POLICY MANUAL

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SECTION 1: SCHOOL BOARD OPERATIONS AND GOVERNANCE

PREFACE

The Troy City Board of Education is established pursuant to *Ala. Code* §16-11-1, et seq. The Board exercises general supervision and administration of the public schools which serve school age children residing within the City of Troy. The Board's primary responsibility is to adopt and implement policies which will guide the decisions of the district.

Policies are broad statements of principle and purpose and are intended to serve as a framework for decision making and administrative action; they do not represent a manual for day to day operations and decision making. Policies can nevertheless establish specific substantive standards and requirements, including standards of personal and professional conduct, the violation of which may result in disciplinary sanctions or other adverse consequences. However, policies do not restrict the ability of the Board or its employees to respond reasonably and flexibly to unexpected contingencies, emergencies, and other conditions that call for a response that is tailored to unique or special circumstances.

In an effort to make this policy manual usable and functional, the Board has made every effort to not needlessly duplicate in policy those matters dictated by state law. Policies should be construed as a whole and with reference to related policies and applicable law. Although policies are adopted partly for the purpose of meeting the requirements of pertinent law, they do not establish or create a legal right, claim, entitlement, or interest to or in any title, position, assignment, duty, work location, level or rate of compensation, benefit, or term of employment.

Any provision, feature, or aspect of Board policy that does not conform to governing law should be deemed void and superseded by such law. Editorial changes that do not affect the meaning, substance, or application of a policy may be made by the Board without advance public notice and comment. In general, the Board reserves the right to adopt, revise, interpret, amend, repeal, suspend, or apply policies according to its assessment of the needs and interests of the school system, subject only to such limitations on the exercise of such prerogatives as may be imposed by law.

POLICY 1.001

BOARD MEMBER SELECTION AND TERM

NUMBER

The Board shall be composed of five members.

QUALIFICATIONS

The legal qualifications for becoming a Board member are as follows:

1) The person must be a resident of the City of Troy, Alabama;

2) The person must be at least 21 years of age and have earned a high school diploma or its equivalent;

3) The person must not be a member of the Troy City Council or Pike County Commission;

4) The person must not be a current employee of the Troy City Board of Education;

5) The person must not hold a current seat on the governing board of a private elementary or secondary educational institution;

6) The person shall be of good character and fitness;

7) The person must not be on the National Sex Offender Registry or the state sex offender registry; and

8) The person shall not in any way be subject to the authority of the Board.

Further, it is desirable for each member of the Board to be a genuine supporter of public education. In addition, each Board member should possess a willingness and ability to give time and effort to the work, the capacity for understanding the diverse needs of the citizens of the Troy community, and the ability to work cooperatively with others.

METHOD OF SELECTION

The Troy City Council shall elect a member or members of the Board of Education to succeed those whose term or terms shall expire that year. This shall be done in April of each year.

TERM

The term of office for members of the Board shall be five years.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Ala. Code §§16-11-2, -3

POLICY 1.002

CODE OF CONDUCT

The Troy City Board of Education desires to operate with the highest standards of stewardship and principles of public service possible and to that end the board adopts this Code of Conduct to provide that members of this public governing board will:

CONDUCT OF THE INDIVIDUAL

1) Take actions that reflect that the first and foremost concern is for the educational welfare of students attending Troy City Schools.

2) Recognize that the authority of the Board rests only with the Board as a whole and not with individual Board members.

3) Uphold and enforce all applicable laws, rules and regulations of the State Board of Education and the Troy City Schools Board and court orders pertaining to the school system.

4) Render all decisions based on available facts and independent judgment instead of the opinion of individuals or special interest groups.

5) Develop, in concert with the Superintendent, the vision and goals for the school system that address student needs, advance student performance, and monitor implementation of policies and programs by reviewing data.

6) Work with other Board members and the Superintendent to establish effective policies to further the educational goals of the school system.

7) Make decisions on policy matters only after full discussion at public Board meetings.

8) At least annually, review and evaluate the effectiveness of policies, programs, and system performance.

9) Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the Board.

10) Become informed about current educational issues through individual study and participation in programs providing education and training that meet the requirements of the School Board Governance Improvement Act.

11) Communicate in a respectful, professional manner with and about fellow Board members and the Superintendent.

12) Take no private action that will compromise the Board or school system administration.

13) Refrain from using the position of Board member for personal or partisan gain or to benefit any person or entity over the interest of the school system.

14) Avoid any possibility of impropriety by informing the Superintendent and fellow Board members of any ties to businesses or any relative working in the system.

15) Abstain from voting on or seeking to influence personnel or other actions involving family members or business associates.

CONDUCT OF BOARD MEETINGS

1) Attend and participate in regularly scheduled and called Board meetings.

2) Be informed and prepared to discuss issues to be considered on the board agenda.

3) Work 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.

4) Make decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish educational goals.

5) Express opinions before votes are cast and abide by and support all majority decisions of the Board.

6) Act on personnel recommendations of the Superintendent in a timely manner, particularly regarding financial implications of such decisions.

7) Support the employment of those who will fulfill the school system's goals.

8) Approve operating budgets aligned with system goals and objectives.

9) Announce potential conflicts of interest before board action is taken.

10) Advocate for the needs, resources, and interests of the public school students and the school system.

11) Maintain the confidentiality of all discussions during executive session of the Board.

CONDUCT OF THE BOARD

1) Recognize 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) Support the Superintendent's authority for the day-to-day administration of the school system.

3) Make no effort to interfere with or otherwise micromanage the day to day operations of the school system.

4) Honor the chain of command and refer problems or complaints consistent with the chain of command.

5) Act in ways that do not undermine the Superintendent's authority or intrude into responsibilities that properly belong to the Superintendent or administration, including such functions as hiring, transferring or dismissing employees.

6) Make a reasonable effort to keep the Superintendent informed of your concerns or specific recommendations and those of constituents/community members.

7) Work with the Superintendent to ensure prudent and accountable uses of the resources of the school system.

8) Communicate to the Board and the Superintendent public reaction to Board policies and school programs.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: February 16, 2021
Legal Ref.: *Ala. Code* §16-1-41.1

POLICY 1.003

BOARD COMPENSATION

Members of the Board are entitled to receive a reasonable compensation for their services, not to exceed $600.00 per month or as the law permits. Actual compensation to be paid Board members shall be set upon a vote by a majority of the Board and become effective at the next annual meeting. Any increase in compensation approved by the Board shall take effect following the expiration of the next member's term of office or upon filling a vacancy on the Board. Such compensation shall be in addition to actual travel and other necessary expenses incurred in attending meetings and transacting business of the Board.

The compensation, actual travel expenses and other necessary expenses incurred shall be paid as other ordinary and necessary expenses of the Board.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Ala. Code § 16-1-26

POLICY 1.004

BOARD AGENDA AND MEETINGS

The Superintendent, in cooperation with the Board President, shall prepare or cause to be prepared an agenda for Board meetings. The Superintendent shall make every effort to provide each Board member a preliminary agenda along with any appropriate supporting information at least three calendar days prior to the next Board meeting date. Information not readily available for inclusion by this time should be provided to Board members as soon as possible prior to the meeting.

While items of business may be suggested by Board members, administrative staff, employees, school patrons, and citizens of the District for inclusion on the agenda, the Board President and Superintendent retain the ultimate authority to set the agenda, subject to amendments by the full Board. Items proposed by employees, school patrons and citizens shall be submitted in written form and received in the office of the Superintendent at least six calendar days prior to the next meeting date.

At the appropriate time, the Board president will recognize persons whose names appear on the agenda or have registered their intent to speak and will require them to make all remarks from the lectern provided. Individuals will be allowed three minutes for their statements. Delegations should designate one spokesperson who will be allowed three minutes for a statement. The Board will listen intently to all speakers but may not engage in a discussion or take action unless the speaker is addressing an agenda item.

Items of business may not be suggested from the floor by non-Board members for discussion. Members of the public and delegations are not permitted to address the Board during special meetings unless the Board votes to allow them.

All persons in attendance of Board meetings shall be expected to exercise decorum. Speakers may not publicize complaints or make defamatory comments about Board employees during any public address. Any person who behaves in a loud, abusive or otherwise inappropriate manner will be ejected from the meeting and/or subject to legal prosecution.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-11-5

POLICY 1.005

PUBLIC SPEAKING AT BOARD MEETINGS

Board meetings are open to the public. Individuals who wish to comment on a scheduled agenda item may be permitted to do so at scheduled work sessions if they have registered their desire to do so in the office of the Superintendent prior to the meeting.

Individuals or delegations desiring to appear before the Board to address an item not scheduled on the agenda may do so after discussion with the Superintendent and once they have registered their desire to do so in the office of the Superintendent no less than three (3) business days prior to the meeting.

Interested and affected persons who desire to present an item of new business to the Board in official meetings shall first be afforded an opportunity to be heard by the Superintendent, or his authorized representative. After a preliminary conference, the Superintendent will honor requests for appearance before the Board provided that the notice of problems, issues, suggestions and other matters of concern to the delegation shall be presented in writing to the Superintendent at least five working days prior to the scheduled Board meeting to allow for duplication of materials and delivery to Board members.

Guidelines for the appearance of delegations are:

1) A delegation shall be restricted to a single spokesperson, in any event no more than three speakers on any given topic;

2) Spokespersons must limit their remarks to topics outlined in their written requests for appearance before the Board;

3) Neither board members nor the superintendent shall be under any obligations to answer questions posed by speakers;

4) A three minute time limit on speakers may be imposed at the discretion of the Board;

5) Vulgarity, profanity and disrespectful conduct or language are not allowed and will be grounds for removal from the Board meeting; and

6) Persons addressing the Board shall not be permitted to discuss individual Board members or employees by name while addressing the Board.

Any person who fails to demonstrate proper decorum and/or comply with the provisions of this policy may be stopped from speaking or continuing to speak and may be prohibited from speaking and/or attending future board meetings.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.006

SCHEDULING OF BOARD MEETINGS

GENERAL

All action of the Board must be approved by a majority vote of the entire Board and duly recorded in the minutes. Three members of the Board shall constitute a quorum for the transaction of business at Board meetings. A motion shall be declared not approved unless it receives three or more votes. Board members must be physically present to vote.

The Board shall annually adopt a schedule of regular meetings in addition to its annual meeting.

ANNUAL MEETING

The Board shall hold an annual meeting at its first regular meeting in May. At this meeting, the Board shall elect one of its members to serve as President and one to serve as Vice-President. The Board shall have at least five regular meetings per year.

REGULAR MEETINGS

Regular meetings of the Board shall be held on the third Monday of each month. Whenever the regular meeting falls on a legal holiday, the meeting shall be held on a day agreed upon by a majority vote of the Board.

SPECIAL MEETINGS

Special meetings of the Board may be held whenever called by the Superintendent, the President or upon written request of a majority of the members of the Board.

TIME AND PLACE

The designation of a time and place for Board meetings shall be at the discretion of the Board. Board meetings shall be at a time and place to accommodate interested citizens.

Normally, the regular Board meetings are held in the board room of the Central Office of the Board of Education, located at 358 Elba Highway in Troy, Alabama. Such meetings are open to the public. Meetings may be moved to other locations as necessary.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-11-5

POLICY 1.007

BOARD MEMBER AUTHORITY

Members of the Board shall have authority only when acting as a Board in official session. The Board shall not be bound in any way by any statement or action on the part of any individual member except when duly authorized by official Board action.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-11-5

POLICY 1.008

BOARD MEMBER TRAINING AND DEVELOPMENT

GENERAL

Board 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 school 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.

SOURCE OF TRAINING AND REPORT

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

BOARD SELF EVALUATION

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

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-1-41.1

POLICY 1.009

BOARD OFFICERS

GENERAL

The officers of the Board shall be a president and vice president who shall be elected by the Board members at the annual meeting, and whose term of office shall be for a period of one year. Officers will assume duty immediately following their selection.

The Board shall appoint the superintendent as its chief executive officer and secretary of the Board. As secretary, he shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports required by the Board, and ascertain that such reports are in proper form, complete and accurate. In case the office of the Superintendent is temporarily vacant, or when the Superintendent is absent, the Board may recognize an acting superintendent to serve in his stead.

The Chief School Financial Officer shall be appointed as Treasurer of the Board.

DUTIES OF THE PRESIDENT

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

1) To preside at all meetings, conferences or hearings of the Board;

2) To perform such other duties as may be prescribed by law or action of the Board;

3) To appoint all committees of the Board, unless the Board decides otherwise;

4) To serve as an ex-officio member of all committees of the Board;

5) To call special meetings of the Board; and

6) To sign all official documents that requires the signature of this office.

The President shall have the same right as other members to offer resolutions, to make or second motions, to discuss questions and to vote.

DUTIES OF THE VICE PRESIDENT

The Vice President shall assume the duties of the President in the event of his absence. The Vice President shall perform all other duties as may be prescribed by the Board.

DUTIES OF THE SUPERINTENDENT/SECRETARY

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

1) To keep full and accurate minutes of the proceedings of the Board;

2) To send out notices of Board meetings in compliance with the Alabama Open Meetings Act;

3) To keep Board members' policy manuals current;

4) To advise the Board of policies previously adopted which affect items on the agenda requiring policy consideration;

5) To, at the annual meeting, call the meeting to order and conduct the election of the Board;

6) To, in the absence of the President and Vice President, call the Board meeting to order and conduct the election of a President pro tem; and

7) To conduct all correspondence in the name of the Board.

DUTIES OF THE BOARD MEMBER

The duties and obligations of Board members shall be as follows:

1) To endeavor to attend all meetings, with limited exception;

2) To become familiar with the state school laws, State Department of Education rules and regulations, Board policies and District rules and regulations;

3) To have a general knowledge of educational aims and objectives of the District;

4) To vote and act in the Board meetings for the good of the District;

5) To accept the will of the majority vote and give wholehearted support to the resulting policy or decision;

6) To represent the Board in such a way that promotes public interest and support; and

7) To refer complaints to the Superintendent and to abstain from individual counsel and action.

DUTIES AND POWERS OF THE BOARD

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

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

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

1) To adopt and modify the Board policies, practices or procedures so as to ensure a safe school environment free of illegal drugs, alcohol or weapons;

2) To develop and implement Board policies and procedures requiring the expulsion of students for a period of one (1) year who are determined to have brought to school or to have in their possession a firearm in a school building, on school grounds or school buses, or at other school-sponsored functions;

3) To determine and establish a written educational policy for the Board and its employees and prescribe rules and regulations for the conduct and management of the schools;

4) To adopt a written Reduction-in-Force policy consistent with *Ala. Code* § 16-1-30;

5) To suspend or dismiss principals, teachers or other employees or appointees of the board in accordance with state law when such action is in the best interest of the District;

6) To provide for leaves of absence and vacation by employees of the board and for payment from public funds to the employees of the board for leaves of absence or vacation, or both;

7) To enact written policies providing for uniform administration of personal leave consistent with *Ala. Code* § 16-1-30;

8) To approve, upon the written recommendation of the superintendent, courses of study for the schools as prescribed by the State Department of Education;

9) To fix a date each year for the opening of schools in the District;

10) To prescribe conditions upon which pupils in the elementary school may be admitted to middle school and conditions upon which pupils in middle school may be admitted to high school;

11) To adopt policies or regulations which will provide for deductions from salaries of Board employees or groups of employees whenever a request is presented to the Board by employees or groups;

12) To adopt a written policy for its standards on school behavior;

13) To select architects and act upon all building needs for new buildings, additions or alterations to existing buildings;

14) To approve the purchase or sale of all school lands; and

15) To attend to all other duties as required by state law or Board policy.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-1-24.1; 16-1-24.3; 16-1-30; 16-1-33; 16-11-1, et seq., 16-24C-1 et seq.; 16-28-2.2; 16-28-12

POLICY 1.010

GOALS AND OBJECTIVES

We believe that the Board is responsible to the people and therefore should attempt to reflect the opinion of the community; however, Board members must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once, but will set the course of education for future years.

The Board has established broad principles upon which it formulates its policies for the operation of the schools under its jurisdiction. These principles and beliefs are as follows:

1) Educational opportunities must be provided for all the children of all the people.

2) Educational offerings must be provided for the varying abilities and needs of the students.

3) Education must be concerned with the life needs of the students. It contributes to their all-around growth which includes the physical, mental, social, vocational and spiritual development.

4) Public education is obligated to contribute to the maintenance and improvement of all the finer and more wholesome facets of American life.

5) The main objective of the Board is to provide all students the best educational opportunities within available resources.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

NOTIFICATION OF MEETINGS

NOTIFICATION TO THE PUBLIC

The Superintendent shall post notice of all regular, special called and emergency Board meetings on a bulletin board at a convenient place to the public in the Central Office of the Board in the time and manner required by the Alabama Open Meetings Act. Additionally, the Superintendent shall provide direct notification of a meeting to any member of the public or news media who has requested to receive notification of Board meetings. Such notification may be transmitted by using electronic mail, telephone, facsimile, the United States Postal Service, or any other method reasonably likely to provide the requested notice. All notices shall contain the time, date and place of the meeting.

NOTIFICATION TO BOARD MEMBERS

The Superintendent shall notify or cause to be notified all members of the Board of any regular, special called or emergency meeting as soon as practicable.

Source: Troy Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 36-25A-3

POLICY 1.012

RESIGNATION FROM OFFICE

A member of the Board may resign from the Board by submitting a letter stating such intent to the Board President or Superintendent who shall notify the City Council of same. Additionally, the office of any Board member is considered resigned when he or she ceases to be a resident of the City of Troy.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-11-3

POLICY 1.013

VACANCIES

In the event a vacancy occurs on the Board, by reason of resignation, disqualification, removal or death, the Superintendent shall report said vacancy to the City Council as soon as practicable. The City Council shall select a person to fill the vacancy for the remainder of the unexpired term.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-11-3

POLICY 1.014

RULES OF ORDER

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

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-11-5

POLICY 1.015

MEMBERSHIP IN THE ALABAMA ASSOCIATION OF SCHOOL BOARDS

The Board recognizes the value of professional association to be found in the Alabama Association of School Boards and the National School Boards Association and encourages individual and board affiliation and attendance and participation at conventions, conferences and other training events.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-1-6

POLICY 1.016

SCHOOL YEAR & SCHOOL CALENDAR

The scholastic year shall begin annually on July 1 and end on June 30. The Superintendent shall prepare or cause to be prepared a yearly school calendar for the District. Said calendar shall be reviewed and is subject to approval by the Board not later than the regular April Board meeting.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-1-1, 16-11-9

POLICY 1.017

EMERGENCY CLOSINGS

The Superintendent is authorized to close schools if such action is warranted by weather conditions or other circumstances that pose a risk to the safety and welfare of students and employees, or that render meaningful instruction impossible (e.g., loss of power or other utility services). Public announcements and releases to news media shall be made by the Superintendent or his designee as soon as practicable and when possible.

To the extent not provided for in the school calendar, any days lost by reasons of an emergency closing will be made up and a revised school calendar approved, if necessary, to reflect any extension or adjustment of the school year required by such action, unless approval to waive the days is obtained in accordance with state law.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-1-1, 16-11-9

POLICY 1.018

UNITARY STATUS

The Board wishes to achieve unitary status and wishes to ensure continuous progress toward meeting that goal. Accordingly, it shall be the policy of the Board to achieve unitary status through compliance with the Consent Decree entered on September 25, 1998 in Civil Action No. 3110-N, United States District Court for the Middle District of Alabama, Southern Division. Pursuant to that end, the Board hereby designates the Superintendent to supervise the application and screening process for the hiring and authorizes him and his designees to develop and implement those administrative policies and procedures necessary to comply with said Consent Decree.

It shall be the policy of the Board to advertise position vacancies for fourteen days. Upon recommendation of the Superintendent, and affirmative action by the Board, a position vacancy may be declared an emergency if conditions require that it be filled in less than twenty days. When such circumstances arise, the Superintendent or his designee shall send vacancy notices to the appropriate parties within one day of learning of the emergency. The Superintendent shall allow as much time as practicable before filling the position and shall contemporaneously file a report with the U.S. Court and the Plaintiffs.

Persons hired in such emergency situations (other than minorities) will be nonrenewed at the end of the academic or contract year pursuant to the court order. They may be considered for employment along with other applicants for the following year. Under no circumstances may the emergency hire gain an advantage over other applicants.

The Board further directs the Superintendent to periodically inform the Board of progress toward Consent Decree compliance and achievement of unitary status.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.019

ACCESS TO MILITARY RECRUITERS

The Board shall allow reasonable access of its facilities to official recruiting representatives of branches of the armed forces and military forces of the United States to inform students of the educational and occupational options in military service.

Source: Troy City Board of Education
Adopted:
Revised:
Legal Ref.: *Ala. Code* §16-1-25

POLICY 1.020

ADMINISTRATION IN ABSENCE OF POLICY: SUSPENSION OF POLICIES

The Board authorizes the Superintendent to take reasonable and prudent action when the Board has provided no guidelines for administrative action. The Superintendent shall have the discretion and power to act unless the power to take such action is vested in the Board by law.

The operation and effect of any portion of any policy duly adopted by the Board, but not mandated or required to remain in continuous force by law or contract, may be temporarily suspended by a majority vote of Board members at a lawful regular or special meeting.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Reference:

POLICY 1.021

ADMINISTRATIVE RECORDS

All official records of the Board shall be stored in the office of the Superintendent as shall all necessary records associated with District operation, as practical and as space dictates.

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

Many District records are public records and are available for inspection by any person at reasonable times during regular working hours. As to employees, certain categories of records are considered public and are subject to disclosure, e.g., documents establishing salary, assignment, disciplinary actions, certifications, etc. However, certain employee documents, e.g., medical records, confidential recommendations for employment and drug and alcohol test results, as well as most student records, are considered sensitive or otherwise private records and are generally not subject to public inspection.

A person may make a request to review public records or obtain copies of public records may submitting a written request to Central Office. Records may be viewed at a mutually agreeable time and place during normal working hours in a place designated by the Superintendent or his designee. Copies of records will be made at the expense of the requestor, except when required by appropriate official agencies. Charges for copies of public records will be 25 cents per page. Records shall be gathered or copies made by the appropriate staff members at a time and in a place which does not interfere with the normal work duty. No original or official records are to leave the school or District premises unless it be for official school business.

The parents of any students who are or have been in attendance at a school within the District shall have the right to inspect and review educational records of their children or themselves in a time and manner that does not interfere with the school day. Written permission must be obtained from the parents for the release of any educational records except directory information to any individual or agency as outlined in federal law.

The administration of the District shall maintain a record which will indicate all individuals or agencies who have made a request to see education records and the relationship or interest of the requestor.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: 20 U.S.C. §1232; *Ala. Code* §16-1-3-5; §36-12-40; *Talladega Water and Sewer Board v. Consolidated Publishing, Inc*., 892 So.2d 859 (Ala. 2004)

POLICY 1.022

ADMINISTRATIVE RULES

The Board shall delegate to the Superintendent the function of specifying required administrative actions and designing the detailed arrangements under which the schools will be operated. These rules and detailed arrangements shall constitute the administrative regulations governing the schools.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-12-3

POLICY 1.023

BOARD'S ATTORNEY AND CONSULTANTS

The Superintendent may engage professional consultants, specialists and experts, including but not limited to medical, mental health, educational, legal, financial, technical (e.g., engineering, architectural, computer) experts and specialists for a term not to exceed ninety calendar days and the total fees and costs of which are not expected at the time of engagement to exceed $15,000.00 without prior Board approval, provided that the expenditure is within the amount established for such purposes in the current, Board approved budget. All such expenditures shall be reported monthly to the Board of Education in the manner prescribed by §16-13A-8 of the Code of Alabama (1975).

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-13A-8, 16-13B-2

POLICY 1.024

VIDEO SURVEILLANCE

To provide and maintain a safe and secure environment for students, staff and authorized visitors, the Board may use surveillance equipment on properties owned and/or maintained by the school system. Equipment and recordings shall be stored in secure places with access by authorized personnel only. All school personnel, students and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for appropriate school or law enforcement purposes.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.025

COMMERCIAL ADVERTISING IN THE SCHOOLS

No commercial advertising shall be permitted in school buildings or district or school publications or on school grounds or properties without prior approval of the Superintendent. This shall not apply to school sponsored advertisements (e.g., band and football programs), nor shall it apply to advertising sponsored by parent groups (e.g., booster clubs).

Nothing herein shall be construed to prevent advertising in student publications that are regularly published by student organizations including, but not limited to, school newspapers and annuals.

Solicitation of advertising or use of the District to promote the merit of any product by brand name or trademark shall not be permitted by the Board.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.026

PROTECTION OF PUPIL RIGHTS AMENDMENT

CONSENT

The Board will obtain parental consent before students are required to participate in a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1) Political affiliations or beliefs of the student or student's parent(s);

2) Mental or psychological problems of the student or student's family;

3) Sexual behavior or attitudes;

4) Illegal, anti-social, self-incriminating, or demeaning behavior;

5) Critical appraisals of others with whom respondents have close family relationships;

6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7) Religious practices, affiliations, or beliefs of the student or parent(s); or

8) Income, other than as required by law to determine program eligibility.

NOTICE AND OPTION TO OPT OUT

Parents will be provided notice and an opportunity to opt a student out of any of the following:

1) Any survey that is designated to obtain protected information from a student, regardless of the source of funding;

2) Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, that is administered by the school or its agent, and that is not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and

3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or for the purpose of selling or otherwise distributing the information to others.

INSPECTION

Parents will be allowed to inspect, upon request and before administration or use, the following:

1) Protected information surveys of students;

2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3) Instructional material used as part of the educational curriculum.

SPECIAL PROVISIONS FOR CERTAIN STUDENTS

Students who are at least 18 years old and emancipated minors under state law will be allowed to take the above actions in lieu of their parents or guardians.

ADDITIONAL POLICIES AND PROCEDURES AUTHORIZED

In consultation with parents, the Superintendent is authorized to develop additional policies, and arrangements to protect student privacy in the administration of protected information surveys and in the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Board will directly notify parents of these policies and procedures at the beginning of each school year and after any substantive changes are approved.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: 20 U.S.C. §1232h; 34 CFR Part 98

POLICY 1.027

EDUCATIONAL PHILOSOPHY

The Troy City Board of Education acknowledges the necessity of a written statement of educational philosophy as a guide to the provision of a sound educational program for the students served within the City of Troy. The District shall maintain and regularly review its statement of educational philosophy and shall implement its program of instruction within the guidelines of the stated philosophy.

We believe that every student is a person of worth and dignity and should receive an educational experience in a humane environment that reflects this belief.

We believe that the District should ensure the right of all students to an orderly and progressive education.

We believe that the District has the responsibility for the development of a broad based curriculum to meet individual needs. The curriculum should prepare students to achieve academic competence, to earn a living, to become contributing members of society, and to live a fulfilling life.

We believe that the assessment of learning is an integral part of teaching. Programs of study should include goals and objectives which are made known to students. The assessment and reporting of student progress should be based upon these objectives and used to facilitate learning.

We believe that the home, school, and community share a joint responsibility for providing opportunities for students to achieve academic skills and to develop appropriate interpersonal skills which will enhance their ability to interact constructively with others.

We believe that schools should provide each student opportunities to participate in decision-making processes so that the student can progressively assume more control of his own life, accepting both the responsibilities and consequences of his decisions.

We believe that the schools are responsible for creating a positive school climate which is conducive to wholesome physical, intellectual, emotional, and social growth and which enhances the students' motivation to learn.

We believe that effective discipline should be maintained at all levels of education through the cooperative efforts of parents and educators. It is the responsibility of the teachers, school administration, the Board, and the parents/guardians to provide both leadership and support to bring about good school discipline.

We believe that the schools, in conjunction with the home, should foster the development of good citizenship, democratic ideas, and ethical principles.

We believe that educational decisions should have as their intent the enhancement and facilitation of the teaching-learning process and that persons affected by those decisions should have opportunity for appropriate input into the decision-making process.

We believe that excellence in teaching is the heart of quality education and that it is essential for the perpetuation of culture and civilization; therefore, the teaching profession is worthy of high esteem.

We believe in a systematic evaluation of personnel performance which results in appropriate staff development.

We believe in the systematic planning and evaluation of the total school program in terms of its effectiveness in meeting student needs.

We believe that it is the responsibility of every person involved in the operation of the District to promote a spirit of cooperation within it and to offer constructive criticism in a manner that promotes progress and preserves the dignity of the individuals who are a part of the school system.

We believe that the District should provide educational opportunities and resources for all citizens throughout the community as well as students in the classroom.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.028

EMERGENCY PLANS AND SAFETY DRILLS

The Superintendent or his designee has the responsibility for developing and maintaining the District's emergency preparedness plans and emergency drill schedules. The District will supply the schools with safety equipment and train the staff on emergency preparedness and violence prevention.

Operational guidelines and policies will be closed to the public when they are developed, adopted or maintained by the District in its capacity as an entity responsible for law enforcement, public safety, first response or public health for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individual or public safety or health. Public interest in nondisclosure outweighs the public interest in disclosure because disclosure would impair the District's ability to protect the safety or health of persons.

EMERGENCY DRILLS

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, and evacuation) will be developed by the Superintendent or his designee in cooperation with the building principals. Fire drills will be conducted in each building with sufficient frequency as determined by the Superintendent or his designee and building principals to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills should be given early in the school year, and drills should be held regularly throughout the school year.

EMERGENCY PLANS

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as the safest routes to reach those areas. In addition, the District will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The District plan will include information on communicating with parents and instructions on how parents/guardians will locate their students in an emergency.

During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.029

GIFTS — EMPLOYEES & STUDENTS

The Code of Ethics dictates that no public official or public employee shall use his or her official position for personal gain. In concert with the provisions of the Ethics law, the Board has determined that the following provisions shall be adhered to in the giving and receiving of gifts.

GIFTS BY EMPLOYEES

To Students

Employees may, at their discretion, present personal gifts to students on special occasions provided the gift is not unduly elaborate or expensive. Employees should always use good taste and professional judgment when giving gifts to students. Employees may not use school funds encumbered for specific purposes to purchase gifts for students.

To Other Employees

Employee may present gifts to other employees. Employees may not use school funds encumbered for specific purposes to purchase gifts for employees.

GIFTS BY STUDENTS

To Students

Students may present gifts to other students, as long as they are given on a voluntary basis, and are not disruptive to the school day.

To Employees

The Board recognizes that it is common for students or their parents to recognize employees on special occasions such as birthdays or teacher appreciate days. Employees may accept gifts from students or their parents on special occasions, provided the gift is not unduly elaborate or expensive. Employees should always use good taste and adhere to the code of professional ethics when accepting gifts from students and are obligated to comply with the provisions of the Ethics Law when considering accepting a gift from a student or students. According to the Ethics Law, employees may accept gifts of de minimis value ($25 or less per occasions no more than twice per year). Gifts may be pooled by students for presentation to school employees, e.g., multiple gift cards or other gifts valued at $25 or less may be combined for presentation to a single school employee.

In no case shall an employee accept a gift from a student, student group, school organization, etc., in excess of nominal value. In no case shall school funds be used to purchase said gifts.

To the School or District

Students may present gifts to a school or the District when they are consistent with the District's educational goals.

GIFTS BY OUTSIDE AGENCIES OR INDIVIDUALS

Staff members shall not accept gifts from outside agencies or individuals that are a result of or a precondition to business transactions between the School District and said agency or individual.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §36-25-1, et seq.

POLICY 1.030

GIFTS AND BEQUESTS TO THE DISTRICT AND SCHOOLS

The Board may accept any gift or bequest that may be made for educational or literary purposes and/or which may serve to enhance and extend the work of the District or its schools. Acceptance of a gift or bequest of property (real or personal) must be under conditions that are agreeable to the donor and the Board. The Superintendent shall carefully review all gifts and bequests offered to the District prior to their acceptance. Such review shall be conducted to determine the following:

1) The educational value to the District;

2) The financial value to and/or financial obligation to the District;

3) The donor's conditions under which the gift or bequest is being offered; and

4) The District's financial liability associated with acceptance of the gift or bequests.

Upon completing the review, the Board may accept or reject gift or/bequest. In such instance where the gift or bequest is accepted, the manner in which it shall be administered shall have been agreed to in advance of acceptance by the Board. Under no circumstances shall the Board agree to accept gifts or bequests when the administration of such would be in violation of any known laws.

The Board, as donee, shall administer the gift or bequest so entrusted in conformity with the directions contained in a written act of donation. Such written act of donation shall ensure that the Board is vested with all necessary powers for the administration of such gift or bequest.

Additionally, the following provisions shall apply to gifts/bequests to the District or its schools:

1) Equipment contributed to the schools becomes the property of the District and is subject to the same controls and regulations that govern the use of other school-owned property.

2) Contributions of equipment or services that may involve major costs for installation of maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent to the Board for consideration and approval.

3) Individuals or organizations desiring to contribute supplies or equipment will consult with school officials regarding the acceptability of such contributions in advance of the contribution.

4) A list of supplies and equipment contributed primarily for school use shall be reported to the Board by the Superintendent at least annually.

5) All administrators in a position to receive gifts or bequests in the name of a school or the District 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.

6) Any contributions or gifts given to an athletic club or organization may require evaluation in consideration of *Title IX - Education Amendments of 1972*.

The Board grants school principals the authority to accept gifts of nominal value from parents and citizens made to schools.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.031

INTERNET AND IT RESOURCE ACCEPTABLE USE POLICY

The Troy City School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Troy City Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Troy City School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Troy City Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Troy City School District-owned equipment or through Troy City School District affiliated organizations.

TROY CITY SCHOOL DISTRICT RIGHTS AND RESPONSIBILITIES

It is the policy of the Troy City School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Troy City School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Troy City School District retains the following rights and recognizes the following obligations:

1) To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.

2) To remove a user account on the network.

3) To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.

4) To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Troy City School District-owned equipment and, specifically, to exclude those who do not abide by the Troy City School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Troy City School District reserves the right to restrict online destinations through software or other means.

5) To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

To the extent practical, technology protection measures (or “internet filters”) shall be

used to block or filter Internet (or other forms of electronic communications) access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed (1) obscene, (2) child pornography, or (3) any material deemed harmful to minors.

STAFF RESPONSIBILITIES

1) Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Troy City School District.

2) Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

USER RESPONSIBILITIES

1) Use of the electronic media provided by the Troy City School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

2) Personal technology-related devices such as, but not limited to laptops, cell phones, smart-phones, iTouch/iPods/iPad, cameras or other electronic communication 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 to be brought to school and the use of such devices will be at the discretion of the local school administration. The user should not access local area network or wide area network resources that require authentication without the explicit permission of the technology staff. Public Internet access is available for visiting devices and is subject to the conditions outlined in this policy and all other school system policies and guidelines, as well as local, state, and federal laws.

ACCEPTABLE USE

1) All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Troy City School District.

2) Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using any electronic communication extreme caution must always be taken in revealing any information of a personal nature.

3) Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

4) All communications and information accessible via the network should be assumed to be private property.

5) Faculty and student email will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.

6) Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!

7) From time to time, the Troy City School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

UNACCEPTABLE USE

1) Giving out personal information about another person, including home address and phone number, is strictly prohibited.

2) Any use of the network for commercial or for-profit purposes is prohibited.

3) Excessive use of the network for personal business shall be cause for disciplinary action.

4) Any use of the network for product advertisement or political lobbying is prohibited.

5) Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

6) No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

7) Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

8) Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.

9) The unauthorized installation of any software, including shareware and freeware, for use on Troy City School District computers is prohibited.

10) Use of the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local area network is prohibited.

11) Participating in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

12) The Troy City School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Troy City School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all

other forms of software and files not directly related to the instructional and administrative purposes of the Troy City School District.

13) Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

14) Use of the network for any unlawful purpose is prohibited.

15) Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

16) Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

17) Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by a teacher and or administrator.

DISCLAIMER

1) Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

2) Any violation of this policy will subject the violator to disciplinary action, which shall include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for the Student Code of Conduct and the Troy City Board of Education Policy Manual and; in addition, prohibition of further use of the Internet by the violator.

Source: Troy City Board of Education
Adopted: May 21, 2012
Revised: July 20, 2015
Legal ref.:

INTERNET USE AND SAFETY POLICY
STUDENT AGREEMENT

EVERY STUDENT, REGARDLESS OF AGE, MUST READ AND SIGN BELOW

I have read, understand, and agree to abide by the terms of the foregoing Internet Use and Safety Policy. Should I commit any violation or in any way misuse my access to the Troy City School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Student Name _____
(PRINT CLEARLY)

Home Phone _____

Home Address _____
_____

Student Signature _____

Date _____

Place an "X" in the correct blank:

I am 18 or older _____
I am under 18 _____

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

Revised: _____

INTERNET USE AND SAFETY POLICY
EMPLOYEE AGREEMENT

EVERY EMPLOYEE MUST READ AND SIGN BELOW

I have read, understand, and agree to abide by the terms of the foregoing Internet Use and Safety Policy. Should I commit any violation or in any way misuse my access to the Troy City School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and additional disciplinary action may be taken against me.

Employee Name _____
(PRINT CLEARLY)

Position & Location _____

Home Phone _____

Home Address _____
_____

Employee Signature _____

Date _____

Revised: _____

INTERNET USE AND SAFETY POLICY
PARENT(S) OR GUARDIAN(S) AGREEMENT

TO BE READ AND SIGNED BY PARENT(S) OR GUARDIAN(S)
OF STUDENTS WHO ARE UNDER 18

Student(s) Name(s) & DOB(s) _____
_____
_____
(PRINT CLEARLY)

As the parent or legal guardian of the above student(s), I have read, understand, and agree that my child(ren) or ward(s) shall comply with the terms of the Troy City School District's Internet Use and Safety Policy for student access to the District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child(ren) or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the school, the District, teachers, and other staff against all claims, damages, losses and costs, of whatever kind, that may result from my child(ren)'s or ward's use of his/her/their access to such networks or his/her/their violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child(ren)'s or ward's use of his/her/their access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the Troy City School District's network and the Internet.

Parent(s)/Guardian(s) Name _____
(PRINT CLEARLY)

Home Phone _____

Home Address _____
_____

Parent/Guardian Signature _____

Date _____

Revised: _____

POLICY 1.032

LIMITED OPEN FORUM – EQUAL ACCESS ACT
(NON-CURRICULUM, NON-SCHOOL SPONSORED STUDENT GROUPS)

The Equal Access Act requires that public secondary schools grant equal access to a student group wishing to meet for religious, political or philosophical purposes, if the school allows other types of non-curriculum related student groups to meet on school premises during non-instructional time. Non-curriculum related student organizations shall have the same opportunity to use school facilities as any other student organization, regardless of religious, political, philosophical or other content of the speech at such meetings, subject to the right and obligation of the Board to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that students attending these meetings are doing so voluntarily.

The principal of the school may approve use of the school facility by a non-curriculum related student organization provided that:

1) The meeting occurs during non-instructional time and is attended by a school employee who shall provide general supervision.

2) The meeting is voluntary and student-initiated. Only students enrolled in the school may request the meeting.

3) The meeting is not sponsored by the school, the Board or employees thereof.

4) The presence of school authorities or Board employees at any religious meeting is non-participatory in nature. The presence of school employees is for observation only.

5) The meeting does not interfere with regular instructional activities of the school.

6) The meeting shall not be directed, conducted, controlled or regularly attended by school personnel.

7) The non-curriculum related student group should not use the school name, school mascot name or any name that might imply school sponsorship.

No school employee shall be compelled to attend a meeting of any student organization if the content of the speech at such meeting is contrary to the beliefs of the employee.

Any student organization seeking to meet on school property during non-instructional time shall submit a written application to the school principal. Applications shall include the following information:

1) The name of the organization;

2) A general statement of the purpose of the organization;

3) A description of the qualifications for membership, if any;

4) A statement that the student organization understands and agrees to comply with this policy; and

5) A proposed schedule of meetings and activities.

The principal shall deny approval to any organization whose purposes, qualifications for membership or proposed activities are unlawful.

Failure to comply with this policy shall be grounds for revocation of the right to continue to conduct meetings under this policy.

Nothing in this policy shall alter the authority of the school, its administration and staff to maintain order and discipline on school premises to protect the well-being of students and staff, and to assure that the attendance of students at any meetings held under this regulation is voluntary.

The policy does not authorize any school or its employees to:

1) Influence the form or content of any prayer or other religious activity;

2) Require students or District employees to participate in prayer or other religious activity or to attend a student-initiated meeting if the content of the meeting is contrary to their beliefs;

3) Use public funds beyond the incidental cost of providing space for the student-initiated meetings; or

4) Sanction meetings that are otherwise unlawful.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: The Equal Access Act, 20 U.S.C. §4071-74; *Westside Community Board of Education v. Mergens*, 496 U.S. 226 (1990).

POLICY 1.033

LINE AND STAFF RELATIONS

The Board shall be the policy-forming body of the District. The Board understands that the formulation and adoption of policies is the most important function of the Board and that the execution of the policies is the function of the Superintendent. Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and policy appraisal. The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines.

The Superintendent shall be the chief executive officer and professional advisor to the Board and shall be directly responsible to the Board. The Superintendent shall have the responsibility for enforcing the policies and interpreting, with the assistance of Board counsel, all legal requirements which pertain to the District. The Superintendent or his designee shall draft all policies in conformance with applicable laws and regulations as well as judicial precedent for recommendation to the Board for approval.

The Superintendent shall keep the Board informed about individual schools and/or District operation. The Superintendent shall notify Board members as promptly as possible of any happenings of an emergency nature which occur in the schools.

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

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-12-3

POLICY 1.034

NONDISCRIMINATION

The Board does not discriminate on the basis of race, color, sex, age, religion, disability, and national origin. This idea shall prevail in all of its policies concerning employees, students, educational programs and services, and individuals with whom the Board does business. Additionally, the Board provides equal access to the Boy Scouts and other designated youth groups. The Board employees shall establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living, including:

- Respect for the individual regardless of economic status, intellectual ability, race, national origin, religion, sex, disability, or age;
- Respect for cultural differences;
- Respect for economic, political, and social rights of others; and
- Respect for the rights of others to seek and maintain their own identities.

The Board and its employees shall promote good human relations by removing any vestige of prejudice and discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; and in educational offerings and instructional materials.

The Superintendent shall investigate discrimination complaints and protect the rights of all students and employees of the District.

This policy is enacted in compliance with federal law, including the *Civil Rights Act of 1964*, as amended; *Title IX*, *Education Amendments of 1972*; The Rehabilitation Act of 1973; the *Boy Scouts Act* and the *Americans with Disabilities Act*.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.035

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS

School principals are encouraged to cooperate with parent and school support groups. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.

PARENT-TEACHER GROUPS

The Board considers parent-teacher groups as auxiliaries to the public schools and not as "outside" groups. Whenever a local parent-teacher group is formed, it shall be permitted to hold its regular meetings in the school building, and it shall be the duty of the principal and the teachers of the school to further the work of the group in every way practicable. Meetings of these groups may be held in the school building with the permission of the school principal without the necessity of the lease required of "outside" groups.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.036

POLICY ADOPTION

The Board recognizes policy adoption as its major responsibility. The Board is recognized as the legal body authorized to approve policies recommended by the Superintendent for the school district, and will not delegate or relinquish that authority to another party or group. The Board welcomes comments and suggestions on local policy matters and will comply with all laws addressing proper involvement of other parties in the policy process.

For a policy to be adopted by the Board, it must receive a majority vote of the full Board. A policy recommended to the Board shall not be adopted until a subsequent meeting. This practice provides Board members time to study the proposed policy and to give interested parties an opportunity to react.

The formal adoption of Board policies shall be recorded in the minutes of the Board. The official minutes shall constitute the authority for any change made in the policy manual.

In the event any policy conflicts with present or newly adopted law, the Board recognizes that the law shall control over any such conflict in policy.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-1-30

POLICY 1.037

POLICY DEVELOPMENT

The Board shall formulate policies to guide the actions of those to whom it delegates authority. They shall be recorded in writing and made a part of the official policy manual. Such policies are to be distinguished from practices, procedures, rules, regulations and other standards which, whether written or unwritten and however widely followed, have not been approved as official policy by the Board. Board policy shall be considered subordinate to state or federal law or applicable judicial precedent.

Upon the written recommendation of the Superintendent, the Board shall establish a written educational policy for the Board and its employees and shall prescribe rules and regulations for the conduct and management of the schools.

Before adopting written policies, however, the Board shall directly, or indirectly through the Superintendent, consult with representatives of the professional organization representing the majority of certified employees, professional assistants, principals, teachers and interested citizens. All policies shall be made available to all employees and interested citizens.

The formulation and adoption of Board policies and the study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the District.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-1-30

POLICY 1.038

POLICY DISSEMINATION

The Board shall direct the Superintendent to establish and maintain an orderly plan for disseminating Board policies and administrative rules and regulations.

Board policies and administrative rules and regulations shall be made accessible to all employees of the District directly or indirectly affected by those policies. Board policies shall also be made accessible to members of the Board, employees, students, and members of the community served by the District by placing a current policy manual online or in some other location where it can be easily accessed.

Source: Troy City Board of Education
Adopted:
Revised:
Legal Ref.:

POLICY 1.039

POLICY IMPLEMENTATION

The Board delegates the Superintendent the duty of implementing Board policies.

All Board employees have the responsibility of abiding by the policies. Board employees shall be administratively accountable to the Board for unjustified deviation from, or violation of, Board-approved policy. However, the adoption of a Board policy shall not create a duty owing from the Board or any employee thereof to any person or other legal entity, the breach of which is legally actionable; nor shall any policy be contractual right or right derived from contract upon any person or entity, directly or indirectly; nor shall any policy give rise to any corresponding obligation on the part of the Board; nor shall any policy be construed to create a right of action or judicial review of the exercise of otherwise unreviewable Board authority.

No Board 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 which are conferred and mandated by express statutory provision or written contract.

Any intent to establish or confer legally enforceable substantive or procedural rights or benefits in or upon any person or entity by the adoption of any policy is expressly disavowed and disclaimed.

Adoption of policies not in conformity with the employee's recommendation or personal beliefs shall not be considered just cause for refusal or neglect by said employee to support and implement said policy to the best of his ability. The Board shall welcome constructive criticism provided such are directed through approved channels.

Deliberate noncompliance with or willful neglect of written Board policies shall be considered insubordination and justifiable grounds for discipline up to and including dismissal.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.040

POLICY REVIEW

The Board shall periodically direct the systematic review of its policies. The Superintendent should appropriately involve representative groups of administrators, teachers, supervisors, students, support personnel and lay persons relative to policies affecting each group as well as the Board attorney.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.041

PROGRAM AND FACILITY SAFETY

Adequate facilities shall be provided for implementation of programs as prescribed by the State Department of Education bulletins, i.e., courses of study, etc., and safety precautions shall be designed and implemented by principals with input from teachers to provide protection for the health and safety of students and school personnel.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: State Board of Education Mandatory Safety Regulations, Policies and Actions.

POLICY 1.042

RECORDS RETENTION SCHEDULE

All Board records which are required to be kept by law shall be maintained by the Superintendent. Such records, documents, papers, books, etc., may be kept in original form, as photographic reproductions, or in electronic form.

The Board shall adhere to the retention schedule for Local Boards of Education as determined by the Alabama State Records Commission which can be located at http://www.archives.alabama.gov/officials/localrda.html.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-1-3 to -5; §36-12-2 to -41

POLICY 1.043

RELATIONSHIP WITH BOOSTER ORGANIZATIONS

It shall be the policy of the District to work with, and encourage the support of academic, band, and athletic booster clubs. Because booster organizations and their activities reflect upon the school system, all booster organizations must accept the following conditions in order to operate on behalf of the schools:

1) Provide the Superintendent and Principal with a copy of the bylaws describing the purpose of the organization and the general rules and procedures by which it will operate, the names and addresses of its officers and other pertinent information as may be required by the Superintendent and Principal.

2) Obtain prior approval from the Principal for (1) any fund-raising event, (2) any purchase for the school, (3) any function involving participation of students or (4) any event which is likely to adversely reflect upon the school or District.

3) Obtain an employer identification number from the IRS.

4) Maintain a mailing address separate from the school.

5) Provide a report of the annual audit of the organization to the Principal.

6) Make its financial records available to the State/school's auditors and authorized Board/school employees upon request.

7) Provide required financial reports.

8) Recommend proof of a fidelity bond for the treasurer.

9) No District employee will serve/hold a leadership position in the organization, lead fund-raising activities or maintain accounting records.

10) The organization will not directly or indirectly supplement pay or benefits of band directors, coaches, advisors, or any other school employee (or family member of a school employee) in violation of the State Ethics Law.

11) Agrees to adhere to all Board policies and administrative procedures.

12) Acknowledges the Board's legal obligations to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede the organization's recommendation for money given to the school.

13) Equipment purchased by the organization and donated to the school/Board becomes the property of the District.

An organization unable or unwilling to comply with Board policies will be disapproved by the Superintendent.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Advisory Opinion No. 96-121, State of Alabama Ethics Commission

POLICY 1.044

SCHOOL CLUBS AND ORGANIZATIONS

The District recognizes that school-sponsored clubs and organizations offer students an opportunity to learn and expand their knowledge base and to develop leadership skills and skills for working within a group.

GENERAL PROVISIONS

School-sponsored clubs and organizations shall not be affiliated or associated with any particular religious, political, or philosophical organization or any organization which denies membership on the basis of political or religious beliefs, race, gender, creed, national origin, handicap, or disability.

Definitions

1) School Clubs-School clubs are comprised of student groups (curriculum related and faculty led non-curriculum related) which organize and meet for common goals, objectives or purposes and are directly under the sponsorship, direction and control of the school, including any activities reasonably related to such clubs and organizations. Said school clubs do not include competitive interscholastic activities or events.

2) School Organizations-School organizations are school-sponsored parent-teacher associations, booster clubs, and school foundations.

Approval of School Clubs and Organizations

1) Every school club and organization shall have a constitution approved by the principal of the school. Each school's administrative office shall have the Constitution of each school club and organization at that school and should be updated during the school year. The District's central office should also have the information regarding each school club and student organization, as defined above.

2) The Constitution of each school club and organization shall contain the following information:

a) Name of the school club or organization;

b) Mission or purpose of the school club or organization. Said mission or purpose shall not be contrary to the welfare of the students or the school, or in conflict with the authority or responsibilities of the District.

c) A statement that all members must be students who are presently enrolled in the school of sponsorship.

d) Qualifications for membership.

e) A statement that there is no affiliation with any political, religious, or other organization which denies membership on the basis of race, gender, creed, national origin, handicap, or disability.

f) A statement that the collection or disbursement of school-sponsored club funds shall be in accordance with the regulations set forth by the school and District.

g) A statement recognizing that speakers who are not members of the student body, faculty, or administration of the school must have prior approval of the sponsor and the school principal.

h) A description of past and planned activities.

Parent/Guardian Consent

1) Parents/guardians may decline permission for their child (under the age of 18) to participate in any school club by completing the appropriate form and returning the form to the principal or his designee.

2) The parent/guardian must submit written permission to the principal or designee specifically stating that his child (under the age of 18) may participate in a newly formed school club started during the current school year.

GUIDELINES

The following directives shall be observed with regard to the activities of school clubs and organizations:

Hazing

School clubs and organizations shall not use hazing or degradation of individual dignity as a form of initiation or for any other purpose.

Sponsors

1) The principal shall assign faculty members to sponsor and coordinate activities of school clubs and organizations.

2) Non-school persons may not direct, conduct, control, or regularly attend activities of student organizations or school clubs.

Privileges

School clubs and organizations shall be afforded privileges on school campuses including, but not limited to:

1) Use of school rooms for meetings and activities;

2) Posting of notices concerning the school club or organization on designated school bulletin boards, if such boards exist. Materials which are to be posted on the designated bulletin board must be approved by the principal or his designee to ensure that the materials are not libelous, obscene or disruptive, and that the materials do not advocate, promote or depict illegal substances or activities. The principal or his designee must either approve or reject the materials within 7 days of receipt;

3) Use of public address systems for announcements concerning meetings and activities. The use of the public address systems for philosophical or advocacy statements shall not be allowed;

4) Coverage in school newspapers and yearbooks;

5) These privileges shall not include access to any other signs or display areas inside or outside the school building; and

6) Except as specifically provided by other policies, nothing in this policy shall be construed to give any group that is not a school club or organization additional access to the school facilities.

Denial or Revocation of Privileges

Privileges for school clubs and organizations may be denied or revoked due to the following:

1) The school club or organization participates in, advocates, aids or knowingly permits conducts by its members, or others subject to its direction and control, which is contrary to the welfare or best interests of the students or District;

2) The school club or organization participates in, advocates, aids or knowingly permits activities by its members, or others subject to its direction and control, which is contrary to the constitution of the school club or organization which has been approved by the principal of the school; or

3) The school club or organization fails to comply with the District policies or rules and regulations of the school.

Literature

School clubs and organizations seeking to distribute literature on campus must comply with the requirements of the District's Distribution of Materials Policy.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.045

SCHOOL USE POLICY (OUTSIDE ORGANIZATIONS)

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 nor handicap the school programs sponsored by the schools of the District. The use of such identified facilities shall be in compliance with the following guidelines and procedures:

LIMITATIONS

The District prohibits the use of school facilities for the following purposes:

1) Promulgating any theory or doctrine contrary to the laws of the United States or any political sub-division thereof;

2) Partisan political meetings;

3) Any activity that violates the standards of good morals, manners, or customs subscribed to by the citizens of the community;

4) Public dances other than those sponsored by the schools or public recreation organizations; or

5) Conducting gambling, raffles, lotteries or games of chance.

RESTRICTIONS

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

1) No organization shall be eligible to use school facilities unless the majority of its membership lives in the county.

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.

ELIGIBILITY

Use of school 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 cost, unless custodial help is required or additional utility costs are incurred.

2) Groups with non-commercial educational, community-oriented purposes shall pay general use fees based on the attached schedule.

3) All other groups shall be charged general use fees based on a commercial or entrepreneurial rate.

APPLICATION PROCEDURES

The use of school facilities shall be based on the following application procedures:

1) An application form for use of school facilities shall be submitted directly to the school principal or the school where facility use is desired. The application form must be completed and submitted at least three weeks prior to the intended use date.

2) Groups holding regular meetings throughout the school year need only submit one application. Facility use permits expire automatically on June 30 each year.

3) If a use fee charge is applicable, one-half of the total applicable charge must accompany the application form. The group or organization will be billed for the remainder of the charge immediately after use by the local school principal.

4) Cancellation must be made directly to the school principal and must be made at least 24 hours in advance. If costs are incurred by the school due to such cancellation within the 24 hour notice, such costs shall be withheld form the deposition fee and/or billed to the group or organization.

5) Groups or organizations given the privilege of using school facilities shall not transfer or sublet such rights to other groups.

6) Application forms from groups where eligibility is not readily discernible shall be referred to the Superintendent or his designee for final determination.

7) The District reserves the right to cancel any agreement by giving reasonable notice.

SERVICES PROVIDED

The District shall be responsible for providing the following services for fees paid:

1) District employees shall be responsible for responsible for unlocking, locking, operating lights, heating and ventilating equipment, lunchroom equipment and supervising the facility while in use. The costs for such services are included in the fees charges.

2) District 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.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.046

SOLICITATIONS

SOLICITATIONS BY STAFF MEMBERS

Employees shall not solicit or sell any goods or services on school property except as may be approved by the local school principal and/or the Superintendent. The Board prohibits any employee from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students or parents of students.

All fundraising campaigns conducted by employees in the community or away from school premises to obtain funds for the school, student body, class or club must have prior approval by the principal and/or the Superintendent. Such fundraising campaigns shall not be conducted during regular school hours.

Staff members shall not furnish lists of students or parents to any commercial firm or non-District employees without written permission from said person(s) or official requests from recognized educational and/or governmental agencies.

SOLICITATION OF STAFF MEMBERS

The District shall not solicit funds from or attempt to sell goods or services to employees on a required basis. All charity or fundraising campaigns shall be participated in on a voluntary basis by employees.

The District shall not allow commercial advertising or selling on school property during school or office hours without prior approval by the principal and/or Superintendent. (This does not apply to those commercial firms that supply goods and services for school use.)

Neither the District nor schools within the District shall furnish lists of employees or students to any commercial firm or non-District employees without written permission from said person(s) or official requests from recognized educational or governmental agencies.

Membership in professional organizations shall be on an individual basis; however, the Board encourages professional personnel to affiliate with professional organizations.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §36-25-1 et seq.

POLICY 1.047

SUPERINTENDENT COMPENSATION, BENEFITS AND EXPENSES

The Board shall determine the salary, fringe benefits and leave entitlements of the Superintendent and same shall be memorialized in a contract to be executed by the Superintendent.

The Superintendent shall be permitted to participate in all benefits available to other Board employees, including but not limited to accumulation of sick leave days, health insurance benefits, participation in the Teachers' Retirement System, reimbursement of travel expenses and any and all other benefits as may be now or as may become available for other Board employees. The Superintendent shall participate in the Teachers' Retirement System of Alabama for the purpose of receiving retirement allowances and other benefits.

In addition, all out-of-town travel and other reasonable expenses incurred in the performance of his duties shall be reimbursed by the Board.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-12-1

POLICY 1.048

SUPERINTENDENT PROFESSIONAL DEVELOPMENT

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

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.049

SUPERINTENDENT DUTIES

The Board shall provide the Superintendent with space and equipment for efficient administration of the schools of the District. The Superintendent shall devote his entire time to public school business. The administration of all facets of operation of the schools shall be the responsibility of the Superintendent including the budgeting and other business affairs, direction of the instructional program, the selection and improvement of personnel, and planning and development of the physical plants. As a statutory officer in the State of Alabama, his authority in all areas shall be commensurate with responsibilities designated by law and by the Board. Further, the Superintendent may delegate certain administrative authority and responsibilities to his administrative staff and principals. Also, the Superintendent, subject to the Board's approval when required by law, shall organize his staff and schools, create and fill positions, and assign duties and responsibilities.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-12-3

POLICY 1.050

SUPERINTENDENT CONSULTING

The Superintendent shall devote time to the supervision of the Troy City School System. The Superintendent shall not be engaged in any other business which may distract from his duties as Superintendent or otherwise reflect negatively upon the School System. Only by prior agreement with the Board may the Superintendent undertake for remuneration consultative work, speaking engagements or other professional obligations. Said prior agreement may be stipulated in the contract of employment between the Superintendent and the Board, or may be decided by the parties as opportunities arise.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.051

BOARD-SUPERINTENDENT RELATIONS

The Board understands that the formulation and adoption of policies is its most important function and that the execution of the policies should be the function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time and energy to policymaking and policy appraisal.

The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines. The Superintendent shall keep the Board informed about individual school and/or School System operation.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.052

TOBACCO PROHIBITION

It is the policy of the Board to promote the health and safety of all personnel and to promote the cleanliness of all school facilities. To this end, the Board prohibits smoking and the use of tobacco products on school property including vehicles or at any school activity.

For the purposes of this policy, "tobacco" is defined to include, but not be limited to, any lighted or unlighted cigarette, cigar, pipe, clove cigarette, spit tobacco, also known as smokeless tobacco, dip, chew or snuff, in any form and any other smoking product. The term "tobacco" also refers to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation.

All Board administrators, directors, supervisors, and coordinators are charged with the responsibility of enforcing this policy. A person who knowingly fails to enforce this policy will be disciplined by the Board.

This prohibition shall not apply to athletic contests held outside which are open to the general public; however, smoking is discouraged at any school activity.

EMPLOYEES

Employees shall not smoke or otherwise use any tobacco product at any time while on either duty or school property. Employees who violate this policy will be subject to disciplinary action administered according to appropriate due process. Employee disciplinary action may include verbal warnings by the immediate supervisor, written warning by the immediate supervisor, written warning by the Superintendent, and/or dismissal by the Board.

STUDENTS

Student possession, use, distribution or sale of tobacco, including any smoking device, on district premises, at school-sponsored activities on or off Board premises, in Board-owned, rented or leased vehicles or otherwise while the student is under the jurisdiction of the school, is prohibited.

Clothing, bags, hats and other personal items used by students to display, promote or advertise tobacco products are prohibited on Board property, at school-sponsored activities or in Board vehicles.

Student violations of this policy will lead to disciplinary action consistent with the Code of Conduct. Students may also be subject to removal from any or all extracurricular activities and/or denial or forfeiture of school honors or privileges. A referral to law enforcement may be made. Parents/guardians shall be notified of all violations involving their student and action taken by the school.

VISITORS

Persons other than the Board employees and students found to be in violation of this policy will be warned and requested to stop smoking on school property. If continued, the violator will be asked to leave the property or facility. Failure to comply could result in the involvement of with local law enforcement. Continued violations could result in an individual being enjoined from coming onto school property.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 1.053

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

The Board finds that providing automated external defibrillators to Board facilities in accordance with the provisions of *Ala. Code* §6-5-332.3 is in the best interest of the students, employees, and visitors of the Board. The Board authorizes its staff to equip appropriate Board owned facilities with AEDs and to implement appropriate guidelines for the use of automated external defibrillators in Board facilities.

Source: Troy City Board of Education
Adopted: October 19, 2015
Revised:
Legal Reference: *Ala. Code* §16-1-45

SECTION 2: FISCAL MANAGEMENT

POLICY 2.001

ADMISSIONS AND CONCESSION FEES

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

Concession sales at school activities shall be operated by the school, student groups or parent groups as approved by the principal. All concessions operated on school property must be supervised by a bonded Board employee. No students may handle money for sales of any school owned merchandise without the supervision of a Board employee.

All income from school-operated activities and concessions sales shall be deposited in the appropriate school subsidiary for this activity and shall be disbursed in accordance with Board policy, standards of the Southern Association of Colleges and Schools, and State Department of Education rules and regulations. All such funds shall be subject to audit by the Board.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-13-8

POLICY 2.002

ANNUAL OPERATING BUDGET

The Board shall approve and submit an annual budget to the State Department of Education each year for approval. The budget shall be prepared and submitted according to the classifications and items specified on forms as required by the State Board of Education for each fiscal year beginning October 1 and ending September 30.

It shall be the responsibility of the Superintendent and designated members of his staff to prepare the annual operating budget for submission to the Board. The budget shall be developed in accordance with procedures dictated by the Board, Alabama statute and the State Board of Education.

No budget shall be approved where expenditures are in excess of anticipated revenues and reserves. The budget shall be reviewed by the Superintendent periodically and he shall prepare such reports as are required by law and/or requested by the Board. The budget shall not become official until it has been approved by the Board and the State Superintendent of Education.

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

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-13-140, *et seq.*

POLICY 2.003

AUDITS

The Board, by law, directs that all local school funds, general funds and federal lunchroom accounts shall be audited each and every year. Such audits shall be conducted as soon after the end of the fiscal year as practical.

Auditing shall be done by a certified public accounting firm or the Department of Examiners of Public Accounts. Auditors shall conduct audits in accordance with the procedures set forth by the Department and shall within that scope furnish such schedules as the Board may require. No audit shall fail to provide a comprehensive report on all accounts assigned for audit by the Board.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-13A-7

POLICY 2.004

PURCHASES AND COMPETITIVE BIDS

In compliance with *Ala. Code* §16-13B-1, *et seq.*, all purchases will be made in compliance with the competitive bid law, when applicable, and with such corresponding rules, regulations and procedures which may be set by the Board. The Superintendent is authorized to enter into cooperative purchasing agreements with other school systems or local governments as may be permitted by law.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-13B-1

POLICY 2.005

BOND SALES

All bonds issued by the Board shall be in accordance with the provisions of Articles 4-6 of the Education Code of Alabama.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-13-70 to -77, §§16-13-90 to -109; §§16-13-120 to -122

BONDED EMPLOYEES

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

The Board delegates to the Superintendent the responsibility to secure surety bonds, in an amount agreed upon by the Superintendent and the Board, for all employees of the Board who may be charged with the custody and/or responsibility for handling public school funds. Currently, school principals and local school secretaries/bookkeepers shall be bonded for not less than $10,000, the Superintendent for not less than $100,000 and the Chief School Financial Officer for not less than $100,000.

The Board is authorized to expend public school funds to pay the necessary premiums for said surety bonds.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-13-8 to -9, 16-13A-5, 16-13A-12

POLICY 2.007

AUTHORITY TO EXPEND FUNDS

The Superintendent shall have the authority to make expenditures that do not exceed $15,000 without first receiving express Board approval, if the expenditure is approved in the current Board approved budget and is reported monthly to the Board in the manner prescribed by law.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-13A-8

POLICY 2.008

AUTHORITY TO EXECUTE CONTRACTS

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

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.009

CENTRAL OFFICE BANK ACCOUNTS

The Board requires that all funds of the Board, whether federal, state or local, be deposited in banks designated as the depository of the Board and to the account only of the Board. Said banks shall be located in the City of Troy and shall be members of the Federal Deposit Insurance Corporation (FDIC).

All financial transactions of the District shall be paid for by check. No cash payments shall be made.

Checks drawn on the general fund or any special fund, with the exception of local school accounts, require the signature of the Superintendent and the Chief School Financial Officer or their alternates as designated by the Board. Checks drawn on local school accounts require the signature of the principal.

All checks used will 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.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.010

DEBT LIMITATIONS

BONDED INDEBTEDNESS

The Board shall not incur any bonded indebtedness that shall require annual payments on the principal and interest in excess of eighty percent of the anticipated revenues from the ad valorem, taxes pledged to retire such bonds.

CURRENT INDEBTEDNESS

Tax proceeds which are not pledged to retire bonded indebtedness shall be used for current expenses.

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 year.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§ 16-13-70, 16-13-144 to 146

POLICY 2.011

EQUIPMENT AND SUPPLY SALES

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

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

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.012

EQUIPMENT INVENTORIES

All equipment (defined as items with a life expectancy of one year or more that are more feasible to repair than replace) shall be assigned an equipment number and placed on the equipment inventory list. The Central Office should be given the information so that the item(s) can be added to the Board master inventory list. The principal shall notify the Central Office when any item is to be taken off inventory.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.013

FINANCIAL ACCOUNTING FOR SCHOOL CLUBS AND ORGANIZATIONS

The Board endorses and supports rules and regulations by the State Department of Education and the Southern Association of Colleges and Schools pertaining to fund raising activities by school related clubs and/or organizations.

This regulation is stated as follows:

> Permanent, accurate records must be kept of all fees collected by or through the school, and of all funds received and expended by the school or its agencies, such as athletic associations, club and class organizations, band-parent organizations, and others. An accounting shall be completed for each year showing cash balances, accounts receivable, and accounts payable. The summary used in the *Revised Uniform System of Local Accounting* shall be drawn at the end of each calendar month and a report of the same shall be sent to the local Superintendent. Purchases should be made by purchase orders and receipts should be issued for all monies received.

IN-SCHOOL CLUBS AND ORGANIZATIONS

All in-school student clubs, organizations, etc., must follow the regulations as stated. In-school organizations maintaining financial accounting through the school may take advantage of the school's tax exempt status by purchasing school supplies, materials and equipment through the school.

All drafts for the expenditure of funds from the club and/or organization account shall be authorized by said club and/or organization, the club sponsor, and a check shall be signed by the principal. The principal shall maintain a separate subsidiary account for each club and/or organization.

SCHOOL RELATED CLUBS AND/OR BOOSTER ORGANIZATIONS

The Board recognizes the value of certain clubs and/or organizations that support the school's purposes and desires to work with such groups as the PTA, PTO, Band Parents, athletic organizations, etc., for continued school improvement.

Parent organizations and booster organizations that maintain financial operations outside the control of the school could create a negative image for the school by failing to maintain proper accounting controls. Accountability for the funds these organizations control includes an agreement that:

1) The organization has obtained an employer identification number from the IRS.

2) The organization provides an annual financial report of the organization to the school and system CFO by December 1 of each year.

3) The organization makes its financial records available to the school's auditors and authorized Board employees upon request.

4) The organization provides required financial reports.

5) The organization is encouraged to provide a fidelity bond for the treasurer.

6) The organization will not provide any payment or benefit to a school employee (or family member of a school employee) in violation of the State Ethics Law.

Clubs and/or organizations maintaining separate financial entity from the school may not take advantage of the tax exempt status of the school.

DONATIONS BY CLUBS AND/OR ORGANIZATIONS TO THE SCHOOL

In the event a club and/or organization wants to purchase goods or services for the school or make a donation to the school, the organization's treasurer should make a check payable to the school for the donation or the cost of the item(s) to be purchased. The principal should, in turn, give the treasurer of the organization a receipt for the amount of money received from the organization. The principal shall deposit and send all monies through the school's uniform local accounting system. A separate subsidiary account shall be maintained for each such club and/or organization.

CONCESSION SALES IN SCHOOL ACTIVITIES

Concession sales at school activities and concession sales operated by school or student groups shall be deposited in the appropriate school account and shall be disbursed in accordance with Board policy, Standards of the Southern Association of Colleges and Schools and State Department of Education regulations. All such funds shall be subject to audit by the Board. Income from such activities and sales by parent groups shall be handled in accordance with the guidelines outlined in the above section related to clubs and/or organizations.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: State Department of Education Guidelines for School Related Organizations

FINANCIAL REPORTS

The Superintendent shall have the responsibility for preparing any and all reports related to accounting of school funds that may be required by law or requested by the State Board of Education.

Said records shall be available for inspection by the public during normal business hours. They shall be preserved for the period of time prescribed by the state regulations regarding records retention or for such period as specified by the State Department of Education or other appropriate authorities.

ANNUAL BUDGET

The Board shall provide for the preparation and approval of an annual financial budget for the District. Said budget shall be transmitted to the State Superintendent of Education annually on or before the deadline date(s) approved by the State Department of Education.

ANNUAL FINANCIAL REPORT PUBLISHED

Each year in the month of October, the Board shall publish a full and complete statement of receipts by source and disbursements by function of the District for the twelve months' period ending September 30 in a newspaper published in Pike County.

OUTSTANDING INDEBTEDNESS REPORT PUBLISHED

Each year in the month of October, the Board shall publish a statement of outstanding indebtedness of the Board on September 30 in a newspaper published in Pike County. Said statement must show a schedule for retiring said indebtedness, shall separate funded indebtedness from unfunded indebtedness, and the statement shall show the resources available to pay unfunded indebtedness.

DISTRICT MONTHLY FINANCIAL REPORTS

The Superintendent shall prepare or cause to be prepared a monthly financial report for the District, and shall present said report to the Board on the Board's regular meeting date.

The Superintendent shall prepare or cause to be prepared all monthly financial reports required by the State Department of Education and any appropriate federal agencies.

SCHOOL MONTHLY AND ANNUAL FINANCIAL REPORTS

Each local school principal shall prepare a monthly financial report, to include all school accounts, and submit an annual financial report to the Superintendent for inclusion in the Board's annual financial report.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-13A-6

POLICY 2.015

FISCAL ACCOUNTABILITY

The Board will receive for its review those financial reports required by state law and state regulations as well as those requested by the Board.

Any employee who knowingly or intentionally provides inaccurate or false information on any financial report will be subject to termination.

All financial records are public records.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§ 16-13A-1, 16-13A-6, 16-13A-6(d)

POLICY 2.016

FISCAL MANAGEMENT

Generally accepted accounting standards will be employed for handling all Board and school finances. All Board and school accounts will be reconciled regularly based on a schedule established by the Chief School Financial Officer. All reports required by the State Department of Education will be completed in a timely manner with a copy provided to Board Members.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§ 16-13A-1, 16-13A-6

POLICY 2.017

FISCAL YEAR

The fiscal year for the District shall begin on October 1 and end on September 30.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-13-1

POLICY 2.018

INVOICE PAYMENT PROCEDURES

All invoices to be paid from Central Office accounts will be submitted to the Accounting Department in the Business Office for payment. The normal date for payment of invoices will be the 10th of each month. Invoices paid must be approved by the Superintendent or his designee

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

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.019

LOCAL SCHOOL ACCOUNTING AND REPORTING SYSTEM

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

Currently, the Board has approved the *Uniform Accounting System for Local Schools in Alabama*, *Revised*, for use in District schools. The Superintendent or his designee shall be responsible for preparing, updating and disseminating a District Manual outlining the operating procedures of the *Uniform Accounting System for Local Schools*. The manual shall include all forms to be used. Copies of the manual shall be distributed to all school principals and secretaries/bookkeepers.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.020

FUND BALANCE POLICY IN ACCORDANCE WITH GASB STATEMENT NO. 54

GOVERNMENTAL FUNDS DEFINITIONS

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

1) The General Fund is used to account for and report all financial resources not accounted for and reported in another fund.

2) Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

3) Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt Service Funds should be used to report resources if legally mandated.

4) Capital 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

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

1) Non-spendable fund balances include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Examples of non-spendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, and long-term receivables.

2) Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Examples of restricted fund balances include restricted grants.

3) Committed fund balances consist of amounts that are subject to a purpose constraint imposed by formal action of the Board before the end of the fiscal year and that require the same level of formal action to remove the constraint.

4) Assigned fund balances consist of amounts that are intended to be used by the school system for specific purposes. The Board authorizes the Superintendent or Chief School 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.

5) Unassigned fund balances include all spendable amounts not contained in the other classifications. This portion of the total fund balance in the general fund is available to finance operating expenditures.

PRIORITY

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the Board to consider restricted amounts to have been reduced first. When an expenditure is incurred for the purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the Board that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

REVIEW AND REPORTING

The Board of Education, along with the Superintendent and Chief School 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.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.021

LOCAL SCHOOL BANK ACCOUNTS

The Board requires local school principals to select a bank located in the City of Troy as a depository of school funds. Said bank shall be a member of the Federal Deposit Insurance Commission. Principals shall notify the Superintendent prior to changing their school's current depository of school funds. All checks in the name of the school shall be drawn upon such account(s).

All checks issued in the name of a local school, unless otherwise specified, shall be signed by the local school principal.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.022

LOCAL SCHOOL FINANCES

The principal shall be responsible for the proper handling of all business affairs of the school. This includes the establishment of bank depository accounts, savings and checking accounts, receipt and disbursement of funds, financial records and reports and all fixed assets at the school. The principal, as trustee, is responsible for replacement of student activity money improperly spent.

The school bookkeeper shall be responsible to the principal and shall receive and account for all school funds in accordance with procedures prescribed by the State Department of Education, the Superintendent and approved by the Board.

Teachers who receive money from students or others shall give individual receipts for monies received with the following exceptions:

1) money collected for lunches;

2) money collected through the sale of merchandise in a school store;

3) money collected as an admission fee to a public performance; and

4) money collected daily for small items such as juice and snacks which may be noted on a class roster, totaled and signed by the teacher.

Teachers who serve as faculty sponsors of clubs or subsidiary accounts shall keep an LA-7 (records of receipts and disbursements) for that account. The LA-7 shall be reconciled with the school's General Ledger monthly.

All student activity funds shall be under the control of the principal. Such funds shall be accounted for in accordance with financial bookkeeping procedures approved for use by the Board. Expenditures of such funds shall be approved by the principal and activity sponsor and shall be expended only through written check signed by the principal.

All expenditures of school funds shall be authorized in writing by the school principal prior to the purchase or expenditure being made. No other person is permitted to authorize purchases on behalf of the school.

Requests for purchase orders for expenditures from subsidiary accounts shall be signed by the faculty sponsor of that account. The principal shall either approve the purchase with his signature or reject the purchase by returning it to the teacher with his written reason(s) for denying the expenditure.

Invoices shall not be paid until they have been signed by the person receiving the goods

or services and by the principal authorizing payment.

Monies collected for any purpose shall be submitted to the school principal or his designee who will provide for its prompt and proper deposit. Money shall not be left overnight in classrooms. Monies totaling more than $50.00 are to be deposited and not left on school premises overnight.

Use of a petty cash fund should be avoided if possible. If a petty cash fund is necessary for the operation of the school, accurate and detailed records must be maintained.

Disbursements shall only be made by checks signed by the principal and made payable to a person or company. No checks should be issued payable to "Cash."

Local school funds shall not be expended for personal long distance calls, personal loans or advances or for any purpose other than a direct benefit of the school or student body.

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.

All school instructional fees, charges, contributions, and deposits shall be collected and spent only as authorized by the principal and not contrary to the established policies of the Board.

All funds collected in a school shall be expended for the expressed purpose for which they are collected.

Funds collected from students for lost or damages textbooks shall be accounted for by the schools and the account activity reported as a separate item on the monthly financial report to the Superintendent.

Funds collected from students for Driver Education fees shall be forwarded to the Central Office of the Board before the end of the second six weeks of the semester. The principal shall be responsible for the safe-keeping and maintenance of cars used in the Driver Education program. Any damages to the car should be immediately reported to the proper person in the Central Office.

Funds collected for field trips shall be turned into the school office and expenses arising from those trips shall paid with school checks. The purchase order requesting payment of expenses for the field trip shall have attached a list of persons participating in the field trip, destination, date, and purpose of the field trip and itemized invoices for expenses to be paid.

Travel expenses reimbursed from local school funds shall be in accordance with State and Board policies. Receipts shall be attached to any claim for reimbursement. Only reimbursement for travel related to school business that has prior approval of the principal shall be allowed.

No gifts, flowers, or contributions to faculty or students or any other person for sickness, condolences, congratulations, etc., shall be paid from the school's general fund. However, funds may be collected for such a purpose and should be recorded (receipts and disbursements) in the Accommodations Account.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-13-13, 16-13-14

POLICY 2.023

LOCAL SCHOOL FUND RAISING

The Board directs that fundraising activities in local schools be held to a minimum in order to protect the education interest of students and teachers. However, the Board is aware of the need for additional funds to support and foster worthwhile local school educational programs and activities. To this end, the Board directs that local school fundraising activities be guided by the following principles.

ON-CAMPUS

1) All on-campus fundraising activities sponsored by the school shall be approved in advance by the local school principal.

2) All on-campus fundraising activities including contracted service providers must be under the direction of a certified employee approved by the local school principal.

3) All on-campus fundraising activities involving student solicitations must be conducted during non-instructional time.

4) All on-campus fundraising activities must be conducted in a financially sound manner, i.e., all funds must be accounted for through the approved local school financial accounting and reporting procedure.

5) The local school principal shall coordinate and monitor the number of on-campus fundraising activities conducted by teachers and groups at the school.

6) On-Campus, school-wide fundraising activities shall be limited to two (2) per school year.

OFF-CAMPUS

1) All off-campus fundraising activities sponsored by the school shall be approved in advance by the local school principal and advance notification given to the Superintendent.

2) All off-campus fundraising activities including contracted service providers must be under the direction of a certified employee approved by the local school principal.

3) All off-campus fundraising activities involving student solicitations must be conducted during non-instructional time.

4) All off-campus fundraising activities must be conducted in a financially sound manner, i.e., all funds must be accounted for through the approved local school financial accounting and reporting procedure.

5) The local school principal shall coordinate and monitor the number of off-campus fundraising activities conducted by teachers and groups at the school.

6) Off-campus fundraising activities conducted by student clubs shall be limited to one per school year.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Ala. Atty. Gen. Op. 2001-124

POLICY 2.024

LOCAL SCHOOL MONTHLY FINANCIAL RECORD RECONCILIATION

The bookkeeper/secretary at each local school shall reconcile monthly all financial records with bank statements. Said reports shall be prepared on forms prescribed in the *Local School Accounting and Reporting System Procedures Manual*. Said reports shall be prepared and transmitted to the Central Office by the tenth of each month for review by the Superintendent. Said report 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.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.025

LOCAL SCHOOL PAYROLL REPORTING

Payroll reporting forms containing the names of employees assigned to the school or work site shall be provided by the Central Office.

Support personnel are required to fill out a time sheet which shall be sent to the Central Office with the payroll each month, documenting the exact hours which the employee worked and for which the Board is to make payment.

Employees shall be paid generally on the last working day of each month unless exception is authorized by the Superintendent and the Board, e.g., the December paycheck will be released on the last school day of December for students.

The Board reserves the right to withhold paychecks of personnel who fail to furnish required data such as signed contracts, retirement forms, I-9 forms, etc. Checks will be held only after such personnel have been requested to complete their files and have failed to comply.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.026

LOCAL TAX REVENUES

The local tax structure for support of the District is presently set at a ten mills.

State law requires that school systems must collect school taxes equivalent to ten mills in order to participate fully in the Alabama Minimum Foundation Program.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§ 16-13-1, *et seq.*

POLICY 2.027

MONTHLY FINANCIAL RECONCILIATION

All Central Office financial records shall be reconciled with corresponding bank statements each month by the Superintendent or his designee. A financial report showing the budgetary appropriations, expenditures and balances shall be presented to the Board monthly.

All reconciliations and financial reports shall be signed by the person(s) preparing said reports and the Superintendent.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.028

PERIODIC BUDGET AMENDMENTS

The Board authorizes the Superintendent to review and analyze the District budget for needed changes and adjustments 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 change will not create deficits of violate State Board of Education policy or state law.

Source: Troy City Board of Education
Adopted:
Revised:
Legal Ref.: *Ala. Code* §16-13-143(c)

POLICY 2.029

PROJECT ADMINISTRATION

The Board delegates responsibility for project administration to the Superintendent. The construction of the building shall remain the responsibility of the architects and contractor within the plans and specifications of the building. The Superintendent shall keep abreast of the construction project and periodically apprise the Board of construction progress.

The State Board of Education requires that the local Superintendent notify the State Superintendent within ten days after the beginning of construction of a building and request that the State Department representative inspect the building during the construction to ensure that het plans and specifications are being followed.

A minor change order ($3,000 or less) may be approved by the Superintendent who will report his actions to the Board.

The local Superintendent shall not submit payment for more than 90% of the contract price of the building until the final inspection of the building is made and all plans and specifications are complied with in full.

In making partial payments from PSCA (Public School and College Authority) funds, there shall be retained five percent (5%) on the estimated amounts until completion of 50% of the contract, after which no additional retainage will be withheld, unless there is evidence that the contract cannot, or will not, be completed with the unpaid balance, or there is other cause as stated in the general conditions.

Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors and school officials, the Superintendent shall make a recommendation for its acceptance to the Board.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-1-2

POLICY 2.030

PROPERTY SALES AND DISPOSAL PROCEDURES

REAL PROPERTY

The Board is authorized to sell real property (land and buildings) owned by the Board which is no longer used at school or work sites for an adequate consideration where such action is in the best interests of the District. Such sales shall be in accordance with state law. The sale of school property shall be by competitive bid or auction. Such sales shall be conducted through the Central Office and shall be advertised in the appropriate manner. In the event all bids received are less than the estimated market value, the Board may reject all bids and re-advertise or sell by negotiated sale, provided the price received through negotiated sale is higher than the highest bid received.

PERSONAL PROPERTY

Disposal of surplus personal property shall be by the following procedure:

1) All equipment and furniture that is obsolete, unsafe, inoperable, or no longer educationally functional at a school or, in the transportation department, maintenance department, Central Office, or school food service department shall be listed by the principal or departmental supervisor and submitted in writing to the Superintendent requesting it be declared "surplus". The Superintendent, with Board approval, has the authority and responsibility to declare such listed property surplus. (Surplus property may be used as trade-in on the purchase of other new equipment.)

2) If such equipment can be utilized in another school, it shall be marked, transferred, delivered and entered on that school's inventory unless the Superintendent authorizes an on-site sale. Notification of the transfer shall be made in writing to the

3) Superintendent's office in order to keep school and Central Office inventories in balance.

4) Public sales will be held at such times as determined appropriate by the Superintendent. Notice of public sale will be advertised appropriately. Surplus personal property shall be sold for "fair value". Disposal of personal property will be accomplished in accordance with guidelines and procedures established by Examination of Public Accounts.

Proceeds from the sale of real or personal property will be receipted to the Central Office general fund.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.031

SCHOOL MATERIAL SELECTION AND PURCHASING

The Board encourages teachers and school personnel to give careful attention to the selection and purchase of instructional supplies. In selecting and purchasing instructional supplies, the goal should be to obtain the best product at the lowest price. All instructional supplies and materials must be purchased in accordance with the following procedures:

1) A local school purchase order must be completed and signed by the principal prior to a purchase being made from school funds.

2) Prior to approving the purchase, the principal shall make a review to determine the availability of funds for said purchase.

3) A District purchase order must be completed and signed by the principal prior to any purchase to be paid from Central Office funds.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 2.032

SHORT TERM NOTES

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

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

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§ 16-13-145 to -146

POLICY 2.033

STUDENT FEES

GENERAL

The Board prohibits the collection of fees of any kind from students attending public kindergarten or any of the first six grades of the District; however, the Board grants school principals the authority to solicit voluntary donations from parents of children in grades kindergarten through six.

No fees shall be collected in secondary schools for courses specifically required for graduation. The Board shall be authorized to set reasonable fees in non-required courses (e.g. laboratory, shop materials, equipment fees). Such fees may be waived for students who cannot afford to pay set fees based on specific and equitable eligibility criteria approved by the Board.

CONSISTENCY

In order to ensure that fee charges are consistent and uniform throughout the District, fee charges for courses not specifically required for graduation, such as typing, laboratory, drivers' education, etc., and other items such as lockers, locks, etc., shall be determined on an annual basis by the Superintendent, who shall seek advice from school principals. Such set charges shall be applicable to all schools in the District. In all cases, such fees shall be set at the absolute minimum. Said fees shall be recommended by the Superintendent and approved by the Board.

Principals shall be notified in a timely manner when said schedules are approved prior to each school year.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-13-13

POLICY 2.034

VENDOR RELATIONS AND RECEIPT OF GIFTS

The Board shall always promote vendor/Board relations through honest and fair business transactions. The Board and its employees shall always seek to secure quality services and products in the most economical manner. Favoritism of certain vendors shall not be the policy of the Board.

The Board shall not permit gift incentive purchasing for personal gain by any Board employee. Employees are encouraged to make purchases in a manner that will benefit the District through reduced prices rather than benefiting individual employees.

No Board member, employee or any member of his or her immediate family shall accept any personal gift or gratuity from any person, agency or company doing business or desiring to do business with the Board which might be interpreted as influencing future business decisions.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §36-26-5 to -7

POLICY 2.035

WORTHLESS CHECKS

The face value of a check returned for insufficient funds (NSF) may not be absorbed as a cost by state, federal or public local funds. An uncollected check is considered a bad debt; therefore, it is not an allowable expenditure for any state, federal or local fund. Troy City Board of Education will adhere to the following guidelines to address worthless checks.

1. Local school principals and system administrators must exercise due diligence in the acceptance of checks and in the collection of NSF checks.

2. Insufficient funds and closed account checks may not be absorbed as a cost of state, federal or local funds.

3. A notice that writers of bad checks will be prosecuted will be posted in all schools and the central office. A similar notice will be distributed to the parents by the schools on a yearly basis.

4. A service fee per returned check will be charged by the school system.

5. Fees collected may be used to cover expenses incurred in collecting NSF checks. If the NSF check is determined to be uncollectible, it may not be **simply written off**. Money collected from fees may be used to reimburse the state, federal or local funds.

6. A list of individuals presenting NSF checks to the school system will be maintained in a system-wide bad check log. Checks will not be accepted from those individuals for the remainder of the school year.

If the school or school system is not reimbursed for the face value of the check plus the service fee, the case will be turned over to the District Attorney's office.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: January 22, 2019
Legal Ref.:

POLICY 2.036

CHILD NUTRITION PROGRAM PROCUREMENT PLAN

All procurement of food, supplies, goods, and other services with the Child Nutrition Program will be consistent with federal, state, and local laws and regulations. This plan is adopted as a condition of the SFA's participation in the USDA's Child Nutrition Programs. The SFA uses procurement procedures that reflect state and local law while also ensuring compliance with applicable federal law.

Superintendent of Schools — Date: 1/22/19

Chief School Finance Officer — Date: 1/23/19

Director of Child Nutrition — Date: 1/23/2019

PROCUREMENT PLAN GENERAL REQUIREMENTS

A. This plan is adopted as a condition of Troy City Schools' participation in the USDA Child Nutrition Programs. Troy City Schools uses procurement procedures that reflect state and local law, while also ensuring compliance with applicable federal law.

B. The Director of CNP is primarily responsible for overseeing all procurement for Troy City Schools food service department, including any procurement conducted on behalf of the Child Nutrition Program. This responsibility includes, but is not limited to, the responsibilities set forth below:

1. Ensures that all Troy City Schools procurement transactions are conducted in a manner that provides full and open competition in accordance with federal law.
2. Manages contracts and oversees vendors and/or ensuring that vendors perform in accordance with the terms, conditions, and specifications of vendor contracts and/or purchase orders.
3. Ensures that vendors who develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals are ***excluded*** from competing for such contracts and/or purchase orders.
4. Ensures that all contractual and administrative issues arising out of procurements for the Troy City Schools' food service department are handled in accordance with good administrative practice and sound business judgment.
5. Ensures that all sufficient records detailing Troy City School's CNP procurement history, as well as the procurement history of all other entities procuring on behalf of Troy City Schools CNP, are maintained.
    a. The records maintained for contracts include, at a minimum, the following records:
        1. Rationale for methods of procurement
        2. Selection of procurement type
        3. Selection or rejection of vendor
        4. Basis for contract price
    b. These records are maintained for at least three (3) years after submission of the final claim for Reimbursement for the fiscal year or longer if otherwise required by law.
6. Ensures that the LEA maintains policies and/or procedures that govern the conduct of employees who are engaged in the selection, award, and administration of contracts for the SFA. These procedures meet the minimum requirements set forth in federal law.
7. The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition reimbursement funds. These written standards of conduct include:
    a. No employee, officer, or agent shall purchase or establish a contract if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

1. The employee, officer, or agent;
2. Any member of the immediate family;
3. His or her partner;
4. An organization which employs or is about to employ one of the above.

b. Employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

8. Regardless of procurement method, the following factors will be determined regarding the allowability of costs:
   a. Be necessary and reasonable for proper and efficient administration of the program(s)
   b. Be allocable to federal awards applicable to the administration of the programs(s)
   c. Be authorized and not prohibited under state and local laws
   d. Purchasing will be conducted at the most restrictive procurement threshold:

	Federal Procurement Thresholds	Troy City Schools Procurement Thresholds (input)
Micro-purchasing	Less than $10,000	Less than $10,000
Equipment	Over $5,000	Over $5,000
Small/Informal	Less than $15,000	Less than $15,000
Formal	$15,000 or greater	$15,000 or greater

9. All staff conducting purchasing will be trained on the procurement procedures.

METHODS OF PROCUREMENT

Pursuant to federal and state laws and regulations and to promote fiscal integrity, efficiency, and competitive standards, the following purchasing and acquisition methods and procedures will be followed:

A. Micro Purchases

The micro-purchase procurement method will be utilized for purchases up to and including $10,000.00. These purchases do not require competitive quotes from potential bidders if the final price is considered reasonable. Micro purchases shall be distributed equitable among qualified suppliers to the extent practicable.

B. Small Purchases

These procurement methods will be used for purchases from the micro-purchase amount up to $15,000.00. Product, equipment, and supply specifications and service, labor, and work requirements must be established and provided to an adequate number of qualified sources.

a. Contacting potential vendors when price quotes are needed from at least 2 qualified sources.
b. Ensuring the confidentiality for price quotes are maintained until purchase is made.
c. Ensuring small purchases are made based on quality, conformity with specifications, purpose for which required, terms of delivery, transportation charges, and dates of delivery are factors which may be used to determine the low responsible bidder. Bidders must abide by the provisions of the Americans with Disabilities Act of 1990 in order to provide goods or services to the Troy City Board of Education.
d. Ensuring documentation is maintained and includes specifications used, identification of vendors contacted, vendor price quotes received, and vendor selected.
e. Troy City Schools will seek prior approval from the Child Nutrition Coordinator at the Alabama State Department of Education (ALSDE) by completing the Equipment Request Form. The request should be submitted and pre-approval granted from ALSDE before issuing bids for equipment. The school board cannot vote to approve any purchases of $5,000 or more without pre-approval from ALSDE.

C. Formal Sealed Bid Purchases

1. If the amount of purchases are $15,000 or greater, formal procurement procedures will be used as required by 2 CFR Part 200.318-326, formerly 7 CFR §3016.36. The Director of CNP is responsible for procuring goods and/or services for the

Troy City Schools using formal procurement. Responsibilities include, but are not limited to, the following:

- Ensuring that contracts are awarded to the responsible bidder / proposer whose bid or proposal is responsive to the solicitation and is most advantageous to Troy City Schools.
- Ensuring that, when weighed criteria is used as part of the solicitation, a weighted evaluation sheet is provided to each bidder in the initial bid document materials; price and other factors are considered with price receiving the highest weight; and a firm fixed price or cost reimbursable contract is awarded following evaluation and / or negotiation (as applicable.)
- Ensuring that the bid tabulation or the evaluation criterion score sheet is signed signifying a review and approval of the selections.
- Monitoring the formal procurement system to ensure compliance with applicable laws.
- Ensuring that all procurement documentation relating to formal procurement is maintained.
- Ensuring compliance with the Buy American Provision.
- Ensuring that a vendor obtains, in advance, written approval for any non-domestic agricultural product supplied to Troy City Schools.
- Ensuring that full documentation is received documenting why an accepted item is unavailable.
- Ensuring that vendor documentation is reviewed and audited before Troy City Schools selects an acceptable alternative.
- Selects an acceptable alternative when a product is not available.
- Ensuring that the solicitation is advertised by the Director of CNP to publicize the SFA's intent to purchase needed items.
- An advertisement is required for all purchases over the district's small purchase threshold of $15,000. The announcement will contain a:
  - General description of items to be purchased
  - Deadline for submission of questions and the date written responses will be provided including addenda to bid specifications, terms, and conditions as needed
  - Date of pre-bid meeting, if provided, and if attendance is a requirement for bid award
  - Deadline for submission for bids or proposals; and
  - Address of location where complete specifications and bid / proposal forms may be obtained.
- Ensuring that advertisements run for at least 14 business days.
- Ensuring that vendors are given the same opportunity to bid on the same product specifications.
- Ensuring that purchase conditions are clearly defined in the solicitation.
- Ensuring that the initial procurement solicitation and the final awarded contract include all required contract language and meets the requirements of local, state, and federal law.

- The developer of written specifications or descriptions for procurements will be ***prohibited*** from submitting bids or proposals for such products or services.

2. Because of the potential for purchasing more than $15,000, it will be the responsibility of the Director of CNP to document the amounts to be purchased so the correct method of procurement will be followed.

3. Troy City Schools will seek prior approval from the Child Nutrition Coordinator at the Alabama State Department of Education (ALSDE) by completing the Equipment Request Form. The request should be submitted and pre-approval granted from ALSDE ***before*** issuing bids for equipment. The school board cannot vote to approve any purchases of $5,000 or more without pre-approval from ALSDE.

4. Responses will be weighted on the follows:
   a. Price
   b. Quality
   c. Service
   d. Delivery
   e. Pass Business with Vendor

When a formal procurement method is required, the following ***COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE PROPOSAL in the form of a Request for Proposal (RFP)*** procedures will apply:

- An announcement of an **Invitation for Bid *(IFB) or a Request for Proposal (RFP)*** will be sent to vendors, posted on Troy City Schools website, and posted on the district bulletin board to publicize the intent to purchase needed items. The advertisement for bids/proposals or legal notice will be run for 14 business days.
- The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - Contract period
  - SFA/Sponsor is responsible for all contracts awarded (statement)
  - Date, time, and location of bid opening
  - How vendor is to be informed of bid acceptance or rejection
  - Delivery schedule
  - Set forth requirements (terms and conditions) which bidder must fulfill in order for bid to be evaluated
  - Benefits to be entitled if the contractor cannot or will not perform as required
  - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the non-profit Child Nutrition account
  - Contract provisions as required in Appendix II for 2 CFR Part 200, formerly 7 CFR Part 3016.36(i)
  - Contract provisions as required in 7 CFR Part 210.21(f) for all cost reimbursable contracts
  - Procuring instrument to be used are purchase orders from firm fixed prices after

formal bidding
  - Price adjustment clause (escalation/de-escalation) based on appropriate standard or cost index (Consumer price index, or other as stated in terms and conditions for pricing and price adjustments)
  - Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received
  - Provision requiring access by duly authorized representatives of the SFA/Sponsor, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
  - Method of shipment or delivery upon contract award
  - Provision requiring contractor to maintain all required records for ***three*** years after final payment and all other pending matters (audits) are closed for all negotiated contracts
  - Provision requiring the contractor to recognize mandatory standards/polices related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
  - Signed statement of non-collusion
  - Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
  - Affidavit of Alabama Immigration Compliance Signature Page
  - Notice of Alabama Immigration Law Compliance Requirements
  - E-Verify Memorandum of Understanding
  - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – lower Tier Covered Transactions

- Specifications and estimated quantities of products and services prepared by Troy City Schools and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
- If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the Director of CNP and date specified.
- The Director of CNP will be responsible for securing all bids or proposals.
- The Director of CNP will be responsible to ensure all Troy City Schools procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
- The following criteria will be used in awarding contracts as a result of bids/proposals.
  - Price
  - Conformity to Bid Requirements (Ex.: quality, delivery, service, etc.)
  - If two bids are equal, consideration will be given to the vendor which was last awarded a bid from Troy City Schools

In awarding a competitive negotiation (RFP), a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding

a contract.

- The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to Troy City Schools, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
- The Director of CNP is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- The Director of CNP reviews the procurement system to ensure compliance with applicable laws.
- The Director of CNP is responsible for documentation that the actual product specified is received.
- Any time an accepted item is not available, the Director of CNP will select the acceptable alternate. The contractor must inform the Director of CNP within five (5) days when a product is not available. In the event a non-domestic agricultural product is to be provided to Troy City Schools, the contractor must obtain, in advance, the written approval of the product. The Director of CNP must comply with the Buy American Provision.
- Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the Director of CNP.
- The Director of CNP is responsible for maintaining all procurement documentation.

D. Noncompetitive Proposals

If items are available **only** from a single source ***when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation***, **NON-COMPETITIVE NEGOTIATION** may be used only when one or more of the following circumstances apply:

1) The item is available only from a single source,
2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, or
3) After solicitation of a number of sources, competition is determined inadequate.

The Director of CNP is responsible for handling non-competitive negotiations. Responsibilities include, but are not limited to the following:

1. Written Specifications will be prepared and provided to the vendor.

2. The Director of CNP will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.

3. A record of non-competitive negotiation purchases shall be maintained by the Director of CNP. The record of non-competitive purchases shall include, at a minimum, the following:

    - item name
    - dollar amount
    - vendor, and
    - reason for non-competitive procurement

4. The Director of CNP will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.

    1) Troy City Schools agrees that the reviewing official of each transaction will be the Director of CNP.

    2) Payment will be made to the vendor when the contract has been met and verified and has met the procedures for payment. (if prompt payment is made, discounts, etc. are accepted.)

    3) Specifications will be updated as need.

EMERGENCY PURCHASING

The Director of CNP is responsible for handling emergency purchases. Responsibilities include, but are not limited to:

- Ensuring that written specifications will be prepared
- Ensuring that the actual product or service specified is received
- Ensuring that a record of the emergency purchase procedure is maintained and available for audit and review. At a minimum, the following emergency procurement procedures shall be documented:

    - ➢ item name
    - ➢ dollar amount
    - ➢ vendors contacted, and
    - ➢ reason for emergency

- Ensures all emergency procurements shall be approved by the Superintendent of Troy City Schools
- Submits Equipment Request Form to ALSDE for approval
- Maintains all documents related to the emergency for three (3) years after final payment.

PROFESSIONAL SERVICES

The complexity of equipment in school cafeterias occasionally require the professional services of specialists other than district maintenance staff. The following procedures are to be followed when securing professional services:

1. If total fees associated with the professional service (hourly rate, travel) are under the Micro Purchase threshold of $10,000.00, price quotes and competition are not required as long as this limit is not exceeded in a calendar year.

2. When it is anticipated that services may be needed periodically throughout the year and that the $10,000.00 threshold will be exceeded, an RFP will be sent to vendors requesting price quotations for hourly rate and travel for service and repairs. The cost of replacement parts will not be included in this process because of the urgency of getting the equipment repaired as quickly as possible and back into production.

3. Examples of professional services requiring a RFP may include:

    a. Refrigeration specialist
    b. Electrician
    c. Mechanic
    d. Floor Scrubber maintenance
    e. Temperature Monitoring service

4. If there is only one response to the RFP, Troy City Child Nutrition may accept that response and negotiate pricing and terms.

5. Professional Services contracted by the school board for general property service will not require a RFP. Any fees charged to Child Nutrition will fall under the Micro Purchase threshold. Examples of this nature may include:

    a. Pest Control
    b. Fire suppression system maintenance

6. RFPs for professional services should be submitted to cover one year of service, with the option of renewing for two additional years if agreeable to both parties.

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

1. The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible

2. Affirmative steps must include:

    a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
    b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
    c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
    d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
    e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
    f. Requiring the prime contractor, if subcontracts are to take the affirmative steps listed in paragraphs (a) through (e) of this section.

Procurement Records Retention

The following records will be maintained for a period of three years plus the current year:

- Records of all telephone quotations
- Logs of all emergency and noncompetitive purchases
- All written quotations and bid documents
- Comparison of all price quotations and bids with the effective dates shown
- Any pre-approved substitutions

PROCUREMENT ETHICS
CODE OF CONDUCT AND CONFLICTS OF INTEREST

In accordance with the general procurement standards in Title 2, Code of Federal Regulations (2 CFR), Section 200.318(c), Troy City Schools Child Nutrition employees shall adopt and follow these written standards of conduct to cover potential personal and organizational conflicts of interest. These written standards must govern the actions of employees, officers, or agents who engage in the selection, award, and administration of contracts funded by federal awards.

Code of Conduct:

- Prohibits an employee, officer, or agent from soliciting gifts, travel packages, and other incentives from prospective contractors
- Prohibits an employee, officer, or agent from participating in the selection, award, and administration of any contracts supported by a federal award if the employee has a real or apparent conflict of interest
- Sets standards for situations when the financial interest is not substantial or a gift is an unsolicited item of nominal value and may be acceptable
- Establishes disciplinary actions to be taken in the event the standards are violated
- Nominal gifts accepted by employees are allowable provided the value of the gift does not exceed $25. "Widely attended" conference events are allowable as long as the cost per person does not exceed $25, and an aggregate of $50 or less in a calendar year from a single provider.

Alabama ethics laws Section 36-25-5(a) states: "No public official or public employee shall use or cause to be used his or her official position of office to obtain personal gain for himself or herself, or family member of the public employee or family member of the public official, or any business with which the person is associated unless the use and gain are otherwise specifically authorized by law. Personal gain is achieved when the public official, public employee, or a family member thereof receives, obtains, exerts control over, or otherwise converts to personal use the object constituting such personal gain."

Section 36-25-5(c) states: "No public official or public employee shall use or cause to be used equipment, facilities, time, materials, human labor, or other public property under his or her discretion or control for the private benefit or business benefit of the public official, public employee, any other person, or principal campaign committee as defined in Section 17-5-2, which would materially affect his or her financial interest, except as otherwise provided by law or as provided pursuant to a lawful employment agreement regulated by agency policy."

Section 26-25-5(e) states: "No public official or public employee shall, other than in the ordinary course of business, solicit a thing of value from a subordinate or person or business with whom he or she directly inspects, regulates, or supervises in his or her official capacity."

A conflict of interest arises when a Troy City Schools employee, officer, agent, or any member of their immediate family, a partner, or an organization that employs or is about to employ any immediate family member, has a financial or other interest in—or would gain a tangible personal benefit from—a firm considered for a contract. Organizational conflicts of

interest include relationships with a parent, affiliate, or subsidiary organization, and where the nonfederal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization (2 CFR, Section 200.318[c][2]).

Procurement Standards

Troy City Schools Child Nutrition must conduct all procurement transactions in a manner that allows full and open competition consistent with the standards stated in 2 CFR, Section 200.319. To ensure objective vendor performance and eliminate any unfair competitive advantage, vendors that develop or draft specifications, requirements, statements of work, invitations for bid (IFB), or requests for proposal (RFP) must be excluded from competing for the bid (2 CFR, Section 200.319[a]).

Actions that restrict competition include, but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business
- Requiring unnecessary experience and excessive bonding
- Conducting noncompetitive pricing practices between firms or between affiliated companies
- Awarding noncompetitive contracts to consultants who are on retainer contracts
- Allowing organizational conflicts of interest
- Specifying a brand name product instead of allowing an equal product to be offered by describing product performance or other relevant requirements
- Engaging in any arbitrary action during the procurement process, such as awarding a contract—without a valid reason—to a vendor that did not rank first (or lowest in price) according to the agency's evaluation criteria when awarding a contract

Incentives

Incentives that may serve to induce or influence an employee engaged in the selection, award, or administration of contracts may be unlawful. Examples of incentives include, but are not limited to:

- Extra goods or services that were not solicited
- Gifts (such as free merchandise, event tickets, gift cards)
- Money for scholarships
- Cash
- Points that can be redeemed for merchandise

To avoid noncompliance with federal procurement regulations (including, but not limited to, 2 CFR sections 200.318, 200.319, and 400.2) and to prevent bid protests, this written Code of Conduct prohibits Troy City Schools Child Nutrition staff from accepting any incentives offered by a bidder for any agency staff member's personal use.

Consequences

Pursuant to Title 7, Code of Federal Regulations, Section 210.19(a)(4), complaints are required to be investigated or irregularities noted in connection to the operation of the food

service program. This requirement extends to the performance of individuals and organizations engaged in contract solicitation, award, and administration. The oversight and monitoring of agency procurement activities includes a review of the agency's written Code of Conduct and, when necessary, investigations of reported real or apparent conflicts of interest. If an investigation reveals that Troy City Schools Child Nutrition violated their Code of Conduct, a finding of noncompliance will be issued and corrective action required. Consequences for failure to comply with federal regulations are outlined in 2 CFR, sections 200.338 (Remedies for Noncompliance) and 200.339 (Termination), and may include temporary withholding of cash payments, suspension of program funding, denial of all or part of the cost of the noncompliant activity, other remedies to bring the agency into compliance, and termination.

Troy City Schools Child Nutrition staff must be familiar with federal, state, and local laws regarding the misuse of public funds that could lead to other consequences, including civil or criminal penalties, lawsuits, and bid protests that may also result in public mistrust. Troy City Schools Child Nutrition staff remains responsible for ensuring that their procurements and contracts comply with all applicable laws, program instructions, and guidance materials, and should consult their legal counsel regarding any proposed procurement methods or contract language.

BUY AMERICAN PROVISION

Buy American provision requirements

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a provision, Section 12(n) to the National School Lunch Act (NSLA) (42 USC 1760(n)), requiring school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. This Buy American provision supports the mission of the Child Nutrition Programs, which is to serve children nutritious meals and support American agriculture.

Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially using agricultural commodities produced in the U.S. Report language accompanying the legislation noted that "substantially means over 51% from American products." Therefore, over 51% of the final processed product (by weight or volume) must consist of agricultural commodities that were grown domestically. Thus, for foods that are unprocessed, agricultural commodities must be domestic, and for foods that are processed, they must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume as determined by the SFA.

Implementing the Buy American provision

SFAs are reminded that for all procurement transactions for food when funds are used from the nonprofit food service account, whether directly by an SFA or on its behalf, procurement transactions must comply with the Buy American provision. Implementation of the Buy American provision should be done by: including Buy American in documented procurement procedures, State agency prototypes documents, and all procurement solicitations and contracts; including domestic requirements in bid specifications; contract monitoring; and verifying cost and availability of domestic and nondomestic foods using data in the USDA Agricultural Marketing Service's (AMS) weekly market report at https://marketnews.usda.gov/mnp/fv-report-config-step1?type=termPrice. The Buy American provision supports local and small businesses. Using food products from local sources supports local farmers and provides healthy choices for children in the school meal programs while supporting the local economy. Requiring compliance with the Buy American provision also supports SFAs working with local, or small, minority, and women-owned businesses as required by Federal regulations (see 2 CFR 200.321). FNS also encourages purchasing food products from local and regional sources when expanding farm to school efforts. USDA Foods comply with Buy American requirements. FNS encourages SFAs to maximize their use of USDA Foods, which comply with Buy American requirements. USDA Foods are domestic, and purchasing from 100% domestic origin sources is a longstanding USDA policy based on Section 32 of the Agriculture Act of 1935 (P.L. 74-320 as amended; 7 U.S. Code 612c). However, processed end products that contain USDA Foods need to meet the 51% domestic requirement, by weight or volume.

Vendors are to provide products of US and US territories.

Limited exceptions to the Buy American provision

There are limited exceptions to the Buy American provision which allow for the purchase of foods not meeting the "domestic" standard as described above (i.e., "non-domestic") in circumstances when use of domestic foods is truly not practicable. These exceptions include:

a) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality;
b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

Vendors are required to include the country of origin on all food invoices.

Vendor may request an exception or recommend a domestic alternative as a substitute, to be approved in advance by the Director of CNP.

Compliance with, and monitoring of, the Buy American provision

To ensure compliance with the Buy American provision, solicitation and contract language must include the requirement for domestic agricultural commodities and products. The Director of CNP will maintain all records, including documentation of exceptions.

Attestation:

Vendors of agricultural products (fresh produce, milk, ice cream) will sign an Attestation in the bid document attesting to compliance to the requirements of the Buy American Provision. Any items that are not grown or produced in the US or US territories must be pre-approved by the Director of CNP. Vendor will be required to justify the item in an Exception Report to obtain pre-approval of the purchase.

BUY AMERICAN PROVISION ATTESTATION

Troy City Schools
Bid XXXX-XX

Item Name

Bid Price Quote: _____

By signing this price quotation, the vendor attests to compliance to the requirements of the Buy American Provision. Any items that are not grown or domestically processed in the US or US territories must be pre-approved by the CNP Director. Vendor will be required to justify the item in an Exception Report to obtain pre-approval of the purchase.

Signature:
_____

Name of Company:
_____

Date:
_____

THIS BID MUST BE NOTARIZED
_____Day of _____, 2018

_____
Notary Public

ALABAMA STATE LICENSE NO. _____

7 CFR APPENDIX A TO PART 3019 - CONTRACT PROVISIONS

All contracts awarded by a recipient, including small purchases, shall contain the following provisions as applicable:

1. Equal Employment Opportunity—All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)—All contracts and subgrants in excess of $2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
3. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)—When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than $2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
4. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)—Where applicable, all contracts awarded by recipients in excess of $2000 for construction contracts and in excess of $2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every

mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. Rights to Inventions Made Under a Contract or Agreement—Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
6. Clean Air Act (42 U.S.C. 7401 et. seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended—Contracts and subgrants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
7. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier, up to the recipient.
8. Debarment and Suspension (E.O.s 12549 and 12689)—All parties doing business with the Department of Agriculture should consult the Department's regulations for debarment and suspension found at 7 CFR 3017. No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible

under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

OMB (OFFICE OF MANAGEMENT AND BUDGET) PART 200

OMB Part 200

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

1. Cash Management for Federal Funds –The Board will minimize the time between the receipt of federal funds from the United States Treasury, the Alabama Department of Education, or other pass-through entity, and the disbursement of 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 should 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 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 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.

2. Determination of Allowable Costs –

a. Before instituting a financial transaction that will require the expenditure of federal funds, the federal program coordinator 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:

1. The proposed expenditure is included in the federal program budget.

2. The proposed expenditure is reasonable and necessary for the federal program.

3. The proposed expenditure is consistent with procedures for financial transactions of the board, including:

A. Purchase order approval procedures;

B. Contract review and approval procedures;

C. Applicable competitive purchasing procedures; and

D. Documentation supports the allowability of the transaction.

b. Before payments are made from federal funds, the federal program coordinator 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

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

4. Conflict of Interest Policy – 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 a direct and predictable effect 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 the 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 that employs, or is about to employ,

> any of the parties indicated herein, has a financial or other interest in 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 subcontractors.

The board's conflict of interest policies include adherence to the Alabama Ethics Law, as it may be amended from time to time, 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 knows 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.

5. Procurement Policy – The board will follow state laws for the procurement of property and services. The primary state procurement laws for the Alabama school board are: Alabama Competitive Bid Laws (Chapter 13B of Title 16, Code of Alabama 1975); Joint Information Technology Purchasing Agreement (Chapter 13B of Title 16, Code of Alabama 1975); and Public Works Law (Title 39, Code of Alabama 1975).

To the extent allowed by state laws, the board will utilize state,

local, regional, and national purchasing agreements where appropriate for the procurement or use of goods and services. All procurement transactions are subject to the board's Conflict of Interest Policy, and the procurement decisions of the board will:

a. Avoid acquisition of unnecessary or duplicative goods and services;
b. Use the most economical and efficient approach for acquisitions;
c. Award acquisitions contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
d. Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources before awarding procurement contracts;
e. Maintain records sufficient to document the history of the procurement; and,
f. 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 $250,000 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 select recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals complies with the board's conflict of interest policy.

Source: Troy City Board of Education
Adopted: November 20, 2025
Revised:
Legal Ref.: 2 CFR Part 200

SECTION 3: PERSONNEL

POLICY 3.001

AMERICANS WITH DISABILITIES ACT

The Board is committed to ensuring equal opportunity and access to all employee*s* in accordance with §503-505 of the *Rehabilitation Act of 1973* and the *American with Disabilities Act of 1990* ("ADA"). The Board prohibits discrimination against any employee or applicant on the basis of physical or mental, or perceived disability. The Board at all times shall comply with applicable statutes and regulations related to the ADA in regard to determining whether an individual is a qualified disabled person under the Act, providing reasonable accommodations, investigating and promptly responding to complaints, and in all other matters, actions or issues related to the ADA.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: 42 U.S.C. §§12111, *et seq.*

POLICY 3.002

APPLICATIONS FOR EMPLOYMENT

Application forms must be designed to gather only information permitted by state and federal laws and shall be standard throughout the District. Applications must specify the type of position for which the applicant is applying (e.g. elementary teacher, principal, supervisor, bus driver, etc.). All persons seeking employment with the District must complete an approved official application form. Persons will not be considered for employment without a completed official application form submitted prior to the submission of any other written material. Applications will be available at Central Office or on the District's website.

Applications are considered complete for professional personnel positions when the following items are on file:

1) Completed standard application form with applicant's signature on last page with applicant's résumé attached;

2) Official Transcript(s) of all college/university academic work;

3) Copy of Alabama Professional Certificate for Teacher and Other School Personnel or proof of application for such;

4) LEGIBLE copy of applicant's driver's license and social security card (on one sheet of paper);

5) Three Applicant Reference Forms solicited from persons knowledgeable of applicant's teaching/intern experience and mailed by the reference (<u>not</u> the applicant) directly to Troy City Schools Human Resources Department. NOTE: Additional references may be secured by the Superintendent or his designee during the application process;

6) Alabama Department of Human Resources' Request for Clearance of State Central

7) Registry on Child/Abuse/Neglect which will be mailed to the Alabama Department of Human Resources who will mail the completed form directly to Troy City Schools Human Resources Department. (Note: Applicant's signature on this form must be witnessed by the signature of another person.); and

8) Statement of Conditional Employment regarding satisfactory criminal history investigation report which must be signed, dated, witnessed, and returned with application.

RESPONSIBILITY OF PROVIDING CREDENTIALS

Applicants are responsible for providing all credentials required for employment purposes. Applications for employment will not be considered complete until all required information and credentials are provided by the job applicant. Applicants are responsible for all costs associated with providing these materials.

Applications for certified personnel are deemed complete when all required information listed on the application has been provided with a completed and signed application standard form.

APPROVAL OF EMPLOYMENT

No offer of employment is deemed complete or effective unless and until the Board has approved the Superintendent's recommendation thereof.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.003

ASSIGNMENTS AND WORKLOADS

Workloads shall consist of all duties and responsibilities as may be assigned by the Superintendent, immediate supervisor and pursuant to job descriptions. The Superintendent, his designee and/or the employees' immediate supervisor shall assign workloads on an equitable basis. All work load assignments shall conform to standards outlined by the *Code of Alabama*, the State Board of Education and appropriate accreditation agencies or relevant regulation.

In order to accommodate the needs of the Board, school principals, with written approval of the Superintendent, may work with personnel to arrange alternate time schedules and/or workloads.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.004

HEALTH EXAMINATION FOR PERSONNEL

The Board reserves the right to require employees of the School System, at any time, at the Board's expense, to submit to a physical examination by a physician or physicians to be approved, by the Board. The employee shall have the right to seek a second opinion at their own expense which the Board shall take into consideration. The Board may terminate the employment of any person whose condition of health, as disclosed by such examination, if in the opinion of the Board and physicians make further retention of such employee detrimental to the best interest of the School System.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.005

COMMUNICABLE DISEASES

The Board recognizes that personnel can be at risk for contracting potentially fatal communicable diseases in the workplace through exposure of contaminated body blood and body fluids. The Board wishes to minimize risk of infections through employee education, preventative measures, early intervention and proper medical diagnosis and treatment.

All school personnel shall use universal blood and body fluid precautions in the care of all students and staff. Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting and on school buses. School personnel will be trained in the proper procedures for handling blood and all school personnel will adhere to these procedures.

If an exposure occurs, personnel shall report the issue to the administrator, who is responsible for referring the person to the school nurse. The nurse will ensure that the post-exposure guidelines are followed.

All personnel shall follow the general procedures for handling body fluids and safe glove use that has been established for all faculty and staff by the Health Services Coordinator.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.006

DRUG-FREE WORKPLACE

It is the mission of the Board to provide an educational environment which enables each individual to reach his or her fullest potential. Consistent with that mission lies an important system goal: to promote a drug-free environment.

It is the policy of the Board that the use of alcohol and other drugs (as outlined under the Standards of Conduct) and the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs is prohibited. Any employee violation this policy will be subject to disciplinary actions, up to and including termination of employment and referral to the appropriate authorities for prosecution. This policy has been adopted in accordance with the *Drug-Free Workplace Act of 1988* and the *Drug-Free Schools and Communities Act Amendments of 1989.* Nothing in this policy should be construed as precluding the Board from adopting additional or alternative programs, procedures, and penalties in order to achieve the goal of a drug- and alcohol-free public school system.

STANDARDS OF CONDUCT

1) The possession, use, transfer, sale, or distribution of alcoholic beverages by any employee while on the job or on school premises or off campus in connection with or affection any school related activity is strictly prohibited. Violation of this policy will result in disciplinary action up to and including termination of employment and referral to the appropriate civil authorities for prosecution.

2) The Board does no differentiate between drug users or sellers. The unauthorized manufacture, possession, use, transfer, sale, or distribution of controlled substances is strictly prohibited. Any employee who violates this prohibition while on the job or off will be subject to disciplinary action, up to and including termination of employment and referral to the appropriate federal, state or local law enforcement agencies for investigation and prosecution.

3) 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 potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine (including "crack"), methamphetamine ("ice"), LSD, and PCP. They also include drugs which are not prescribed by a licensed physician.

4) Each employee is required to inform the Superintendent or his designee within five days after he or she is convicted of a violation of any federal or state criminal drug statute (including but not limited to DUI), where such violation occurred either on or off the premises of the District. 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, state court or municipal court.

5) The Superintendent of the must notify the State Department of Education within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of a conviction of a violation of any federal or state criminal drug statute.

6) As a condition of further employment, the Board requires all employees to abide by this policy.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Drug-Free Workplace Act of 1988; Drug-Free Schools and Communities Act Amendments of 1989 34 C.F.R., part 85, Subpart F

POLICY 3.007

DRUG AND ALCOHOL TESTING FOR SAFETY SENSITIVE EMPLOYEES

The Board recognizes the need to ensure a drug-and alcohol-free environment for all who work in the District. The Board also acknowledges its obligation to comply with the provisions of 49 C.F.R. Part 40 and the *Omnibus Transportation Employee Testing Act of 1991* requiring drug and alcohol testing for certain "safety sensitive" jobs.

SCOPE

The Board will conduct employee drug and alcohol testing for employees in safety sensitive positions as required by and in accordance with federal law. Testing will be required for all employees holding a commercial drivers' license (CDL) or who occupy a safety sensitive position as designated by the Board ("covered employees").

PROHIBITED ALCOHOL AND CONTROLLED SUBSTANCE-RELATED CONDUCT

In addition to activities identified in other policies, rules, and procedures, Board employees are prohibited from the following:

1) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the Federal Highway Administration (FHWA);

2) Being on duty or operating a vehicle while possessing alcohol

3) Consuming alcohol while performing safety-sensitive functions;

4) Consuming alcohol within eight hours following an accident for which a post-accident alcohol test is required, or prior to undergoing a post-accident alcohol test, whichever comes first;

5) Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements;

6) Consuming alcohol or being under the influence of alcohol within six hours of going on duty, operating, or having physical control of a vehicle;

7) Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a physician who has advised the driver and the Board that the substance does not adversely impact the performance of any safety-sensitive duty;

8) Reporting for duty, remaining on duty, or performing safety sensitive functions with controlled substances in the employee's system.

In the event of a violation of this policy, the employee shall be removed immediately from safety-sensitive duties and shall be subject to such further actions, including disciplinary action up to and including termination, as deemed appropriate by the Superintendent and the Board.

TESTING PROGRAM AUTHORIZED

The Superintendent is directed to establish a testing program whereby all covered employees will be tested for the presence of alcohol and controlled substances. The following tests may be conducted:

1) *Pre-employment Testing* – Prior to the first time a covered employee performs a safety-sensitive function for the Board, the employee must undergo testing for alcohol and controlled substances.

2) *Post-accident Testing* – Each surviving driver of an accident, as defined by the FHWA, will be tested for alcohol and controlled substances. In addition, covered employees who are involved in an accident involving injury to a person, or property damage in excess of five hundred dollars ($500.00) will be subject to post-accident testing.

3) *Random Testing* – The Board will conduct unannounced random alcohol and controlled substance testing of its covered employees.

4) *Reasonable Suspicion Testing* – A covered employee must submit to alcohol or controlled substance testing whenever there is reasonable suspicion of alcohol misuse or the use of controlled substances based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or bodily odors of the employee.

5) *Return-to-Duty Testing* – A covered employee must submit to return-to-work alcohol and/or controlled substance test before being permitted to return to work following a positive alcohol or controlled substance test or other violation of this policy or federal regulations.

6) *Follow-up Testing* – Any employee who continues performing safety-sensitive functions for the Board, following a determination that the employee requires assistance in resolving problems associated with alcohol misuse or the use of controlled substances, shall be subject to unannounced follow-up alcohol or controlled substance testing as directed by the Board's substance abuse professional (SAP).

ADMINISTRATION OF PROGRAM

The Superintendent is authorized to oversee the Board's testing program, to contract with

appropriate providers to implement the program, to develop guidelines, to implement training programs, to develop and distribute educational materials and appropriate notices to covered employees, and to take such further action as may be required by federal law.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Omnibus Transportation Employee Act of 1991

POLICY 3.008

ELECTRONIC DEVICES: PERSONNEL

The Board recognizes that employees may carry electronic communications devices that are either Board-issued or personally owned and sets forth regulations regarding such use as follows:

BOARD-ISSUED COMMUNICATION DEVICES

The Board may elect to issue certain communications devices to employees in order to increase the efficiency of Board operations.

Issuance and use of Board equipment shall be subject to rules promulgated by the Superintendent. While employees are allowed to possess and carry electronic communication devices on school property, such possession and use are subject to the following:

Communication devices issued by the Board may include, for example, cellular telephones, smart phones, walkie-talkies, personal digital assistants (PDA's) or laptop computers, tablets, citizens band radios, either installed in vehicles or hand-held, and pagers/beepers.

Employees in receipt of Board-issued communication devices shall be held responsible for the safekeeping of the equipment and exercise reasonable care to see that the equipment is not lost, stolen or damaged. Reckless or irresponsible use of Board equipment resulting in loss or damage may result in the employee having to reimburse the Board for any associated costs of replacement or repair.

Any such devices issued shall be with the expectation that they are to be used, exclusively for Board-related business purposes and are not intended for personal use, except in emergencies involving health or safety.

Board-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services or other events where there exists a reasonable expectation of quiet attentiveness unless there is a concern for personal health or safety involved.

There shall be no expectation of privacy in data maintained or transmitted on a Board-issued device.

Any Board-issued equipment is to be surrendered immediately upon request or otherwise upon separation from employment or association with the District.

PERSONALLY OWNED COMMUNICATION DEVICES

Employees may carry and use personally owned electronic communication and computer

devices on school property subject to the following:

Employees may possess and carry smartphones, cellular phones, pagers/beepers, and PDA's, tablets or laptops with "beaming capabilities" during the school day on school property. Personally owned hand-held citizens band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.

Smartphones, cellular phones, pagers/beepers and should not be used during the employee's normal duty times to talk or to send or receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Electronic devices should never be used during instructional time unless there is a legitimate emergency or such use is integral to the lesson plan. Use of electronic devices should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

Employees operating a school bus, or any other Board-owned or leased vehicle, are prohibited from operating the vehicle while using an electronic device, whether personally owned or Board-issued, except: (1) during an emergency situation, (2) to call for assistance after stopping the vehicle if there is a mechanical breakdown or other mechanical problem, (3) when the vehicle is stopped and where the electronic device is owned by the Board and used as a digital two-way radio, or (4) when the school bus or other vehicle is parked.

Any employee violating the above rules may be subject to disciplinary action, which could include suspension or termination.

INTERACTION WITH STUDENTS

The Board recognizes that text messaging provides a convenient method of communication. However, given the potential for abuse, employees are prohibited from communicating with students via text, picture or video messaging, whether online or via personal device, for any reason, except in cases of legitimate need relating to the student's education or school related extracurricular activities or a legitimate emergency that impacts the health and/or safety of the employee or student. This prohibition extends to both personally owned and Board-issued communication devices.

INAPPROPRIATE IMAGES OR VIDEOS

Employees are prohibited from possessing communication devices which contain sexual images or videos on Board property or during school-sponsored activities. In the event inappropriate images or videos are discovered in an employee's possession, disciplinary measures may be taken and, if the material is deemed to be illegal, said possession may be reported to the appropriate law enforcement agency(ies).

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.009

EMPLOYMENT

The Superintendent shall nominate in writing for appointment by the Board all employees, with the exception of the Chief School Financial Officer, and shall assign them to their positions, transfer them as the needs of the District require, recommend them for promotion, suspend them for cause and recommend them for dismissal, subject to the provisions of the *Code of Alabama*.

The process of staff selection or promotion shall be free from unlawful discrimination and pressures considered detrimental to the best conduct of the public schools.

All persons nominated for teaching or supervisory positions shall hold valid certificates issued by the State Board of Education.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-12-16, 16-24B-1, *et seq.*, 16-24C-1, *et seq.*

POLICY 3.010

EQUAL OPPORTUNITY FOR EMPLOYMENT

The Board recognizes that an effective educational program in the District depends on the quality of the personnel employed in the system and therefore will make every effort to employ the most qualified personnel available.

It is the policy of the Board to prohibit discrimination on the basis of religion, race, ethnicity, national origin, color, sex, marital status, age, parental status or disability in all employment practices. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

The Board will immediately investigate any claim of discrimination in its employment practices and will take any remedial measures necessary. The established grievance procedure shall be utilized to make a complaint of discrimination pursuant to this policy. The Board will not tolerate retaliation against any person making a good faith report of discrimination pursuant to this policy nor will retaliation against any individual who participates in an investigation or provides information regarding a claim of discrimination be tolerated.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Title VII of the Civil Rights Act of 1964 and amendments, Americans with Disabilities Act, and Age Discrimination Employment Act

POLICY 3.011

ETHICS AND CONDUCT

The Board expects employees to conduct themselves in such a way as to promote an appropriate school atmosphere. In dress, conduct and interpersonal relationships, employees should recognize that they are continuously being observed by students, staff and other school constituents and that their actions and demeanor will be reflected in the conduct of the students. Profanity and lewd or obscene conduct, whether spoken, written, or by gesture, are unsuitable and prohibited in the school setting.

Employees who intentionally strike, improperly restrain or otherwise physically or verbally abuse students are subject to discipline, including termination, and possible action by law enforcement.

Employees should be judicious in the dissemination and discussion of sensitive student information, particularly confidential materials. Inappropriate disclosure of any confidential material may result in termination.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§ 36-25-1, 36-25-5 through-8; see also State Bd. of Educ. Resolution July 12, 2005; Code of Ethics for Professional Educators

POLICY 3.012

EXTRA DUTIES

Extra duties may be assigned to and/or requested by professional personnel employed by the Board. When extra duties are assigned to said personnel, the following provisions shall be followed:

1) Extra duties shall not be assigned during regular school hours that require professional teaching personnel to be removed, on a continuing basis, from teaching responsibilities.

2) Extra duties for professional teaching personnel shall not be compensated for by the assignment to positions which take teachers out of the classrooms.

3) Extra duties that are assigned should be made on a fair and equitable basis.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.013

PERSONNEL ATTENDANCE REQUIREMENT

The Board recognizes that exemplary punctuality and attendance by all employees is necessary and expected in order to maintain an efficient school system. Attendance is an essential job function and all staff members are expected to be on time each and every day of the work calendar. Nevertheless, because the Board recognizes that certain absences are unavoidable, allowances may be made in accordance with leave policies approved by the Board. A staff member who must be absent from work is expected to return to work at the earliest time commensurate with good health, safety and reasonable personal considerations.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.014

FAMILY MEDICAL LEAVE ACT

ELIGIBLE EMPLOYEES.

The FMLA is applicable to all persons who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during that twelve (12) month period.

MEDICAL LEAVE PROVIDED BY THE ACT

Under the FMLA, eligible employees are entitled to twelve (12) weeks of unpaid leave during any twelve (12) month period for one or more of the following reasons:

1) The birth and first year care of a newborn child;

2) The placement of a foster child or adoption;

3) The care of an immediate family member, defined as a spouse, child or parent, with a serious health condition;

4) The taking of medical leave because of the employee's own serious health condition.

For the birth, adoption, or foster placement of a child, the entitlement to leave for child care expires at the end of the twelve (12) month period beginning on the date of birth, adoption, or placement. Leave associated with the illness of a child will only be provided if the child is under eighteen (18) years of age or is incapable of self-care due to physical or mental disability.

SERIOUS HEALTH CONDITIONS

The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves the following:

1) Any period of incapacity in connection with or following inpatient care in a hospital, hospice, or residential medical care facility.

2) Continuing treatment by a health-care provider, to include any period of incapacity due to:

   a) A health condition, including treatment and recovery, lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition;

   b) Pregnancy or prenatal care;

c) A chronic, serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve episodes of incapacity (e.g., asthma and diabetes);

d) A permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, severe stroke) and for which supervision of a health-care provider is required;

e) Multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated.

MILITARY FAMILY LEAVE PROVIDED BY THE ACT

1) *Qualifying Exigency Leave* – Under the FMLA, an eligible employee with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may utilize the twelve (12) week medical leave entitlement to address qualifying exigencies resulting from that service.

2) *Military Caregiver Leave* – An eligible employee, who is the spouse, child, parent, or next of kin of a covered service member, is entitled to take up to twenty-six (26) weeks (including any medical leave provided by the Act) of unpaid leave during any twelve (12) month period (beginning the first day of the leave) to care for an individual covered service member with a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating. A covered service member is a member of the Armed Forces, including the National Guard and 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 incurred in the line of duty on active duty.

SPOUSE EMPLOYED BY THE BOARD.

Spouses who are both employed by the Board are limited to a combined total of twelve (12) weeks of family leave for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for the care of a parent who has a serious health condition, and for qualifying exigency leave. Spouses who are both employed by the Board are limited to a combined total of twenty-six (26) weeks for military caregiver leave.

INTERMITTENT LEAVE

An employee may take leave intermittently or on a reduced leave schedule only when medically necessary to care for a spouse, parent, or child or to receive planned medical treatment. Intermittent leave should be scheduled to the extent practicable so as not to unduly disrupt the operations of the Board. Intermittent leave may be further limited for teachers in accordance with federal law.

USE OF VACATION AND SICK LEAVE

If an employee has available sick leave, vacation leave or other applicable paid 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.

NOTICE

Employees seeking leave under the FMLA must provide thirty (30) days advance notice of the need to take leave when the need is foreseeable. When the need for leave is unforeseeable, employees should notify their supervisors as soon as possible. Employees must also provide notice of the need for qualifying exigency leave as soon as practicable.

CERTIFICATION FOR MEDICAL OR MILITARY CAREGIVER LEAVE

Every request for FMLA leave based upon the serious health condition of the employee or employee's spouse, children, or parents, or leave as a military caregiver must be supported by medical certification issued by the appropriate health care provider on forms provided by the Board.

For leave based on a serious health condition of the employee or employee's spouse, child, or parent, the Board reserves the right to obtain a second opinion from an independent health-care provider designated by the Board. If the opinion received by the employee and the second opinion conflict, the Board and the employee must agree on a third provider to issue a binding opinion. Both the second and third opinions (if necessary) will be at the expense of the Board.

CERTIFICATION FOR QUALIFYING EXIGENCY LEAVE

Certification will be required by the Board for requests for qualifying exigency leave. Certification must be timely submitted on forms available from the Board. For the first such request, certification may include a copy of the military service member's duty orders or other military documentation.

RETURN TO WORK

The Board may require an employee who has taken leave due to the employee's own serious medical condition to provide the Board with a healthcare provider's certification in order to return to work. Any employee who takes leave under these provisions will be entitled to be restored to the original position held when the leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

MAINTENANCE OF BENEFITS

Benefits accrued by the employee before leave is taken are not lost when approved FMLA leave is taken. Employees who are on approved FMLA leave will remain eligible to participate in benefit programs in which the employee was enrolled at the time of the leave, provided that the employee will continue to be responsible for payment of employee's portion of any cost, premium, or like payment that is required to maintain eligibility for the coverage or benefit. An employee that does not return to work after FMLA leave, will be required to reimburse the Board for the cost of benefits coverage extended to the employee during the leave, unless the reason for the employee's failure to return to work is (i) a continuing serious health condition suffered by either the employee or a family member, or (ii) other circumstances beyond the employee's control.

INSTRUCTIONAL EMPLOYEES

Medical leave taken by eligible instructional employees is subject to further limitations and provisions established by the FMLA. The Superintendent or his designee is authorized to develop additional information and guidelines concerning Instructional Employees.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: 29 U.S.C. §2601, *et seq.*

POLICY 3.0015

EMPLOYEE GRIEVANCES

It is the policy of the Board to reduce, as much as possible, the potential areas of grievances; to assure each Employee the opportunity for an orderly presentation and review of grievances; to establish and maintain appropriate channels of communication between the administration and employees; and to resolve each grievance at the most immediate level of administration.

It shall be understood that the Board is the final authority in all matters pertaining to grievances unless an employee should desire to exercise proper redress through the courts or utilize appeal procedures, if allowed by law.

With the ultimate objectives of serving the educational welfare of our students, the following grievance procedure is designed to accomplish an equitable and expeditious resolution of grievances:

DEFINITIONS

"Grievance" - A "grievance" is a complaint by an employee based upon alleged an violation, misinterpretation or inequitable application of any published policy, rule or regulation of the District. The term "grievance" should not apply to any matter in which the method of review is prescribed by state or federal 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 and shall be rejected as void if submitted.

"Grievant" - Any employee of this District.

INFORMAL PROCEDURE

The most desirable method of improving differences is for the aggrieved employee to discuss the matter with his immediate supervisor and reach an amiable solution without resorting to the written grievance procedure.

The District encourages all employees to engage in objective, simple, honest dialogue with the principal (or immediate supervisor) and/or Superintendent when attempting to resolve a grievance. If an employee feels a problem or complaint cannot be resolved through informal discussions with his supervisor/principal, then the employee must follow the Formal Procedures listed below.

FORMAL PROCEDURE

1) File written grievance with principal or immediate supervisor that is signed by the employee (hereinafter "grievant") no later than three months following the decision or incident underlying the grievance. Failure to comply with this time limitation may result in rejection of the grievance as untimely. The grievance should be as detailed as possible, providing times, dates, names and specifics, and any documentary or other evidence, where applicable to assist in consideration of the matter.

2) A mutually agreeable time and place shall be established to discuss the grievance. This meeting should occur as soon as is reasonable and/or practical.

3) The principal/supervisor should gather all necessary information from the meeting and necessary sources and inform the grievant in writing what resolution or decision has been reached regarding the grievance within ten working days of the meeting. In the alternative, if more time is necessary, the principal/supervisor shall inform the grievant within ten working days of the meeting that additional time is need in which to render a decision and inform the grievant when he can expect a decision.

4) If the grievant is unsatisfied with the decision, an appeal shall be filed with the Superintendent within five working days of the grievant receiving a written decision from the principal/supervisor. The appeal shall be in writing and signed by the grievant.

5) The grievant must provide a copy of the initial grievance, the principal/supervisor's decision, and any other relevant documentation or information should be provided to the Superintendent or his designee.

6) The Superintendent shall review all information presented and if necessary conduct, or appoint someone to conduct an investigation. The Superintendent or his designee may, at his option, conduct a meeting with the grievant and any other necessary parties before rendering a decision regarding the grievance.

7) The Superintendent shall then render a written decision regarding the grievance within ten working days of receiving the appeal or meeting with the grievant, whichever is later. In the alternative, if more time is necessary, the Superintendent shall inform the grievant within ten working days of receipt that additional time is needed in which to render a decision.

8) If the grievant is still unsatisfied, the grievant may appeal to the Board within five working days of the date of the Superintendent's written decision. The grievant shall send the appeal notice to the Superintendent with a copy of all materials previously submitted or received.

9) The Board shall review the original grievance and all materials related thereto. The Board, in its discretion, may hear directly from any individuals regarding the matters of the grievance.

10) The Board may uphold the Superintendent's decision or it is deems it appropriate to uphold the grievance, it may order action within its authority. This grievance procedure shall not give the Board authority beyond what is provided by state law. The Board's decision shall be final.

RULES REGARDING PROCEDURES

1) Meetings or hearings shall be scheduled by mutual consent of the individuals involved. In the event a meeting needs to be rescheduled, the grievant shall be so informed as soon as possible.

2) Any employee grievant shall be permitted to be joined by spouse or other representative, but the grievant must always be present to discuss the grievance.

3) This policy is not intended to deprive any individual of his right to file a discrimination or harassment charge with the Equal Employment Opportunity Commission (EEOC), file a complaint with the Office of Civil Rights (OCR) or any other federal or state agency, court or tribunal that regulates employment relations.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.016

HARASSMENT

The Board is dedicated to maintaining a work environment that is free from illegal harassment or intimidation, whether committed by or against employees, including managers and supervisors, customers, tenants, vendors and/or visitors. Any form of harassment is a strict violation of *Title VII of the Civil Rights Act of 1964*. The Board will not tolerate any form of harassment based on the following factors:

> **Race, sex, color, creed, religion, national origin, citizenship, age, dis-ability, marital status, sexual orientation, ancestry, veteran status, socioeconomic status or any characteristic that is protected by law.**

Examples of **"harassment"** that is covered by this policy include: offensive language, jokes, or other physical, verbal, written, or pictorial conduct relating to an individual's race, sex, color, national origin, age disability, religion, sexual orientation, ancestry, veteran status, or any other characteristic protected by the law that would make a reasonable person feel uncomfortable or would interfere with the person's work performance.

The examples above are not intended to be an all-inclusive list. It is impossible to list every type of behavior that could be considered harassment in violation of this policy. In general, any conduct based on these traits that could interfere with an individual's work performance or could create an offensive environment will be considered harassment in violation of this policy.

SEXUAL HARASSMENT

Sexual harassment is illegal workplace harassment that occurs due to the sex or gender of the victim. Employees shall not engage in conduct constituting sexual harassment. Sexual harassment can consist of unwelcome sexual advances, requests for sexual favors, demands for sexual favors or other verbal or physical acts of sexual or gender-based nature, such as repeated offensive flirting, touching, graphic comments about an individual's dress or body. Sexual harassment is illegal and is strictly prohibited. The Board will not tolerate any form of sexual harassment.

Examples of Prohibited Conduct

The following are examples of the types of behavior that may be considered sexual harassment in violation of this policy. These are examples and are not intended to exclude other actions that may constitute prohibited harassment.

- "Sexist" comments or behavior (conduct that demeans other individuals because of their sex, even if not vulgar, lewd, or sexually provocative)
- Unwelcome sexual advances -- whether they involve physical touching or not

- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments

- Inquiries into one's sexual experiences

- Discussion of one's sexual activities

- Promising favorable treatment of threatening unfavorable treatment based on an individual's response to sexual demands

- Displays of sexually oriented reading materials or pictures, including electronic materials

- Punishing an employee for complaining about sexual harassment, including but not limited to, any of the above

HARASSMENT BASED ON RACE, NATIONAL ORIGIN, AGE, DISABILITY, RELIGION, OR SEXUAL ORIENTATION

Harassment based on race, national origin, age, disability, sexual orientation or religion is also strictly prohibited. Examples of the types of behavior that will be considered harassment based on these characteristics include but are not limited to:

- Jokes, slurs, innuendo, epithets, words that degrade an individual or negative comments about these characteristics

- Displays of reading materials, cartoons, drawings, pinups, greeting cards posters, calendars, images or pictures containing negative material about these characteristics, including electronic materials

- Vandalism or "pranks" based on these characteristics

- Name-calling based on these characteristics

- Punishing an associate for complaining about these types of harassment

Special note regarding religion: It is not a violation of this policy for one to pray, discuss religion or to read or view religious materials, at work during non-working time. However, those who do so, should be sensitive to and respectful of the different beliefs (or lack of beliefs) of others.

HARASSING USE OF COMPANY COMPUTER, INTERNET AND VOICE MAIL SYSTEMS

Use of company computer or Internet system and voice mail system for any harassing purpose (as defined above) will be treated as a violation of this policy, even if such conduct occurs during non-working hours and/or on personally owned devices as long as such behavior can be said to have a nexus to and/or impact on the school and/or work environment.

RESPONSIBILITY OF AN AGGRIEVED PERSON

The Board cannot resolve matters that it does not know about. Anyone who believes that he or she has experienced or witnessed harassment or retaliation should promptly report such behavior in writing to their principal, immediate supervisor, Superintendent or Human Resources Director. The employee should document all incidents of harassment in order to provide the fullest basis for investigation should it subsequently become necessary. That is true whether the alleged harasser is an employee, supervisor, student or even a non-employee who the employee has contact with while at work. No employee alleging harassment shall be required to present the matter to the person who is the subject of the complaint.

INVESTIGATIONS OF HARASSMENT

Depending on the nature of the complaint, the supervisor receiving the complaint may promptly start an investigation of the allegation. The Superintendent should be contacted. The Superintendent and legal counsel will review the completed investigation for prompt and appropriate action to be taken, if warranted. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed, the District will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

NO RETALIATION FOR GOOD-FAITH COMPLAINTS

Employees will not be punished for bringing a good faith report of harassment to the District's attention or for cooperating in an investigation. If an employee believes he has been retaliated against for making a good-faith complaint of harassment or participating in a harassment investigation, he should contact his supervisor, principal, Human Resources Director or Superintendent immediately.

DISTRICT'S COMMITMENT TO AN EFFECTIVE HARASSMENT POLICY

An effective Harassment Policy depends on all employees working together to address this very important subject. The District will strive to nurture a climate that encourages all of us to contribute our best to the accomplishment of the school system – by respecting each other's dignity, recognizing each other's merit and providing equal opportunity for employment, development and advancement.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: 42 U.S.C. §2000e, *et seq.*

INSERVICE PLAN

GENERAL

The days designated as inservice days are part of the school term for which all professional personnel are paid and attendance at such is required. Absences from inservice days must be charged to the employees as sick leave, personal leave or on a reduced salary basis provided the employee does not have accrued sick leave or personal days.

PROFESSIONAL DEVELOPMENT PROGRAM

Each professional employee is expected to participate in professional development programs at the local school level. These programs are to be planned and evaluated as a total inservice program for each school. Therefore, participation at the local school will complete that part of the State Department of Education's requirement. The following requirements must be met:

1) The program for professional development must include provisions for all professional personnel. The program must be designed to meet objectives which were based on the needs of the District and individual schools.

2) When activities are designed specifically to achieve stated objectives, the activities may be whatever the District deems necessary and should include a variety of methods.

3) The program for professional employees must include provisions for continuous and periodic development at the system, school, and individual employee levels.

4) Per the State Department of Education, formal course work is acceptable for meeting professional development obligations.

5) Particular attention should be given to individual plans for independent study. The objectives of these plans must be specific and measurable and relate to professional development objectives.

6) Each school is required to conduct inservice programs at the school level and such programs should relate to the District program.

7) Each professional employee is required to engage in professional development programs above and beyond the District-wide and local school levels.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.018

INSTITUTE DAY

Institute Day is a part of the school term for which all personnel are paid and the attendance of all personnel are required. The Superintendent shall have power to excuse such employees from Institute attendance. Persons so excused shall be deemed to have met all requirements of attendance and shall be entitled to pay. The employee must take leave for that day if he is not excused and is not in attendance.

Source: Troy City Board of Education
Adopted:
Revised:
Legal Ref.: *Ala. Code* §16-23-7

POLICY 3.019

JOB DESCRIPTIONS

It shall be the duty of the Superintendent or his designee to prepare or cause to be prepared job descriptions for all certified and noncertified personnel employed by the Board. The Superintendent or his designee shall periodically review and update job descriptions as needed. Superintendent or his designee shall familiarize said personnel with their duties and responsibilities as defined by job descriptions.

In developing job descriptions, the following should be considered: position title, chain of command, required qualification, essential functions of the position and evaluation method.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.020

LEAVE OF ABSENCE

Upon Board approval, tenured certified staff are eligible for unpaid leave of absence for any of the reasons established in *Ala. Code* §16-24C-13 for a period of one year. Said period may be extended one additional year for valid reason, subject to recommendation by the Superintendent and approval of the Board.

As a condition of approval of such leave, the certified employee seeking a leave of absence of one semester or more recognizes he will not necessarily return to the same position he vacated but will be assigned to a position without a loss of any tenure status; and the Board may require the leave to coincide with a grading period.

All other rules of leave will be followed pursuant to federal and state law, and other policies implemented by the Board.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-24C-13

POLICY 3.021

ADMINISTRATIVE LEAVE

The Superintendent is authorized to place an employee on administrative leave upon a determination that the best interests of the school system would be served by such action. Administrative leave relieves the employee of regular work responsibilities pending resolution of the matters or circumstances that gave rise to the leave, but the employee is obligated to be available during regular work hours in the event the administration needs to reach the employee. Administrative leave is not disciplinary in nature or purpose and does not affect the employee's compensation, benefits, tenure or nonprobationary status. Administrative leave may be accompanied by such additional restrictions or conditions as may reasonably be imposed by the Superintendent under the circumstances (e.g., limitation on access to school property

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-24C-9

EMPLOYEE LEAVE

3.022 Work Attendance an Essential Job Function – Punctual, regular attendance is an essential job function of every job and position, and employees are expected to report to work when scheduled to work and to remain at work each working day.

3.022.1 Absences – Except as otherwise authorized under Board policy, employee 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. Court leave;

g. Other unpaid leave that is specifically approved by the Board upon a showing of substantial hardship or extraordinary circumstances.

Employees who know in advance that they will be absent from work must notify their immediate supervisor of the expected absence in accordance with procedures specified by the Superintendent or the Board. In the event of an emergency or incapacity that makes advance notice impractical, employees must notify the Board of their absence as early as possible. Except as otherwise provided or permitted, an employee who is absent from work without approved leave will be considered absent without leave in violation of Board policy and subject to appropriate disciplinary measures. Employees who are approved for paid leave or absences will be paid at the regular daily rate of pay; however, a day of paid leave or absence will not be counted as a day worked for the purposes of computing overtime under the Fair Labor Standards Act. Pay will be reduced on a *pro rata* basis for leaves or absences not covered by sick, vacation, personal, or other appropriate form of paid leave. The continuation of benefits during an approved absence is subject to the provisions of the particular benefit policy or plan.

3.022.2 Paid Sick Leave -

h. *Persons Eligible for Paid Sick Leave* – All regular full-time employees are eligible for paid sick leave.

i. *Earning and Accumulation of Paid Sick Leave* – All eligible

employees earn sick leave days at the rate provided for in state law. Eligible employees may accumulate sick leave as provided by state law.

j. *Use of Sick Leave* – Eligible employees may only use paid sick leave for absences caused by the following:

1. Personal illness;

2. Incapacitating personal injury;

3. Attendance upon an ill member of the employee's immediate family, defined as a spouse, parent, child, sibling or any person with a close personal tie;

4. Death of a family member, including a spouse, parent, child, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, nephew or niece, grandparent, grandchild, aunt or uncle;

5. Death or care of an individual with whom unusually strong personal ties exist because of a relationship other than those listed above.

Taking sick leave that is not provided for by state law is a violation of board policy and may subject the employee to disciplinary action.

If an employee is on sick leave for six (6) or more consecutive days, the employee shall provide his principal or immediate Supervisor with a statement signed by a doctor and submitted with payroll certifying to the illness or injury.

k. *Certification* – Employees must certify that sick leave was used for one of the reasons provided in state law and specify the reason. If the employee's principal or department head has probable cause to believe that an employee has abused or misused sick leave, a physician's statement verifying the existence and nature of the illness or medical condition, or documentation verifying a death may be required by the Board. Abuse of sick leave may subject the employee to disciplinary action.

[Reference: ALA. CODE §16-1-18.1 (1975)]

3.022.3 <u>On-The-Job Injury Leave</u> – On-the-job injury includes an accident or injury to an employee that occurs in the course of performing job duties for the Board or when the employee is directed or requested by the employer to be on the property of employer and which prevents the employee from working or returning to the job. Employees who are accidentally injured on the job may be approved for

paid "on- the-job injury" leave without using sick days, provided that:

l. The employee submits a signed written account of the accident attested by a principal or department head within twenty-four (24) hours after the injury occurred. If the injured employee is not able to notify the Board, another person reasonably knowledgeable about the employee's condition and circumstances leading to the injury may provide the required notification.

m. The injured employee submits written medical certification from the attending licensed physician stating that the employee was injured and cannot return to work due to a specified injury, if there is a reasonable expectation that the employee will return to work and, if so, the expected date of that return. The Board may require a second opinion from a Board specified physician, at its expense.

Upon a determination that the employee has been injured on the job and cannot return to work, the Board may maintain the employee's salary and benefits for the period of incapacity caused by the injury, not to exceed ninety (90) days. An employee who is injured on the job may file a request for unreimbursed medical expenses and costs with the State Board of Adjustment. The Board will provide such reasonable assistance to the employee in filing the Board of Adjustment claim as is required by law, but assumes and will have no responsibility or liability for processing the claim or directly reimbursing the employee any unreimbursed medical expenses and costs. On-the-job injury leave will be administered in accordance with and subject to the requirements and limitations imposed by state law regarding such leave.

[Reference: ALA. CODE §16-1-18.1 (1975)]

3.022.4 Personal Leave – All regular, full-time employees are eligible for five
(5) personal leave days annually (two state-funded days and three additional local days). Employees who take more than two (2) full days of personal leave during a school year will be charged the current daily rate of pay for the employee's substitute (regardless of whether or not a substitute is employed) for each additional leave day taken.

When the two (2) state-funded personal leave days are not used, employees may receive, upon written request, compensation at the same daily rate paid for their substitute. Otherwise, all unused personal leave days will be converted to sick leave days.

Personal leave days are noncumulative from year to year. Personal leave must be requested in writing in accordance with such procedures as may be established by the Superintendent or the Board

[Reference: ALA. CODE §16-8-26 (1975)]

3.022.5 Vacation -

n. *Eligible Employees* – Twelve-month full-time employees are eligible for paid vacation; however, new twelve (12) month employees must work for one (1) full year before any vacation is earned.

o. *Vacation Benefits* – Eligible employees will earn paid vacation time of 80 hours per scholastic year (July 1 — July 31 of the following year), subject to the following limitations regarding accrual of vacation days.

p. *Accrual and Accumulation of Vacation Time* – Accumulated vacation time will be forfeited if not used prior to the effective date of resignation or retirement. No payment will be made for any vacation leave that is unused as of the employee's resignation, termination or death, unless expressly approved by the Board.

q. *Scheduling* – Vacations must be scheduled with the knowledge and approval of the employee's supervisor.

3.022.6 Professional Leave – The Superintendent or designee is authorized to grant professional leave with pay to Board employees to engage in educational activities which, in the judgment of the Superintendent, serve the needs and interests of the school system. The number of days approved for such leave will be at the discretion of the Superintendent.

3.022.7 Military Leave – Military leave is available to all eligible employees in accordance with state and federal law.

3.022.8 Court Leave – Permanent and full-time employees are entitled to regular compensation while performing jury duty (ALA. CODE §12-16-8) or when the employee is summoned for school-related purposes under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceeding constituted under the statutory authority of the agency conducting the proceedings. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.

3.022.9 Unpaid Leave – If an employee has no other approved, short-term leave available to them, the employee's principal's or department supervisor may grant the employee up to 2 workdays of unpaid leave per scholastic year. Leave must be requested in writing to the principal or department supervisor prior to absence unless conditions beyond the control of the employee make such advance notification impossible.

The Superintendent may grant up to an additional 3 workdays of unpaid

leave during the scholastic year if no other approved leave is available. Leave must be requested in writing to the Superintendent prior to absence unless conditions beyond the control of the employee make such advance notification impossible.

Source: Troy City Board of Education
Adopted: February 26, 2024
Revised:
Legal Ref.: *Ala. Code* §16-1-18.1

POLICY 3.023

MATERNITY LEAVE

An employee of the Board shall be eligible for maternity leave in accordance with the *Family Medical Leave Act*. The employee may start leave under ordinary circumstances or when an attending physician certifies that it is in the best interest of the employee to be on leave.

Leave may also be taken pursuant to the Sick Leave Policy and the Sick Leave Bank Policy. However, under no circumstances should such allowance be construed to grant an employee more than twelve (12) weeks of unpaid leave as it relates to the FMLA rights and obligations.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-1-18.1; Family Medical Leave Act

POLICY 3.026

PERSONNEL HALF DAY LEAVE

Personnel may be granted leave in one half day increments limited to medical appointments and medical emergencies.

Medical appointments and emergencies allowable must be for the individual or the individual's spouse, child, stepchild, parent, sibling or a child for which the individual is the legal guardian.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

MILITARY LEAVE (3.024)
PERSONAL LEAVES AND ABSENCES (3.025)
PROFESSIONAL LEAVE (3.027)
SICK LEAVE (3.028)

See the Employee Leave Policy 3.022

POLICY 3.029

SICK LEAVE BANK

The Board, upon the request of ten percent of its full-time certificated and full-time support personnel, shall establish a sick leave bank plan for each of the two groups either jointly or separately. The decision whether to have joint or separate sick leave banks shall be the exclusive decision of the employees, utilizing a secret balloting process. The sick leave bank will be established pursuant to the guidelines of *Ala. Code* §16-22-9.

The Superintendent shall cause a Sick Leave Bank Committee to be created pursuant to *Ala. Code* §§ 16-22-9(a)(5) and 16-22-9(c). The committee shall write the guidelines and administrative procedures of the sick leave bank, including guidelines for catastrophic leave. No regulation shall be adopted that conflicts with the regulations in *Ala. Code* §16-22-9(g).

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-22-9

POLICY 3.030

VACATION LEAVE

See the Employee Leave Policy 3.022

POLICY 3.031

LEGAL SERVICE ABSENCES

See the Employee Leave Policy 3.022

POLICY 3.032

MANDATORY REPORTING

All employees are responsible for being familiar with and understanding their obligations pursuant to *Ala. Code* § 26-14-3 which states that all public K-12 employees, school teachers and officials who know or suspect a child under the age of 18 years to be a victim of child abuse, including but not limited to physical or sexual abuse, or neglect shall be immediately required to orally and in writing to the Troy City Police Department, Pike County Sheriff's Department or Department of Human Resources.

To ensure that this policy is at all times followed, all employees are instructed to immediately contact the principal or site supervisor regarding any suspected child abuse or neglect. Said principal/supervisor, in concert with the reporting employee, shall immediately contact one or more of the above stated agencies and the Superintendent's office. The Principal shall ensure that any verbal report is followed up by a written report submitted to the appropriate agency.

All employees shall at all times cooperate with any investigations handled by DHR or local law enforcement, maintaining confidentiality for the protection of the child/ student, at all times.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§26-14-1, -3

POLICY 3.033

NON-SCHOOL EMPLOYMENT AND TUTORING

The Board expects its employees to consider their work with the Board as their primary employment. While not prohibited, part-time employment which interferes with duties as assigned by the Board or negatively reflects upon the image of the District is looked upon with disfavor and may result in disciplinary measures, up to and including termination.

In the event the regular work of a Board employee suffers because of outside employment, the employee will be requested to discontinue the outside work. In the event the employee does not discontinue the outside work, the Board will exercise its prerogative in declaring that the quality of work performed for the Board does not meet the required standards and may initiate dismissal proceedings against said employee.

Teachers tutoring for non-Board remuneration are restricted to tutoring only students who are not enrolled in their classes. Such tutoring may not occur during regular school hours or on school property.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.034

PERSONNEL RECORDS

Subject to limited exceptions, personnel records are considered public documents and may be viewed by any citizen upon request.

The Board shall require complete and current personnel records for each employee.

Each employee shall have a right to review his local school or Central Office personnel file, except application references, during normal business hours. Each employee may have included in his personnel file a written response to any material contained within the file.

Any employee may request to review his personnel file at any time that is mutually agreeable with the Human Resources Director and when the employee is not engaged in fulfilling employment-related duties. The Human Resources Director or his designee must be present during the review. A log shall be maintained documenting any such review.

An employee who wishes his legal representative to have access to his personnel file shall send an authorization form permitting same to the Human Resources Director.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-22-14

POLICY 3.035

POLICY COMPLIANCE

All employees should familiarize themselves with and abide by the Board policies and administrative procedures. Employees are deemed to be aware of and familiar with Board policies and procedures. Failure to abide by applicable law, policy, and procedures may result in disciplinary action.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.036

POLITICAL ACTIVITY

Board personnel may participate in national, city, county or state political activities to the same extent as any other citizen, including the endorsement of candidates and contributing to political campaigns. In addition, employees of the Board shall have the same rights as any citizen to publicly support issues and circulate petitions.

Board personnel engaging in political activity shall make it clear that their statements and actions are theirs as individuals and that they in no manner represent the views of the School District. No partisan political activity shall be permitted on the part of any school employee at any time during regular school hours.

Board personnel seeking public office may continue to hold their employment positions as long as all political activities are conducted on their personal time and do not interrupt the work day or their regular duties.

Board personnel are forbidden from soliciting funds or contributions for political purposes from subordinate employees, students or parents at any time.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 17-17-5

POLICY 3.037

POSSESSION OF FIREARMS

The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel and as provided by law. For purposes of this policy, the term "firearm" has the same definition as is found in 18 U.S.C §921.

PENALTIES FOR VIOLATIONS

In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of firearms:

1) *Students* – Students will be expelled for a period of one year. The expulsion requirement may be modified in writing by the Board upon recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes, but may be permitted to attend alternative schools or education programs established by the Board. Discipline of students with disabilities who violate the firearm possession policy will be determined on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy will also be notified by the principal of violations.

2) *Employees* – Employees will be subject to adverse personnel action, which may include termination.

3) *Other Persons* – Other persons may be denied re-entry to school property.

NOTIFICATION OF LAW ENFORCEMENT

The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-1-24.1, 24.3 (1975); Ala. Admin. Code 290-3-1-.02; Federal Gun Free Schools Act, 20 U.S.C. §7151; Federal Gun Free School Zone Act of 1995 (18 U.S.C. §922(q)]

POLICY 3.038

POSSESSION OF WEAPONS

The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel. For purposes of this policy, the terms "deadly weapon" and "dangerous instruments" include but are not limited to explosives, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms "deadly weapon" and "dangerous instruments" will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.

PENALTIES FOR VIOLATIONS

In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of deadly weapons or dangerous instruments:

1) *Students* – Students will be disciplined in accordance with the Board's Code of Student Conduct.

2) *Employees* – Employees will be subject to adverse personnel action, which may include termination.

3) *Other Persons* – Other persons may be denied re-entry to school property.

NOTIFICATION OF LAW ENFORCEMENT

The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised*:*
Legal Ref.: *Ala. Code* §16-1-24.1; *Ala. Admin. Code* 290-3-1-.02(1)(b)

POLICY 3.039

PROFESSIONAL PERSONNEL QUALIFICATIONS

Professional teaching personnel are defined as persons employed by the Board who are regularly certified as teachers or administrators by the State Department of Education.

All professional teaching personnel employed by the Board shall meet all certification requirements, as set forth by the *Code of Alabama* and State Board of Education rules and regulations. All teaching certificates must be valid and in every possible case appropriate for grade level and subject to be taught.

All professional teaching personnel are responsible for providing and maintaining all required credentials during the course of their employment with the Board. The Board shall not be obligated to pay for securing employment credentials necessary for the continuation of employment for any group or class of employees.

Failure to obtain or maintain appropriate certification may result in disciplinary action, including termination of employment.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-23-1 to -3, 16-24C-10

POLICY 3.040

RECOVERY OF OVERPAYMENTS

When school funds have been paid disbursed or released to employees in error, the District will notify the employee of such overpayment(s) and reach an agreement with the employee, if possible, regarding the amount and terms of repayment. Repayment will be in the form of withholding from the employee's subsequent paychecks in increments to be determined by the Superintendent or his designee unless the employee chooses to repay the funds directly in a lump sum. The employee may review any documents or other evidence supporting the claimed overpayment and may object in writing to the amount or manner of the proposed withholding or to provide an alternate plan of repayment. Unless the District's ability to recover the funds in question could be jeopardized by doing so, the District will arrange a reasonable schedule of repayment so as to avoid undue hardship to the employee.

If no objection to the proposed withholding is received, monies may be retained in the manner and to the extent described in the notification. If the employee objects to the proposed withholding, the Superintendent or his designee may, upon consideration of the objection and information and argument (if any) submitted in connection therewith, take such action as may be warranted under the circumstances and inform the employee in writing of the decision. If the employee is dissatisfied, he or she may contest the decision through the District's grievance procedure. Monies may be withheld by the District pending completion of the grievance process, provided that, should the District later remit to the employee monies that have been retained under this policy, such payment(s) shall reflect all appropriate deductions and shall include accrued interest from the date of withholding at the rate specified by the then-effective rate applicable to interest on unpaid judgments under Alabama law.

If, after exhausting reasonable efforts to do so, the District is unable to contact the employee, the District may retain or withhold from compensation or other payments due the employee an amount sufficient to satisfy the indebtedness; provided that any such retention or withholding shall be subject to review and reconsideration at the request of the employee.

The District reserves the right to require repayment of any outstanding indebtedness as a condition to re-employment of any former employee.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.041

REDUCTION IN FORCE

A reduction in force may take place when the Board determines that decreased student enrollment or shortage of revenues requires the reduction or redistribution of personnel through layoffs, transfers or other actions and approves acting under this policy. Such a determination constitutes the necessary cause for any employment action subject to applicable statutory and constitutional limitations, such as procedural protection as set forth by applicable state and federal statutes.

Prior to the implementation of a reduction in force, the Board will determine, upon the recommendation of the Superintendent, the organizational levels/areas to be reduced. The Board should determine whether organizational levels/areas (i.e., elementary, food service, etc.) are to be considered distinct categories. The personnel within these levels may be considered separately (i.e., elementary and secondary, physical education, music, etc.). For the purpose of reduction in force the following terms are defined:

> Grade level - kindergarten, elementary grades 1-6, secondary grades 7-12, administration and supervision, special education, counseling and guidance, vocational programs, and federal programs.
>
> Discipline Area - certificate endorsement area(s) and current major teaching or administration/supervisory assignment(s) within the District.

In addition, the Superintendent will, to the extent possible, use attrition and nonrenewal to achieve staff reduction before impacting tenured and/or nonprobationary employees.

The Superintendent's recommendation will address the organizational areas(s) or level(s) to be reduced, the level of employees to be affected and the particular employees to be affected.

Irrespective of a reduction in force, if a probationary employee is nonrenewed in accordance with state law, this policy does not apply to those individuals and in such circumstances there will be no right to recall pursuant to this policy.

CERTIFIED EMPLOYEES

Probationary employees will be reassigned or terminated prior to tenured employees except probationary employees may be retained when a tenured employee is terminated if the tenured employee is not legally qualified (based on state certification and federal highly qualified standards) to teach in the position the probationary employee occupies.

If more than one legally qualified tenured employee is being impacted by the reduction in force, the following criteria, in the order stated, will be used to determine which will be impacted:

1) Highly qualified status. A tenured employee who is highly qualified for the position under federal guidelines will be given consideration over a tenured employee who is not highly qualified for the position.

2) Certification in a teaching position which is being retained and is open. A tenured employee with regular (non-provisional) certification for the retained position will be given consideration over a tenured employee with a provisional certification.

3) Seniority in continuous, uninterrupted, full-time certified employment with the board, beginning on the date employed.

4) Effectiveness as reflected by the three most recent performance evaluations.

5) Professional education and work experience related to the current or projected assignment.

If, based upon these factors, two or more tenured faculty are equally qualified for the position, then lots will be drawn.

Any tenured employee impacted pursuant to this policy shall have a one-time recall right to a position for which he or she is certified and legally qualified for one calendar year from the effective date of the subject action. If a former employee refuses any offer related to his employment pursuant to this provision, his right of recall is forfeited.

SUPPORT EMPLOYEES

Probationary employees will be reassigned, transferred, demoted or terminated prior to non-probationary employees except probationary employees will be retained when a non-probationary employee is terminated only if the non-probationary employee is not qualified by experience and/or education to occupy the position the probationary employee occupies.

If more than one non-probationary employee is considered to be impacted by the RIF, the following criteria in the order stated will be used to determine which employee will be impacted:

1) Seniority in continuous, uninterrupted, full-time employment with the board beginning on the date employed.

2) Effectiveness as reflected by the three most recent performance evaluations.

3) Education and work experience related to the current or projected assignment.

If, based on these factors, two or more non-probationary employees are equally qualified

for the position, then lots will be drawn.

Any non-probationary employee impacted pursuant to this policy has a one-time recall right to the position from which he or she was terminated or demoted for one calendar year from the effective date the employment action taken, in reverse order of the action. If a former employee refuses any offer of employment pursuant to this provision, his or her right of recall is forfeited. Employees who wish to maintain their right of recall have the responsibility to notify the Human Resources Department in writing of any change to their contact information during the recall period.

Actions taken subject to this reduction in force policy are not subject to the protections of the *Students First Act* pursuant to *Ala. Code* §16-24C-6(h)(3).

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-1-33, 16-24C-6(h)(3)

POLICY 3.042

RETIREMENT

All eligible employees shall participate in the Teacher's Retirement System as prescribed by *Ala. Code* §16-25-1, *et seq.* The Board shall make the appropriate deductions for retirement contribution for said personnel. Employees participating in the retirement system shall retire pursuant to the rules and regulations as established therein.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* 16-25-1, *et seq.*

POLICY 3.043

SALARY DEDUCTIONS

All salary deductions shall be made in compliance with state and federal law.

All voluntary deductions from salary must be approved in writing by the employee. Salary deductions will be made for absences not covered by paid leave.

Prior to vacating Board employment, whether voluntary or involuntary, employees are required to complete all records and reports required by law, the Board or the State Superintendent of Education, including but not limited to Individualized Education Plans, final grades and attendance rosters. The District may retain the employee's last paycheck until the employee completes all such required records and reports. Further, the District may withhold any monies owed by the employee to the District from the employee's last paycheck.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-22-17

POLICY 3.044

SALARY SCHEDULES

Except as established and governed by the terms of a special employment contract, Board employees will be compensated at rates of pay that are approved by the Board. When required, such salary or compensation rates will be included in a schedule to be developed and adopted by the Board in accordance with state law. Employees may receive supplements or other additional compensation when specifically approved by the Board. All compensation must be approved by the Board, regardless of the source of funding.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-13-231.1, 16-22-11

POLICY 3.045

NON-TEACHING SUPPLEMENTAL DUTIES

Compensation in the form of supplements may be paid for non-instructional supplemental duties in accordance with rates specified or established for such duties in the Board's official salary schedule. Such duties include coaching and sponsorship of athletic support organizations (e.g., cheerleaders, flag teams, drill teams) as well as scholastic support activities (e.g., yearbook, service clubs, academic honoraries). Such supplemental duties are considered additional nonteaching assignments to be made and approved on an annual basis or otherwise as the needs of the school require. Such supplemental duties are not considered to be a part of a teaching contract or appointment, and no tenure, continuing service status, non-probationary status, or contractual right to continued employment or compensation for such supplemental assignment will be recognized or implied in the absence of a separate written contract of employment providing for such rights.

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Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-13-231.1, 16-22-11

POLICY 3.046

LOCAL SUPPLEMENTS

School-related booster or support organizations may fund local supplements for individual Board employees if the Board approves such supplemental payments. Such payments may be approved only if the following conditions are satisfied:

1) The payment is voted on and approved by the membership of the booster or support organization that proposes to fund the supplement at a regular meeting of the organization;

2) Funding for the payment must be sufficient to cover benefits, expenses, and other payroll costs, contributions, and liabilities, if any;

3) Sufficient unobligated funds are on hand to provide the supplemental payment;

4) A check and letter of authorization for the payment is sent to the Board no later than the payroll cutoff date for the month in which the payment is to be made;

5) The payments are accepted by the employee with the understanding that they do not constitute a part of any employment contract, salary schedule, or legal obligation that is enforceable against the Board, and that the Board has no continuing obligation to maintain supplemental payments to any employee that are provided, funded, or underwritten by a booster club, support organization, or similar third party; and

6) The payments are subject to any payroll deductions that are required by law.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.047

SCHEDULES AND OVERTIME

Principals or supervisors will establish schedules for teachers and other personnel working under their supervision at the direction of the Superintendent. Employees are expected to observe and conform to such schedules which may begin before or extend beyond the regular school day when students are receiving regular instruction.

Certified personnel are to hold parent-student conferences as needed during their planning and conference periods and/or after school as determined necessary by the principal.

For purposes of determining eligibility for overtime, employees will be designated "exempt" or "non-exempt" consistent with the *Fair Labor Standards Act*. The work week will be considered to begin Sunday at 12 a.m. and extend through the following Saturday at 11:59 p.m.

Supervisors will establish a method for maintaining a daily record of time worked by individual employees.

Supervisors of non-exempt employees will secure an agreement or understanding with the employees regarding the form of compensation for overtime (wages or time off) prior to accruing the overtime in accordance with the *Fair Labor Standards Act.* The supervisor will maintain a record of such agreement or understanding.

Supervisors are authorized to grant a non-exempt employee who works beyond his regular workday, permission to adjust the employee's schedule during the same work week by the equivalent amount of time such that the total number of hours worked does not exceed 40 hours in that week.

A non-exempt employee is prohibited from working overtime without the prior knowledge and express approval of his supervisor.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Fair Labor Standards Act

POLICY 3.048

STAFF MEETINGS

All professional personnel are required to attend staff meetings as may be called by the Superintendent and/or immediate supervisor, except that, when personnel said are specifically exempted or excused by the Superintendent and/or immediate supervisor.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.049

FREEDOM OF EXPRESSION: TEACHER RIGHTS AND RESPONSIBILITIES

Freedom of speech is a constitutional right guaranteed to all citizens. The Board shall make every effort to provide for the free expression of ideals by teachers unless this substantially disrupts the operation of the school or educational process.

All teachers shall be free to express their points of view in an orderly manner in keeping with democratic ideals.

All teachers shall have the freedom to exercise the right of free speech and to protest the deprivation thereof, through proper channels, providing that such protection does not substantially disrupt the operation of the school or result in harm to other individuals.

All teachers shall have the responsibility to grant the same rights and responsibilities to other individuals, to develop tolerance for the viewpoints or opinions of others, and to recognize the right of other individuals to form or hold different points of view.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: U.S. Const. Amend. 1; U.S. Const. Amend. XIV I; *Tinker v. Des Moines Independent Community School District*, 89 S.Ct. 733 (1969)

POLICY 3.050

TRAVEL EXPENSES

Employees shall be reimbursed for travel expenses incurred while performing duties related to their jobs, when such travel is at the request of or approved by the Superintendent or his designee.

The following guidelines must be followed to obtain reimbursement of expenses:

1) Prior approval for all travel must be obtained before any travel expenses can be incurred. All travel expense claims must be made on forms for reclamation of travel expenses. Such report must show at a minimum:

a) Date of travel
b) Destination
c) Purpose of travel (specific)
d) Number of miles traveled

2) Approved travel will be limited to that travel directly related to the discharge of assigned duties.

3) The mileage rates paid to persons traveling in privately owned vehicles (and engaged in official District business as approved by the Superintendent) will be reimbursed at the rate approved for mileage by the Internal Revenue Service for the date of the travel.

4) Meals documented by paid itemized tickets, for actual cost, limited to three meals per day for trips authorized by superintendent.

5) Other documented expenses (individual membership dues not allowable expense).

6) All expense claims for out-of-state travel must be supported by documented receipts.

7) The cost of out-of-state travel and lodging should be shared with other employees when possible. Employees should make every effort to use the most cost effective mode of transportation and unless exigent circumstances exist, reimbursement will be restricted to the most cost-effective mode of travel when the employee opts for a more expensive mode of travel.

8) Provided a person not employed by the Board shares a room with an employee, the Board employee shall be eligible for reimbursement at single room rate only.

9) Reimbursement for personal items and entertainment will not be made.

EXCLUSIONS:

1) Travel to the Board's Central Office is not reimbursable.

2) Travel for the purpose of procuring a meal is not reimbursable.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: November 16, 2015
Legal Ref.:

POLICY 3.051

TUBERCULOSIS EXAMINATION

Pursuant to *Ala. Code* §16-22-3, the District shall not employ teachers, janitors, food handlers or bus drivers who have tuberculosis in an infectious stage. The Board requires a physical exam for tuberculosis of all such employees at least once every three years. A tuberculosis exam can be administered by the County Health Department or by a duly licensed physician at the employee's own expense. All other provisions of *Ala. Code* §16-22-3 shall be applied.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-22-3

POLICY 3.052

WORK PERIODS

The work periods for nine month, ten month, eleven month and twelve month employees shall be determined by the Superintendent.

All work periods will be in compliance with state laws and regulations.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 3.053

REPORTING FEDERAL TIME AND EFFORT

Time and effort reporting shall reflect the percentage distribution of effort expended by Troy City Schools employees involved in federally funded programs, grants, and/or contracts, and shall be incorporated into the records for the school district. These records shall reasonably reflect the activity for which the employee is compensated and shall encompass all activities in an integrated basis.

Employees who are compensated in whole or in part from a federally funded program and operate under a single cost objective are required to complete at least semi-annual certifications. Employees who are compensated in whole or in part from a federal fund and operate under multiple cost objectives are required to complete a time and effort Personnel Activity Report monthly.

Troy City Schools uses an "after-the-fact effort" reporting system. This indicates that the distribution of salaries will be supported by PARs or at least Semi-Annual Certification reports signed by the staff member and the direct supervisor after the completion of the report period. The Program Director is responsible for the identification of distribution, collection, and retention, in percentages totaling the agreed upon contractual amounts, the total activity for which each employee is compensated.

At least Semi-Annual Report: An employee who has a single cost objective has a position that is dedicated to a singular purpose. For instance, a special education teacher is considered to have a single cost objective because the teacher works only with special education. An employee who has a single cost objective will complete at least semi-annual certifications. At least semi-annual certification is signed off by the employee and the supervisor with first-hand knowledge of the employee's work after the work has been completed.

Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personal activity reports or equivalent documentation. Personal activity reports or equivalent documentation must reflect an after-the-fact distribution of the actual activity of each employee, account for total activity for which each employee is compensated, and be prepared at least monthly and must coincide with one or more pay periods, and must be signed by the employee and the employee and their direct supervisor.

Source: Troy City Board of Education
Adopted: November 20, 2025
Revised:
Legal Ref.: 2 CFR § 200.430

SECTION 4: STUDENTS AND INSTRUCTIONAL MATTERS

POLICY 4.001

ACADEMIC HONESTY

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software or unauthorized use of hard copy or software to develop one's own software.

It is the responsibility of all teachers and building administrators to monitor students' work to avoid any academic dishonesty and to administer consequences for such dishonesty. Where appropriate, parents/guardians shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent/guardian appeals of any consequences resulting from violations of this policy should be addressed to the school principal.

All teachers, beginning at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools. The Academic Honesty Policy shall be referenced in such education.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.002

ACCEPTANCE OF TRANSFER CREDITS

TRANSFERS FROM NON-ACCREDITED SCHOOLS/SCHOOL SETTINGS

Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit. Core courses shall be defined as English, mathematics, science and social studies.

The transfer of credits and/or appropriate placement shall be as follows:

1) Credit for elective courses shall be transferred without validation.

2) Non-contested credit for core courses shall be transferred as follows:

   a) Using all official records and nationally standardized tests, the principal or his designee shall determine placement and notify the student and the parent/guardian.

   b) If the parent/guardian agrees with the placement decision, the student shall be placed.

   c) Following placement, for any initial core course successfully completed, transfer of previous credit earned at a non-accredited school(s) in that subject area shall be accepted without further validation.

3) Contested credit for core courses shall be transferred as follows:

   a) If the parent/guardians disagrees with the placement decision, the principal or his designee shall supervise the administration of the school's most recent semester test for each prerequisite core course in which the parent/guardian is requesting enrollment. For each test the student passes as determined by the school's grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite courses.

   b) For any test failed, placement shall be made as originally recommended by school officials and no credit shall be transferred for the prerequisite course(s) in that subject.

In the event of controversial records/transcripts or the absence of records, the student shall take placement tests consisting of the school's previous semester tests for core courses.

TRANSFERS FROM ACCREDITED SCHOOLS

A student transferring to a District school from a public or non-public school accredited by an accrediting agency recognized by the State Board of Education will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript(s).

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Alabama Administrative Code* § 290-3-1.02(7)(k)

POLICY 4.003

ADMISSION OF NON-IMMIGRANT FOREIGN EXCHANGE STUDENTS

The District recognizes the educational and cultural value of international exchange programs and foreign exchange students and authorizes the admission of a limited number of non-immigrant foreign exchange students to the regular educational programs offered. Students will be considered for admittance only when space is available (*i.e.*, class sizes are not significantly adversely affected).

Only foreign exchange students from approved exchange programs and students privately sponsored by district residents shall be admitted. Approved exchange programs are those designated by the United States Information Agency. Foreign exchange students admitted as part of an approved program are considered wards of the families with whom they reside.

Privately-sponsored foreign exchange students may be enrolled if an adult resident of the District has been given temporary guardianship and the student lives in the home of that guardian and if the student meets all legal requirements for a student visa.

ACADEMIC REQUIREMENTS

Students shall be at least 15 years old, and no student will be admitted who has already graduated from the equivalent of the twelfth grade or who will reach the age of 21 years on or before September 15 of that school year.

The student must have average or above-average grades from the home school and must not require special education services in order to function in the regular academic program.

The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance.

The District will not provide foreign students with admission to special education programs, English as a Second Language programs, post-secondary options or other special programs.

GENERAL REQUIREMENTS

Foreign students will be treated as regular students. They are responsible for complying with all District policies and regulations.

Foreign students are expected to pay for all lunches, books, athletic and student activity fees and other fees, yearbook costs and all other expenses normally borne by students in the District. Foreign students are not entitled to free or reduced prices for lunches.

The eligibility requirements of the District and the Alabama High School Athletic Association will be followed. Accordingly, foreign students sponsored by an approved program may participate in organized sports, while those sponsored by a private sponsor may not.

The sponsor, host family and local program representative must maintain personal contact with the school, must be available and willing to meet with school personnel when problems or circumstances require and must assume full and final responsibility for resolving problems including the early return of the student if personal, family or school difficulties cannot be resolved.

If a student's grades, attendance, conduct or discipline or deemed unsatisfactory by the school, the student may be withdrawn.

ADMISSIONS PROCESS

Approvals for admission must be obtained from the District between April 15 and July 30 for the following school year or between October 15 and December 15 for the second semester, except under unusual circumstances.

All applications will be screened by the principal of the school where admission is being requested before they are forwarded for review and approval of the Superintendent.

Upon the student's arrival in the District, the adult sponsor (host family and/or local representative of the exchange program) and student must come to the school to complete the enrollment process. Students must arrive in sufficient time for attendance on the first day of school.

Students requesting admission must submit:

1) Birth certificate (or some other form of acceptable documentation to verify the student's age);

2) Recent official transcript with English translation reflecting courses taken and grades earned;

3) Records showing required immunizations;

4) Evidence of medical insurance that will cover the student while residing in the District;

5) A letter of application written in English by the student that provides pertinent information about the student, including student's name, age, birth date, home address and phone number, level of education, reasons for wanting to attend school in the District and the projected duration of enrollment;

6) The names, addresses and phone numbers of the exchange student's own parents/ guardians, the host family and the local exchange program representative; and

7) Proof of English proficiency, including evidence that the student has successfully completed a minimum of two years of instruction in English and a letter of recommendation from the English language teacher documenting the level of proficiency or evidence that the student has passed a test of English language proficiency.

The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, limited English proficient or homeless students.

An "honorary" high school diploma may be given to those students who are classified as "seniors." The only exception would be that a student states at the time of enrollment that he intends to have his school records transcribed by the international clearinghouse and that he meets all necessary high school graduation requirements as mandated by the State Department of Education.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.004

APPEAL OF DISCIPLINARY ACTION

Positive student behavior shall be encouraged and maintained in the classrooms and schools of the District. It is expected that student disciplinary problems be properly addressed by each classroom teacher. When the teacher determines that assistance is needed with the enforcement of a student's classroom or school behavior, the student may be referred to the principal or his designee for appropriate action as determined by Board policies and the Code of Conduct provided the students and parents/guardians.

The principal has the ultimate responsibility with the assistance of those certificated employees the principal supervises for the enforcement of school rules, regulations and the policies of the Board. The decision of the principal after a fair and impartial investigation based on fact will be supported by the Superintendent and the Board. However, it is recognized that some decisions may be appealed to the Superintendent.

The Board, believing that undesirable behavior should be addressed swiftly through appropriate consequences, hereby delegates the responsibility and authority to the Superintendent or his designee at the Central Office level to make final decisions, including student appeals, regarding student discipline in all areas except expulsions and the indefinite suspension of students. The Superintendent, at his discretion, may take any student appeal regarding student discipline to the Board for a final decision.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-1-14

POLICY 4.005

ATTENDANCE

All students enrolled in the District are required by the Alabama Compulsory Attendance laws to be in continuous attendance at their respective schools. Students must attend school in the school zone in which their parents/guardians reside. Daily attendance is vitally important to the acquisition of knowledge. Students deserve every opportunity for academic success, and regular, punctual, daily attendance not only teaches life supporting skills but also increases the likelihood that school will be a positive experience. School administrators will exhaust all measures to encourage good attendance and to involve as many supportive groups as necessary to reach this goal.

PARENTAL RESPONSIBILITY FOR STUDENT ATTENDANCE AND BEHAVIOR

It is the policy of the Board to comply with state law related to parental responsibility for student attendance. Parents/guardians or persons in charge of children are required to ensure that their children enroll and attend school and conduct themselves properly in accordance with the Board's attendance policy on school behavior. The failure of a parent/guardian and persons in charge to exercise this responsibility may be reported as a crime.

EXCUSED ABSENCES

In accordance with state law, parents/guardians must explain the cause of every absence of students under their control or charge. Every student, upon return to school, must bring a written excuse from home signed by the student's parent/guardian for each absence and present it to the principal or his designee.

The principal or his designee shall ensure that the student's teachers are notified as to whether the absence is excused or unexcused. All written excuses shall be retained for the remainder of the school year in the principal's office or other location approved by the principal.

All student absences shall be designated as either excused or unexcused. A student shall be excused for absence from school for the following reasons:

1) Illness and/or death in the immediate family;

2) Weather preventing attendance;

3) Legal requirements; or

4) By permission of the principal or Superintendent.

UNEXCUSED ABSENCES/TRUANCY

Absence for reasons other than those defined above shall be considered as unexcused. Forged excuses will be coded as unexcused. Failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court.

1) First truancy/unexcused absence (warning) — parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy;

2) Fifth unexcused absence (conference) — attendance at one of these conferences is mandatory except in case of an emergency or prior arrangements have been made; and

3) Seventh unexcused absence, but within ten (10) school days (court) — a complaint may be filed against the student and/or his parent/guardian.

MAKE-UP WORK FOR EXCUSED ABSENCES

If a student is absent for any excused reason as defined above, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. For kindergarten through sixth grade students, the teacher shall be responsible for providing the student with a written list of missed assignments within three days after the absence. The student shall be responsible for completing all make-up assignments within a reasonable length of time, not to exceed two weeks.

For seventh through twelfth grade students, the student shall be responsible for contacting his teachers immediately upon return to school to arrange a reasonable length of time, not to exceed two weeks, to make up work and/or examinations. Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn lessons missed due to excused absences.

MAKE-UP WORK FOR UNEXCUSED ABSENCES

Teachers shall not be obligated to provide make-up work and/or examinations for students absent for inexcusable reasons.

SCHOOL PARTICIPATION ABSENCES

Students who are away from school because of participation in official school sponsored activities shall be marked present and shall be allowed to make up missed work in accordance with the provisions applicable to excused absences.

RELIGIOUS ABSENCES

A student shall be excused for religious holidays when the student's parents/guardians come in person to the school and sign a request for the student to be absent for this purpose. When this procedure is followed, the student's absence shall be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences in accordance with the provisions applicable to excused absences.

EXCESSIVE ABSENCES

Students who have more than **ten absences** in a class session during a semester must have the approval of the principal and a Review Committee to receive course credits. Parents/guardians of these students will be notified by the school administration following a student's seventh and tenth absences.

The Review Committee will hear the student's parents/guardians and/or the student prior to rendering a decision. Days when students are absent from school due to official suspension shall not be counted as a part of the number of excessive absences.

TARDINESS

Students are required to report to their individual schools no later than the beginning of the school day and to be punctual to all classes during the day. Tardiness is excused for the same reasons that absence is excused. Tardiness for any other reason is unexcused. Excessive tardiness will result in disciplinary action. Only an excused tardy permits classwork to be made up.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-28-12, 16-28-13; 16-28-15; 16-28-16; *Alabama Administrative Code* § 290-3-1-.02(7(c)

POLICY 4.006

CELLULAR TELEPHONES AND WIRELESS COMMUNICATION DEVICES

A. 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 cellular telephone;
- a tablet computer;
- a laptop computer;
- a pager;
- a gaming device;
- a smart watch;
- AirPods; and
- 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.

B. 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, 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.

C. 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.

D. 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.

E. Disciplinary Action – Any violations of this policy can result in disciplinary action as outlined in the Code of Conduct.

F. Additional Procedures Authorized – The Superintendent or designee is authorized to develop any additional rules necessary to carry out this policy.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: June 30, 2025
Legal Ref.: FOCUS Ala. Act 2025-386

POLICY 4.007

CHARGED MEALS

It is the intent of Troy City Schools to provide an opportunity for each student to eat a nutritious breakfast and lunch during the school day. It is also the policy of Troy City Schools to comply with all federal program regulations pertaining to the National School Breakfast and National School Lunch programs. As per the federally governed Child Nutrition Program regulations, uncollected meal charges constitute a bad debt and are unallowable.

Students may charge five or one week of meals (breakfast and lunch). This service is designed to cover the situation of a student forgetting or losing meal money. **This service does not provide a line of credit for continuous meal charges**. Students and staff are encouraged to deposit money into their meal accounts regularly, whereby a draft of the account may be made on a daily basis as the meal is purchased.

Each week cafeteria managers will send home charge notices to parents and submit a charge report to school principals. The school principal is responsible for collecting any unpaid charges to the Child Nutrition Program. If the principal is unable to collect the outstanding charges from the student's parent/guardian, funds will be recovered from a nonpublic local fund.

If students charge meals for more than one week, he/she will be served an alternate meal.

A la Carte items may not be charged. Adults will not be permitted to charge meals.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: January 2019
Legal Ref.:

POLICY 4.008

COMMUNICABLE DISEASES

GENERAL

It is the policy of the Board to promote a healthy, disease-free school environment and to comply with all applicable local, state and federal laws. It is the further policy of this Board to recognize and protect the rights and privileges of individuals; to protect the welfare of the school population; and to mitigate the impact of communicable disease incidents in the school setting. The Board follows established guidelines and procedures to minimize exposure to blood and bodily fluids and, in the event such exposure does occur, to respond appropriately. The guidelines and procedures will be implemented and monitored by the designated health personnel.

ROLES AND RESPONSIBILITIES

1) Board - Establish overall policy, provide support and guidance to the Superintendent and school officials in implementing this policy; encourage public and parental aware-ness; work cooperatively with the Pike County and State Health Departments.

2) Superintendent - Establish appropriate procedures and administrative regulations; provide guidance and leadership; appoint ad hoc committee when appropriate; keep the Board apprised of major developments and problems; work cooperatively with local and state health agencies.

3) Principals - Become familiar with this policy and other applicable procedures; maintain a permanent action file with pertinent information on communicable diseases (regulations, procedures, telephone numbers, etc.); report incidents and cases of suspected communicable disease to the Superintendent, when required; enforce provisions of law, policy and administrative regulations.

4) Designated Health Professional - Assists the Superintendent in establishing procedures and regulations; serve as focal point for information and implementation of communicable disease policy as it pertains to students.

5) Teachers - Become and stay familiar with this policy and other applicable procedures; report incidents and cases of suspected communicable disease to the principal, when required.

6) School Nurses - Collaborate with teachers, parents, and health care professionals to ensure compliance with communicable disease policies and immunization requirements; assist principals and teacher in establishing orientation and education programs that promote an understanding of communicable diseases; when required, conduct seminars and classes for faculty, students and support personnel in such areas as recognition, risk, standard precautions, etc.

7) Students - Comply with immunization requirements; report health problems to the appropriate official; work cooperatively with school officials and public health officials to mitigate and resolve health problems that impact their educational program and the school setting.

8) Parents - Ensure compliance with immunization requirements; report school health problems to appropriate officials; work cooperatively with school officials and public health representatives to mitigate and resolve health problems that adversely affect their children's welfare and educational opportunities.

IMMUNIZATION

1) Students entering a Troy City School for the first time must present an Alabama Certification of Immunization or an exemption certification before admission may be approved, and as the immunization certificate expires. Required immunizations will be as identified by local health officials and State of Alabama health regulations.

2) The Superintendent will establish administrative procedures to ensure compliance with immunization requirements.

3) The enrollment of homeless, migrant and students who have a primary home language other than English shall not be denied due to lack of immunization records. Appropriate school staff will assist these families in obtaining immunization records from previous schools of attendance or from the county health department.

ATTENDANCE

1) Diseases and Infections Spread by Casual Contact

The Superintendent is delegated as the authority to deny attendance or exclude any student from school when there is reasonable cause to be spread by casual contact. This is a medical determination and the Superintendent will rely on the advice of personal physicians and public health officials. Attendance or readmission will be permitted when approved by a personal physician or public health official or the condition is no longer considered dangerous.

2) Diseases and Infections Not Spread by Casual Contact

The simple presence of infections and disease that are known not to be spread by casual contact will not constitute sufficient reason for denying attendance or exclusion. This is a medical question and the decision will be made on a case by case basis. The principal and school nurse shall work closely with the parent/guardian and health care provider to determine if there are accommodations necessary throughout the school day to meet the needs of the individual student. These concerns will be addressed on a case by case basis.

Mandatory screening for communicable diseases that are not spread by casual conduct, such as HIV, shall not be a condition for school entry or attendance.

Regardless of the nature of the disease or the manner in which it is transmitted, it shall be the policy of this system to ensure the safety of persons in the school setting and to support and assist the person with the illness.

HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

1) Objective

The Board recognizes the public concern and interest in dealing with incidents of HIV/AIDS. The Board shall strive to protect the safety and health of children and youth in its care, as well as their families, its employees and the general public. All staff members shall cooperate with public health authorities to promote these goals.

2) School Attendance

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

School authorities will determine the educational placement of student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. The Superintendent and/or School Health Services Coordinator must consult with the student's physician and parent or guardian; respect the student and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services, climate and not allow physical or verbal harassment of any individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection or a person associated with someone with HIV infection.

3) Employment

The Board does not discriminate on the basis of HIV infection, in accordance with the *Americans with Disabilities Act of 1990*. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodations if necessary.

4) Privacy

Students or employees are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any the HIV know-ledge or speculation concerning status of a student or other employees. Violation of medical privacy is cause for disciplinary action, criminal prosecution and/or personal civil liability.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed and dated consent of the person with HIV infection (or the parent/guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose of the disclosure.

All health records, notes and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent/guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

5) Infection Control

a) All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Equipment and supplies needed to apply the infection control guide-lines will be maintained and kept reasonably accessible. The school principal will implement the precautions and investigate, correct and report on instances of lapse.

b) School employees are expected to alert a person responsible for health and safety if student's health condition or behavior presents a reasonable risk of transmitting any infection. If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent/guardian) to seek appropriate medical evaluation.

6) HIV and Athletics

a) The privilege of participating in physical education classes, athletic programs, competitive sports and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored activities.

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

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

7) HIV Prevention Education

a) The goals of HIV prevention education are to promote healthful living and discourage the risk behaviors associated with HIV transmission. The educational program will be in accordance with the State Department of Education Alabama Course of Study for Health Education.

b) Parents/guardians will have convenient opportunities to preview all HIV prevention curricula and materials. School employees shall assist parents/guardians who ask for help in discussing HIV infection with their children.

8) Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

9) Employee Development

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

POLICY REVIEW

In accordance with the established policy review process, or at least every three years, the Superintendent shall report on the accuracy, relevance, and effectiveness of the policy and, when appropriate, provide recommendations for improving and/or updating the policy.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-30-4

POLICY 4.009

CORPORAL PUNISHMENT

Subject to the terms of this policy, corporal punishment is authorized as a disciplinary tool in the District. If such punishment is required, it shall be administered with care, judgment and caution and in consideration of the student's age, size, sex and overall physical condition.

In all cases, should corporal punishment be deemed necessary and appropriate, said punishment shall be administered in accordance with the following guidelines:

1) Corporal punishment should be used only after other approaches for correcting behavior have been tried, unless the offense is serious enough to justify its use on a first offense;

2) Corporal punishment shall not be administered in anger or with malice;

3) A wooden paddle will be the only implement used to administer corporal punishment. It shall not have any holes in it. Swats are to be given on the buttocks area only. No other form of corporal punishment will be allowed;

4) A student may receive no more than three swats for one offense and no more than three swats per day;

5) Corporal punishment will be administered only in the office of the principal or assistant principal and in the presence of either the principal or assistant principal. Reasonable efforts shall be made to ensure that the person administering the corporal punishment is the same sex as the student receiving the corporal punishment;

6) Corporal punishment shall not be administered in the visual presence of other students;

7) Corporal punishment shall not be administered if it requires holding a student or struggling with a student. If a student refuses to take swats, the student will be given an appropriate out-of-school suspension;

8) Corporal punishment should be administered to special education students only if permitted by the student's IEP and pursuant to the terms of the IEP;

9) The school principal or the principal's designee who administered the corporal punishment shall send written notice to the parent or guardian of the student following the corporal punishment; and

10) If a parent/guardian would like to veto the use of corporal punishment, he or she must fill out the corporal punishment veto form provided in the Code of Conduct on an annual basis. The veto form will be kept on file in the principal's office at the school in which the student attends. Failure to return the completed veto form equates to parental consent for the administration of

corporal punishment. The corporal punishment veto form should be submitted within 20 days of the first day of each school year or within 20 days of the student's admission to the school.

Nothing contained herein shall be interpreted as prohibiting an employee from using the physical force necessary to repel any physical attack by a student or other persons or in the restraint of a student to prevent an attack upon another student or other persons, or to prevent acts of misconduct which are considered anti-social or disruptive in nature.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §13A-3-24; §16-28A-1 *et seq.*

POLICY 4.010

CURRICULAR OR EXTRA-CURRICULAR INSURANCE PROGRAM

A student in certain curricular or extra-curricular areas may be required to participate in an accident insurance program or file with the school principal a statement from the student's parent/guardian indicating that the student is protected adequately against accidents that may occur while participating in said activities.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.011

DISCIPLINARY ACTIONS

The following are alternative methods for disciplinary actions which may be administered to students enrolled in the District by the school principal or his designee.

In disciplining Section 504 students and special education students, the District will adhere to Section 504 of the *Rehabilitation Act*, and the *Individuals with Disabilities Education Improvement Act.*

SCHOOL BUS SUSPENSION

A student may be denied the privilege of riding a school bus because of misconduct on the bus for a reasonable and specified period of time. The parent/guardian will be notified of the student's school bus suspension.

BEFORE/AFTER-SCHOOL DETENTION

A student may be assigned to a specific room on the school campus for detention before the opening of the school day or after the closing of the school day for violation of school rules for a reasonable and specified period of time. The parent/guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent/guardian prior to the assignment of a student to detention. If the parent/guardian can be notified on the day of misbehavior, the student will be assigned on that day. If not, the student will be assigned the following day.

WORK ASSIGNMENT

A student may be assigned to supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent/guardian will be responsible for providing transportation in these cases. The parent/guardian will be notified prior to the student's placement in a work assignment.

IN-SCHOOL SUSPENSION

In-School suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting nor counted as absent during the period of in-school suspension. The principal or his designee has the authority to assign students to in-school suspension for a reasonable and specified period of time, not to exceed three consecutive days. The principal and school staff should determine the scope of in-school suspension in the schools. Students assigned to in-school suspension and/or other time-out areas must be supervised at all times by a professional educator. Parents/guardians will be notified of the disciplinary action. In-school suspension should not be considered under

the out-of-school suspension guidelines.

ADMINISTRATIVE DISCIPLINARY PROBATION

Administrative disciplinary probation is a period of time specified by the principal or his designee during which a student must correct his behavior while abiding by all regulations that govern student behavior. The principal or his designee has the authority to place a student on administrative disciplinary probation for a reasonable and specified period of time. The staff member involved in the action will assist in monitoring the student's adjustment to the school environment. Parents/guardians will be required to attend a conference with the principal or his designee to conclude administrative disciplinary probation requirements.

OUT OF SCHOOL SUSPENSION

In unusual and infrequent cases, a student may be placed on out-of-school suspension by the principal or his designee. This disciplinary measure is the removal of a student from a school for violation of school policies, rules, or regulations or for otherwise causing interference with or disruption of the orderly operation of the school.

CORPORAL PUNISHMENT

See Corporal Punishment Policy

INTERIM/ALTERNATIVE PROGRAM

See Interim/Alternative Program Policy

EXPULSION OF STUDENTS

See Expulsion Policy

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-1-14

POLICY 4.012

DRESS CODE

The policy of Troy City Board of Education is that good grooming and personal appearance are part of a successful teaching and learning process. It is expected that students will dress in such a manner that will help promote an environment conducive to learning as well as ensure the health and safety of all students of Troy City Schools. Students in all grades (Pre-K through 12th Grade) must dress in a manner that will ensure health and safety, will not be distracting to others, and is not disruptive to the learning and educational process. The school principal or his/her designee will have the final decision in determining whether apparel meets the dress code. At any time, the administration has the authority to limit or adjust what may be worn.

Students determined to be in violation of the dress code will be required to change their clothing to comply with the dress code. If a student must checkout of school in order to change their clothing, the absence will be marked as unexcused. If violations become chronic, additional consequences may include In-School Suspension or Alternative School Placement.

District Wide Grades PreK-12 Guidelines

1. Clothing should fit properly; be the correct size for the student's body size and type.
2. Clothing must be in good taste for the age and maturity of the student, safe, and not a distraction to others.
3. Any apparel or appearance that may be distracting in the classroom (as deemed by the school administration) is not permitted.
4. Clothing that displays immoral or illegal behavior is not permitted. Any article of clothing, apparel, jewelry or haircut with words, colors, patterns (ex: bandana) or pictures depicting gangs, gang slogans or symbols, violence, sex, drugs, alcohol, mutilation or language found by the administration to be obscene or vulgar will not be permitted.
5. Undergarments must be worn in an appropriate manner and not be visible.
6. Clothing that is not able to provide coverage to undergarments and private body areas at all times, and during all activities, is not permitted. This includes clothing with rips, tears, or holes that expose underwear or private areas of the body.
7. Students may not wear clothing that reveals the body in an inappropriate manner. Examples of this include, but are not limited to the following: clothing that is too tight, too short, bare at the midriff, bare at the sides, sheer or see-through clothing, etc.
8. Students cannot wear jewelry or accessories that may distract other students or interfere with the learning environment. Items such as heavy metal chains, spikes, etc. are not permitted.
9. Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, and shoes with wheels are not permitted. Tennis shoes/ sneakers must be worn during physical education classes. Shoes must be tied or secured with velcro straps at all times.

Dress Code for Elementary School Grades PreK-6

School administrators will have the authority to allow for variances that are appropriate to students in this age range.

Dress Code for Grades PreK-12

Tops

1. Tops must have shoulder sleeves that have a minimum two (2") wide shoulder strap. This includes T-shirts.
2. Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to midriffs, bare at the sides, sundresses, "spaghetti strap" type tops, Racer backs, off-the-shoulder tops, low-cut front or low-cut tops, tops that show cleavage, sheer or see-through clothing, etc.
3. T-shirts that extend below four (4) inches from the top of the kneecap must be tucked in.
4. Men's style undershirts are not permitted to be worn unless concealed under an acceptable shirt/top garment.

Head Gear

Students may not wear hats or head coverings. Bandanas in school buildings, on school premises, and at school-related functions are not allowed.

Exceptions to this prohibition on head coverings include religious purposes which have been approved prior to wearing.

Pants, Skirts, Dresses, and Shorts

1. Pants must be worn at the waist level.
2. Pants that are too tight or allow for exposure of undergarments are not permitted.
3. Baggy, overly loose-fitting pants must be worn with a belt. No sagging pants
4. Pants or Jeans that have holes above the knee must have material beneath them.
5. Students may not wear pajamas or loungewear.
6. The length of skirts, dresses, and shorts (front and back) must be deemed appropriate and must conform to the "mid-thigh rule". No slits or leg openings can be higher than mid-thigh above the top of the kneecap.
7. Skirts, dresses, and shorts must conform to the "mid-thigh rule" regardless of whether they are worn with tights, panty hose, or bare legs.
8. Skirts, dresses, and shorts must be appropriate whether the student is standing or sitting.
9. Leggings are not considered pants and must be covered with appropriate clothing that extends to the mid-thigh.
10. Shorts must conform to the "mid-thigh rule". Nylon type spandex shorts (ex. bike shorts) are not permitted.
11. Wind pants, sweatpants, and joggers are allowed as long as they follow dress code.

*Situations may arise that are not expressly covered by the dress code. In that event, the principal or his/her designee may handle these situations on a case-by-case basis. School personnel and principals may evaluate any hairstyle, hair color, article of clothing, or other student clothing or display item that may be considered a violation of this dress code and/or a distraction to the educational process on a case-by-case basis and the principal or his/her designee will be authorized to make a determination as to whether a violation of the dress code has been committed by the subject student(s).

In addition to and not in abrogation of any disciplinary measures stated above for violation of this policy, the following shall apply:

CONSEQUENCES FOR FAILING TO ADHERE TO THE DRESS CODE

First Offense: The student will be sent to the office to change clothes

Second Offense: In-school Suspension

Third Offense: In-school Suspension with parent conference

Additional Offenses: In-school Suspension or ALC assignment at the principal's or his/her designee's discretion

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: June 21, 2022
Legal Ref.:

POLICY 4.013

DRUG AND ALCOHOL USE

The Board prohibits the use, abuse, possession, or sale of drugs, drug paraphernalia, alcohol or other intoxicants at school or any activity under Board jurisdiction, including school-sponsored activities on or off District premises and in District-owned, rented or leased vehicles.

The term "drug use" shall mean the misuse or illegal use of drugs including barbiturates, central nervous system stimulants, hallucinogenics and all other drugs to which the narcotic and drug abuse laws of the United States, local municipalities and State of Alabama apply. It shall also include alcoholic and intoxicating liquors and beverages.

Students who are found in violation of this policy will be placed on immediate suspension from school, subject to a disciplinary hearing with final disciplinary action determined by the Board based on the circumstances of the offense, and possible expulsion from the District.

Law enforcement authorities will be notified of any violation of this policy. All school principals are instructed to cooperate fully with law enforcement agencies and report any and all information to support the effort of law enforcement authorities to control drug use.

Law enforcement agencies may make periodic unannounced visits to any local public school to detect the presence of illegal drugs, unannounced to anyone except the local superintendent and building principal.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: December 14, 2020
Legal Ref.: *Ala. Code* § 16-1-24.1; *Alabama Administrative Code* 290-3-1-.02(1)(b)1

POLICY 4.014

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Board that no student shall be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity in the District on the basis of sex, age, marital status, race, religion, belief, national origin, ethnic group, disability, immigrant status non-English speaking ability, homeless status, or migrant status.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Titles VI and IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1974

POLICY 4.015

EXPULSION OF STUDENTS

The Board may expel a student from school when, in its judgment, a student has engaged in a serious rule violation(s). A student's due process rights shall be strictly observed in any expulsion proceeding as well as any preliminary steps prior to the expulsion hearing.

AUTHORITY

The principal shall make a recommendation to the Superintendent or his designee for the expulsion of a student who has violated rules which would warrant such action. Upon conferring with the principal, the Superintendent or his designee shall consider the recommendation for expulsion and shall render a decision to accept or reject the principal's recommendation or to require alternative methods of discipline. The principal may suspend a student pending the outcome of the Superintendent or his designee's decision regarding expulsion. If the Superintendent or his designee concurs with the principal's recommendation to expel, the recommendation will be forwarded to the Board by the Superintendent. The authority to expel a student shall be retained solely by the Board.

RESPONSIBILITIES OF THE PRINCIPAL

The principal must adhere to the following procedures and regulations concerning expulsion:

1) Immediately following an incident or violation of school regulations which may result in a recommendation for expulsion by the principal, the principal is authorized to suspend the student for a maximum of ten school days pending a recommendation of expulsion by the Superintendent at a subsequent Board meeting.

2) The principal shall contact the Superintendent or his designee in person or by telephone to discuss the suspension and the facts substantiate a recommendation for expulsion. The Superintendent or his designee shall inform the principal of his concurrence or non-concurrence with the proposed expulsion recommendation. If the Superintendent or his designee does not concur with the principal's recommendation, the student shall be admitted to school after the prescribed suspension or before the end of this prescribed suspension period based upon mutual agreement of the Superintendent or his designee and the principal. When there is agreement by both administrators that the expulsion proceedings should be initiated, the principal shall be responsible for notifying the student and the parents/guardians of their ability to request review by the Board.

3) The principal will immediately notify the student and his parents/guardians of his expulsion recommendation and the reasons for this action. A reasonable attempt will be made to explain to the parents/guardians the circumstances surrounding the recommendation either in person or by phone to be followed by notification in writing. The letter concerning the

recommendation should contain statements regarding the offense, the date, the location of the alleged rule violation(s). Additionally, the letter should advise the parents/guardians if they want to contest the principal's recommendation, they must provide written notification to the Superintendent or his designee within 48 hours of receipt of the letter of notification.

RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent or his designee must adhere to the following procedures and regulation concerning expulsion:

1) The Superintendent or his designee may concur with or reject the principal's recommendation. The student shall be readmitted to school upon completion of the prescribed suspension period or before the end of the prescribed suspension period based upon mutual agreement of the Superintendent or his designee and principal. If the student, parent/guardian gives notice to contest the principal's recommendation for expulsion, the Superintendent or his designee shall request an immediate conference with the parents/guardians and the student. In such case, the principal or his designee shall attend such conference. Prior to the conference the Superintendent or his designee shall personally notify the principal, the student and the parents/guardians about the conference.

2) During the conference, the Superintendent or his designee may discuss with the student and the parents/guardians whether a mutually agreeable alternative to expulsion is appropriate.

3) Following the conference, if it is deemed by the Superintendent or his designee that expulsion proceedings should continue, he shall be responsible for implementing the following notification procedures:

a) The Superintendent or his designee will provide written notice by registered or certified mail to the student and the parents/guardians that a student disciplinary hearing to consider expulsion has been recommended to the Board and that the hearing will be conducted by the Board. This letter should be mailed at least five school days prior to the date set for the Board hearing. The notice will state the exact time, place and date of the hearing and will advise the student and the parents/guardians that the student has a right to attend the hearing, to be represented by legal counsel, to present evidence, witnesses and testimony to the Board and to ask questions of any witness presenting evidence to the Board or about any matters at the hearing.

b) The notice should inform the student and the guardians that their intention to contest the recommended expulsion must be made known to the Superintendent in writing by 4:00 p.m. the day before the hearing. The notice shall further inform the student and parent/guardian that failure to notify the Superintendent of intent to contest the expulsion shall result in waiver of the right to contest said expulsion.

c) The Superintendent shall inform each Board member in person or by letter of the recommendation to have a hearing to consider expulsion as soon as possible after the suspension.

RESPONSIBILITIES OF THE BOARD OF EDUCATION

The Board must adhere to the following procedures and regulations concerning expulsion:

1) The Board hearing shall not be open to the public unless the parent/guardian requests that the hearing be open.

2) At the hearing to consider expulsion, the Board will first allow the Superintendent or his designee, the principal and any other witnesses requested by the Superintendent to present testimony relevant to the findings which resulted in the hearing. Following the testimony of the Superintendent or his designee, school officials or other witnesses, the student, parents/guardians or person representing the student will be permitted to question those who have testified concerning their statements and testimony.

3) Upon completion of the presentation by the Superintendent and the witnesses, the student will be allowed to present matters relevant to the proposed expulsion. The proceeding includes the right to testify and to call witnesses on the student's behalf.

TERMS

The terms for expulsion will be as follows:

1) The expulsion of a student will prohibit the student from attending any school in the District during the period of expulsion.

2) A student who has been expelled will lose academic credit unless mandated otherwise by the Board.

3) A student who has been expelled may not request make-up work.

4) A student who has been expelled may not participate in extracurricular or other school activities during the period of expulsion.

5) A student who has been expelled may attend extra-curricular activities after school hours that are described as public activities, such as football, baseball, basketball, volleyball or tennis games. Public extra-curricular activities are defined as those activities for which a fee or charge is collected. While attending such activities, the student must abide by all regulations regarding the events. Any student who is expelled from school may not visit or otherwise be in attendance on any school campus during the school day (7:30 a.m. until 4:30 p.m.) during the period of expulsion.

READMISSION

When a student has completed the specified expulsion time he may be readmitted to school. Prior to readmission, however, the student must request a conference with the principal or his designated person(s). The conference must include the parents/ guardians unless otherwise approved by the principal. The Superintendent or his designated person(s) may or may not attend the conference. The student will be given a readmission slip to return to class. The status of the student's probation will be determined by the board of education. Any further violation of school rules and regulations by the student will result in automatic expulsion of the student.

504 AND SPECIAL EDUCATION STUDENT EXPULSION

Expulsion of 504 and special education students shall be in accordance with Section 504 of the *Rehabilitation Act* and the *Individuals with Disabilities Education Improvement Act*.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.016

PHYSICAL RESTRAINT

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

TROY CITY SCHOOLS SECLUSION & RESTRAINT FOR ALL STUDENTS

Troy City Schools shall prohibit the use of **Seclusion** – 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. The 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*, so Troy City Schools shall allow, the following situations: 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 below; in-school suspension; alternative school; detention; or a student-requested break in a different location in the room or in a separate room.

Time-Out—A behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used 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 as 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.

Troy City Schools shall prohibit the use of **Chemical Restraint** – any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not prescribed treatment for the student's medical or psychiatric condition.

Troy City Schools shall prohibit the use of **Mechanical Restraint** - 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.

Mechanical Restraint *does not include*, so Troy City Schools shall allow, 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. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

Troy City Schools shall prohibit the use of **Physical Restraint that restricts the flow of air to the student's lungs** – any method (face-down, face-up, or on the side) 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.

Troy City Schools shall prohibit the use of **Physical Restraint** – direct physical contact from an adult that prevents or significantly restricts a student's movement 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 shall not be used as a form of discipline or punishment.*

Physical Restraint *does not include*, so Troy City Schools shall allow, limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

Troy City Schools shall utilize the following procedures for use of Physical Restraint:

1) All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress

2) Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint

3) Annual staff and faculty training on the use of physical restraint as well as the Troy City Schools Seclusion and Restraint Policy.

a) Use of physical restraint

b) Techniques to prevent the need to use physical restraint

c) De-escalation techniques

d) Positive behavioral intervention strategies

4) Maintain written or electronic documentation on training provided and a list of participants for each training

5) Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint

6) The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.

7) Annual report to the Troy City Board of Education for:

a) Use and documentation of restraint

b) Any prohibited use of seclusion, chemical, mechanical or physical restraint

Nothing in this policy shall be construed to prohibit an employee of Troy City Schools, any of its schools, or any of its program employees, from any of the following:

1) Use of any other classroom management techniques or approaches, including a student's removal from the classroom, that is not specifically addressed in this policy

2) The right of school personnel to use reasonable force as permitted under the *Code of Alabama*, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the *Code of Alabama*, 1975, §16-28-12.

3) Reasonable actions to diffuse or break up a student fight or altercation

4) Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student
5)
6) Discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Troy City Schools, or program, or its agents, or employees.

7) In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

Source: Troy City Board of Education
Adopted: June 18, 2012
Revised: July 20, 2015
Legal Ref.: *Ala. Admin. Code* §290-3-1-.02(1) (f)

POLICY 4.017

EXTRACURRICULAR ACTIVITY PARTICIPATION

It is the policy of the Board that this policy be implemented for all students in grades seven through twelve in all schools under the supervision and control of the Board.

DEFINITIONS

1) Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a school which are not related to a student's academic requirements or success in a course.

2) Regular curricular activities are defined as those that are required for satisfactory course completion.

ELIGIBILITY REQUIREMENTS

1) Students entering grades ten through twelve must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits, in each of six subjects that total six Carnegie units of credit, including four credits from the four core subjects composed of English, science, social studies and mathematics with a composite numerical average of 70. Students entering grades eight through nine must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five subjects with a composite numerical average of 70 with all other rules applying the same as to students in grades nine through twelve. Students promoted to the seventh grade for the first time are eligible. (A semester is defined as one-half of a school year as defined by the local Board adopted school year calendar.)

2) Physical education may count as only one unit per year.

3) No more than two Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.

4) A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the above requirements may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be deter-mined no later than five school days after the beginning of the succeeding semester.[1]

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[1] Unit calculations for regaining edibility eligibility at the end of the first semester may not coincide exactly with units for graduation for students in schools on six or seven period days.

5) An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by the Board as they pertain to other extracurricular activities.

6) Each eligible student entering grades ten through twelve must have a minimum composite numerical average of 70 and a minimum of six Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.

7) Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.

8) Any student who earns more than four credits in the core curriculum in any given year or who accumulates a total in excess of the required four per year may be exempt from earning the four core courses in the succeeding year as long as that student remains on schedule for graduation with his class by earning eight core credits over any two-year span, including summer school.

PARTICIPATION REQUIREMENTS

1) School sponsors are required to submit a request for each extracurricular activity that occurs outside the regular school day and/or school to the principal, Superintendent and the Board for approval.

2) Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, Superintendent and Board approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.

3) Notwithstanding anything to the contrary in this regulation, activities offered by the school through math, science, band, choral music and other courses at events such as athletic events (pregame, game halftime or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meeting etc., are all extracurricular and students academically ineligible under this policy shall not be allowed to participate.

4) Decisions on a student's participation in extracurricular activities shall be consistent with the requirements of the *Individuals with Disabilities Education Improvement Act* and its implementing regulations, both federal and state, as well as Section 504 of the *Rehabilitation Act of 1973* if the student is identified as eligible under these statutes, rules, regulations and such participation is determined to be appropriate.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Alabama Administrative Code* §290-3-1-02(18)

POLICY 4.018

GENDER EQUITY IN SPORTS

The Board is dedicated to providing students with an effective and safe learning environment during the school day and all school-related activities. The Board prohibits discrimination based on gender in any interscholastic or intramural athletics program offered by the District.

COMPLIANCE

The Superintendent shall designate an individual to coordinate compliance with this policy. The District shall annually notify all its students of the name, office address and office telephone number of the Superintendent's designee. The Designee shall investigate any complaint received by the District alleging noncompliance with this policy. The investigation shall be in accordance with the Board's procedures provided by this policy.

DONATIONS

The District acknowledges that it has authority to accept donations. Donations may be monetary, real or personal property or services. Any donations made to athletic programs of the District shall conform to state and federal laws and to the policies of the Board. To assist the District in maintaining compliance with this policy, any donations made to athletic programs of the District must be accompanied by either a valuation of such donation or an accounting of actual costs incurred by the donor regarding the donation.

COMPLAINT PROCEDURES

Any student, or a parent/guardian on behalf of his minor child who is a student, who feels that the student has been discriminated against based upon gender in violation of this policy may file a complaint as follows:

1) The student or his parent/guardian must complete the Gender Equity in Sports Grievance Form and submit it to the Superintendent's designee. The Designee shall date-stamp the complaint when received.

2) The Designee shall take reasonable steps to ascertain the essential facts regarding the circumstances surrounding the complaint. The Designee may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation. The confidentiality of any information obtained shall be maintained in accordance with federal and state law and the District's policies on confidentiality of student and employee information.

3) The Designee shall render a decision in writing no later than thirty calendar days after receipt of the complaint and such decision shall set forth the facts and rationale for the decision.

4) A copy of the decision shall be provided to the complainant within five calendar days of the date of the decision, by certified mail or hand delivery to the address provided by the complainant on the complaint form. Notification to the complainant of the decision shall be deemed to have been made on the date of hand delivery or on the date of deposit in the United States mail by certified mail, return receipt requested, to the address stated in the complaint.

5) A complainant shall have the right to appeal the decision of the Designee to the Board within thirty calendar days of the date of the decision. The request for appeal must be submitted by the complainant in writing to the Superintendent. The Superintendent's office shall date-stamp the appeal when received.

6) The Board shall render a decision in writing no later than thirty calendar days or at the next regularly scheduled Board meeting after receipt of the appeal, whichever is later, and such decision shall set forth the facts and rationale for the decision.

7) A copy of the decision of the Board shall be provided to the complainant within five calendar days of the date of the decision, by certified mail or hand delivery to the address provided by the complainant on the complaint form. Notification to the complainant of the decision shall be deemed to have been made on the date of hand delivery or on the date of deposit in the United States mail by certified mail, return receipt requested, to the address stated in the complaint.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.; 34 C.F.R. § 106 et seq.

POLICY 4.019

STUDENT GRIEVANCES

It is the policy of the Board to reduce, as much as possible, the potential areas of grievances; to assure each student the opportunity for an orderly presentation and review of grievances; to establish and maintain appropriate channels of communication between the administration and students; and to resolve each grievance at the most immediate level of administration.

It shall be understood that the Board is the final authority in all matters pertaining to grievances unless a student should desire to exercise proper redress through the courts or utilize appeal procedures, if allowed by law.

With the ultimate objectives of serving the educational welfare of our students, the following grievance procedure is designed to accomplish an equitable and expeditious resolution of grievances:

DEFINITIONS

"Grievance" - A "grievance" is a complaint by a student based upon alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the District. The term "grievance" should not apply to any matter in which the method of review is prescribed by law, state regulation or Board policy. "Grievances" are objections to a specific act or condition. Other procedures already established by law, state regulation or Board policy such as IEP team decisions, 504 team decisions, and appeals of suspensions and expulsions, are not subject to the grievance procedures herein described.

"Grievant"- Any student who attends any school in this District.

INFORMAL PROCEDURE

The most desirable method of improving differences is for the aggrieved student to discuss the matter with his teacher or principal and reach an amiable solution without resorting to the written grievance procedure. The Board encourages all students to discuss any grievance with the teacher directly involved. If the nature of the grievance dictates otherwise or when a student is simply not satisfied with how the teacher handle the grievance, then the student must follow the Formal Procedures listed below.

FORMAL PROCEDURE

1) File written grievance with principal that is signed by the student (hereinafter "grievant"). The grievance shall be as detailed as possible, providing times, dates, names and specifics, where applicable.

2) A mutually agreeable time and place shall be established to discuss the grievance. This meeting should occur as soon as is reasonable and/or practical.

3) The principal should gather all necessary information from the meeting and necessary sources and inform the grievant in writing what resolution or decision has been reached regarding the grievance within one week of the meeting/ hearing. In the alternative, if more time is necessary, the principal shall inform the grievant within one week of the meeting/hearing that additional time is need in which to render a decision and inform the grievant when he can expect a decision.

4) If the grievant is unsatisfied with the decision, an appeal shall be filed with the Superintendent within one week of the grievant receiving a written decision from the principal. The appeal shall be in writing and signed by the grievant. The grievant must provide a copy of the initial grievance, the principal's decision, and any other relevant documentation should be provided to the Superintendent.

5) The Superintendent or his designee shall review all information presented and if necessary conduct, or appoint someone to conduct an investigation. The Superintendent or his designee may conduct a meeting with the grievant and any other necessary parties to render a decision regarding the grievance.

6) The Superintendent shall then render a written decision regarding the grievance within two weeks of receiving the appeal. In the alternative, if more time is necessary, the Superintendent shall inform the grievant within two weeks of receipt that additional time is needed in which to render a decision.

7) If the grievant is still unsatisfied, the grievant may appeal to the Board within one week of the date of the Superintendent or his designee's written decision. The grievant shall send the appeal notice to the Superintendent with a copy of all materials previously submitted or received. The Superintendent shall set the matter on the agenda for the next board meeting (provided time constraints per Board policy are met for inclusion).

8) The Board shall review the original grievance and all materials related thereto. The Board at its discretion may hear directly from any individuals regarding the matters of the grievance.

9) The Board may uphold the Superintendent's decision or require the District to take some other action in response to the grievance.

RULES REGARDING PROCEDURES

1) Meetings or hearings shall be scheduled by mutual consent of the individuals involved. In the event a meeting needs to be rescheduled, the grievant shall be so informed as soon as possible.

2) Any student grievant shall be permitted to be joined by a parent, but the grievant must always be present to discuss the grievance.

3) This policy is not intended to deprive any individual of his right to file a complaint with Office of Civil Rights (OCR) or any other federal or state agency, court or tribunal that regulates student/educational issues.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.020

HOMELESS STUDENTS

It is the Board's intent to remove any barriers to the enrollment and retention of homeless students in school.

The term "homeless children" is defined as children who:

1) Lack a fixed, regular and adequate nighttime residence;

2) Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

3) Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

4) Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or

5) Are migratory and live in the circumstances described above.

The enrollment of homeless students shall not be denied or delayed due to lack of documentation or immunization records. Each homeless student shall be provided services for which the student is eligible, comparable to services provided to other students in the school, regardless of residency, including transportation services, education services, vocational and technical education programs, gifted and talented programs and school nutrition programs. The Board shall take reasonable steps to ensure that homeless students are not segregated or stigmatized and that decisions are made in the best interests of the student.

In determining school selection, homeless students may enroll in the school serving the attendance zone where the student resides or continue enrollment in the school of origin. The school the child attends shall be whichever is in the student's best interest. Efforts shall be made, to the extent feasible, to keep the student in his school of origin unless doing so is against the wishes of the parent/guardian. A homeless student who attends his or her school of origin may attend that school for the duration of homelessness or stay in the school for the remainder of the academic year if the student becomes permanently housed during the academic year. If the homeless student becomes homeless between academic years, the student may attend his or her school for the duration of homelessness.

The Superintendent shall establish dispute resolution procedures for disagreements regarding school section and enrollment of homeless students. The Superintendent shall designate at least one member of the Board's Central Office to serve as the homeless student liaison whose duties will include: identifying homeless students, ensuring enrollment and

opportunities for academic success for homeless students, assisting with transportation, posting notice of rights, working with parents and homeless students and mediating school selection or enrollment disputes.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: 42 U.S.C. §11432(g)(3)(A) and (E); *Administrative Code* § 290-3-1.02

POLICY 4.021

IMMUNIZATIONS

A certificate of immunization (or an approved exemption) against diseases designated by the state health officer shall be required before a student can be enrolled initially in kindergarten or first grade in schools of the District.

Provided a student transfers into the District from another District within or outside the state, a certificate of immunization as defined above shall be required before the student can be enrolled in any grade in the schools of the District.

The enrollment of homeless, migrant, and students who have a primary home language other than English shall not be denied due to the lack of immunization records. Appropriate school staff will assist these families in obtaining immunization records from the previous school of attendance or from the local health department.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-30-1 to -4

POLICY 4.022

INTERROGATIONS, INTERVIEWS AND SEARCHES

The Board is dedicated to sound discipline practices in order to provide students in the district an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. In order to maintain a safe and orderly environment, the principal or designee of each school in the District may conduct reasonable interrogations and searches of students. Additionally, the Board recognizes concerns for the welfare of students; therefore, the Board will, to the extent permitted by law, cooperate with law enforcement and other investigating agencies in the interest of the welfare of all citizens.

INTERROGATIONS / INTERVIEWS

School Personnel

The principal or his designee of each school in the District is authorized to conduct reasonable interrogations and interviews of students in order to properly investigate and address student misconduct.

1) Students who are suspected of misconduct or of violating the *Student Code of Conduct* may be questioned about misconduct by school staff.

2) Students who may have been witnesses to misconduct on the part of other students, faculty and/or staff may be asked to provide oral or written statements regarding what they know about the event being investigated.

3) Principals or designees may interview or interrogate students without prior notice or permission of parents/guardians.

Law Enforcement or Other Governmental Investigating Agency Not Involving Child Abuse

School officials shall observe the following:

1) A student will not be interrogated or interviewed by any law enforcement or other governmental investigating agency except in private and in the presence of the principal or his designee. However, at the discretion of the principal or his designee, Probation Officers may meet with students in private and without prior notice to the student's parent/guardian if the Probation Officer provides the school with prior written parent/guardian consent. Probation Officers may also meet with students in private and without prior notice to the student's parent/guardian if a court order specifically provides for such meetings.

2) Except as provided above, the principal or his designee shall make an effort or attempt to contact a student's parent/guardian prior to the interrogation or interview by any law enforcement or other governmental investigating agency.

3) A student shall not be released to the custody of persons other than a parent/ guardian without express permission of the parent/guardian unless placed under arrest or taken into protective custody by a law enforcement or other governmental investigating official.

4) In the event a student is removed from the school by a law enforcement or other governmental investigating official, school officials will make every reasonable effort to notify the student's parent/guardian.

Law Enforcement or Other Governmental Investigating Agency Child Abuse

The student may be interviewed by law enforcement or other appropriate governmental investigating official. However, no investigation of child abuse should be conducted without the knowledge of the principal or his designee. Such investigation should occur in private. For additional guidelines refer to the Suspected Child Abuse Policy.

Searches by School Personnel

The principal or his designee of each school in the District may conduct reasonable inspection of students' desks, school lockers, articles carried upon their persons, and vehicles in order to properly investigate and address student misconduct.

1) Searches shall be based on a reasonable suspicion of the presence of harmful or prohibited items, including, but not limited to, bombs, handguns, clubs, bludgeons or other dangerous weapons, contraband drugs, alcohol, tobacco, stink/smoke bombs, secreted noise makers and look-alike weapons.

2) Physical searches of a student may be conducted only by an authorized person who is of the same sex as the student, except when circumstances render it impossible. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive considering the student's age and sex and the nature of the infraction.

3) School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the code of student conduct, or of other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

4) Principals or designees of each school in which lockers are issued shall ensure that:

a) At the time lockers are made available to students, it is clearly specified in writing that lockers are subject to inspection and search by school officials.

b) The school administration maintains duplicate/master keys or records of all locker combinations.

Searches by Law Enforcement

Law enforcement agencies serving the jurisdiction of the City of Troy may be permitted to make periodic unannounced visits to any school to detect the presence of illegal drugs in a manner consistent with the constitutional rights of students and employees. Said visits shall be made following notification by law enforcement to the superintendent and the building principal.

CONFISCATED ITEMS

1) In the event the search of a student's person, personal possessions, desk, locker, or vehicle reveals the student is concealing material, the possession of which is prohibited by federal, state or local law, the Central Office shall be notified in order to take appropriate action. Confiscated contraband including, but not limited to, illegal drugs, alcohol and weapons or other harmful items, shall be forwarded to the central office or outside law enforcement. Other items which are generally prohibited by the *Student Code of Conduct* may also be confiscated by the principal or his designee. Confiscated items must remain in the possession of a school official, unless the items are relinquished to the police or required for due process or judicial hearings.

2) Confiscated items required for a due process or judicial hearing. Must be given to outside law enforcement (if involved) or to the authorized representative for the District.

3) If there is no due process or judicial hearing involved, and the item is not in the possession of the Central Office or outside law enforcement, the principal or his designee shall determine the appropriate disposal procedure of the item by July 15 of each year. The principal or his designee will determine if the item will be returned to the student or given to the parent/guardian.

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Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: October 19, 2015
Legal Ref.: *New Jersey v. T.L.O.*, 469 U.S. 325 (1985); *Ala. Admin. Code* 290-3-1-.02(1)(b)(1)

POLICY 4.023

MARITAL OR PARENTAL STATUS OF STUDENTS

The Board shall not discriminate against any student, or exclude any student from any educational programs or activities, including any class or extracurricular activity, on the basis of such student's actual or potential parental family or marital status. A student who becomes married while enrolled in school shall notify the school principal or school designee of the change in marital status to facilitate the changing of school records.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: 20 U.S.C. §1681; 34 C.F.R. §106.40

POLICY 4.024

NON-CUSTODIAL PARENTS

The Board recognizes the important role that parents play in the education of their children. This policy specifically addresses the Board's relationship with non-custodial parents and its responsibilities to the custodial parent unless modified or restricted by court order or legally binding document.

GENERAL PROVISIONS

In instances where a court order or legally-binding document exists, it shall be the responsibility of the parent to provide a bona fide copy of the order or document to the principal or his designee.

The District reserves the right to request and review copies of custodial documents should a dispute arise.

DEFINITION OF CUSTODIAL PARENT AND NON-CUSTODIAL PARENT

1) For purposes of this policy a custodial parent is the parent with whom the child lives with on a regular basis and is considered the primary caregiver, unless a court order or legally-binding document is produced that states otherwise.

2) A non-custodial parent means a parent who retains a legal right to visitation with the child, but is not deemed the primary caregiver.

3) In the case of a court order giving a third party such a legal guardian, grandparents or foster parents the right to physical custody of a child, both biological parents are non-custodial parents for purposes of this policy.

4) If the custodial parent gives permission for the child to reside with the non-custodial parent, the District will continue to conduct business with the custodial parent until the District receives a legally-binding document or court order changing custody of the child. The District may agree to consider the non-custodial parent as the custodial parent for purposes of this policy if documentation is provided to the District showing the parents have made every reasonable effort to change custody.

NON-CUSTODIAL PARENT'S RELATIONSHIP WITH THE DISTRICT

Removal of Students from School by Non-Custodial Parents

The District will not release a student during the day to a non-custodial parent for any reason, without the custodial parent's express consent. When a request is made by a non-custodial parent to remove a student during the school day, school officials will contact the

custodial parent to obtain their consent.

In the case of a separation where neither parent has been awarded legal custody and a request is made by one of the parents to remove the child from school during school hours, the District will notify the parent who enrolled the child and placed him under the school's care and supervision that a request to remove the child from the school has been made by the child's other parent.

Student Records

A non-custodial parent enjoys the same rights to request copy of student records as the custodial parent. However, in the interest of conservation, the school shall send copies of student documents and records, e.g., report cards, progress reports, etc. to the custodian parent. The non-custodial parent may make a specific request for specified records to the appropriate teacher or administrator.

Teacher Conferences

1) The Board recognizes that generally, upon divorce, only the custodial parent has the authority to make final decisions pertaining to a child's upbringing, including the child's education. For this reason, the teacher may opt to communicate only with the custodial parent.

2) The non-custodial parent, absent a court order or other legally-binding document which provides otherwise, is encouraged to attend joint conferences with the custodial parent for the purpose of clarification and interpretation of student records.

3) If either the non-custodial or custodial parent objects to attending a joint conference, either parent may request that the non-custodial parent be provided a separate time for clarification and interpretation with a staff member. This request for a separate conference shall be made in writing to the principal or designee.

School Activities

Absent a court order or other legally-binding document which provides otherwise:

1) The non-custodial parent may, by written request to the principal or his designee, obtain copies of school information given to custodial parents at the beginning of the school term. This information should include procedures for purchasing school pictures.

2) The non-custodial parent may attend any public or spectator activity involving his or her child.

3) The non-custodial parent will not be permitted to check-out or pick-up students unless proper authorization from the custodial parent is on file with the school.

At all times parents are encouraged to work cooperatively with one another and avoid

involving the District, its schools or its employees in inter-family disputes. In the event of a dispute, the administration may opt to maintain the status quo giving the parties the opportunity to seek the assistance of the appropriate court.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

PARENTAL INVOLVEMENT

The Board agrees to implement the following statutory requirements:

1) The Board will establish programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with the *Elementary and Secondary Education Act* (ESEA) and the *No Child Left Behind Act* (NCLB). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents and participating children.

2) The Board will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of ESEA and each include, as a component, a school-parent compact consistent with ESEA.

3) In carrying out the parental involvement requirements, to the extent practicable, the Board and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This includes providing information and school reports required by the ESEA in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

4) If the LEA plan developed as required by ESEA is not satisfactory to the parents of participating children, the District will submit any parent comments with the plan the District submits to the State Department of Education.

5) The District will involve the parents of children served under Title I, Part A schools in decisions as to how the one percent of Title I, Part A funds reserved for parental involvement is spent and will ensure that not less than 95 percent of the reserved one percent goes directly to the schools.

6) The District will be governed by the following statutory definition of parental involvement and expects that its Title I schools will carry out programs activities, and procedure in accordance with this definition:

7) Parental involvement means the participation of parents in regular two-way and meaningful communication involving student academic learning and other school activities, including ensuring –

a) parents play an integral role in assisting their child's learning;

b) parents are encouraged to be actively involved in their child's education at school;

c) parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and

d) other activities, such as those described in the ESEA, are carried out.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Elementary and Secondary School Act, No Child Left Behind Act of 2001

POLICY 4.026

PREGNANT STUDENTS

The Board shall not discriminate against any student, or exclude any student from any educational programs or activities, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity.

ATTENDANCE

If the pregnant student chooses to remain in school during the semester in which she expects to deliver the child, the student's attendance shall be governed by the same attendance policies, rules and regulations which govern the attendance of all other students. For pregnancy-related absences to be excused, the absences must be acceptable according to the District's attendance policy.

The pregnant student shall be able to obtain course credit only if minimum course requirements are met, as determined by the principal through consultation with the student's teachers.

STUDENT RESPONSIBILITIES

A pregnant student who remains in school should be under the direct care of a licensed physician and shall be expected to fulfill the following responsibilities:

1) Notify the school principal and counselor after the pregnancy is confirmed.

2) Obtain the written certification of a physician that the student is physically and emotionally able to continue participation in school. The certification shall also include the physician's recommendation concerning school attendance for the pregnant student and confirmation of the expected date of delivery.

3) Participate in a conference with the principal and school counselor to discuss academic options, possible services available to the student during her pregnancy, anticipated return date to school and make-up work during pregnancy related absences.

4) Consult monthly with the school counselor and school nurse.

5) Obtain the written certification from a physician for readmittance to school following the birth of the child or termination of the pregnancy.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: 20 U.S.C. §1681; 34 C.F.R. §106.40

POLICY 4.027

RELEASE TIME

Students may receive release time from school during the regularly scheduled school day for the purpose of participating in instructional activities co-sponsored by the school and outside agencies, for participating in educational activities not offered by the school, and for early release for hardship employment.

A student must submit a written request to participate in release time activities signed by the parent or guardian and employer or prospective employer to the local school principal for approval.

Such requests shall remain on file in the principal's office and shall relieve the school of all responsibility for the student during release time.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.028

SERVICE DOGS

The Board does not discriminate on the basis of disability. Persons with disabilities have the same rights as all students to the use and enjoyment of our school. The Board strives to make reasonable accommodations for a disabled person's use of a service dog on school property. The following procedures have been established for evaluating whether and how a request to bring a service dog on school property can be implemented under the circumstances on a case-by-case basis.

The Board shall comply in all respects with *Ala. Code* §21-7-4.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §21-7-4

POLICY 4.029

STUDENT ADMISSIONS

The Board serves the students who are eligible to attend the District's schools.

REGISTRATION

Schools shall use a state-approved "Student Registration Form" when registering students new to the school or for the subsequent school year.

ENROLLMENT ELIGIBILITY

The Board shall admit into its schools students who reside with an adult, whether parent, guardian, or person having control or charge of a student within the District and who meet all other qualifications of this policy. In accordance with the McKinney-Vento Homeless Assistance Act and the Every Student Succeeds Act, the Troy City School System will meet any requirements of the Acts regarding giving homeless and foster care students access to a free, appropriate education, removing barriers to enrollment for homeless and foster care students, and assisting in securing necessary documents.

In accordance with Title VI of the Civil Rights Act of 1964, the Troy City School System will meet any requirements of the Act regarding giving English Language Learners (ELL), Migrant, and Immigrant students access to a free, appropriate education, removing barriers to enrollment for these students, and assisting in securing necessary documents.

COMPULSORY ATTENDANCE

Every student in the District between the ages of seven and seventeen shall be required to attend a school for the entire length of the school term in every scholastic year.

ENTRANCE AGE

1) All Alabama resident students shall have attained the age of five on or before September in order to be eligible for admission into the kindergarten program

2) All Alabama resident students shall have attained the age of six on or before September in order to be eligible for admission into the first year program

3) All students who are classified as special education students are eligible for enrollment in appropriate education programs from age three through age 21 unless they have received a high school or special education diploma or the equivalent.

4) If a person's twenty-first birthday is on or before September 1 in any given school year or a person applying for enrollment would not be able to graduate before his twenty-second birthday, he shall not be admitted to a school within the system without the written approval of the principal and the Superintendent.

ENROLLMENT REQUIREMENTS AND PROCEDURES

All students enrolling for the first time in the District shall receive full status as students when the following requirements are fulfilled:

1) Health Certifications

2) Certificate of Immunization must be on file. (See Immunizations policy).

3) Proof of Birth Date

a) The principal or his designee shall require evidence of the individual's date of birth. Evidence shall be accepted as set forth below:

b) Kindergarten, first year, and students new to Alabama must present proof of birth date prior to entry into the District. This shall also apply to students transferring into the District during the year.

c) Acceptable Evidence

i) The school will accept evidence in the order set forth below that shows the student's date of birth:

(1) A certified copy of a birth certificate, a certified hospital issued birth record or birth certificate; or

(2) An adoption record.

d) Record Retention

i) Upon presentation of one of the above evidences of proof of birth date, a copy of the document shall be placed in the student's record and the original returned to the parent/ guardian/person having control or charge of a student.

4) Proof of Residency

a) In order for a student to be admitted in the District, the person enrolling the student shall provide proof of residency within the District.

b) Proof of residency shall be provided to the principal or his designee when the student seeks initial enrollment in the District.

c) In order to verify residency within the District, two or more of the following items shall be presented to the principal or his designee:

i) Home ownership title consisting of either a warranty deed, quit-claim deed, or security deed in the name of the parent/guardian for the location of the legal residence;

ii) Lease or rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address and/or telephone number of the lessor;

iii) Current utility (i.e., gas, power, and water) monthly statement which evidences the location of the legal residence;

iv) For the current year, a Pike County property tax statement with evidence thereupon of payment and which shows the name and address.

b) In the event none of the above documentation exists or the documentation submitted is insufficient to verify a legal residence within the District, the Principal or designee shall require the parent/guardian claiming residency to complete a statement of legal residence.

c) Any student whose parent/guardian is not residing within the District at the time the student applies for admission shall nonetheless be considered a resident for purposes of admission if:

i) He provides to the Principal or designee documents evidencing that he shall be a resident of the District within thirty calendar days from the date the student applied for admission

ii) Any student enrolled in a high school pursuant to item i. above shall not receive performance eligibility until the high school Principal or designee is provided proof that the student is living within the geographic boundaries of the District.

LOSS/CHANGE OF RESIDENCY

The parent/guardian shall notify the school immediately if any change in residence occurs.

SOCIAL SECURITY NUMBER

No student shall be denied enrollment in the District for failing to provide his Social Security number or for declining to apply for a Social Security number. Providing a Social Security number is voluntary.

Assign a temporary identification number to a student who is applying for a Social Security number, or a permanent student identification number if a Social Security number will not be provided.

TRANSFER RECORDS AND CREDITS

Students enrolling from other school systems shall be admitted upon presentation of a withdrawal form from the previous school and/or verification of academic status and eligibility for enrollment. They shall receive full status as students when:

1) A valid transcript of work completed is received directly from the previous school attended. An Authorization to Release Records form is to be completed at the time of enrollment.

2) Tests deemed necessary by school officials for proper grade placement have been completed.

3) Clearance of the records of the previous school is completed.

DISCIPLINE RECORDS/STATUS

1) Any student desiring to enter the District must be eligible to enter the school system which he or she last attended.

2) The District may request the discipline record of any student entering the District.

3) Any student who is enrolling in the District for the first time in grades seven or higher must provide a certified copy of his scholastic and discipline record from the school previously attended. In lieu of providing a certified copy of a discipline record and transcript, the student may be admitted on a conditional basis by submitting a properly executed release authorizing the District to obtain such information from the school previously attended.

4) Any student who is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board which may include temporary attendance at the alternative school.

CUSTODIAL DOCUMENTS

The District may request proof of custody in situations involving multiple adults claiming control of the same student.

PERSON OTHER THAN A PARENT/GUARDIAN ENROLLING A STUDENT

1) The enrolling party must have control and charge of the child, 24 hours per day and 7 days per week. The request to enroll the student cannot be primarily related to attendance at a particular school in the District, nor may the request be for the purpose of participating in athletics at a particular school, or for any other similar purpose.

2) If the person presenting the student for enrollment is not that student's parent/ guardian, the school will require the enrolling person to obtain a custody/temporary custody order from a court of competent jurisdiction.

TEMPORARY ADMISSION

Students with inadequate proof of birth date or residence will be considered for temporary admission awaiting necessary documentation. Temporary admission may be granted by the principal per the following guidelines:

1) If granted, the temporary admission shall be for thirty calendar days from the date granted;

2) Prior to granting the Temporary Admission, the adult enrolling the student shall provide the principal or his designee a copy of their letter to the appropriate agency requesting a birth certificate or other documentation of the student's date of birth. Parents/guardians who need information concerning local birth certificates should call the local health department the Bureau of Vital Statistics.

3) If acceptable documentation is not submitted to the school within the thirty calendar day temporary admission period, the student shall be subject to withdrawal. The person who enrolled the student will be notified at least ten calendar days prior to withdrawal of the student.

4) Provisions regarding transferal of discipline actions or felony convictions for students in grades seven and above will take precedence over any temporary admission.

5) A person other than a parent or guardian seeking to enroll a student pursuant to this policy will be provided 30 days to obtain the necessary court order specified herein. The Superintendent or his designee may give consideration for extraordinary circumstances.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: December 14, 2020
Legal Ref.: *Ala. Code* §16-28-3; *Alabama Administrative Code* § 290-3-1.02(7); Ala. Atty. Gen. Op. 2000–056

POLICY 4.030

STUDENT ARRIVAL AND DISMISSAL PRECAUTIONS

Each school principal shall develop a plan for the orderly and safe arrival and dismissal of all students. This plan shall encompass provisions for (1) proper supervision of students upon their arrival and dismissal from school, (2) safe unloading and loading of students who utilize school transportation, and (3) the safety of students when motorized vehicles arrive at and departing from the school campus.

Source: Troy City Board of Education
Adopted:
Revised:
Legal Ref.:

POLICY 4.031

STUDENT DISMISSAL

The Board recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. Part of that responsibility is to assure that students are not removed from school by an unauthorized person. A student is not permitted to leave the school campus during regular school hours except in accordance with the following provisions:

1) A student shall be dismissed from school prior to the end of the school day only by one of the following methods:

a) The parent/guardian shall appear in person and request that the principal or his designee release the student; or

b) The parent/guardian shall make the request in writing, explaining the reason for requesting early dismissal and identifying and designating the person, if any, to pick up the student; or

c) The adult requesting the student's release shall be someone whom the student's parent/guardian has indicated on the student's registration form or emergency card as having permission to check out the student; or

d) If a student is placed under arrest or taken into protective custody by law enforcement, the Department of Human Resources or other governmental investigating agency, that student may be dismissed from school prior to the end of the school day.

2) The school reserves the right to require picture identification before releasing a student.

3) Students shall not leave the school grounds while school is in session without permission from the principal or his designee.

4) The principal or his designee may require verification of right of custody from anyone requesting early dismissal of a student.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.032

STUDENT EXPRESSION AND DISTRIBUTION AND POSTING OF MATERIALS

PURPOSE

The Board respects the rights of students to express themselves in word or symbol and to distribute and post materials, when areas are designated for that purpose, as a part of that expression. The Board also recognizes that exercise of that right must be limited by the Board's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression and distribution and posting of materials that are not part of District-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the District shall be regulated as part of the Board's educational program.

DEFINITIONS

Non-school materials - Any printed or written materials meant for general distribution to others or for posting which are not prepared as part of the curricular or extracurricular program of the district. Non-school materials includes, but are not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards and personal web sites.

Distribution - Students handing non-school written materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of non-school written materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing non-school written materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, which does or is likely to materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions is also covered by this policy.

Posting - Publicly displaying non-school written materials on school property or at school-sponsored events, including but not limited to, affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored or student web sites, through other district-owned technology and the like.

Expression - Verbal, written or symbolic representation or communication.

AUTHORITY

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with school activities, school work or discipline and order on school property or at school functions, threatens immediate harm to the welfare of the school or community; encourages unlawful activity, or is likely to or does materially or substantially interfere with another individual's rights.

Student expression that occurs while on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions.

The Board shall require that distribution and posting of non-school written materials takes place only at the places and during the times set forth in written administrative procedures. Such procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.

UNPROTECTED STUDENT EXPRESSION

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions. The Board further may discipline students for engaging in unprotected expression. Such unprotected expressions include those which:

1) Libel any specific person or persons;

2) Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students;

3) Use obscene, lewd, vulgar or profane language, whether verbal, written or symbolic;

4) Incite violence; advocate use of force; or urge violation of federal, state or municipal law, Board policy or regulations;

5) Materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions; or

6) Violate Board procedures on time, place and manner for posting and distribution of otherwise protected expression.

DISTRIBUTION OF NON-SCHOOL WRITTEN MATERIALS

The Board requires that students who wish to distribute or post non-school written materials on school property shall submit them one school day in advance of planned distribution or posting to the school principal.

If the non-school written materials contain unprotected expression as set out in this policy, the building principal or his designee shall notify the students that they may not post or distribute the materials because they violate Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with the Board's regulations on time, place and manner of posting or distribution of non-school written materials.

Students who post or distribute non-school written materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

POSTING OF NON-SCHOOL WRITTEN MATERIALS

If a school building has an area where individuals are allowed to post non-school written materials, students may post such items as well, so long as they do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be dated and the District may remove the materials within ten (10) days of the posting, or such other reasonable time as stated in the administrative procedures relating to posting.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Morse v. Frederick*, 127 S.Ct. 2618, 2627-28 (2007)

POLICY 4.033

STUDENT GOVERNMENT

Effective student governments are the forums for the training and involvement of students in the democratic processes. Members of the school community share the responsibility for shaping governments into positive instruments for student involvement.

STUDENT RIGHTS & RESPONSIBILITIES

Students participating in student government have a right:

1) To participate in the student government within the respective schools under the direction of a faculty advisor;

2) To have access to policies of the Board and the individual school;

3) To seek office in student government or any school organization, regardless of race, sex, color, creed or political beliefs; and

4) To attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal.

Student participants in student government have a responsibility:

1) To become knowledgeable of Board and individual school policies governing the actions of students;

2) To conduct election campaigns in a positive, mature manner with all the respect provided opponents;

3) To vote for student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs; and

4) To attend regularly scheduled meetings, if elected as a student representative, and to exhibit appropriate conduct at all times.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.034

SCHOOL WELLNESS (REPLACED WITH POLICY 4.82)

POLICY DELETED OCTOBER 21, 2015 AND REPLACED WITH POLICY 4.82.

POLICY 4.035

CHILD NUTRITION PROGRAM

Each school in the School System shall maintain a Child Nutrition Program CNP) as a service to its students. All meals served shall meet the standards provided in federal, state and local laws and/or rules and regulations.

The CNP supervisor, manger and local school principal shall always seek to provide students with a nutritious and well-balanced meat at a nominal charge. The school CNP shall be operated in an economically sound manner, but shall not seek to make a profit at students' expense.

Free and/or reduced-priced lunches shall be available to qualified students. It shall be the responsibility of local school principals to provide information concerning free and reduced-priced meals to all students in their respective schools.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

STUDENT HARASSMENT AND BULLYING

HARASSMENT, VIOLENCE, AND THREATS OF VIOLENCE PROHIBITED

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

DEFINITIONS

5) The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on or off school property if it affects school operations, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3 below. To constitute harassment, a pattern of behavior may do any of the following:

e) Place a student in reasonable fear of harm to his or her person or damage to his or her property.

f) Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.

g) Have the effect of substantially disrupting or interfering with the orderly operation of the school.

h) Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.

i) Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

6) The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

7) The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

8) The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or

deterring the student from participating in or taking advantage of any school program benefit, activity or opportunity for which the student is or would be eligible.

9) The term "student" as used in this policy means a student who is enrolled in the Troy City School System.

DESCRIPTION OF BEHAVIOR EXPECTED OF STUDENTS

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

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

j) The student's race;
k) The student's sex;
l) The student's religion;
m) The student's national origin; or
n) The student's disability.

CONSEQUENCES FOR VIOLATIONS

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.

REPORTING, INVESTIGATION, AND COMPLAINT RESOLUTION PROCEDURES

12) Complaints alleging violations of this policy must be made on Board approved complaint forms available on the Troy City Schools web-site and at each school's principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

13) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will

entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

14) 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 will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

15) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

PROMULGATION OF POLICY AND RELATED PROCEDURES, RULES, AND FORMS.

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 Troy City Board of Education website.

CONSTRUCTION OF POLICY

This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, violence, threats of violence or intimidation for reasons not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in harassment, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: July 15, 2025
Legal Ref.: *Ala. Code* §16-28B-1, *et seq.*

POLICY 4.037

STUDENT HEALTH SERVICES

The Board shall endeavor to provide necessary health services for all students in the District. The Board shall cooperate with all local and state health agencies to provide the most comprehensive student health services possible. The nurses employed by the Board are members of the school staff. In this capacity, they contribute to the overall educational program of the school. School nurses work closely with parents, teachers, administrators, school guidance personnel, doctors, dentists and other agencies in helping students get appropriate attention for health problems.

STUDENTS WITH HEALTH CONDITIONS

At the time of admission, parents/guardians of students who suffer from health problems that may require special attention (such as seizures, diabetes, asthma, heart problems, allergic reactions, etc.) must notify the principal or his designee. Notification must be in the form of a physician's statement that defines such health condition and any limitation placed on the student. The principal or his designee should notify each of the student's teachers of the limitations. The school nurse should also be notified in writing and by phone of any student who has a health condition and any health procedures to be performed at school

Students who become ill may be excused and parents/guardians shall be contacted for transportation home.

ADMINISTRATION OF FIRST AID

All schools in the District shall store reasonable first aid supplies to administer to students while at school. Students shall report all school accidents in which they are involved to school officials. First aid shall be administered, as needed, to students who are injured or become ill during school hours. First aid is limited to comfort and protection of the student until medical evaluation and recommendation is secured. In the event of a serious injury to a student, the parent/guardian shall be notified as soon as possible. Records are to be kept on all injuries which occur while students are on school property or at school sponsored or controlled activities.

VISION AND HEARING SCREENINGS

All kindergarten, second and fourth grade students will be checked annually for vision and hearing difficulties. A parent/guardian or teacher may request a vision or hearing screening by the school nurse. Students who appear to show defects in vision or hearing may be referred for screening tests at any time during the school year. A parent/guardian will be notified if his child fails the screening.

SCOLIOSIS SCREENINGS

State law requires that students in grades five through nine be screened annually for spinal abnormalities. The school nurse shall provide this screening. A written notification will be provided each parent/guardian of any child with a suspected spinal curve.

EMERGENCY MEDICAL SERVICES

It is the school nurse's decision as to when Emergency Medical Services ("EMS")/911 is to be notified in the event of a medical emergency. When the school nurse is not on school premises, the administrator in charge shall make the decision to initiate EMS/911 notification. Do not leave the student(s) unattended. When EMS/911 personnel arrive they assume full responsibility for the care of the student(s). A parent/guardian and, if necessary, the student's emergency contacts should be notified as soon as possible. Parents/guardians are responsible for any charges that arise as a result of the involvement of EMS.

ADMINISTRATION OF MEDICATION

Students may need to take medication while at school. The school health services personnel recommend that, whenever possible, medication be administered before and/or after school hours under the direct supervision of a student's parent/guardian. If school attendance is dependent on taking a prescribed medication, the first dose of medication should be given at home where any reaction may be observed by the parent or guardian and reported to the student's physician. For medication to be administered to a student at school the following procedures must be followed.

1) The student's parent/guardian must complete the School Medication Prescriber/Parent Authorization Form, which is available in the school office and the Code of Conduct book. The parent, doctor, physician's assistant or nurse practitioner must sign the form. This form allows the student's physician to give the school directions on the administration of the required medication and any side effects that may occur from the medication. The student's parent or legal guardian is required to update the School Medication Prescriber/Parent Authorization Form any time the student has a change in medication and/or dosage. The completed School Medication Prescriber/Parent Authorization Form will be kept confidential.

2) Prescription medication must be in the original container with a pharmacy label and the student's name, physician's name, date of prescription, name of medication and dosage. Non-prescription medication must be in the original container with the student's name.

3) Students will be permitted to possess and self-administer prescribed asthma inhaler medication. This medication must meet the above requirements.

4) A student's parent/guardian must deliver the medication to the school principal or his designee and retrieve the medication from the school principal or designee. A student should never have more than a month supply of medication at the school. Medications not picked up within 14 days after the stop date or medication left at school at the end of the school year will be discarded by the school health services personnel.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Alabama Administrative Code* §610-X-6-.06

POLICY 4.038

STUDENT PUBLICATIONS

PHILOSOPHICAL BASIS

Education is the process of inquiring and learning, acquiring and imparting knowledge and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects.

APPROVAL AND ADVISEMENT

All student publications shall be approved by the school principal. A professional staff member shall be appointed by the school principal to serve as the advisor and consultant to students in the preparation of all student publications.

STUDENT RESPONSIBILITIES

Student participating in student publications shall have the responsibility:

1) To refrain from publishing libelous or obscene materials;

2) To seek full information on the topic about which they write; and

3) To observe the accepted rules of responsible journalism under the guidance of the faculty advisor.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.039

STUDENT RECORDS

All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards as are necessary to comply with the *Family Educational Rights and Privacy Act* of 1974.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: 20 U.S.C. §1232g; 34 CFR Part 99

POLICY 4.040

STUDENT SCHOOL ATTENDANCE STANDARDS AND OPERATION OF A MOTOR VEHICLE (Pertaining to a Driver's License)

It is the policy of the Board to comply with *Ala. Code* §16-28-40 as adopted by the Alabama Legislature which provides for school attendance standards and the operation of motor vehicles.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Leg Ref.: *Ala. Code* §16-28-40; *Alabama Administrative Code* 290-3-1-02(7)(b)1

POLICY 4.041

STUDENT SOCIAL EVENTS

All student social events sponsored by the school shall be under the control of the local school principal and/or his designee. All such events shall be approved by the local school principal and the Superintendent. All such events shall be held in accordance with such rules and regulations as may be developed by local school officials, the Superintendent, and the Board.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.042

TITLE IX NONDISCRIMINATION AND ANTI-HARASSMENT

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. It is the policy of this District that both sexes shall be provided equal access to educational and extracurricular programs and activities. It is the intention and policy of the District to fully comply with all Title IX requirements of providing an equal and harassment free educational environment for all students. The Superintendent is authorized to designate a Title IX Coordinator, whose duties will include but not be limited to receiving and responding to Title IX inquiries and complaints.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment of students can be a form of discrimination prohibited by Title IX. The District prohibits student-on-student sexual harassment, employee-on-student (irrespective of the sex of the harasser or student) sexual harassment or sexual harassment of a student by a third party in all schools and facilities within the District. All students have the right to participate in all school and classroom activities in an atmosphere free from sexual harassment and have a responsibility not to engage in behaviors of a sexual nature that are unwelcome or offensive to others.

Any student who experiences what they believe to be violations of the above nondiscrimination or anti-sexual harassment policy should report the same to his or her counselor, principal, teacher or any school official at the school of attendance. All allegations will be taken seriously and promptly investigated. Confidentiality will be maintained to the extent possible and permitted by law in concern for all parties involved. If the allegations are against another student and the conduct is found to be sexually harassing, disciplinary action, as deemed appropriate for the situation, will be taken. If allegations of sexual harassment are made by a student against an adult, within or outside of the school, law enforcement and/or Department of Human Resources shall be contacted immediately by the individual to whom the offense is made known. That individual should also immediately report the information immediately to the Superintendent's office. If the complaint regards what is perceived to be unequal treatment in the classroom, athletic events or other extracurricular activities, there will be a full investigation. If unequal treatment is determined to exist, the situation will be rectified.

Under no circumstances will a student or employee who reports what he or she believes to be sexual harassment, discrimination or unequal treatment be retaliated against in any form. Retaliation of any participant in an investigation regarding claims of sexual harassment or discrimination will also not be permitted or tolerated.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Title IX of the Education Amendments of 1972*

POLICY 4.043

STUDENT USE OF AUTOMOBILES AND CAMPUS PARKING

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. Driving a vehicle to school and parking a vehicle on a school campus is a privilege granted by the Board and school officials. This privilege is subject to suspension or revocation when any student is in violation of such rules and regulations.

USE AND PARKING VEHICLES

Students driving automobiles, trucks or motorcycles to school must register their vehicles with the District pursuant to the following procedures:

1) The student and/or his parent/guardian shall request a registration application from the appropriate school official.

2) The student and his parent/guardian must complete the application.

3) The student must return the application with the registration fee to the appropriate school official.

4) A window decal will be issued and must be displayed if the vehicle is parked on campus.

5) Automobiles and motorcycles must be parked in appropriately designated and marked spaces.

6) Freshmen are not allowed to drive a four-wheel vehicle to school. By administrators' approval only, a motorcycle can be driven, with student having a current motorcycle driver's license, and parked in designated area.

7) If a vehicle is barred from campus, the vehicle cannot be driven and parked in the surrounding vicinity or neighborhood.

8) Any student using a personal vehicle for yearbook work, school newspaper work, early release, a community service related course or an intern type course at the Technology Center must sign out in the Student Center.

VEHICLE PARKING VIOLATIONS

The parking lot will be monitored throughout the school day. Assessment of parking violations will result if:

1) The vehicle is parked in an unauthorized parking space (e.g. handicapped space, cars not designated for student parking, reserved spaces, grass and fire lane). Excessive violations will result in the car being barred from campus. Additionally, the car may be towed at owner's expense;

2) The vehicle is not properly registered or illegally parked;

a) First offense - warning ticket;

b) Second offense - disciplinary action that may result in the vehicle being towed from campus at owner's expense and driving privileges revoked for two weeks;

c) Third offense - vehicle towed at owner's expense and driving privilege revoked for one (1) month;

3) Students (unauthorized to leave campus) returning to their automobiles during the school day will result in disciplinary action;

4) No student may park in the faculty parking lot or other reserved areas; and

5) The use of one's vehicle to skip school or transport other students to skip school will result in the following disciplinary action:

a) First offense - two weeks loss of driving and parking privileges;

b) Second offense - one month loss of driving and parking privileges; and

c) Third offense - loss of driving and parking privileges for the remainder of the school year.

ALL AUTOMOBILES ARE SUBJECT TO SEARCH
WHEN SCHOOL OFFICIALS HAVE REASONABLE GROUNDS TO DO SO.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.044

WITHDRAWALS FROM THE SCHOOL DISTRICT

The school principal or his designee shall be responsible for complying with the following procedures when withdrawing a student from school:

1) Reasonable attempts will be made to determine the name and address of the school in which the student will be enrolling, if applicable.

2) The student's parent/guardian must come to the school to approve the withdrawal. If the student is seventeen years of age or older, the student's parent/guardian is strongly encouraged to come to the school to approve the withdrawal. Parents/guardians will be notified by the school when a student seventeen years of age or older withdraws from school without a parent/guardian.

3) All District-owned textbooks and library books must be turned in prior to withdrawal.

4) All legally permissible financial obligations must be paid prior to withdrawal.

5) The student's immunization records will be returned to the student or his parent/ guardian. All other student records may be provided to persons with a legitimate educational interest pursuant to the *Family Educational Rights and Privacy Act*.

6) A District approved withdrawal form shall be completed and given to the student or parent/guardian.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-28-3

POLICY 4.045

ACADEMIC FREEDOM

Academic freedom is the right of teachers to encourage freedom of discussion on controversial issues in the classroom and to develop in students a love of knowledge and a desire to search for truth. Teachers shall keep in mind that academic freedom is not a political right guaranteed in the *Constitution,* but rather a necessary condition for the successful practice of the academic profession in a democratic society. Teachers shall take into account the degree of maturity of the students and the need for guidance and help in studying the issues in order to arrive at one's views.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.046

ADVANCED PLACEMENT

To provide appropriate educational opportunities for high school students at advanced instructional levels, the District recognizes the Advanced Placement Program of the College Entrance Examination Board and authorizes that opportunities for instruction through this program be made available through District high schools according to the needs of students and the availability of staff and instructional resources.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.047

ASSIGNMENT OF STUDENTS TO CLASSES

The District supports an academic environment that promotes student success as the primary focus. The classroom shall provide an academic culture so that a student has the opportunity to achieve his or her highest potential. The District shall make every effort to ensure that the composition of classes is balanced to maximize instructional opportunities and meet individual student needs. Considerations may include the following: gender, achievement levels, equitable distribution of ability, groups to reflect an inclusive school, class size, special education needs, students' social and emotional needs, learning styles, level of independence, student behavioral issues and interaction abilities. The District's goal is to establish classes that will enhance the dynamics of the classroom by bringing students together who will work as a learning team, and challenge and complement one another. The classroom provides students an opportunity to engage with one another and to develop responsible social behaviors necessary for an educated citizenry. The District shall support appreciation for diversity and shall promote among students respect, tolerance and understanding for others.

Parents may give input to the school principal regarding the placement of their children. However, the school administration shall make the final assignment decision to a class or course in keeping with the above stated District goals.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* § 16-1-13, §16-1-15

POLICY 4.048

CHARACTER EDUCATION

It is the policy of the Board that each student in all grades receive daily instruction in a planned comprehensive program of character education. Instruction shall be held during the normal school day. The comprehensive character education program for all grades and for all students shall consist of not less than ten minutes of instruction per day.

The character education program shall focus on students' development of the following character traits: courage, patriotism, citizenship, honesty, fairness, respect for others, kindness, cooperation, self-respect, self-control, courtesy, compassion, tolerance, diligence, generosity, punctuality, cleanliness, cheerfulness, school pride, respect for the environment, patience, creativity, sportsmanship, loyalty and perseverance.

Teaching materials utilized in the program should be approved by a school committee appointed by the principal and consisting of the principal and four other tenured teachers. Each plan of instruction shall include the Pledge of Allegiance to the American Flag. The religious rights and responsibility of each student shall be respected.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-6B-2(h)

POLICY 4.049

CLASS RANKINGS AND GRADE POINT AVERAGE

Class rank is determined by ranking each student's overall grade point average within the graduating class. In order to determine recognition as Valedictorians and Salutatorians at graduation, class ranking is computed at the end of the first semester of their senior year. Students who do not meet this qualification until the end of senior year will have that recognition on their transcripts by June 1, but will not be recognized at graduation. The grade point average (GPA) is computed using the following:

Regular Courses	**Honors Courses (Quality Points + 1.0)**	**AP Courses or Equivalent (Quality Points + 1.5)**
A = 4.0	**A = 5.0**	**A = 5.5**
B = 3.0	**B = 4.0**	**B = 4.5**
C = 2.0	**C = 3.0**	**C = 3.5**
D = 1.0	**D = 2.0**	**D = 2.5**
F = 0.0	**F = 0.0**	**F = 0.0**

Rank-in-class is an indication of the student's academic standing in relation to that of the other students in the class. Grades in the identified course levels shall be weighted and grade point average determined. The procedures for ranking students are as follows:

1. Tentative rank will be made at the end of the eleventh grade and final rank at the end of the first semester of the senior year after first semester exams are administered and grades are averaged.
2. Letter grades (A, B, C, D, and F) for all subjects will be used in computing the grade point average.
3. All students within a grade level shall be included in determining class rank.
4. Transfer students coming in with Honors/AP courses will receive the corresponding quality point equivalent.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: August 19, 2019
Legal Ref.:

POLICY 4.050

CONTROVERSIAL ISSUES

Teachers of the District shall refrain from using classroom instruction to influence students, or through them, their parents, regarding any one political or partisan side of an issue. This policy shall not be interpreted to mean that discussion of political or controversial issues is prohibited within the classroom or that teachers are discouraged by the Board from taking an active part in public issues and in supporting candidates of their choice. However, instructional objectivity on all issues shall be observed and balanced viewpoints of view on all issues discussed shall be presented within the classroom.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.051

GRADUATION REQUIREMENTS & PARTICIPATION

The Board will follow the graduation requirements adopted by the State Legislature and the State Department of Education. Students must meet all state and local graduation requirements for the awarding of a high school diploma and/or IEP Certificated of Completion to participate in end of the school year graduation activities. The Board authorizes the Superintendent to issue administrative regulations relating to diplomas and certificates, graduation requirements, class rankings, student achievement awards and valedictorian and salutatorian selection.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.052

CURRICULUM DEVELOPMENT AND ADOPTION

Curriculum development in the District shall be defined as those activities involved in the identification of content and objectives for instruction in relation to the goals of the District, and the State of Alabama. The nature of the learner and the learning process as related to human growth and development shall be considered as curriculum is developed. The selection and evaluation of resources, the evaluation of student achievement and appropriate methodology shall be planned for in curriculum development.

The curriculum shall include the content found in the core curriculum, with provision for specifically named courses and/or content prescribed by State Board policy. The professional staff of the District shall be expected to continuously engage in the process of curriculum development in order that the educational program of the District can be maintained as a beneficial experience for students. Furthermore, the process of curriculum development shall be conducted according to the philosophy of the District and provide for instruction for all levels from early childhood through adult education programs.

The Board, upon recommendation of the Superintendent, shall review and approve all new or revised instructional programs offered in the District.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-8-28

POLICY 4.053

CURRICULUM MATERIALS AND INSTRUCTIONAL SUPPLIES

The District shall annually provide to schools a teaching supplies allocation based upon a per pupil allotment. This allocation shall be consistent among schools of like grade levels. Additionally, in accordance with accreditation standards of the Southern Association of Colleges and Schools, the provision of materials and supplies for media centers and programs associated with them shall be provided on an equitable basis from school to school. Special funding may be provided to schools on a selected basis for curriculum materials and supplies above the basic allotment to address unique needs in the individual schools. Through the basic allotment provided on an equitable basis to all schools and additional funding according to identified need, the District shall provide an equalized educational opportunity for all students within the resources available.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.054

DRIVER EDUCATION

Beginning with the tenth grade, the District shall provide each high school student an opportunity to take a driver education course. School officials shall notify students and parents/guardians during the preceding semester of the notice requirement in sufficient time that a declaration of course need may be submitted. The notification from the District to the students and parents/guardians of course availability shall contain information relative to course fee and the fee waiver in cases of financial hardship The student or parent/guardian shall notify school officials of the student's need for a driver's education course during the preceding semester the student intends to complete the course.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Alabama Administrative Code* § 290-3-1.02(16)

POLICY 4.055

DRUG EDUCATION

A drug education program shall be taught at all grade levels, which is comprehensive in scope and directed toward the acquisition of factual information to promote the development of positive attitudes and values as it relates to the harmful effects of illegal drugs. The program shall concentrate on the physical and psychological causes of drug abuse, the consequential effects and symptoms of drug abuse and the prevention of drug abuse. The program shall include the following:

1) Age-appropriate, information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for students in all grades from early childhood level through grade 12;

2) Information conveying to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and is punishable by fines and imprisonment; and

3) Standards of conduct that are applicable to students in all District schools and that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises, or as part of any activities of the school.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-1-24.1; *Alabama Administrative Code* 290-3-1.02(15)

POLICY 4.056

DUAL ENROLLMENT / DUAL CREDIT

DUAL ENROLLMENT – POSTSECONDARY INSTITUTIONS

The District has established a dual enrollment program allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for the high school diploma and/or a postsecondary degree at both the high school and participating postsecondary levels.

ELIGIBLE STUDENTS

Students participating in a dual enrollment program shall pay normal tuition as required by the postsecondary institution and shall meet the following requirements:

1) Have a "B" average, as defined by Board policy, in completed high school courses;

2) Have written approval of the student's principal and Superintendent; and

3) Be in grade 10, 11 or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and Superintendent and in accordance with State Department of Education regulations regarding gifted and talented students.

COURSE OFFERINGS

1) Post secondary institutions must be pre-approved by the principal and Superintendent to count toward dual enrollment/high school credit.

2) Courses shall be postsecondary/college level. Postsecondary/college level remedial courses shall not meet the requirements of this program.

3) Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the student's principal, Superintendent and the participating postsecondary institution president. (Dual enrollment courses offered on the high school campus will take precedence over courses offered off campus.)

4) The parent/guardian of each student must submit a written and signed approval statement prior to his/her child's participation in the dual enrollment program.

5) All course fees and travel costs related to a student's participation in the dual enrollment program shall be borne by the student and/or his parent/guardian.

6) Only system approved dual enrollment courses will count toward students' graduation requirements.

7) High school course offerings will not be altered to accommodate the post secondary institutions course times.

CREDITS

The ten quarter/six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements may be developed between the Board and participating postsecondary institutions.

Source: Troy City Board of Education
Adopted: August 22, 2011
Revised: July 20, 2015
Legal Ref.: *Alabama Administrative Code* § 290-3-1.02(10)

POLICY 4.057

FIELD TRIPS

GENERAL INFORMATION

Field trips are considered an integral part of the educational program of the District. Field trips are recognized as a means of providing a valuable and enriching learning experience for students outside the school setting. Field trips shall relate to the instructional program. Participation in field trips shall be non-discriminatory and shall provide equal educational opportunities to all students in the District. Field trips are not to be used as a reward/punishment activity. Advance preparation of students and follow-up of the field trip are necessary for appropriate learning and safety of the students.

Teachers planning field trips for students must adhere to individual school guidelines and the following procedures:

1) A Field Trip Request Form must be submitted by the teacher to the principal for approval of the field trip. A statement explaining the value of the field trip must be included on the form.

2) All field trips must be approved by the Superintendent. The principal shall submit the Field Trip Request Form to the Superintendent for approval at least 6 weeks prior to the anticipated travel.

3) Teachers should be limited to one trip per semester that remove students from other teachers' classes. Field trips within the class period are encouraged.

4) The teacher must receive the principal's approval for all aspects of the planned field trip, including adequate supervision of students. Particular attention should be given to providing a reasonable number of chaperones to accompany school personnel on such trips.

5) Overnight field trips should be connected to a weekend whenever possible to minimize the number of days out of class.

6) School rules and regulations as stated in the *Code of Student Conduct* and bus safety rules will prevail at all times.

PARENTAL APPROVAL

1) Prior written approval of parent/guardian is required for student participation on field trips.

2) Parent/guardian approval must be on District field trip forms. No other means of approval is acceptable.

3) The information on the parent approval form must include a complete description of the trip: departure and return times/dates, transportation arrangements, itinerary (if applicable), trip activities, details of supervision, cost to the student, if any, and student medical information/medical protocols, if applicable.

PARTICIPATION BY STUDENTS WITH DISABILITIES

1) No student should be denied access to a field trip or other activity on the basis of a disability.

2) If a school or general education teacher plans a field trip, special education, Section 504, and any other disabled students attending that class may not be excluded from the trip.

3) All administrators and teachers are directed to provide students with disabilities an equal opportunity for participation, including transportation to and from the destination, and all planned educational and recreational activities that take place at the field trip site(s).

4) All administrators and teachers are directed to provide students with disabilities the opportunity to participate in field trips with students without disabilities to the maximum extent appropriate, in accordance with students' IEPs and Section 504 plans.

FIELD TRIP TRANSPORTATION

Private Transportation

District buses should be used for local field trips when possible. Private buses/ common carriers should be used only if District buses are unavailable and applying the following guidelines:

1) Field trips extending beyond the normal school day and only upon approval by the principal and Superintendent.

2) Private buses/common carriers shall be driven by an adult with a valid Commercial driver's license. No student shall be permitted to serve as a driver on such field trips.

3) The owner of the private vehicle must show proof of liability insurance and be aware that the District does not carry liability insurance to cover field trips by private buses/common carriers.

District-Owned Buses

The following provisions will apply when District-owned buses are used:

1) Buses shall be operated according to terms and conditions that apply specifically to such buses. Reservations for the buses must be made through the Director of Transportation by the principal or his designee.

2) 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.

3) All field trip bus passengers must be enrolled in the District, be an employee of the District or be designated as chaperone by the field trip sponsor and approved by the school principal.

4) The principal of each school is responsible for handling the scheduling of such trips.

5) The Director of Transportation is responsible for arranging for field trip buses following contact with the school principal, assigning a permit number, employing the driver and making arrangements for fuel.

6) Only adult drivers with a state-approved school bus driver's license will be permitted.

7) The field trip sponsor shall return the District-owned bus in a clean condition as determined by the Director of Transportation.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.058

GIFTED STUDENTS

Intellectually gifted students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience or environment. These students require services not ordinarily provided by the regular school program. Gifted students may be found within any race, ethnicity, gender, economic class or nationality. In addition, some students with disabilities may be gifted.

To facilitate students' development of academic talent, the program for gifted education shall serve students in grades three through eight in the District and shall be in compliance with the policies and procedures of the State Department of Education. A student may be referred for testing for the gifted program by teachers, counselors, administrators, parents/ guardians, peers, himself or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.059

GUIDANCE PROGRAM

The District's guidance program shall be incorporated into the curriculum to aid students in making informed and responsible decisions and in utilizing effective decision making processes. The goals of these services are to promote self-understanding, self-respect, self-reliance, respect for others and an understanding of one's place within our society. Following a developmental approach, the program provides guidance and counseling services which assist each student in making important decisions regarding his or her educational, vocational, personal and social wellbeing. These services are best provided by offering appropriate information and a climate of understanding and support.

While guidance department services are focused primarily on working directly with students, it is recognized that maximum effectiveness is achieved through a harmonious working relationship with parents, teachers, administrators and the community. Only through mutual concern and support can the goals be accomplished. The guidance program shares with the entire District a commitment to provide equal services and opportunities without regard to race, color, creed, sex or disability. The implementation of guidance services at the various educational levels differs according to the maturity and needs of the students.

Guidance counseling services shall be provided to students in all grades. The purpose of the guidance service is to help students:

1) Select and participate in academic and other school activities that will best ensure achievement of defined educational and personal goals;

2) Identify, analyze, and make contact with those agencies and institutions that can provide follow-on programs or services related to the student's goals and plans for the future;

3) Resolve problems and overcome obstacles that are preventing a student from achieving his educational and personal goals; and

4) Assist a student to maintain productive relationships with other students, employees, parents, and other adults and/or organizations and institutions in the community.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.060

HEALTH EDUCATION

The Board shall ensure that one semester of health education is offered to all students in the tenth grade or above. The contents of the course shall be in accordance with the guidelines developed by the State Department of Education. The curriculum shall include, but not be limited to, suicide awareness, including mental and emotional health.

One half unit of credit shall be awarded for successful completion of the course. The course is required for graduation.

Instruction in cardiopulmonary resuscitation (CPR) shall be provided by Health Education teachers certified as CPR instructors through the American Red Cross or the American Heart Association. All students in grades 5-12 shall receive instruction each year on an appropriate level about the prevention of HIV/AIDS.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §16-40-8; *Alabama Administrative Code* 290-3-1.02(8.3)(b)

POLICY 4.061

HOMEBOUND INSTRUCTION

To be eligible for instruction in the homebound program, a student must be formally enrolled in the District.

Home or hospital instruction may be provided to any student with a health or physical impairment which, in the opinion of a licensed medical examiner, will cause a student to be absent from school for more than twenty days and who school personnel determine can educationally benefit from such instruction.

The program may include not only direct teaching services but also telephone instruction and email. The operation of the program shall be based on the number of children with health or physical impairments who require such services.

Homebound instruction may require any or all of the following:

1) A physician's statement declaring the child physically or emotionally unable to attend school or any school activities;

2) The physical or emotional incapacity of a student to attend school continuously over 20 days;

3) For a student with disabilities, the IEP team's recommendation that homebound instruction is the most appropriate program to meet a child's disabilities; and/or

4) For a student with a 504 plan, the 504 team's recommendation that homebound instruction is the most appropriate program to meet a child's disabilities.

In the event a student is identified who may benefit from homebound instruction, but who does not qualify pursuant to the requirements set out above, the school administration may, in its discretion, recommend the student for inclusion in the homebound program. This provision may be used only in extraordinary circumstances and such must be approved by the Superintendent or his designee prior to the student's inclusion in the homebound program.

A student may be declared ineligible if the primary disability is defective vision, defective hearing, defective speech, or other physical handicaps when special education programs and services are available unless the nature of the physical disability prevents attendance in such programs.

The amount of instructional service provided through homebound instruction shall be determined in relation to each student's educational needs and his/her physical and mental health.

Every effort will be made to include homebound students in state and federal testing.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.062

DATA GOVERNANCE AND USE

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

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

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.063

STUDENT RECORDS

Educational records as defined by law or Board policy will be available for examination and review by authorized persons in the manner prescribed and to the extent required by law.

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

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: 20 U.S.C. §1232g(a)(4); 34 CFR 99.3

POLICY 4.064

HOMEWORK

Homework is an assignment or activity to be completed outside the classroom that facilitates student achievement and reinforces the concepts and skills taught in the classroom. The Board believes that homework encourages individual research, self-discipline and the productive organization of time. Homework may be assigned to students to provide opportunities for students to enhance learning and skill improvement.

STUDENT RESPONSIBILITIES

Students will be expected to assume the following responsibilities when homework is assigned:

1) Complete the assignment in the specified time period;

2) Return the assignment on time; and

3) Do the best work possible when completing assignments.

TEACHER RESPONSIBILITIES

Teachers will be expected to assume the following responsibilities when homework is assigned:

1) Use experience and judgment when determining length and frequency of homework;

2) Identify specific objectives and assign homework that is related to in-class instructional activities;

3) Grade and/or review the homework and return it to students on a timely basis;

4) Utilize homework as an important part of student evaluation; and

5) Refrain from assigning homework as punishment for disciplinary infractions.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.065

INTERSCHOLASTIC ATHLETICS

The District provides an interscholastic athletic program as a supplementary part of the instructional program. Students shall be allowed to participate in individual sports on the basis of their physical condition and desire. Qualified personnel shall be provided for coaching and supervising individual sports. The athletic program shall encourage participation by as many male and female students as possible and should be carried on with the best interests of the participants as the first consideration.

Although most athletic activities take place after school hours, they are considered an extension of the regular school program. The same rules of conduct and behavior of the regular school day will also apply to after school athletic programs and events.

The following regulations shall apply to athletic programs conducted by schools of the District:

1) Individuals having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the District's educational program as established by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools and health and safety regulations.

2) Those programs governed by the Alabama High School Athletic Association ("AHSAA") will adhere firmly to the rules and regulations of that body and to the philosophy of sports which AHSAA encourages. The eligibility of students to participate in the athletic program is determined in accordance with AHSAA regulations and the policies of the District.

3) No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor and until written consent has been obtained from the parent/guardian.

4) District participation in interscholastic athletics will be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences and of rules for student participation.

5) Proof of insurance against accident or injury must be provided by the parents/ guardians for students engaging in interscholastic athletics.

6) An attempt will be made to have immediate medical supervision or CPR trained personnel at all athletic competition and practice sessions at all levels of competition. Any student who incurs an injury requiring a physician's care is to have the written approval of the physician prior to his/her return to participation.

7) To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply,

recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

8) Participants, athletes, fans and coaches/advisors shall encourage, promote, and practice good sportsmanship by respecting the officials and each other, as well as refraining from using profane/indecent or derogatory language. (See Public Conduct at School Activities policy).

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.066

LIMITED ENGLISH PROFICIENCY STUDENTS

The District acknowledges the unique needs of limited English proficiency students, who are those students with a limited ability in speaking, reading, writing or understanding the English language and whose native language is a language other than English; or who live in a family or community environment in which a language other than English is the dominant language.

The District shall offer limited English proficiency students instruction in programs designed to address their affective, linguistic and cognitive needs. The District shall further take appropriate steps to ensure that limited English proficiency students are provided with equal access to the same substantive knowledge provided by the District curriculum as their English speaking peers.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Equal Educational Opportunities Act*, 20 U.S.C. §1703(f); *Lau v. Nichols*, 414 U.S. 563 (1974); *Castaneda v. Pickard*, 648 F.2d 989 (5th Cir. 1981)

POLICY 4.067

OUTSIDE PRESENTERS / LECTURERS

The Board requires that in classrooms or in assembly programs presenters/lecturers who are neither members of the student body, faculty, nor administration of the school or District have prior approval of the local school principal.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.068

PARENT/TEACHER CONFERENCES

The principal and employees at all schools in the District shall provide for and encourage parent/teacher conferences. The principal, after consultation with faculty members, shall notify the parents/guardians of all students in their schools that they may schedule conferences with teachers and administrators to discuss educational matters related to their child. The notification to parents/guardians should be in written form and shall identify the procedure for scheduling a parent/teacher conference.

Parent/teacher conferences must be scheduled in such a way that will not interfere with said teacher's teaching responsibilities, preferably at the close of the school day or during the teacher's preparation period. In no cases are teachers/students to be interrupted during instructional time for the purpose of parent/teacher conferences.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 4.069

DISPLAY OF FLAG & PLEDGE OF ALLEGIANCE

The Board requires that the flag of the United States and the flag of the State of Alabama be displayed every day school is in session at a suitable place at each school building.

All students attending the elementary or secondary schools of the District shall have the opportunity to voluntarily recite the pledge of allegiance to the United States flag each school day.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-43-1, -5

POLICY 4.070

REPORTING STUDENT PROGRESS

The District recognizes its responsibility for assuring the practice of regularly reporting the progress of students as they proceed through their formal educational experiences. Such reporting has several purposes: (1) to inform students of their progress and needs with regard to the instructional program, (2) to give parents/guardians needed insights into the teaching-learning process, (3) to provide teachers with information about the progress and needs of students in their classes, (4) to inform colleges or prospective employers of the nature and achievement of students' educational program. School grades shall not be used as punishment for misbehavior.

ACADEMIC GRADES

Kindergarten

Letter grades shall be based on the following scale:

E = Excellent
S = Satisfactory
P = Progressing
N = Needs Improvement

Grades 1-2 [pertaining to Social Studies and Science only]

Letter grades shall be based on the following scale:

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Grades 1-12

Numerical grades shall be based in the following scale:

90-100	Excellent to Superior	4.00
80-89	Good	3.00
70-79	Fair	2.00
60-69	Poor	1.00
Below 60	Failure	0.00

DISTRIBUTION OF REPORT CARDS

9) Reports describing students' progress in grades K-8 shall be issued to parents/guardians every nine weeks.

10) Reports describing students' progress in grades 9-12 shall be issued to parents/guardians every nine weeks.

CONDUCT GRADES

Conduct grades may be included on the report cards at all grade levels for all reporting periods.

ABSENCES AND TARDIES

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

RETURN OF REPORT CARDS

Students and parents/guardians are responsible for returning report cards to school personnel within five school days after they are issued.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

PROMOTION AND RETENTION

Promotion and retention policies and guidelines have been developed to ensure that minimum academic expectations will be mastered by students at a given grade level prior to their advancing to the next grade level. Such policies also ensure that minimum educational standards are enforced by the schools. It is acknowledged that students learn at different rates by different means. Therefore, it will occasionally be beneficial to students to be retained in or at a specific grade level to receive additional instructional assistance which should enable them to master the academic skills which are necessary for them to experience success in school.

It is recommended that a student be retained a maximum of two nonconsecutive years in grade one through grade six — preferably once in grade one through grade three and once in grade four through grade six — if not performing according to the promotion and retention policy. An administrative decision substantiated by teacher recommendation for promotion or retention may be exercised based on (1) history of attendance, (2) age of student, and (3) failure to complete grade level requirements regardless of the number of previous retentions.

PROMOTION AND RETENTION POLICY FOR KINDERGARTEN

Promotion regulations for kindergarten students ensure that minimum expectations will be mastered before a student enters first grade. Proper placement of students after a year of kindergarten will be based on the following criteria:

1) Chronological age of a student;
2) Developmental age of student; and
3) Attendance record of student.

Parents/guardians, teachers and principals should work together in a cooperative effort concerning the best placement level for the child.

PROMOTION AND RETENTION POLICY FOR GRADES 1 - 6

Regular education students in grades one through six will be retained if they do not pass both reading and mathematics in a given school year. A yearly numerical average of 60% or above constitutes a passing grade.

PROMOTION AND RETENTION POLICY FOR GRADES 7 - 8

Regular education students in grades seven through eight must pass all four core subjects in order to be promoted to the next grade. A yearly numerical average of 60% or above is necessary to pass the course.

PROMOTION AND RETENTION POLICY FOR SPECIAL EDUCATION (GRADES 1 - 8)

Special education students in grades one through eight will be retained if they do not complete the course of study and specific objectives designated in the student's Individualized Education Program (IEP). Special education students will not be promoted based solely upon passing their special education subjects unless their special educational subjects comprise more than 50 percent of their academic classes.

PROMOTION POLICY FOR GRADES 9 - 12

Regular education students in grades nine through twelve must complete the state mandated graduation requirements. Special education students must complete the course of study and the specific objectives designated in the student's Individualized Education Program (IEP).

Students must meet the Alabama High School Graduation Requirements to graduate.

PROCEDURE FOR NOTIFICATION FOR RETENTION FOR ALL GRADES

Parents/guardians will be notified of possible retention by way of District form letters. The letters will be sent to parents/guardians of students who meet the retention guidelines of this policy. In grades K-8, three letters will be sent at specified times which are (1) at the beginning of the second semester, (2) at the end of the third grading period, and (3) at the end of the school year. Schools with block schedules should send at least one retention letter at mid-point of the semester and at the end of the semester. The letters will inform parents/guardians of their children's potential or definite retention. A copy of each letter sent, as well as letters returned to the school, will be filed in each student's permanent record folder. The letters of notification regarding retention will serve to bring principals and teachers together in a team effort, to inform parents/guardians and involve them as much as possible before the end of the school year, and to satisfy documentation requirements for the school. TEACHERS AND PRINCIPALS WILL MAKE THE FINAL DECISION CONCERNING PROMOTION AND RETENTION OF A STUDENT. PARENTS/GUARDIANS WILL NOT BE ALLOWED TO REVERSE THE DECISION.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised: June 30, 2022
Legal Ref.: Ala. Admin. Code 290-3-1.02(6)

POLICY 4.072

SUMMER SCHOOL

A "summer school" program may be implemented in compliance with regulations promulgated by the State Department of Education. Summer school is provided as a service by the Board and is separate and distinct from the regular academic year. The Superintendent is authorized to develop and maintain rules and regulations for the operation of summer school, including requirements for enrollment, attendance, transportation, and tuition, which will be subject to approval by the Board.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Ala. Admin. Code 290-3-1.02(6)

POLICY 4.073

CORRESPONDENCE COURSES

Credit for correspondence courses will be recognized if the conditions and criteria established by the State Department of Education for such programs are met.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: Ala. Admin. Code 290-3-1.02(12, 13)

POLICY 4.074

TEACHING ABOUT RELIGIOUS BELIEFS, CUSTOMS AND HOLIDAYS

The District recognizes that one of its educational goals is to advance the students' knowledge and appreciation of the role that religion has played and continues to play in the social, cultural and historical development of civilization. The social studies course of study adopted by the State Board of Education prescribes minimum content for public school instruction in K-12 social studies. The course of study is based on the idea that, "unlike other nations, America is not united by religious, ethnic or racial likeness. Its binding heritage is a democratic vision of liberty, equality and justice." The course of study is an appropriate guide for the development of social studies instruction in the District, including instruction in religious beliefs, customs and holidays.

District practices should encourage all students and employees to appreciate and be tolerant of the religious views of others. It is understood that no religious belief or non-belief should be promoted or disparaged in the curriculum or by the school district or its employees.

To provide a guide for teachers and administrators, the following guidelines are established:

1) The historical and contemporary values associated with the origin of religions may be explained in an unbiased and objective manner without sectarian indoctrination.

2) Music, art and literature having religious themes or bases are permitted as part of the cultural and religious heritage studies provided they are intrinsic to the learning experience in the various fields of study.

3) Presentations of religious themes during school sponsored activities and programs should be only as extensive as necessary for a balanced and comprehensive study. Such studies should never foster any particular religious tenets or demean any religious beliefs.

4) Student-initiated expression to questions or assignments which reflect their beliefs about a religious theme shall be accommodated. For example, students are free to express religious beliefs or non-belief in compositions, art forms, music, speech and debate.

5) The use of religious symbols such as cross, menorah, crescent, Star of David, angles, crèche, symbols of Native American religions or other symbols are permitted as teaching aides or resources provided such symbols are displayed as example of the cultural and religious heritage of the holiday and are temporary in nature.

6) The baccalaureate services associated with graduation activities are traditionally religious in nature, and therefore, will be sponsored by agencies separate from the District.

7) A study of various days of religious observances may be included in instructional programs provided that such study is balanced in content and not doctrinaire in presentation.

The intent of the preceding policy and guidelines is to recognize and incorporate into the course of study the important role that religion plays in societies and cultures. The intent is to be inclusive rather than exclusive. Further, the intent of the policy and the guidelines is to foster understanding of the diversity of religions within and among societies and cultures. And, most importantly, the intent is to prescribe a course of student and related activities that provide educational experiences in these areas while not prescribing directly or indirectly a single religion, belief or observance. Thus, all students are expected to participate in approved courses of study in these areas.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: First Amendment of the United States Constitution; *Lemon v. Kurtzman*, 403 U.S. 602 (1971)

POLICY 4.75

TEXTBOOKS

The Board shall approve all textbooks used in the District. A textbook committee shall be appointed by the Board upon recommendation of the Superintendent, and members shall serve for a period of three (3) years. The selection and adoption of textbooks shall be in accordance with the provisions of Alabama law.

All textbooks issued to students by the Troy City School District are the property of the District. Students shall retain the textbooks only during the period of time students are engaged in the course of study for which the textbooks are used. Textbooks issued to students may be used in the same manner and to the same extent as though the students owned the textbooks. Students must recognize their responsibility for the proper care of books by observance of the following practices:

1) Keeping the inside and outside of the textbook clean;

2) Refraining from marking the textbook;

3) Avoiding turning down, tearing down or otherwise damaging the textbook pages; and

4) Refraining from placing the book where it may become soiled or damaged by the weather.

The parent/guardian or any other person having custody of a student to whom textbooks are issued shall be held liable for any loss, abuse or damage to the textbooks in excess of normal use. For such loss or damage, the student will be assessed the following charges:

1) Full price for textbooks which were issued in new condition.

2) Seventy five percent (75%) of full price for textbooks two years old or less.

3) Fifty percent (50%) of full price for textbooks more than two years old.

If the parent/guardian or any other person having custody of a student to whom the textbook was issued fails to pay the assessed damages within thirty (30) days after notification, the student shall not be entitled to further use of the textbooks until remittance of the amount of loss or damage has been made. Textbooks shall not be issued to any student until all charges for lost or damaged textbooks for that student have been paid. All textbooks must be returned to the issuing school by the student upon promotion, transferring to another school or termination of attendance.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §§16-36-68, -69

POLICY 4.76

ALTERNATIVE PROGRAM

APPROVAL

The Board approves the establishment and maintenance of an Alternative Learning Center (ALC) in the School System. The ALC shall be designed to provide an alternative educational program for those students who exhibit inappropriate behavior in the regular classroom setting or those who would benefit from a non-traditional school environment.

PHILOSOPHY

The basic philosophy of the ALC is that students who demonstrate inappropriate behavior in the regular classroom setting or those who can benefit from a non-traditional school environment may have the opportunity for the continuation of educational services in an alternative educational setting. The ultimate goal of the program is to alter the student's inappropriate behavior, focus on appropriate behavior, and provide educational programs and services designed to contribute to a student's academic success and improved behavior.

OBJECTIVES

1) To provide a structured atmosphere which contributes to each student developing task-oriented behavior which results in academic success.

2) To provide opportunities whereby students will develop positive self-esteem which will enable them to re-enter the local environment and successfully interact with their peers, teachers, administrators and other school personnel.

SPECIAL PLACEMENT

When the court finds a juvenile to be delinquent and commits the juvenile to a juvenile detention facility, boot camp, or to the Department of Youth Services, but the above mentioned entities are unable to take the juvenile due to a lack of space, unless good cause is shown, the court shall order that the juvenile attend the Alternative Learning Center pending availability of space at the afore mentioned entities.

After completion of a term of commitment with the Department of Youth Services at any of the above referred sites and when the juvenile is admitted back into public school, the juvenile shall be placed in the Alternative Learning Center until such time when he or she meets all requirements set by the local board of education, which is a minimum of one (1) grading period.

Source: Troy City Board of Education
Adopted: October 19, 2015
Revised:
Legal Ref.: *Ala. Code* §16-1-41.1

POLICY 4.77

CAREER TECHNICAL COOPERATIVE EDUCATION

The Troy City 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 parent/guardian must select the cooperative career/technical course as an elective.

2) The student's parent/guardian must sign a release form authorizing the school to release the 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/guardian.

4) The student meets prerequisites for the cooperative career/technical course selected as described in the current Troy City School System course catalog.

Source: Troy City Board of Education
Adopted: October 19, 2015
Revised:
Legal Reference: *Ala.Code* §§16-1-30,16-3-12, 16-3-13, 16-37-1

POLICY 4.78

SAFETY IN CAREER TECHNICAL CLASSES

In order provide the safest learning environment possible for students and personnel in Troy City School System Career/Technical education classes, all laws, regulations, and guidelines established by local, state, and federal agencies shall be followed.

Troy City 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:

1) Continuous supervision of students in the classroom, laboratory, and/or shop environment

2) Ensuring that protection devices are worn by students when appropriate.

3) Safe storage of toxic, flammable, or hazardous materials.

4) Safe use of electrical devices and avoiding electrical hazards**.**

5) Safety demonstrations, safety instruction, and testing for safety knowledge.

6) 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.

Source: Troy City Board of Education
Adopted: October 19, 2015
Revised:
Legal Reference: *Ala. Code* §16-1-30, 16-3-12, 16-3-13, 16-37-1; AAC 290-6-1-.04(6)

POLICY 4.79

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

Troy City 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 items and to teach proper care and maintenance of equipment. A posted 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 Troy City 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:

7) Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the work place.

8) Maintain tools and equipment daily.

9) Maintain an accurate inventory of tools, supplies, and equipment.

10) Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.

11) Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.

12) Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.

13) Equipment may not be used for the personal gain of any Board employee.

Source: Troy City Board of Education
Adopted: October 19, 2015
Revised:
Legal Reference: *Ala. Code* §§16-1-30, 16-3-12, 16-3-13, 16-37-1; AAC 290-6-1-.10(1-3)

POLICY 4.80

LIVE WORK IN CAREER/TECHNICAL PROGRAMS

The Troy City 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 Troy City 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 Troy City Board of Education programs shall have no responsibility for the results of the work being performed by students of for student safety at the job site.

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. Neither the Troy City Board of Education nor the school shall receive economic benefit in excess of 20% of the cost of materials from career/technical education live work projects. School employees may not derive any benefit from live work performed by students.

Source: Troy City Board of Education
Adopted: October 19, 2015
Revised:
Legal Reference: *Ala. Code* §§16-1-30, 16-3-12, 16-3-13, 16-37-1; AAC 290-6-1-.04(5)

POLICY 4.81

PLACEMENT AND FOLLOW-UP OF CAREER/TECHNICAL GRADUATES

Each Troy City 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.

Each Career Technical education program shall have a positive in-field placement rating.

Source: Troy City Board of Education
Adopted: October 19, 2015
Revised:
Legal Reference: *Ala. Code* §§16-1-30, 16-3-12, 16-3-13, 16-37-1; AAC 290-6-1-.06(2)

POLICY 4.82

WELLNESS POLICY

The Troy City Schools are committed to a quality education in a safe learning environment for all students. We welcome the participation of parents, alumni and the community as we strive to reach this goal.

Troy City Board of Education accepts the responsibility to create healthy school environment through adopting sound nutrition and wellness policies. We believe the schools' child nutrition program is an important partner with physical activity and nutrition education in improving our students' wellness. The Troy City Board of Education supports activities to encourage wellness, including:

- Providing child nutrition programs that are accessible to all children and that comply with federal, state and local requirements;
- Pleasant eating areas for students and staff with adequate time for unhurried eating;
- Integrating nutrition education across the curriculum;
- Providing opportunities for all students to participate in physical activities, such as physical education;
- courses and athletics; and
- Supporting professional development for staff on nutrition and physical education.

Representatives from schools, child nutrition program, physical education department, school nurses, parents, and others, known as the District Wellness Committee, will oversee the Troy City Board of Education Wellness Policy.

The District Wellness Committee will:

- Support the schools in developing a healthier environment;
- Create the vision and goals for the Wellness Policy;
- Assist with policy development or revision to support healthy school environments;
- Promote parent, community and professional involvement in developing a healthier school environment;
- Advocate for school health programs and policies within the broader school community;
- Tap into resources for student and staff wellness;
- Plan and implement programs for students and staff; and
- Evaluate program and policy efforts.

It shall be the committee's responsibility to set and update appropriate goals, monitor the goals implementation and effectiveness in the following areas:

1) Nutrition Promotion;
2) Nutrition Education;
3) Physical Activity;
4) Nutritional Guidelines for All Food Served; and
5) Other School-Based Activities.

Evidence-based strategies will be considered in determining goals.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff should receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

The District should promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion should occur through at least:

- Implementing evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques;

- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards.

    - Additional possible promotion techniques that the District and individual schools may use are available at www.healthiergeneration.org/smartsnacks; and

- Nutrition facts and information will be included on the monthly printed child nutrition program menus.

Nutrition Education

Nutrition Education topics shall be integrated with the sequential, comprehensive health education program. The nutrition education program shall focus on students' eating behaviors, be based on theories and methods proven effective by published research, and be consistent with Federal and State health education standards. As possible, nutrition education should be integrated into all areas of the curriculum. Schools will aim to provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as culinary lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services.

School staff members are encouraged to model healthy eating behaviors.

Physical Education & Physical Activity

Children and adolescents are encouraged to participate in physical activity during the school day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity programs that include these components: physical education, recess, classroom-based physical activity, walk and bicycle to school, and out-of-school time activities.

Physical activity during the school day should not be withheld as a consequence. This does not include participation on sports teams that have specific academic requirements. To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active.

Recommendations for Physical Education during the Normal School Day:

- Ensure that state-certified physical education teachers teach physical education classes
- Provide an adequate amount of time for physical education classes.
- Schools should provide daily recess periods for all elementary school students
- Schools should encourage parents and community involvement to support physical education/activity program.
- Schools should encourage students to participate in extra- curricular activities such as, athletics, marching band and community programs.
- School staff is encouraged to help motivate students to move more and sit less through physical activity.

Nutrition Standards

School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams trans fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP). All schools within the district are committed to offering school meals and beverages that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.);
- Promote healthy food and beverage choices using Smarter Lunchroom Techniques. Examples include:
  - Whole fruit options are displayed in attractive bowls or baskets
  - Sliced or cut fruit is available daily
  - Daily fruit options are displayed in a location in the line of sight and reach of students
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
  - White milk is placed in front of other beverages in all coolers
  - Periodic student surveys and taste testing opportunities are used to inform menu development
  - Student artwork is displayed in the service and/or dining areas
  - Daily announcements are used to promote and market menu options;
- Menus should be created and reviewed by a certified nutrition professional;
- School meals should be administered by a team of child nutrition professionals; and
- The District child nutrition program will accommodate students with special dietary needs with a current IEP/504 plan. The District child nutrition program will also assist with meal planning and substitutions for all other individuals that request modifications, (i.e: health plans, religious beliefs, food preferences), however, additional purchases of food items that are not part of the foods served

are not required if a student does not have an IEP/504 plan. Please contact the CNP Department at 334-566-3741 to discuss menu modifications.

Free and Reduced-price Meals

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

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

Offer versus Serve (OVS)

It is Troy City Schools policy that "Offer Versus Serve" shall be implemented in all cafeterias grades K-12.

At Lunch, schools must offer students all five required food components in at least the minimum required amounts. The components at lunch are: meats/meat alternates; grains; fruit; vegetables; and fluid milk. Under OVS, a student must take at least three components in the required serving sizes. One selection must be at least ½ cup from either the fruit or vegetable component.

At Breakfast, schools must offer students all three required food components in at least the minimum required amounts. The components at breakfast are: grains (with optional meats/meat alternates allowed); juice/fruit/vegetable; and milk. Under OVS, a student must be offered at least four food items and must select at least three food items. One selection must be at least ½ cup from either the fruit or vegetable component.

Outside Food

Troy City Schools has a strict policy that **no outside food products** can be brought into the cafeteria/eating areas in the original boxes or bags; for example, Chick-fil-A, Burger King, Sonic, McDonald's, Subway bags or ANY Brand pizza boxes. Items that are pre-wrapped or placed in a non-identifiable container such as a lunchbox will be acceptable.

Carbonated beverages in the original containers are also **prohibited**. It is permissible if they are placed in a thermos or other container in which they cannot be identified. These guidelines should be followed by both students and adults in the cafeteria/eating areas.

Smart Snacks in School Nutrition Standards

Snacks sold during the school day, including lunchroom a la carte snacks, vending machine snack, break or recess snack sales, etc. must all meet requirements of **Smart Snacks in School** nutrition standards.

- Any food sold in schools must:
  - Be a "whole grain-rich" grain product; or
  - Have as the first ingredient a fruit, vegetable, dairy product, or protein food; or
  - Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
  - AND meet several nutrient requirements:
    - Calorie limit: 200 calories or less
    - Sodium limit: 200 mg or less
    - Fat limit: Total fat: 35% or less of total calories
    - Saturated Fat: Less than 10% of total calories
    - Trans fat: zero
    - Sugar limit: 35% or less of weight from total sugars
- Beverage requirements:
    - Plain water
    - Unflavored low fat milk (1%)
    - Unflavored or flavored fat free milk
    - 100% fruit or vegetable juice

Elementary schools (Pre K-Grade 6) may sell up to 8-oz. portions, while middle schools (Grades 7-8) and high schools (Grades 9-12) may sell up to 12-oz. portions of milk and juice. There is no portion size limit for plain water. Beyond this, "no calorie" and "lower calorie" beverage options are allowed for high schools:

- No more than 20-oz. portions of calorie-free, flavored water (with or without carbonation) and other flavored and/or carbonated beverages that contains <5 calories per 8 oz. or ≤10 calories
  per 20 oz.
- No more than 12-oz. portions of beverages with ≤40 calories per 8 oz. or ≤60 calories per 12 oz.

*For purposes of the nutritional requirements, USDA defines the school day as: Midnight until 30 minutes after the regular school day ends.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus*. The District will make drinking water available where school meals are served during mealtimes if a drinking fountain is not present.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*.

At no time may fundraisers compete with the National School Breakfast and National School Lunch Program as reinstated in the Memorandum issued June 17th, 2015 by State Superintendent of Education, Thomas R. Bice. Therefore**, food-related fundraisers are not to take place one (1) hour before or one (1) hour after meal service has ended per meal service schedule for all grades at the school.** *For example at School A, if lunch meal schedule is 11:00-1:00, fundraisers may be sold from 9:00 AM to 10:00AM and after 2:00 PM.*

Allowable Fundraising on School Campuses:

- Foods that meet the USDA Smart Snacks in School standards but are not sold in competition with school meals. Example: Fresh Fruit and/or Vegetables
- Foods that do not meet the USDA Smart Snacks in School standards but are not consumed at school. Example: Cookie Dough Sales and Beverage Sales
- Non-food items. Example: School Supplies, Wrapping Paper, Candles

Exempt Fundraiser Definition: An exempt food fundraiser is defined as the sale of food items that do not meet the USDA Smart Snacks in School standards and are sold during the school day. A school may sponsor up to and not to exceed **30 exempt fundraisers per year**, for no more than one (1) day each in length. Exempt fundraiser food is prohibited from being sold as a la carte item, in vending machines or in school stores, or before school on school campus.

- Exempt Food Fundraiser Procedure:
  - o School Principal
- Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form
- Complete, approve, sign form (Semi-annual due dates are: July 1 and January 1 each year)
- Provide a copy to the CNP Director
- Keep copy on file for audit
  - o Superintendent
- Attestation of Compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.
- Complete and sign the attestation document
- Provide to CNP Director's to support the annual online application renewal
  - o Director of Child Nutrition
- Place a copy of the completed Alabama Implementation of USDA Smart Snacks in School and Exempt Fundraising Form in the wellness plan file
- Provide documentation of approval upon request by ALSDE

Other School-Based Activities

Student health and wellness will be promoted through other activities and programs within each Troy City School. Schools should be encouraged to participate in other programs, as available, that would promote healthy living, such as: Healthy school grants, School Gardens, and Community Partnerships.

Staff Qualifications, Professional Development and Learning

School nutrition program director, managers, and staff should meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

Child Nutrition Operations

- The Child nutrition programs will aim to be financially self-supporting. However, the program is an essential educational support activity. Budget neutrality or profit generation will not take precedence over the nutritional needs of the students. If subsidy of the child nutrition fund is needed, it will not be from the sale of foods that have minimal nutritional value and/or compete nutritionally with program meals.

- The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.

- The school will strive to increase participation in the available federal Child Nutrition Program (e.g. school lunch and school breakfast).

- Employ a Director of Child Nutrition, who is properly qualified, certified and/or credentialed according to current professional standards, to administer the child nutrition program and satisfy reporting requirements.

Food Safety/Food Security

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

- For the safety and security of the food and facility access to the food service operations are limited to Child Nutrition staff and authorized personnel.

ANNUAL REPORTS

The Troy City Board of Education Wellness Committee will provide annual reports that will include:

- Information on how the public can access a copy of the policy and progress reports
- Contact information for Wellness Committee team
- Information on how individuals and the public can get involved.

TRIENNIAL ASSESSMENTS

The Troy City Board of Education District Wellness Policy will have a triennial assessment at a minimum that will address:

- Compliance with School Wellness Policy
- Progress made in attaining the goals of the School Wellness Policy

UPDATES TO THE DISTRICT WELLNESS POLICY

The Troy City Board of Education District Wellness Policy will be updated, as needed and appropriate by the District Wellness Committee. All updates will be made available to the public.

School Definitions:

- Elementary Schools Pre K – Grade 6
- Middle Schools Grades 7 – 8
- High Schools Grades 9 – 12

Troy City Schools is an equal opportunity provider.

TROY CITY SCHOOLS
WELLNESS POLICY ASSESSMENT

School Reviewed: _____
Date Reviewed: _____
Reviewer Signature: _____

Public Involvement

Y ___ **N** ___ We encourage the following to participate in the development, implementation, and evaluation of our wellness policy.
Y ___ **N** ___ We make our policy available to the public.
Y ___ **N** ___ Our district reviews the wellness policy at least annually.

Nutrition Education

Y ___ **N** ___ We offer standards-based nutrition education in a variety of subjects (e.g. science, health, math, etc).
Y ___ **N** ___ We offer nutrition education to students.

Nutrition Promotion

Y ___ **N** ___ We promote healthy eating and nutrition education with signage, use of creative menus, posters, bulletin boards, etc.
Y ___ **N** ___ We have reviewed Smarter Lunchroom techniques and evaluated our ability to implement some of them.
Y ___ **N** ___ We place fruits and vegetables where they are easy to access (e.g. near the cafeteria cashier or near the front of the line).
Y ___ **N** ___ We ensure students have access to hand-washing facilities prior to meals.
Y ___ **N** ___ We regularly share school meal nutrition, calorie, and sodium content information with students and families.
Y ___ **N** ___ We offer taste testing or menu planning opportunities to our students.
Y ___ **N** ___ We participate in Farm to School activities and/or have a school garden.
Y ___ **N** ___ We only advertise and promote nutritious foods and beverages on school grounds.
Y ___ **N** ___ We prohibit the use of food and beverages as a reward.

Nutrition Guidelines
Y ___ **N** ___ Our district's written wellness policy addresses nutrition standards for USDA reimbursable meals.
Y ___ **N** ___ We operate the School Breakfast program.
Y ___ **N** ___ We follow all nutrition regulations for the National School Lunch Program (NSLP).
Y ___ **N** ___ We have a Certified Food Handler as our Food Service Manager.
Y ___ **N** ___ We have adopted and implemented *Smart Snacks* nutrition standards for ALL items sold during school hours.

Physical Activity

Y_____ N_____ Our district's written wellness policy includes measurable goals for physical activity.
Y_____ N_____ We offer before or after school physical activity.
Y_____ N_____ We provide physical education for ALL students on a weekly basis.
Y_____ N_____ We provide recess for elementary students on a daily basis.

Other School Based Wellness Activities

Y_____ N_____ We provide training to staff on the importance of modeling healthy behaviors.
Y_____ N_____ We provide annual training to all staff on Nutrition.
Y_____ N_____ We have school district staff who are CPR certified.
Y_____ N_____ We have community partnerships which support programs, projects, events, or activities.

Observation

Based on the observation of the Wellness Policy Review, the following criterion was found to be unacceptable and must be corrected immediately:
_____
_____
_____
_____
_____.

_____ _____
Reviewer Signature **Date**

Source: Troy City Board of Education
Adopted: October 19, 2015
Revised: December 17, 2019
Legal Ref.: The Child Nutrition and WIC Reauthorization Act of 2004, Section 204, P.L. 108-265, as amended, and related regulations; The Richard B. Russell National School Lunch Act, 42 U.S.C. §§1751 - 1769h, as amended, and related regulations; The Child Nutrition Act of 1966, 42 U.S.C. §§1771 – 1789, as amended, and related regulations; USDA Smart Snacks in Schools "All Foods Sold in Schools" Standards

POLICY 4.83

VIRTUAL SCHOOL OPTION

a. Scope and Delivery of Services – The school system provides a virtual school option to full-time students in grades 9-12 who meet its enrollment requirements which will include, at a minimum, all courses that are required to obtain a high school diploma. Such courses will be delivered through the Alabama State Department of Education's ACCESS program.

b. Student Eligibility Criteria – Students must meet any eligibility requirements of the Alabama State Department of Education's ACCESS program, if applicable. In addition, students must meet school system enrollment requirements for the course in question including, but not limited to, those contained in the school system's curriculum catalog/student handbook.

The school system reserves the right to develop specific eligibility criteria for virtual courses. Students may be transitioned back to a traditional day program if 1) the student's participation in the virtual program is impeding the student's academic progress; 2) the student fails to meet virtual course attendance requirements; or 3) the student repeatedly violates school system policies, procedures, rules or regulations, including, but not limited to, the school system's rules governing the use of its technology resources.

c. Monitoring Performance and Testing Requirements – Individual student performance will be monitored pursuant to the school system's traditional academic credit requirements and grade scale. Students utilizing the virtual school option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests that are applicable to students enrolled in the traditional day program.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual school students. The school system reserves the right to require students utilizing the virtual school option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

d. Attendance –Students participating in the virtual school option are required to be active and submitting assignments in order to remain enrolled in the program.

The school system reserves the right to set specific attendance requirements for each virtual course. The Superintendent or his designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class or a charge of truancy, if appropriate.

e. Extracurricular Activities – Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program, including, but not limited to, any applicable Alabama High School Athletic Association ("AHSAA") requirements.

Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines.

f. Additional Procedures Authorized –The Superintendent or his designee is authorized to develop such procedures as he deems necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for informing students and parents of the virtual program's requirements and rules, and a process for making determinations regarding a student's continued eligibility.

*This policy shall not apply to a modification of the traditional school educational program caused by the pandemic or any other emergency that prevents traditional students from attending school in person. The Superintendent shall have the authority to design and transition students into an appropriate educational program outside of the confines of this policy if deemed necessary.

Source: Troy City Board of Education
Adopted: December 14, 2020
Revised:
Reference: Ala. Code § 16-46A-1

POLICY 4.84

RECORDING OF IEP AND SECTION 504 MEETINGS

The recording of an individualized education program ("IEP") or Section 504 meeting is prohibited unless a parent/guardian, authorized representative of a parent/guardian is unable to understand or meaningfully participate in the IEP or Section 504 process, or the planning of the relevant student's educational program, due to a disability, language barrier, or some other impairment.

If a parent/guardian believes that recording an IEP or Section 504 meeting is necessary, the parent/guardian should notify the principal or designee in writing at least five (5) school days before the IEP or Section 504 Team meeting, of the request to record the meeting and the reason the recording is required. The principal or designee will notify the parent/guardian at least two (2) school days before the meeting of the grant or denial of the parent's/guardian's request to record the meeting.

If the principal or designee denies the request to record the IEP or Section 504 meeting, the reasons will be stated in writing for the denial. Authorized exceptions to the general prohibition against the recording of IEP or Section 504 meetings involve situations when a parent/guardian, or authorized representative of a parent/guardian, is unable to understand or meaningfully participate in the IEP or Section 504 process or the planning of the relevant student's educational program due to a disability, language barrier, or some other impairment.

If a parent/guardian is permitted to record the meeting, the parent/guardian must use his or her own audio recording device. If the school district records an IEP or Section 504 meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with state and federal law.

For purposes of this policy, a recording is defined as the capture of moving visual images, voices, and other ambient sound electronically, digitally, or by any other means for the purpose of retrieval and review.

Video recording, including recording of visual images, at an IEP or Section 504 meeting is strictly prohibited.

The use of court reporter services at an IEP or Section 504 meeting is strictly prohibited.

Source: Troy City Board of Education
Adopted: December 14, 2020
Revised:
Legal Ref.:

POLICY 4.85

ANNALYN'S LAW

SUPERVISION OF LOW RISK JUVENILE SEX OFFENDERS

Pursuant to Annalyn's Law, the Superintendent should be notified by local law enforcement when a low risk juvenile sex offender is enrolled or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities.

DEFINITIONS

In this policy, these terms shall have the following meanings:

a. "Plan" refers to the "individualized student safety plan" developed following the Student's adjudication and/or enrollment in the school to serve as a behavior contract between contract between the Student and the School.

b. "School" refers to "all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the Student's current school of record.

c. "Student" refers to "the low risk juvenile sex offender" designated by a juvenile court judge as having a low risk of re-offense.

d. "Teachers and staff with supervision over the student" or "Supervision team" refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student's assigned teachers and/or coaches, the Student's counselor, and if applicable, the Student's bus driver, during the subject school year and who will be privy to information regarding the Student's status. Teachers and staff with only passing and/or general contact with the Student shall not be privy to information regarding the Student's status.

e. "Victim" refers to the victim, if known by and attending the same school as the Student, of the offense for which the Student was adjudicated delinquent.

NOTIFICATION

a. Current Students - In the event a currently enrolled Student is adjudicated delinquent and designated "low risk" by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

b. Newly Enrolled Students - In the event a Student seeks to enroll in the district as a

new student, and that Student has been previously designated as a low risk juvenile sex offender, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

c. Students That Change Schools Within the District - In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable.

Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original Plan and the transferring Student's status and circumstances.

Regardless, the principal of the prior school must provide the Student's records and Safety Plan to the principal of the new school as soon as practicable.

The new principal should review the Plan and meet with the Student, the Student's parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the Student's circumstances.

d. School Staff Changes - In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student's status and Plan.

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

PLAN DEVELOPMENT AND MAINTENANCE

Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan. This meeting should take place within 10 school days or as soon as practicable. In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction. The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team.

The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to

the Plan.

SUPERVISION

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

The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discrete and unobtrusive.

STUDENTS WITH DISABILITIES

Discipline of Students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and implementing regulations.

VIOLATIONS OF THE PLAN

In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to board policy and/or reassessment of the Plan's conditions.

CHALLENGES TO THE PLAN

In the event the Student and/or his parent or guardian object to conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designee to consider whether adjustment of the Plan or response modification is warranted. The Superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable School disciplinary policies and procedures and the Student will be afforded process due thereunder.

CONFIDENTIALITY

Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by the members of the Supervision Team. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

RETALIATION

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled.

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

PROCEDURES

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

Source: Troy City Board of Education
Adopted: June 30, 2022
Revised:
Legal Ref.: Ala. Code §16-1-51.1

POLICY 4.86

OPT-IN FOR MENTAL HEALTH SERVICES BY PARENT OR LEGAL GUARDIAN

No student under the age of sixteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

For purposes of this policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health; however, it does not include instructional activities designed to educate students regarding topics related to mental health (1) contained in the school system's approved curriculum or (2) otherwise required to be taught by law (*e.g.,* Erin's Law; Jason Flatt Act).

This policy is not applicable to any school counseling services or "mental health services" contained in a student's PST, IEP, or §504 plan. Consent for those services will be obtained in accordance the specific procedures required by federal and/or state law, and information regarding any mental health services will be provided in the pertinent plan.

A. **Written Notification** – At least annually, the school system shall provide parents and legal guardians a written notification regarding school provided or sponsored mental health services. The notification will include the purpose and general description of each of the mental health services available; information regarding ways parents may review materials to be used in guidance and counseling programs available to students; and information regarding ways parents may allow, limit, or prevent their student's participation in the programs.

The written notification may be provided electronically, including through the school system's online enrollment portal or by such other means and methods as are customarily used for such purposes.

B. **Opt-In To Participate in Mental Health Services** –

1. *General Requirement* – For a student under the age of fourteen to participate in mental health services, written permission by the student's parent or legal guardian is required annually. The written permission must be specific as to any treatment and not broad in nature. Parents and legal guardians may be provided the opportunity to opt-in electronically during online enrollment or by such other means and methods as are customarily used for such purposes.

2. *Rescinding Permission* – A parent or guardian may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration.

3. *Requests for Opt-In and Referrals Authorized* – If a parent or legal guardian does not initially opt-in to mental health services, school officials may contact the parent or legal guardian to (1) attempt to obtain permission for the student to

participate in mental health services if the school official believes that the student would benefit from services or if circumstance arise for which services could be beneficial; and/or (2) provide a parent or legal guardian with a referral or information regarding mental health services that may be available to a student through other agencies or providers.

4. *Exception for Imminent Threat* – If a parent or legal guardian has not opted-in to mental health services, a student may be provided mental health services if there is an imminent threat to the health of the student or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

C. **Information for Parents/Legal Guardians** – If a student's parent or legal guardian elects to opt-in to mental health services, the counselor providing services shall keep the parent fully informed regarding any diagnosis and any recommendations for additional counseling or treatments beyond the services for which the parent or legal guardian has already opted in. The parent shall have the authority to make final decisions regarding any such recommended counseling and treatments.

D. **Recordkeeping** – Written records maintained by the school system and directly related to a student's mental health services will be treated in the same manner as health care records and are subject to the confidentiality protections applicable to education record generally. Such records will be available for examination and review by authorized persons in the manner prescribed and to the extent required by federal and/or state law.

Records pertaining to a student's mental health services will be kept separately from academic records unless including such record(s) in the student's academic record is necessary to implement a state and/or federal law (*e.g.,* special education referral process).

Source: Troy City Board of Education
Adopted: July 18, 2022
Revised: December 15, 2025
Legal Ref.: Mental Health Opt-In-Law, AL Act 2022-442, passed July 1, 2022

POLICY 4.87

TEACHERS' BILL OF RIGHTS

The Troy City Board of Education recognizes the importance of maintaining a safe and effective learning environment for students and educators. In alignment with Legislative Act No. 2024-409, also known as the Teachers' Bill of Rights, this policy outlines the procedures and guidelines to be followed by teachers to remove disruptive students from the classroom. All actions by teachers to remove students from class in accordance with this Act must comply with state law and protect the rights and responsibilities of educators and students alike. This policy applies to all certified and non-certified employees within the district.

The Teachers' Bill of Rights requires every teacher to have an approved classroom management plan and affords teachers the right to exclude disruptive students from their classrooms in certain circumstances. The purpose of this policy is to outline the standards applicable to the development and approval of required classroom management plans; the standards applicable to the exclusion of a student from the classroom by a teacher; and the appeal process available to a teacher if a student is returned to the classroom by the principal.

For purposes of this policy, the term principal also includes assistant principal, vice principal, or his or her designee.

A. Classroom Management Plans: Each classroom plan must be approved by the principal before the tenth day of instruction for students during each academic year. Principals are authorized to set a deadline for the submission of classroom management plans by teachers that provides them with ample time to review and approve plans and seek revisions.

Teacher Responsibilities - Before removing a student, the teachers must:

- Follow the approved classroom management plan. This includes but is not limited to the posting of the district's unified classroom rules in the classroom, the distribution of the Student Code of Conduct to students and parents/guardians, and the documentation of the utilization of strategies with the individual student to modify the student's behavior. These may be strategies taught through professional development activities provided by the district such as MTSS or strategies provided for and recommended via an individual student's behavior modification/intervention plan.
- Document parent/guardian contact by phone, in-person conferences, or by other methods.
- Not use Corporal Punishment as it is no longer an approved option to address student misbehavior.
- Document all interventions and attempts to manage the student's behavior within the classroom using the district's designated discipline forms.

B. Exclusion of Student from Classroom by Teacher: A teacher may exclude a student from his or her classroom due to their behavior only if the student has:

- Engaged in disorderly conduct, which is defined by the Act as any conduct that intentionally disrupts, disturbs, or interferes with the teaching of students or disturbs the peace, order, or discipline at any school;
- Behaved in a manner that obstructs the teaching or learning process of others in

the classroom;

- Threatened, abused, intimidated, or attempted to intimidate an education employee or another student;
- Willfully disobeyed an education employee;
- Used abusive or profane language directed at an education employee.

The referring teacher having followed his or her approved classroom management plan and completed any required referral form and submitted it to the principal or his or her designee may exclude the student from the classroom.

C. Principal Review and Decision: The Superintendent shall develop guidance and procedures for principals to handle instances of student exclusion pursuant to this policy and consistent with Alabama and Federal law.

D. Appeal: An appeal may be filed by a teacher if (1) a principal refuses to allow a student to be excluded from the classroom under this policy, or (2) a teacher believes the school principal has prematurely ended the exclusion of a student from the classroom under this policy.

The appeal process available under this policy may not be invoked if:

- The decision not to exclude a student from the classroom or to return a student to the classroom results from a decision reached at the end of a school disciplinary hearing required by the Code of Conduct or state or federal law;
- A 504 or IEP team or other legally authorized person or entity determines that a student with a disability has the right to remain in or return to the classroom under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990; or
- The student is otherwise legally entitled to remain in or return to the classroom.

1. **Filing of Appeal:** The teacher must complete and submit the approved appeal form to the Superintendent within 3 days of the principal's refusal to exclude the student from the classroom or return of the student to the teacher's classroom.

The appeal form shall be directed to the Office of the Superintendent and the Office of the Administrative Assistant for Prevention and Support Services. In the space provided on the form, the teacher must provide a statement that defines the manner in which the school principal's disposition in administering discipline to the student was inconsistent with the consequences assigned to specific discipline code violation(s) found in the board-approved Student Code of Conduct.

2. **Status of Student During Appeal:** During the pendency of an appeal, the decision of the principal regarding the placement of the student, if any, will remain in effect.

3. **Administrative Review:** Upon receipt of a timely appeal, the Superintendent or designee shall start an investigation of the appeal. The investigation may include interviews of the teacher, the principal, and/or witnesses;

obtaining or reviewing written statements, classroom management plans, or other pertinent documents; holding administrative conferences, and any other lawful action deemed necessary to reach a just disposition of the appeal at the discretion of the investigator.

Upon completion of the investigation, the Superintendent or designee shall prepare a written recommendation regarding the issues raised in the appeal.

The written recommendation of the Superintendent shall be transmitted to the teacher within 10 days of the date on which the appeal is filed. Should the Superintendent need additional time to issue a written decision, the teacher shall be notified of the same in writing and advised of when the decision will be issued.

4. **Appeal to Local Board of Education:** A teacher may appeal the decision of the Superintendent to the Local Board of Education by filing a written notice of appeal with the Superintendent within 3 days (s) of receipt of the Superintendent's written decision.

The Superintendent shall transmit to Local Board Members for their review a copy of the written appeal, the decision, and all evidence considered at any stage of the administrative review process.

Not later than 20 day(s) following receipt of the notice of appeal by the Superintendent, the Local Board shall meet to consider the appeal. After consideration of the appeal and administrative record, the Local Board may, by majority vote:

- Affirm the decision of the Superintendent;
- Reverse or modify the Superintendent's decision; or
- Defer final action pending a hearing before the Local Board.

5. **Hearing Process*:*** If a hearing is requested by a majority of the Local Board, the hearing shall be set within 20 days. The hearing procedures shall be determined by the Local Board. A final Local Board decision on the appeal shall be issued within 20 days after the hearing ends. The Local Board shall give written notice of its final decision to all parties.

6. **Local Board's Decision**. The Board's decision shall be final, and the Superintendent will take steps to implement the decision.

E. Principal Procedures for Exclusion

1. Step One: Any student excluded from a referring teacher's classroom shall be placed under the control of the school principal or his or her designee.

2. Step Two: The principal will review the referral from the teacher and determine whether the teacher followed his or her approved classroom management plan before excluding the student:

a. If not, the principal may return the student to the classroom and no further action is necessary.

b. If so, the principal will review the referral and determine whether allegations against the student include behavior that allows the referring teacher to exclude the student from the classroom under this policy.

i. If not, the student will be returned to the classroom. However, the if the student engaged in behavior that otherwise violates the Code of Conduct, the principal may discipline the student.

ii. If so, the principal will determine whether the student engaged in the behavior and, if so, determine what disciplinary action is called for under the Student Code of Conduct.

c. If a student in grades six through twelve is excluded by the referring teacher for his or her disorderly conduct, interference with an orderly educational process, or obstruction of the teaching or learning process of others in the classroom, the student may not be readmitted to the referring teacher's classroom for at least the remainder of the school day. The principal must communicate with the referring teacher regarding the student before he or she may be readmitted to the classroom.

d. If a student is returned to the classroom after being excluded by the referring teacher, the principal or his or her designee must provide written certification to the referring teacher that the student may be readmitted and the type of disciplinary action, if any, that was taken.

3. Step Three: Before returning a student to the classroom of the referring teacher, the principal will also review the records of the student to determine if the student has previously been properly excluded from the referring teacher's classroom.

a. If a student has been excluded from the classroom two times in one semester, the principal will determine whether all other reasonable means of classroom discipline have been exhausted:

i. If not, the principal will take steps to work with the referring teacher to implement additional classroom discipline measures to address the student's behavior.

ii. If so, the student may be readmitted to the classroom only after:

a) The principal, referring teacher, and, if

possible, the student's parent or guardian have held a conference to discuss the student's disruptive behavior patterns;

b) The principal informs the teacher of any course of discipline for the student going forward; and

c) The student's parent or guardian has been informed of the course of discipline.

b. If a student's disruptive behavior persists following their readmittance to the classroom, upon the teacher's request, the principal shall assign the maximum discipline provided for by the student code of conduct for the infraction, including, but not limited to, transfer to an alternative school that is approved by the Superintendent.

c. If, during a 30-day period, a student in grades sixth through twelve is excluded for the remainder of the school day a total of three times, that student shall receive, as determined by the principal in-school or out-of-school suspension or may be recommended for placement in an alternative school, if one is available within the school district.

Nothing in this policy shall be construed to infringe on any right provided to a student pursuant to the Individuals with Disabilities Education Act (IDEA), the Family Educational Rights and Privacy Act (FERPA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, provided that student information related to this policy shall be included as necessary into any and all Individualized Education Plans (IEPs), behavioral intervention plans, and other similar documents.

Source: Troy City Board of Education
Adopted: December 16, 2024
Revised:
Legal Reference: Teachers' Bill of Rights Act 2024-409

POLICY 4.88

INTERNET SAFETY AND USE OF TECHNOLOGY

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:

1. Measures to block or filter internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors;
2. Restriction of access by minors to inappropriate and harmful material on the Internet;
3. Limiting Internet access by students to only age-appropriate subject matters and materials;
4. 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;
5. Prevention of "hacking" and other forms of unauthorized use of or access to computer or Internet files, sites, databases, or equipment;
6. Unauthorized disclosure, use, and dissemination of personal information regarding minors;
7. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
8. Prohibiting access by students to unlawfully obtained data or information, including "hacking," and other unlawful online activity by students;
9. Prohibiting access to websites, web applications, or software that exposes students to the disclosure, use, or dissemination of their personal information; and
10. Prohibiting students from accessing social media platforms, unless expressly directed by a teacher for educational purposes.

Source: Troy City Board of Education
Adopted: June 30, 2025
Revised:
Legal Ref.: 47 U.S.C. §254(h) and (l); Ala. Act 2025-386

POLICY 4.89

VAPE AWARENESS, EDUCATION, AND PREVENTION

(Adopted pursuant to Alabama Act 2025-403)

PURPOSE

In accordance with **Alabama Act 2025-403**, Troy City Schools adopts this policy to establish a vape awareness, education, and prevention program designed to prohibit the possession and use of tobacco, electronic nicotine delivery systems (ENDS), e-liquids, and alternative nicotine products by students in all Troy City Schools campuses, facilities, and events.

Our mission is to provide a safe and healthy learning environment for all students, free from the risks associated with vaping and nicotine use.

A. Prohibition

The possession, distribution, or use of **tobacco, tobacco products, electronic nicotine delivery systems (vapes), e-liquids, or alternative nicotine products** is strictly prohibited by students:

1. On any Troy City Schools campus or facility;
2. On school buses or other school-provided transportation;
3. At any school-sponsored activity or event, whether on or off campus.

B. Violations and Consequences

Any student who violates this policy will be subject to **graduated disciplinary consequences** consistent with the Troy City Schools Code of Conduct. These may include:

1. **Parental Notification** – The parent/guardian will be notified of the violation.
2. **Required Education** – Participation in a vaping awareness, education, and prevention class approved by the Alabama State Department of Education.
3. **Disciplinary Actions** – In-school suspension, out-of-school suspension, or placement in an alternative school setting.
4. **Referral** – Referral of the matter to juvenile court when warranted.
5. **Combination of Measures** – Any combination of the above, as appropriate.

C. Complaint Procedure

When a complaint is made alleging a violation of this policy:

1. A **Vaping Violation Complaint Form** (modeled after the State-approved form) must be completed.

2. Anonymous complaints may be received, but may **not** be the sole basis for disciplinary action.
3. The complaint must include:
    - Student name;
    - Date, time, and location of the violation;
    - Description of the conduct;
    - Names of witnesses, if any;
    - Any other relevant information.
4. The completed form must be submitted to the **principal, assistant principal, or school resource officer** for review.

D. Investigation Procedure

Upon receipt of a complaint:

- The **principal, assistant principal, or school resource officer** shall conduct a prompt investigation.
- The investigator must gather facts, interview witnesses, and review evidence as necessary.

E. Response Procedure

If a violation is confirmed:

1. The student shall immediately be subject to the **graduated consequences** outlined in Section B.
2. All disciplinary measures must comply with applicable **disability, anti-discrimination, and education laws**.
3. A copy of the complaint form and the outcome shall be placed in the student's **permanent record**.

F. Notice Requirement

This policy shall be:

- Published in the **Troy City Schools Student Code of Conduct**;
- Included in each **school's student handbook**;
- Shared with parents/guardians annually to ensure adequate notice of the prohibited behaviors and consequences.

G. Applicability to Employees

The use of tobacco, tobacco products, vaping devices, e-liquids, or alternative nicotine products by any Troy City Schools **teacher, administrator, staff member, or employee** is strictly prohibited:

- On any Troy City Schools campus or facility;
- On school buses or transportation provided by Troy City Schools;
- At any school-sponsored activity or event.

H. Student Rights and Protections

Nothing in this policy shall be interpreted to infringe on rights guaranteed under:

- The **Individuals with Disabilities Education Act (IDEA)**;
- The **Family Educational Rights and Privacy Act (FERPA)**;
- **Section 504 of the Rehabilitation Act of 1973**;
- The **Americans with Disabilities Act of 1990 (ADA)**.

Student information related to this policy shall be incorporated, as appropriate, into **Individualized Education Plans (IEPs)**, **Behavior Intervention Plans (BIPs)**, or other required educational documentation.

Source: Troy City Board of Education
Adopted: October 20, 2025
Revised:
Legal Ref.: Alabama Act 2025-403

SECTION 5: COMMUNITY RELATIONS

POLICY 5.001

COMMUNITY INVOLVEMENT AND COMMUNICATION

With respect to the community, the Board will actively encourage input and engagement, especially with parties that are directly affected by District operations. Accordingly, the Board and/or District shall:

1) Be responsive, whether directly or through appropriate staff, in timely communications with parents/guardians.

2) Utilize personal communications.

3) Seek evaluative feedback from persons directly affected by District operations.

4) Seek input from parents/guardians into major changes in District operation.

5) Inform parents/guardians about major changes in the District.

6) Establish and maintain processes to engage, and a variety of opportunities to involve, citizens in the education of children within the City of Troy.

7) Encourage the parents/guardians of students attending District schools to actively participate in their respective school's PTA/PTSA.

8) Promote the visibility of the Board when representing the District at external functions and with elected leaders on political issues.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 5.002

LOCAL GOVERNMENT RELATIONS

The Board, as an independent body, shall cooperate with other governing agencies, both educational and civic, to achieve the goal of all governmental bodies, namely the best interests of the students and the citizens of the community.

While the Board will maintain complete autonomy at all times, it will work cooperatively with the agencies in the community.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 5.003

PUBLIC COMPLAINTS

The District has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful or negative criticism and complaint. However, constructive criticism of the schools is welcomed by the Board whenever it is motivated by a sincere desire to improve the quality of the education program or to equip the schools to do their tasks more effectively. The District advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1) Teacher

2) Principal

3) Superintendent

4) Board

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. The written complaint to the Board must detail all steps taken to resolve the grievance prior to being submitted to the Board. Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible regarding solution. The Board directs that all citizen complaints brought to it while the Board is in official session, and which challenge or question the "good name" or "character" of an individual, shall be heard in executive session. The Board may also refer the matter back to the school administration to be resolved.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 5.004

PUBLIC CONDUCT AT SCHOOL ACTIVITIES

School-sponsored or approved activities are an important part of the educational program and offer students the opportunity to participate in a variety of activities not available during the regular school day. School-sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students. Spectators are permitted and encouraged to attend these activities as guests of the District, and accordingly, as a condition of such permission they must comply with the District's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school-sponsored or approved activities. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is disruptive and embarrassing to students, the District and the entire community.

To protect the rights of students to participate without fear of interference and to allow sponsors and officials of such activities to perform their duties without interferences, the following conduct will not be tolerated:

1) Abusive verbal or physical conduct of spectators directed at participants, officials or staff involved in or attendance at such activities.

2) Verbal or physical conduct of spectators that interferes with the performance of students, officials or staff involved in such activities.

3) The use of vulgar, obscene or demeaning expressions directed at students, officials or staff participating in or in attendance at such activities.

If a spectator at an approved or sponsored activity becomes physically abusive, verbally abusive, uses vulgar, obscene or demeaning language or in any way impedes the performance of an activity, the spectator may be asked to leave the event by the school official in charge of the event. The Superintendent or his designee may recommend to the Board the exclusion of the spectator at future sponsored or approved activities.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised;
Legal Ref.:

POLICY 5.005

PUBLIC INFORMATION AND COMMUNICATION

The Troy City School District believes that open and accurate two-way communication with stakeholders – including school employees, students, parents/guardians, vendors and the tax-paying public – develops support for public education and builds a relationship of trust with the community.

GOALS AND OBJECTIVES

Educational public relations is a planned and systematic two-way process of communication between the District and its stakeholders, both internal and external. Its program serves to stimulate a better understanding of the role, objectives, accomplishments, and needs of the District. Educational public relations is a management function which interprets public attitudes, identifies the policies of the Board of Education, and executes a program of action to encourage public involvement and to earn public understanding and acceptance. Therefore, the District shall keep the general public informed about its schools, keep school employees informed, and stimulate interest in and build support for the District and its programs.

NEWS RELEASES, CONFERENCES, AND INTERVIEWS

The District shall maintain a working relationship with newspapers, radio and television stations and other news media. The Board of Education and the District, through the Superintendent or his designee, will endeavor to keep the public informed of the achievements and challenges of the District and to interpret the school program to the citizens of this community.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 5.006

SCHOOL VISITORS

The District believes that parents/guardians should be actively involved in the education of their children. The Board further believes that visits to the school should be constructive, related directly to the educational needs of students, and implemented in an orderly manner.

School administrators shall have the responsibility and authority to:

1) Protect students and staff from intimidation and injury;

2) Protect school property from damage and theft; and

3) Prevent disruption of the educational process or school-sponsored meetings or events arising from the presence of unauthorized persons.

School administrators shall have the absolute right and authority to determine the time, place and manner in which any person is allowed to visit or volunteer in or otherwise enter any school district building during the school day or attend any school-sponsored meeting or event. Upon entering the building for any reason, all school visitors are required to report immediately to the principal's office to identify themselves and purpose for being at the school.

School visitors may be required to show identification. All school visitors will receive a visitor's badge which must be visible at all times**.** No school visitor may remain in a school building or on school district property without receiving permission and maintaining a visitor's identification badge.

Parents/guardians who wish to observe their child's classroom shall notify the principal of their child's school and schedule an appointment at least 24 hours prior to the anticipated visit. Parents/guardians will be permitted to visit their child's classroom following approval by the principal. Classes shall not be disrupted by the visit

As used in this policy, an "unauthorized person" is anyone who is not a District employee or a duly enrolled student and who:

1) enters a school building without complying with the requirements of this policy; or

2) enters District property or a school-sponsored meeting or event without permission; or

3) refuses or fails to promptly leave any school or District building or property or any school-sponsored meeting or event after being requested or directed by a school administrator.

The provisions of the "unauthorized persons" section of this policy shall not apply to:

1) Parents/guardians entering the building at the beginning of the school day to drop off their children or at the end of the school day to pick up their children;

2) Parents/guardian entering the building to attend Parent meetings held in school buildings after regular business hours;

3) Person entering the building to attend Student programs, athletic events or other performances given for the entertainment of the public.

4) Person entering the building to attend events or meetings of persons, groups or public entities who have rented or otherwise obtained permission to use a school building or school district facility pursuant to the provisions of the District's Equal Access Policy 2.26.

5) Person entering the building to attend open public meetings, including Board meetings, held in school or District buildings.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

POLICY 5.007

ADULT SEX OFFENDERS

No Adult sex offenders who has been convicted of a sex offense involving a minor may enter onto the property of a K-12 school during the school day or attend any K-12 school activity unless he or she does all of the following:

1) Notify the school's principal or his or her designee before entering school property or attending a K-12 school activity;

2) Immediately report to the school's principal or his or her designee upon entering school property or arriving at the K-12 school activity; and

3) Comply with any directive or supervision requested by the school principal or his or her designee to discreetly monitor their presence on school property or at the school activity.

For the purposes of this policy, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience including, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

Adult sex offenders have a duty to comply with this policy, and it shall not be construed as imposing an affirmative duty of any kind on the school principal, his designee, or any other employee, agent, or representative of the school or school system.

Any failure to comply with this policy may result in the offender's exclusion from school property or activities and/or criminal charges.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.: *Ala. Code* §15-20A-17

POLICY 5.008

SCHOOL VOLUNTEERS

Volunteers provide significant services to students by supplementing the work of paid professional and paraprofessional staff, but are not substitutes for paid staff. Typical assignments include the reinforcement of instruction and assisting with non-instructional student activities under the supervision of the professional staff. The school volunteer coordinator and principal shall cooperatively recruit, screen, direct pre-service orientation and supervise the volunteers.

QUALIFICATIONS AND REQUIREMENTS

Volunteers shall be community members of good standing and possess an aptitude/ interest for working with students and teachers. Volunteers should also be dependable and of appropriate character to work with students and teachers.

SELECTION AND ASSIGNMENT

1) The assignment of volunteers shall be made by the school coordinator of volunteers with the concurrence of the school principal and the cooperating teacher based on the qualifications and availability of the volunteer.

2) Volunteers shall be assigned only to those teachers who have requested volunteer assistance.

3) Staff should request volunteers through administrative channels for selected activities and as resource persons.

4) Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing District standards.

5) A volunteer may be asked to terminate his or her services when circumstances in the judgment of the administrator necessitate termination.

DUTIES AND RESPONSIBILITIES

1) All volunteers must sign in and out each time they work in a building.

2) Assignment shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks.

3) Assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

4) Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

5) Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor or principal.

6) Volunteers will refer to a regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

Source: Troy City Board of Education
Adopted: July 20, 2015
Revised:
Legal Ref.:

DISRUPTIVE VISITORS POLICY

Troy City Schools expects mutual respect, civility, and orderly conduct from all individuals on school property or at school sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats, threatening gestures, or otherwise engaging in an action deemed inappropriate by the building administrator.

Source: Troy City Board of Education
Adopted: November 15, 2022
Revised:
Legal Reference: