such private grant or public fund proposal and, upon determination that such proposal is for the benefit of the Board and school system, then he/she shall recommend the same to the Board for its final consideration and acceptance; and,
2. Any such private grant or public fund source must be evidenced by a written contract signed by the donor containing the following information: the complete name of the donor, the correct street address of the donor and the identifying social security, tax identification or similarly recognized number of the donor, if applicable; and,
3. Such private grant or public fund source document shall contain a clear statement of the ultimate purpose and expected use of the funds, which shall show a direct and tangible benefit for the school children of a particular school in the system, if applicable, or for the school children in the system as a whole.

The Superintendent is authorized to receive and disburse all such grant or other public agency funds in accordance with the final grant or public fund source document approved by the Board; provided, however, that the Superintendent shall assure that the CSFO includes the nature and amount of any such disbursements in the monthly financial reports given to the Board.

REFERENCE(S): **CODE OF ALABAMA 16-8-40**

HISTORY: **ADOPTED: JULY 21, 2003**
REVISED: APRIL 8, 2013, OCTOBER 28, 2013
FORMERLY: DJB

CONTRACTS WITH EXTERNAL INDIVIDUAL OR AGENCIES 7.52

In order to secure specialized goods and/or services, the Board may enter into contracts with individuals not employed by the Board or with selected business firms, agencies, etc. All funds to be expended by the Board for such goods and services shall be based upon a signed contract with such individuals or agency officials. In such cases the contract shall specify as a minimum the following information:

I. Name of individual or agency.
II. Address of individual or agency.
III. Applicable Social Security Numbers.
IV. A description of work to be performed.
V. A description of fees/honoraria to be charged.
VI. Work days and dates.

The contract shall be in writing and shall be filed with the financial office in the Central Office for audit purposes. The contract shall be signed by the contractor and the Superintendent; if the contract is in excess of $15,000, Board approval shall be required prior to signing by the Superintendent.

REFERENCE(S): **CODE OF ALABAMA 16-8-40**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: OCTOBER 14, 2008; APRIL 8, 2013
FORMERLY: DJEF, CJ

PURCHASING 7.60

I. Local Purchasing

A. Pursuant to state law, the Board, when purchasing personal property or contractual services, shall give preference to commodities produced in Alabama or sold by Alabama persons, firms or corporations.

B. The Tuscaloosa County Board of Education shall not be limited to making purchases within the local community or the state of Alabama when such local purchases within the local community or the state of Alabama do not meet the quality or competitive price of goods or services available from vendors outside the local community or state of Alabama.

C. Preference may be given to a local vendor having a place of business in the county or municipality for the purchase of personal property, when a bid submitted by such a resident bidder is no more than three (3) percent greater than the bid of the lowest responsible bidder.

D. Tuscaloosa County Board of Education shall require that a requisition/purchase order system be established and followed.

E. A purchase order or Board-approved purchase card shall be required for all purchases. The purchase order shall be approved/signed by principal/worksite supervisor or Superintendent or designee prior to the purchase of any material, goods, services, or equipment.

F. Failure to complete or secure proper purchase order approval(s) prior to any purchase will result in the individual(s) making the invalid purchase personally responsible for payment of the purchase. Any exceptions must be based on standards of reason that would be acceptable for consideration.

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

H. No payment shall be made by the Chief School Financial Officer which exceeds ten (10) percent in any program area in the budget except as authorized by the Superintendent and the Board.

I. All financial transactions of the Tuscaloosa County School System shall be paid for by check and no cash payments shall be made.

J. No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a School System fund or local school fund or account beyond the available resources of that fund or account.

II. Emergency Purchases

A. The Tuscaloosa County Board of Education grants the Superintendent the authority to approve purchases over the current maximum amount set in the State Bid Law for labor, services or work, materials, equipment, supplies, other personal property or contracted services in emergency situations. Such situations shall be critical to the continued and efficient operation of the school and of the system. In all cases, the Superintendent shall be required to apprise the Board at its next regular meeting of any such emergency purchases.

REFERENCE(S): **CODE OF ALABAMA**
41-16-50, 41-16-51, 41-16-57, 39-2-1 et seq.

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: OCTOBER 14, 2008; APRIL 8, 2013
FORMERLY: DJED, FK, DJEDD

BIDDING 7.61

The Tuscaloosa County Board of Education directs that expenditures of public school monies in excess of the amount set by State law made by the Board for labor, services, work, the purchase or lease of materials, equipment, supplies or any other personal property, with limited exceptions established by state law, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications.

All purchases associated with public works contracts (building, construction, renovation, demolition, etc. of capital projects) in excess of the current amount set by the State Public Works Bid Law shall be made by contractual agreement via free and open competitive bidding in compliance with the Code of Alabama, Title 39, Chapters 1, 2, 3 and 5.

REFERENCE(S): **CODE OF ALABAMA**
41-16-50, 41-16-51, 39-1-1, 39-2-2, 39-2-4, 39-2-5
LEGISLATIVE ACT 97-225

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: OCTOBER 14, 2008; APRIL 8, 2013
FORMERLY: DJED, FK

Uniform Guidance for Federal Programs 7.61.1

Federal funds received by the Tuscaloosa County Board of Education, including Child Nutrition Program Funds, are subject to the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles and Audit Requirements-Part 200. In accordance with those requirements, the following policies and procedures are hereby established:

Cash Management for Federal Funds

The Board will endeavor to minimize the time between the receipt of federal funds from the United States Treasury, the Alabama Department of Education, or other pass-through entity, and the disbursement of those federal funds. Federal funds will only be requested to meet immediate cash needs for reimbursement not covered by prior receipts and anticipated disbursements that are generally fixed, such as monthly program salaries and benefits. Disbursements will be made within twenty business days after receipt of funds.

The Chief School Financial Officer will maintain financial records that account for the receipt, obligation, and expenditure of each federal program fund. Cash balances for each federal program fund and for the aggregate of all federal program funds will be monitored daily by the Chief School Financial Officer or designee.

Board procedures to minimize the cash balances in federal program funds are expected to prevent the aggregate cash balances of federal program funds from earning $500 or more for the fiscal year if maintained in interest-bearing accounts. The federal program funds, with the exception of Child Nutrition Program funds, will not be maintained in an interest-bearing bank account if the Chief School Financial Officer determines that banking requirements for minimum or average balances are so high that an interest-bearing account would not be feasible. Federal program funds will be maintained in insured checking accounts that are subject to the state requirements for public deposits under the SAFE program.

Determination of Allowable Costs

Before instituting a financial transaction that will require the expenditure of federal funds the federal program director and the Chief School Financial Officer or designee will determine that the proposed transaction meets the requirements for allowable costs for the federal program. Actions to determine allowable costs will assure that:

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

Before payments are made from federal funds the federal program director and the Chief School Financial Officer or designee will determine that the federal program expenditure complies with generally accepted accounting principles and complies with state, local, and federal laws, rules, and regulations.

Travel Costs

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

Conflict of Interest

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

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

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

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

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

A board member, board employee, or agent of the board may not review applications, proposals, or participate in the evaluation or selection process where his or her participation in the review process

would create the appearance that he or she is: *(a)* giving preferential treatment; *(b)* losing independence and impartiality; *(c)* making decisions outside official and appropriate channels; or *(d)* harming the public's confidence in the integrity of the board.

Situations and circumstances presenting an actual conflict of interest or the appearance of a conflict of interest should be brought to the immediate attention of the superintendent. A board employee, board member, or agent of the board who has knowledge of a possible conflict of interest should identify the conflict and notify the superintendent. The superintendent will document his or her actions related to the reported conflict of interest. Resolution can consist of disqualification, recusal, waiver, or other appropriate measures. Appropriate measures may include reporting a conflict of interest to the State Ethics Commission, the Alabama State Board of Education, or the appropriate federal agency.

Procurement of Property and Services

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

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

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

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

Procurement transactions for federal programs and child nutrition programs that are not subject to the state procurement laws, but exceed the aggregate amount of the federal micro-purchase threshold, will be obtained by utilizing price or rate quotes from two or more qualified sources. State procurement laws include requirements that comply with the other Uniform Administrative Requirements for procurement of property and services.

The board will request proposals for those professional service contracts (excluding architectural and engineering services) that are exempt under state procurement laws if the contracts exceed $150,000 and will be paid from federal or child nutrition program funds. The board will utilize a team of three or

more qualified individuals to conduct a technical evaluation of proposals received and for selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals is in compliance with the board's conflict of interest policy.

REFERENCE(S): **CODE OF ALABAMA (1975), 16-1-30**
HISTORY: **ADOPTED: APRIL 24, 2017**
FORMERLY: NEW

PROPERTY SALE, TRANSFER, DISPOSAL 7.62

The Tuscaloosa County Board of Education shall be advised by the Superintendent in the event that certain real or personal property is no longer needed for public school purposes. Prior to presentation to the Board, the Superintendent shall determine that the property is not needed by any Tuscaloosa County school facility. The Superintendent is authorized to store property for later use if that property is determined to have value and the Superintendent believes the property will be used in the future by a Tuscaloosa County School System facility.

The Board, upon receipt of such report, may at such time as it deems proper and at its discretion declare that such property is no longer needed for public school purposes.
Once real property is declared as surplus by the Tuscaloosa County Board of Education, the Superintendent or his/her designee shall be authorized to take appropriate action in disposing of such property as outlined below:

I. Obtain an appraisal(s) reflecting the fair market value of all real property and significant personal property.
II. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is a need for such property.
III. Follow the procedures in the manner prescribed by state law for the sale of real property.
IV. Upon receipt of the final bid, a recommendation shall be made by the Superintendent for Board action.

REFERENCE(S): **CODE OF ALABAMA 16-8-40, 41-5-14**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DFN, DFNA

LOST OR STOLEN PROPERTY 7.63

I. The principal or designee shall notify the following individuals when any Tuscaloosa County School System property has been vandalized, stolen, or lost:
   A. The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;
   B. The system office by telephone; and
   C. In writing with a copy of such notice being sent to the Superintendent's designee.

II. The designee shall prepare a written report and recommendation to the Superintendent if the property is not recovered within thirty (30) days of notification.

The Superintendent shall report to the Tuscaloosa County Board of Education any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such a report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

REFERENCE(S): **CODE OF ALABAMA 16-8-9**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

PROPERTY MANAGEMENT 7.64

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the Tuscaloosa County School System. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all controlling requirements of Alabama statutes and rules. School inventories shall be verified by administration at the Superintendent's direction.

I. All equipment that has a value or cost specified by the Tuscaloosa County Board of Education shall be listed

II. Property inventories shall be performed annually. It shall be each principal's duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be verified by the central office and filed with the central office either at the time designated in writing by the property control officer or at the time of any principal's resignation.

III. Any incoming principal and the facilities supervisor shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the central office to identify any shortages or discrepancies.

IV. The principal shall also be responsible for inventories of properties not listed in section I above such as library books, films and tapes, and other materials as deemed appropriate. These inventory records shall remain on file in the individual school..

REFERENCE(S): **CODE OF ALABAMA**
16-1-2, 16-8-9, 16-4-7, 16-8-37,

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DIB, EA, EB

PURCHASE ORDERS 7.65

Purchase orders are required by the Tuscaloosa County Board of Education for all materials, equipment and supplies paid for from funds of the Tuscaloosa County Board of Education.

"Blanket" purchase orders may be issued by the Purchase Order clerk to vendors from whom materials are purchased on a regular basis.

No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a school system fund or local school fund or account beyond the available resources of that fund or account.

REFERENCE(S): **CODE OF ALABAMA**
16-13A-5, 16-13A-6, 41-16-50

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

PURCHASING CARDS 7.66

In accordance with the Code of Alabama §16-1-8.1 (as amended by Act 99-389), the Tuscaloosa County Board of Education has elected to participate in the state purchasing card program. The program will be utilized in all schools within the system. The goal in providing this service is to promote educational excellence in schools by facilitating the purchase of needed classroom instructional supplies and equipment.

The use of purchasing cards requires the local board of education to utilize a voucher system to account for expenditures for classroom instructional support. Code of Alabama §16-1-8.1 (as amended by Act No. 99-389) offers the voucher system as an alternative to purchasing classroom instructional support.

REFERENCE(S): **CODE OF ALABAMA**
16-13A-5, 16-13A-6, 16-1-8.1 as amended

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY:

ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY 7.67

I. Acquisition

A. All property purchased through system funds, internal funds, or donations from outside sources shall be acquired using system purchasing procedures.

B. All property, including vehicular equipment, shall be under the full control and name of the Tuscaloosa County Board of Education.

C. All property with a value of five thousand dollars ($5,000.00) acquired through internal accounts or donations shall be reported immediately by the principal or worksite supervisor to the designated property records office on the prescribed forms.

D. Principals and supervisors of facilities shall be responsible for determining that all property is identified and accounted.

II. Exchange - Each principal and supervisors of facilities shall determine the property needs for his/her school or department. The Tuscaloosa County principal or system department head shall declare any property which is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.

A. Surplus property shall be reported on proper forms to the designated property records office which shall be responsible for acquiring and storing the surplus property.

B. Property items with a value as established in section I, paragraph C above may be exchanged between system departments and schools when approval is granted by the Superintendent following procedures established in compliance with LEA accounting rules. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and system departments.

C. Tuscaloosa County Board of Education equipment (including vehicles) shall not be used for gainful outside employment or private use of employees or by any for profit group or organization.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-8-40, 36-25-1,

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DFN

VENDOR RELATIONS 7.69

The Tuscaloosa County School System shall promote good vendor-system relations through honest and fair business transactions. The Board and its employees shall seek to secure quality services and products in the most economical manner. Favoritism of certain vendors shall not be the policy of the Board.

No member of the Board or employee of the Board shall accept a thing of value from any person, agency, or company doing or desiring to do business with the Tuscaloosa County School System. A thing of value is defined by the Code of Alabama, §36-25-1(32) as any gift, benefit, favor, service, gratuity, tickets or passes offered only to public officials, unsecured loan not made in the ordinary course of business, reward, promise of future employment, or honoraria. The terms specifically exclude campaign contributions; insignificant seasonal gifts; hospitality on a social occasion of food, beverages, tickets, and lodging of three (3) consecutive days or less; reasonable transportation, food, beverages and lodging incident to educational or informational purposes; promotional items commonly distributed to the public; and food and beverages of nominal value.

REFERENCE(S): **CODE OF ALABAMA**
36-25-1(32), 16-8-9, 36-25-5 TO -7

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DJEI

RISK MANAGEMENT INSURANCE 7.70

I. No new policy or procedure will be adopted or approved by the Tuscaloosa County Board of Education without first giving careful consideration to the School System's risk exposure.

II. When the purchase of insurance coverage is deemed necessary, such purchase will be made on the basis of service offered by the insurer or self-funded programs, the reliability and financial stability of the insurer or self-funded program, and the price of the coverage as competitively determined.

III. Insurance Coverage – The Tuscaloosa County Board of Education shall insure for:

IV. Full value of all property for which it has title, including but not necessarily limited to buildings and contents.

A. Errors and omissions liability coverage to protect Board members, Board employees and the school system.

REFERENCE(S): **CODE OF ALABAMA 16-8-42**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DMA, DMAA

FINANCIAL OPERATIONS OF SCHOOL-RELATED ORGANIZATIONS 7.80

All funds generated by school-related organizations to be recorded in the local school's financial records and accounts.

Failure of the principal to ensure that school-related organizations comply with all aspects of the accounting agreement will result in a personal conference with the Superintendent followed by official corrective action to be placed in the principal's employment file.

Failure of the school-related organization to comply with the accounting agreement will result in the organization being denied the right to raise money or conduct fund raisers on school property or on behalf of the school.

REFERENCE(S): **CODE OF ALABAMA**
16-8-7, 16-8-9, 16-13A-1

HISTORY: **ADOPTED: JUNE 16, 2008**
REVISED: APRIL 8, 2013
FORMERLY: DO

LOCAL SCHOOL ACCOUNTING 7.81

I. General

A. The principal shall be responsible for the proper handling of all business affairs in the school. This includes the establishment of bank depository accounts, savings accounts, receipt and disbursement of funds, financial records and reports. The principal, as trustee, is responsible for replacement of student activity money improperly spent.

B. All money collected from students on school premises and all money collected at school-sponsored activities, on or off the premises, shall be accounted for through the school accounting system.

C. The use of a change cash account should be avoided if possible. If change cash funds are established, they may be used only to initiate the daily operation of school stores, school sponsored events and lunchrooms. Purchases may not be paid for from such funds. However, lunchroom managers may refund student meals, only for the purpose of overpayment upon withdrawal of a student or at the end of the school year from their change cash fund, with proper documentation.

D. Funds shall not be transferred from one account to another by borrowing or otherwise, except as authorized in writing by the principal, faculty sponsor, and student representative if applicable. (Note: In no circumstance shall funds be transferred from public to non-public accounts.)

E. All funds collected in a school shall be expended for the expressed purpose for which they were collected. All funds generated from continuing or recurring events, school store or athletic events should be used to support that activity and other purposes that will benefit the student body.

F. No contributions to fund-raising drives for charitable organizations may be made from the school's public funds. However, funds may be collected for such a purpose and should be recorded (receipts and disbursements) in the Accommodations Account.

II. Cash Receipts

A. Extreme care must be taken when receiving and recording receipts of cash by the school. The school principal is responsible for safeguarding this money and maintaining accurate records indicating the purpose for which this money is received. All funds received should be accounted for by a pre-numbered receipt form.

B. All money received must be deposited in the school’s checking account. This checking account is to be an interest bearing account established in a bank that is approved as a qualified depository by Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

C. All money received by the school should be deposited as promptly as possible, daily if feasible.

D. Money should never be kept in a school building overnight except change cash funds established to initiate the daily operation of school stores, school-sponsored events and lunchrooms. The principal, bookkeeper, or other school personnel shall not carry money on his/her person or keep money at home until it is convenient to deposit it.

III. Purchasing

A. The principal must ensure that good, sound business practices are followed regarding the purchase of goods and/or services from the school's funds. In order to control the purchasing, the principal should determine the need for the goods and/or services and the availability of funds, and then approve or disapprove the proposed purchase.

B. A purchase order or Board-approved purchase card shall be required for all purchases.

The purchase order shall be approved/signed by principal/worksite supervisor or Superintendent or designee prior to the purchase of any material, goods, services or equipment.

C. A student body organization shall not be obligated for purchases made by students, sponsors, faculty, and others unless supported by a local school purchase order signed by an authorized person.

D. No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a local school fund or activity beyond the available resources of that fund or activity.

IV. Cash Disbursements

A. The principal must ensure that all disbursements from the schools' funds are adequately documented and are made only by check. No petty cash funds shall be maintained, except those established to initiate the daily operations of school stores, school sponsored events and lunchrooms.

B. All disbursements shall be made by check to a specific payee. No check shall be made payable to cash. No other payments should be made by cash.

V. Travel

A. Only reimbursement for travel related to school business that has prior approval of the principal will be allowed.

B. Principals' travel reimbursements must have approval of the Superintendent.

VI. Reporting

A. A cumulative and systematic record shall be kept of all accounts between the Board and individual schools in order that schools shall be responsible for their financial obligations and shall operate within budget regulations and individual school allocations approved by the Superintendent and the Board.

B. Each local school principal shall prepare a monthly financial report, to include all school accounts, and submit a monthly financial report signed by the person preparing report and principal to the Superintendent for inclusion in the School System's monthly annual financial reports.

REFERENCE(S): **CODE OF ALABAMA**
16-13-32, 16-13A-1, 16-13-235, 16-8-10

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DO, DND, DNC, DNF, DNG, DNA, DN

SHORT-TERM NOTES 7.91

The Board, in accordance with state law, shall have the authority during any fiscal year, upon recommendation of the Superintendent, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans if funds on hand are not sufficient to meet current expenses. Such loans shall be due and payable not later than the close of the current fiscal year or when the state makes its final appropriation, except that such provision shall not apply during years of proration. All such loans shall be recommended by the Superintendent and approved by the Board. Rates of interest on any loans shall not exceed the maximum allowed by law and shall be based on competitive quotations.

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

REFERENCE(S): **CODE OF ALABAMA 16-13-145**

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DFE

PRIZES AND AWARDS 7.92

In order to promote academic excellence and recognize significant contributions to education, the Tuscaloosa County Board of Education may expend public funds for the purchase of trophies, plaques, academic banquets, and other appropriate honors to recognize academic achievements (including athletics) by students, faculty, staff, and the public that strengthen public education in the school system and the state of Alabama.

Non-public activities including parent organizations may give prizes and awards of nominal value to students and employees of the Board for any reason deemed appropriate and approved by the organization in documented minutes of the organization.

REFERENCE(S): **CODE OF ALABAMA**
16-13A-8 LEGISLATIVE ACTS 95-313 AND 95-314

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: MARCH 19, 2995; NOVEMBER 13, 2007; APRIL 8, 2013
FORMERLY: DJ, DHD

AUTHORITY TO EXPEND FUNDS 7.93

The Tuscaloosa County Board of Education grants authority to the Superintendent, subject to applicable laws, policies, and Board-approved budget limitations, to expend funds for budgeted operating expenditures, without advance Board approval of specific expenditures. All such expenditures shall be included in the monthly expenditure report to the Board. Any contract for such expenditure entered into by any employee of the Tuscaloosa County School System or any designee for duration of twelve (12) months or longer shall be approved by the Board.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-13-32, 16-13A-6, 16-13A-8

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: NOVEMBER 13, 2007; APRIL 8, 2013, OCTOBER 28, 2013
FORMERLY: DJ, DJAA

INDIRECT COSTS 7.94

The purpose of this policy is to establish grant administration requirements to ensure compliance with funding agency requirements and to ensure the sound and cost-effective management of all Grants received by the Board. This policy also establishes an indirect rate cap for research conducted and grant sharing through institutional partnerships with the Tuscaloosa County School System (TCSS).

Indirect Cost Reimbursement - TCSS

All Board grant applications shall abide by the appropriate indirect costs using the rates established by the Alabama State Department of Education and published through the Indirect Cost Proposal for the given fiscal year.

The Alabama State Department of Education (SDE) has, in cooperation with the U.S. Department of Education, developed an indirect cost plan to be used by LEAs in Alabama. The SDE has been delegated the authority by the U.S. Department of Education to review indirect cost proposals and to approve indirect cost rates for LEAs (Education Department General Administrative Regulations (EDGAR) 34 CFR 75.561 (b)). OMB Title 2 CFR Part 200, Subpart E requires that all expenditures of an LEA be included in the preparation of an indirect cost plan. The SDE submits the proposed methodology to be used by LEAs when applying for rates to the U.S. Department of Education for its approval. LEAs then submit indirect cost proposals annually to the SDE for approval of new rates.

Indirect Cost Rate Agreement – Partnerships

From time-to-time TCSS will partner with an organization such as a local university or nonprofit.

Waived Indirect Costs – To work with TCSS, all partnering organization will elect not to request recovery of indirect costs. Recipients, subrecipients and partnering agencies are prohibited in charging TCSS an indirect cost expenditure. The applicant should write None Requested in the space allotted of the budget sheet.

Any exception to this procedure requires the approval of the Superintendent.

REFERENCE(S): **NONE**

HISTORY: **ADOPTED: AUGUST 5, 2024**
FORMERLY: NONE

CHAPTER 8.00: Auxilary Services

SAFETY 8.10

The Superintendent shall develop a safety program for Tuscaloosa County Board of Education approval which meets the standards set forth by the Alabama State Department of Education. The program shall ensure that:

I. Employees shall cooperate with the law enforcement and local safety agency officials in providing safe conditions for students.
II. All Tuscaloosa County School System employees strive to protect the physical welfare of each student.
III. Employees remove hazards or report their existence to an immediate supervisor.
IV. School alarm systems are monitored. Any malfunction shall be reported for immediate repair.

REFERENCE(S): **CODE OF ALABAMA**
16-1-2, 16-1-7, 16-8-9, 16-9-18

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: EBBA, EBJ, EBC, JGFC

INSPECTIONS 8.14

As part of a comprehensive safety and loss control program, the Tuscaloosa County Board of Education requires that all Tuscaloosa County School System-owned property be inspected regularly for potential safety hazards. These inspections should be conducted by the person responsible for managing the site. Hazardous conditions identified within the inspection report should be reported to the maintenance department or other appropriate staff for correction. A written report of all safety inspections shall be submitted to the Superintendent and placed on file.

REFERENCE(S): **CODE OF ALABAMA**
16-9-18, 16-1-2

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: EBBA

EMERGENCY DRILLS 8.15

Emergency drills are defined as, but not limited to, fire, severe weather, bomb threat, terrorist, intruder and lockdown drills. Emergency drills will be held monthly, August through May (10 total drills), with reports entered into Virtual Alabama no later than the 5th day of the following month.

1. Lockdown drills will be held twice during the school year, one in each fall and spring semester during the first six weeks of the school session. Therefore, a lockdown drill will be held each August and January of the school year.
2. It is required, by Alabama Law, that the building Principal conduct an annual training session with his/her faculty and staff on the school's safety plan, drills, and related procedures. Failure on the part of the school principal to conduct and document such drills and training will result in disciplinary action in accordance with the progressive discipline procedures for the Tuscaloosa County School System.

Posting of emergency evacuation routes shall be placed in every classroom on the school campus that houses students, including gyms, field houses, cafeterias, etc.

REFERENCE(S): **CODE OF ALABAMA**
36-19-10, 36-19-11

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: MARCH 8, 1998; APRIL 8, 2013; JULY 29, 2013, OCTOBER 27, 2014
FORMERLY: EBB, JGFA, JGCE

SANITATION 8.20

Each Tuscaloosa County School System principal or work site supervisor or designee, shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-8-43, 16-8-38, 16-9-27

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: EE, EDF, CFA, JGH

VEHICLE INSPECTIONS 8.30

I. All Tuscaloosa County Board of Education buses used for the transportation of children shall be inspected both monthly and annually in accordance with standards established by the State Department of Education.

II. Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

REFERENCE(S): **CODE OF ALABAMA 16-27-5**

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: EDF, JGH, EE, CFA, DHI

SPECIAL USE OF SCHOOL BUSES 8.31

School buses may be used for student trips or excursions to enhance instructional activities. The use of a school bus for such trips shall be strictly governed by regulations adopted by the Board and/or established by the Superintendent or administrative staff.

Application for the use of any school bus must be submitted to and approved by the Superintendent or his/her designee at least four (4) days prior to the date of anticipated use. Only qualified, licensed school bus drivers shall drive school buses on any trip or excursion, and the expenses thereof shall be paid by the local school. Only school pupils, school personnel, and appropriate school patrons shall be permitted to ride the bus on such trips. A teacher who is regularly employed by the Board shall ride the school bus at all times when making such trips. In addition, appropriate school patrons may be used as chaperones.

The use of a school bus for a student trip or excursion shall not interfere with the regular transportation of students to and from school.

Each school must submit accurate mileage for the trip from the time the school bus leaves the driver's home or school until the school bus returns. Each school must submit to the Board a check for each mile traveled at the reimbursement rate currently approved by the Board. All damage beyond regular wear and tear will be paid for by the local school, other than damages resulting from an accident.

The Tuscaloosa County Board of Education will waive the mileage reimbursement charges for certain trips. In years of proration or other financial crisis, the Board shall determine if a waiver may not be possible. Trips for which mileage fees may be waived include:

- Academic Competition – those events sponsored by the Tuscaloosa County School System where all schools are asked to participate and supplements are paid to sponsors. Compensation for the driver(s) will remain the responsibility of the local school.
- Band Performance – regular scheduled performances where students are representing the school. Weekend competitions (marching festivals, etc.) are not included in this waiver. Compensation for the driver(s) will remain the responsibility of the school or a booster organization.
- Athletic Competition – regular scheduled athletic events and State-sanctioned play-offs. Compensation for the driver(s) will remain the responsibility of the local school. A maximum number of buses to be used for each trip will be established by the Superintendent based on the previous year's usage. Additional buses may be used and appropriate charges shall be paid by the school.

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-27-1

HISTORY: **ADOPTED: MAY 11, 1992**
REVISED: AUGUST 8, 1994; APRIL 8, 2013
FORMERLY: IFCB, EDB, EG, JSA

CHILD NUTRITION PROGRAM 8.40

I. The Tuscaloosa County Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.

II. It is an objective of the Tuscaloosa County School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.

III. The Tuscaloosa County Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines. Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.

IV. Students are prohibited from bringing carbonated beverages and/or fast food items in their original containers into the school lunchrooms.

V. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-22-3, 16-9-27, 16-13-21, 16-8-38
PUBLIC LAW 91-248 PART 245, PUBLIC LAW 108-265 SECTION 204

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: EE, EDF, CFA, DHI, JGH

MEAL PATTERNS 8.41

I. All Tuscaloosa County schools with grades PreK-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.

II. The principal is responsible for scheduling adequate lunch time for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-9-27, 16-13-21, 16-8-38

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: EE, EDF, CFA, DHI, JGH

UNPAID MEAL CHARGES 8.42

Families are encouraged to complete meal benefits applications to determine eligibility for free or reduced meals for students. Neither students nor adults will be allowed to charge meals or la carte items. It is the responsibility of the parent/guardian to ensure that sufficient funds are available to pay for meals and extra items. All debt must be paid by the end of the school year.

Parents/Guardians of students who do not have sufficient funds will receive an email notification via an automated system when the lunch account for the student goes into a negative balance, with the notification generated and sent within 24-72 hours of this occurrence. Cafeteria Managers, Principals and their designees may also contact parents/guardians regarding student lunch account balances.

Adults are not allowed to charge or carry a negative balance for any food item.

It is a violation of federal policy for the Child Nutrition Program to carry a negative balance, therefore:

- Each School will set up a school debt account using non-public funds.
- Students charges will be monitored by the building principal.
- To ensure federal compliance; all debts are to be paid at the end of the 9-week reporting period either by the parent/guardian; or if circumstances warrant, the debt is to be paid from the school debt account.
- The principal and CNP manager will determine in what circumstances the school debt account is to be used.
- When using the school debt account, the CNP manager will use the POS software to make a note on the students account stating the amount drawn from the school debt account. A report will be generated for the building principal.
- When the school debt account is used, the Principal will then treat the debt as an unpaid school fee. Parents/guardians will be notified when this occurs.
- As the school debt account is depleted, the Principal will add funds.

REFERENCE(S): **Healthy, hunger-free kids Act, PL 111-296**

HISTORY: **ADOPTED: OCTOBER 24, 2022**
REVISED AUGUST 5,2024

FACILITIES 8.50

I. It shall be the responsibility of the Tuscaloosa County Board of Education and Superintendent to develop and/or implement plans that will meet the present and future educational requirements of the community consistent with state laws. To discharge this responsibility effectively, the Board shall develop a long-range capital plan to meet the school facility-related requirements of the system.

II. The Board will involve administrators, teachers, students, parents, local citizen groups, specially designated committees, and technical personnel, *e.g.*, architects, planners and approved outside consultants in the design, development and/or revision of the long-range capital program.

III. Subject to Board approval, the Superintendent is authorized to secure the services of experts, including planning and architectural consultant(s), in the area of school planning, to work with staff in developing project specifications.

IV. New construction or renovation at school facilities shall have the approval of the State Superintendent of Education or designee.

REFERENCE(S): **CODE OF ALABAMA**
16-9-17, 16-9-18, 16-1-2(1), 16-8-43, AAC §290-2-2-03(1)

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: EB, EBB, EBE, EBG, EBI, FB, FC, FCA, FD, FE, FJ

SUPERVISION OF CONSTRUCTION 8.51

I. The Superintendent or designee shall provide to the Tuscaloosa County Board of Education a review of the architect's activities in his/her supervision of any building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school system. The Superintendent or designee shall make periodic reports certifying that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.

II. Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Tuscaloosa County Board of Education by the Superintendent.

III. Orientation of school personnel to new or expanded facilities shall be the responsibility of retained architects and shall precede any administrative recommendation for final acceptance of any project.

REFERENCE(S): **CODE OF ALABAMA**
16-9-17, 16-9-18, 16-13-90, 16-8-10

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: FJ, FP, FO, FI, FD, FCA, FG, FM

IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS 8.53

Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for Tuscaloosa County Board of Education approval. Any such improvement or addition shall become the property of the Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of an individual who has been associated with the school either as a student or Tuscaloosa County School System employee or in honor of an organization which has made some outstanding contribution to the school or system.

All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-8-40

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE 8.60

I. The Tuscaloosa County School System shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.

II. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan which shall be presented to the Tuscaloosa County Board of Education for approval. Such plan shall be updated periodically and submitted for Board review and approval.

III. Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access, sale of computer services, acceptable use, proper etiquette, security, vandalism, harassment, and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-21-1 THROUGH -3 CHILDREN'S INTERNET PROTECTION ACT

HISTORY: **ADOPTED: DECEMBER 9, 1996**
REVISED: MAY 10, 2004; APRIL 8, 2013
FORMERLY: IFBGC, JFBGC

REMOTE ACCESS 8.61

Purpose

The purpose of this policy is to define standards for connecting to the Tuscaloosa County Board of Education network from any internet host. These standards are designed to minimize the potential exposure of the Tuscaloosa County Board of Education to damages which may result from unauthorized use of Tuscaloosa County Board of Education resources. Damages include the loss of sensitive or confidential data, intellectual property, damage to public image, or damage to critical Tuscaloosa County Board of Education internal systems, etc.

Scope

This policy applies to all Tuscaloosa County Board of Education employees, contractors, vendors, and agents where a computer workstation or network capable device is used to connect to the Tuscaloosa County Board of Education network. This policy applies to all remote access connections to the Tuscaloosa County Board of Education network including those remote access connections used to do work on behalf of the Tuscaloosa County Board of Education, including reading or sending email and viewing intranet web resources. Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and capable modems, etc.

Policy

It is the responsibility of the Tuscaloosa County Board of Education employees, contractors, vendors and agents with remote access privileges to the Tuscaloosa County Board of Education corporate network to ensure that their remote access connection is given the same consideration as the user's on- site connection to the Tuscaloosa County Board of Education. General access to the Internet for recreational use by immediate household members through the Tuscaloosa County Board of Education Network on personal computers is not permitted. The Tuscaloosa County Board of Education employee is responsible to ensure that family members do not violate any Tuscaloosa County Board of Education policy, do not perform illegal activities, and do not use the network access for outside business interests. The Tuscaloosa County Board of Education employee bears responsibility for the consequences should the access be misused.

Requirements

I. Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases.

II. At no time should any Tuscaloosa County Board of Education employee provide their login password to anyone, not even family members.

III. Tuscaloosa County Board of Education employees and contractors with remote access privileges must ensure that their Tuscaloosa County Board of Education owned or their personal computer or workstation, which is remotely connected to the Tuscaloosa County Board of Education corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.

IV. Tuscaloosa County Board of Education employees and contractors with remote access privileges to the Tuscaloosa County Board of Education corporate network must not use non-Tuscaloosa County Board of Education email accounts (i.e., Hotmail, Yahoo, AOL), or any other external resources to conduct Tuscaloosa County Board of Education business, thereby ensuring that official business is never confused with personal business.

V. Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.

VI. All hosts that are connected to the Tuscaloosa County Board of Education internal networks via remote access technologies must use anti-virus software available for their personal computers that has been recommended by the Tuscaloosa County Technology Operations Department.

VII. Personal equipment that is used to connect to the Tuscaloosa County Board of Education corporate network must meet the requirements of the Tuscaloosa County Board of Education owned equipment for remote access.

VIII. Organizations or individuals who wish to implement non-standard remote access solutions to the Tuscaloosa County Board of Education production network must obtain prior approval from the Tuscaloosa County Technology Operations Department.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Technical Support

Technical support for home users will not be supported after hours. Limited technical support will be provided for home users by the Technology Operations Department during established working hours but will not receive priority over school or government offices.

Release

Remote access users agree to be bound by this agreement unless written notification is provided to the Tuscaloosa County Board of Education, Human Resources Department. Non-acceptance of this agreement will deny access for home usage. Users of this agreement also accept to hold harmless agents of Tuscaloosa County Board of Education and agree to accept remote access “as is” with no warranty for server-ability or usage.

Term Definitions

- Remote User – Individuals or Administrators with proper security credentials that access the Tuscaloosa County Board of Education network from remote locations via the Internet, using secure protocols (i.e. Home users)
- Cable Modem – Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain areas.
- Challenge Handshake Authentication Protocol (CHAP) – CHAP is an authentication method that uses a one-way hashing function. DLCID Data Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network, and has local significance only to that channel. Dial-in Modem-A is peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name “modem” for modulator/demodulator.
- Dual Homing – Dual homing is having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the corporate network via a local Ethernet connection, and dialing into AOL or another Internet service provider (ISP); being on a Tuscaloosa County Board of Education provided remote access home network, and connecting to another network, such as a spouse’s remote access. Configuring an ISDN router to dial into the Tuscaloosa County Board of Education and an ISP, depending on packet destination.
- Digital Subscriber Line (DSL) – DSL is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2

Mbps downstream (to the user) and slower speeds upstream (to the Internet).

- Frame Relay – Frame relay is A method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame relay has a flat-rate billing charge instead of a per time usage. Frame relay connects via the telephone company's network.
- ISDN – There are two types of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office remote access. BRI has two "Bearer" channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.
- Remote Access – Remote access is any access to the Tuscaloosa County Board of Education corporate network through a non-Tuscaloosa County Board of Education controlled network, device, or medium. Split-tunneling is simultaneous direct remote access to a non-Tuscaloosa County Board of Education network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into the Tuscaloosa County Board of Education corporate network via a VPN tunnel.
- Virtual Private Network (VPN) – VPN is a method for accessing a remote network via "tunneling" through the Internet 6.0 Revision History

REFERENCE(S): **CODE OF ALABAMA 16-8-8**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

WELLNESS 8.62

In continuance of its commitment to fostering healthy nutritional and physical habits that support student achievement and that promote the development of lifelong health and wellness, the Tuscaloosa County School System endorses the following programs, practices, and activities:

Nutrition Education and Promotion – Nutrition education that teaches the knowledge, skills, and values needed to develop healthy eating behaviors and nutrition promotion that promotes and reinforces student health will be integrated into the curriculum and offered throughout school campuses. The school environment should be aligned with healthy school goals to positively influence a student's understanding and habits as they relate to good nutrition and regular physical activity. TCSS will proactively comply with all federal and state nutrition and physical activity regulations.

Nutrition Standards – Schools will participate in available school meal programs. Child nutrition professionals will receive training consistent with USDA standards to assist them in providing students with access to a variety of affordable, nutritious, and appealing foods, and will provide a clean, safe, and pleasant dining experience. School staff will ensure students have adequate time to eat and access to free drinking water during meals and during the school day. All foods and beverages sold at school during school day will meet or exceed the nutrition standards identified by USDA and the State of Alabama Board of Education. Foods and beverages that are not part of the school meal program will not be sold within one hour of school meals. The applicable USDA Meal Standards and USDA Smart Snack Standards will be followed

Physical Education and Physical Activity Opportunities – TCSS will offer physical education opportunities that include the components of a sound physical education program. Physical education will equip students with the knowledge, skills, and values necessary to maintain healthful lifelong physical activity. Physical education instruction will be aligned with the curriculum. All students will be provided the opportunity to participate regularly in supervised physical activities that are intended to maintain physical fitness and to impart the benefits of maintaining a physically active and healthy lifestyle.

Other School-Based Activities Designed to Promote Student Wellness – TCSS 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. All foods and beverages utilized as fundraisers during the school day must be Smart Snack Compliant or have an exemption form completed. Schools are allowed thirty exemptions per school year. The completed Exempt Fundraisers Form must be kept on file at the school and with the Child Nutrition Program Director. Class parties and celebrations which involve foods and/or beverages provided to students during the school day are encouraged to include Smart Snack compliant items, such as fresh fruit, vegetables, and water. Schools should market healthy foods and beverages during the school day that are Smart Snack compliant. The school system will engage stakeholders such as students, parents, teachers, school representatives, board members, and community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies. Stakeholders may contact schools to increase participation in the development, review, or implementation of the wellness policy. The school's local wellness leader, in conjunction with the Child Nutrition Program Director, will periodically monitor and review the wellness policy. An assessment of the wellness policy will

occur at least every three years and be posted on the school system's website. All students will have opportunities to be physically active on a regular basis during the school day.

Administrative Implementation – TCSS shall annually approve a free and reduced-price meal program. Applications for Free and Reduced priced meal benefits are available on the district website or at the local school. The district shall ensure that students qualifying for free or reduced priced meal benefits are not overtly identified. It is the expectation that faculty and staff shall support the food service program and encourage children to eat a well-balanced meal each day. School employees are strongly encouraged to model healthy behaviors for students, including healthy eating and physical activity. Teachers are discouraged from using food as a reward or punishment.

The Superintendent is authorized to develop and implement administrative rules and directives that are consistent with this policy and to oversee the implementation and periodic review and update of the wellness policy based on input from teachers (including specialists in health and physical education), school nurses, parents and guardians, students, representatives of the school food service program, school board members, school administrators, and the public.

The Superintendent will report to the Board, as requested, on programs and efforts that are designed to meet the purpose and intent of this policy and will inform and update the public regarding the content and implementation of the wellness program. The Superintendent will ensure each local schools' compliance with the wellness policy and will measure periodically and make available to the public an assessment of the implementation of the wellness policy, including the extent to which schools are in compliance with the policy, the extent to which the policy compares to model policy and to describe the progress made in attaining the goals of the policy.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, Public Law 108-265, PART 210 and 220;
SECtion 204 CHILD Nutrition and WIC REauthorization act

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED: AUGUST 8, 2022
FORMERLY: NEW

INFORMATION MANAGEMENT SYSTEM 8.70

The Tuscaloosa County School System shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.

The Tuscaloosa County School System adheres to all aspects of the *Family Educational Rights and Privacy Act (FERPA)* as it implements programs and procedures for collecting, managing, storing, transmitting, using, securing, reporting, and destroying data and student information. Appropriate use of data is essential to accelerating student achievement, planning, and school system program effectiveness.

School system data collection, management, and reporting is implemented according to Alabama State Department of Education guidelines and in a manner designed to preserve and protect individual and collective privacy rights and to ensure confidentiality and security of collected data. Local school and system student data is transmitted daily to the Alabama State Department of Education data management system from which state and federal reporting is completed. Each student is assigned a unique student identifier upon enrollment into the student management system to ensure compliance with the privacy rights of each student and his or her parents/guardians. No personally identifiable individual student data is shared with other data collections sources other than state or federally required reporting.

Data collected by the school system is maintained within a secure infrastructure. Access to data is limited to pre-identified staff whose job responsibilities include required data collection, analysis, reporting, and management. Training in data security and student privacy laws is provided to these individuals on a regular basis to ensure compliance with school system policies and state and federal privacy laws.

Data Governance guidelines MOA/MOU and procedures applies to Student Information Systems, Fund Accounting Systems, Background and Security Screening Systems, Credit Card or Payment Card Industry Data Security Standard (PCI DSS) and are subject to change as needed without prior notice.

Policy 5.70 Student Records, Directory Information, Policy 8.61 Remote Access and Policy 8.80 Records Retention and Disposal describe additional school system policies and practices involving data collection and student data information.

REFERENCE(S): **CODE OF ALABAMA**
16-1-30, 16-8-8, 16-8-9, 16-13-231
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED: SEPTEMBER 29, 2014

RECORDS RETENTION AND DISPOSAL 8.80

The Tuscaloosa County Board of Education shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the Tuscaloosa County School System more efficiently.

After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.

Document Preservation Plan and Litigation Hold for Electronic Records

The Board shall adopt a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially-relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately. A litigation hold suspends any board or divisional policies or procedures that might call for the destruction of electronic records under the recipient's control and protects and preserves all electronic records in their original electronic form. The board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

After a lawsuit is filed and when the board receives a request from an opposing party for production of electronic records, the board's counsel and the board will determine the best approach to take in order to efficiently produce a complete and accurate response.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-13A-6, 36-12-2, 36-12-40, 41-13-1 ALABAMA STATE RECORDS RETENTION SCHEDULE #917

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: JULY 1996; APRIL 8, 2013
FORMERLY: KKK, IID, JEA

CHAPTER 9.00: School-Community Relations

PUBLIC INFORMATION/RELATIONS 9.20

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the Tuscaloosa County Board of Education:

I. To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs, and the planning of the school system and to carry out this policy through its own efforts and the office of the Superintendent.

II. To seek advice and opinion of the people of the community.

III. To require Tuscaloosa County School System staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens and which would promote the welfare of the school system, provided that any news release by a particular school be approved by the principal or designee and that any release relating to the Tuscaloosa County School System as a whole shall be approved by the Superintendent or designee.

IV. Media requests for interviews with minor students will be denied unless parental permission is given.

V. All requests by media organizations for interviews with employees and/or students during school hours shall be coordinated through the Superintendent.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-3-11, 16-18-18

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: KB, LB, LDA, KE, KF

USE OF FACILITIES 9.30

The Board authorizes the use of school facilities for educational, cultural, civic, and recreational purposes by groups that have historically provided meaningful educational programs and activities for the community as a whole. The Board shall seek to provide such groups use of school facilities when such use will not conflict with or handicap the school programs sponsored by the schools of the School System. The use of such identified facilities shall be in compliance with the following guidelines and procedures:

LIMITATIONS

The Board prohibits the use of School System facilities for the following purposes:

1. Promulgating any theory or doctrine contrary to the laws of the United States or any political sub-division thereof.
2. Promoting any activity that violates the standards of good morals, manners, or customs subscribed to by the citizens of the community.
3. Holding public dances other than those sponsored by the schools or the public recreation organization.
4. Conducting gambling, raffles, lotteries, or games of chance.

RESTRICTIONS

The use of School System facilities by outside groups shall be based on the following conditions:

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

ELIGIBILITY

Use of School System facilities shall be based on the following classifications:

1. Groups, such as PTA's, PTO's, athletic and band boosters, study groups, school- sponsored scouting activities, etc., shall be eligible to use school facilities at no costs unless custodial help is required or additional utility costs are incurred.
2. All other groups shall be charged general use fees based on a commercial or entrepreneurial rate.

APPLICATION PROCEDURES

The Superintendent shall, upon consultation with principals, establish administrative procedures to allow appropriate use of school facilities by the citizens of the community.

SERVICES PROVIDED

The School System shall be responsible for providing the following services for fees paid:

1. School System employees shall be responsible for unlocking and locking the facility; for operating lights, heating and ventilating equipment, and lunchroom equipment; and for supervising the facility while in use. The costs for such services are included in the fees charged.
2. School System employees are not expected to assume any direct responsibility for crowd control or general control. When warranted, groups and organizations using school

facilities are to assume responsibility for securing adequate police and crowd- control personnel.

3. Overtime custodial and administrative charges will be assessed for facility use during evening or non-school hours and on Saturday, Sunday, or a holiday.

PROPERTY DAMAGES

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

REFERENCE(S): **CODE OF ALABAMA**
16-8-8, 16-8-10, 16-8-40, 36-25-5

HISTORY: **ADOPTED: MARCH 9, 1992**
REVISED: APRIL 8, 2013
FORMERLY: DMB, KG

ADVERTISING IN SCHOOLS 9.40

Tuscaloosa County School System facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall Tuscaloosa County Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

I. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.

II. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.

III. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.

IV. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.

V. Schools may utilize facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

VI. Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations including, but not limited to, school newspapers and yearbooks.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 16-8-8, 16-10-6, 16-46-6

HISTORY: **ADOPTED: JUNE 8M 1992**
REVISED: APRIL 8, 2013
FORMERLY: KJ

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS 9.50

Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Tuscaloosa County School System students.

The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Tuscaloosa County School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

REFERENCE(S): **CODE OF ALABAMA 16-8-9**

HISTORY: **ADOPTED: APRIL 8, 2013**
REVISED:
FORMERLY: NEW

VISITORS 9.60

Any person entering the premises of a Tuscaloosa County School System school shall report to the principal or designee and make known the purpose of the visit.

I. This policy does not apply to routine deliveries or scheduled maintenance visits.

II. The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school.

III. A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.

IV. Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's planning period. Parents/guardians are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.

V. Any person who enters or remains upon Tuscaloosa County School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.

VI. No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a Tuscaloosa County School while school is in session or attend any Tuscaloosa County School activity unless the adult sex offender does all of the following:

A. Notifies the principal or the school, or his/her designee, before entering onto the property of attending the school activity;

B. Immediately report to the principal of the school, or his/her designee, upon entering the property or arriving at the school activity; and,

C. Complies with any procedures established by the school to monitor the whereabouts of the sex offender during his or her presence on school property or at a school activity.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9
LEGISLATIVE ACT 2014-241

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013; NOVERMBER 13, 2014
FORMERLY: KL

RELATIONS WITH GOVERNMENTAL AUTHORITIES 9.70

I. The Tuscaloosa County Board of Education will cooperate with local, state, and federal organizations and agencies when it is in the best interest of the system.

II. The Superintendent may initiate or accept proposals and requests for cooperative endeavors. Final action shall be subject to Board review and approval.

III. Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.

IV. Formal agreements shall require Board approval. The Tuscaloosa County Board of Education shall also review and approve major cooperative agreements or arrangements between other school systems, colleges, universities, correctional schools, or other educational organizations.

V. Guidelines related to joint activities and requests for cooperation shall address costs which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

REFERENCES: **CODE OF ALABAMA**
16-1-30, 16-8-9, 16-8-10

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: KD, KC

PUBLIC GIFTS TO SCHOOLS 9.80

The Tuscaloosa County Board of Education may receive gifts which may serve to enhance and extend the work of the schools.

I. Equipment contributed to the schools becomes the property of the Tuscaloosa County Board of Education and is subject to the same controls and regulations that govern the use of other Board property.

II. Contributions of equipment or services that may involve major costs for installation or maintenance or continuing financial commitments from school funds shall be presented by the Superintendent to the Tuscaloosa County Board of Education for consideration and approval.

III. Individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptability of such contributions in advance of the contribution.

IV. All employees in a position to receive gifts in the name of a school or the school system shall apply a test of "reasonableness" to the gift. Reasonableness may be defined as anything that might not be construed to influence the decision makers in the purchase of school-related goods and services.

V. All employees must abide by the Alabama Ethics Law.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9, 36-25-7, 16-8-10

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: KH

RELATIONS WITH EDUCATION RESEARCH AND SERVICE CENTERS 9.91

It is the policy of the Tuscaloosa County School System to cooperate with the colleges, universities, and other agencies in promoting potentially profitable research. In such instances of cooperation, the following procedures shall govern research projects conducted within the School System:

Research Projects Using School System Data
Requests for permission to conduct research projects utilizing School System data, students, or collective groups of employees must be submitted to the Superintendent in written form for review and approval prior to initiating such projects.

Projects Using Individual Employees
Requests by various colleges, agencies, etc. to an individual employee(s) to complete questionnaires, opinion surveys, etc. relative to professional perceptions, thoughts, methods, etc. may be completed at the individual employee's discretion. However, any such requests involving factual information regarding School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to completing such research instruments.

Individual Employee Research Projects
Requests by individual employees to conduct personal or college related research projects utilizing School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to initiating such projects.

REFERENCE(S): **CODE OF ALABAMA 16-8-9**

HISTORY: **ADOPTED: JUNE 8, 1992**
REVISED: APRIL 8, 2013
FORMERLY: LA

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