

IV. General Administration

4.01 *Security/Access to Schools*

4.01.1 Security Measures Authorized – The Superintendent, principals, and facility administrators are authorized to take reasonable and lawful measures to protect against personal injury, trespass, vandalism, theft, and like threats to personal safety, property damage, and financial loss to or on Board property or at school functions and activities. The Superintendent should be made aware of any extraordinary or special measures that may be proposed in anticipation of or in response to any unusual security threat or risk (e.g., unusual surveillance, assignment of additional security personnel).

4.01.2 Access Restrictions Authorized – The Superintendent, principals, and facility administrators are authorized to regulate and restrict access to Board schools, buildings, and facilities in order to maintain appropriate security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to a student or employee. To that end, the Superintendent, principals, and facility administrators are authorized to implement building-level requirements and procedures governing access to Board-owned or controlled buildings, grounds, property, events, and activities by school and non-school personnel, including family members and relatives, vendors, attorneys, and other visitors, and to adopt “check-in” and “check-out” requirements and procedures for students and employees.

Visitors with a legitimate reason for being on school property may enter and remain on school campuses and Board facilities in accordance with limitations and requirements that are designed to preserve security and maintain an orderly educational environment. Visitors must observe appropriate decorum and respect administrative requirements and restrictions regarding their activities and interaction with faculty, staff, and students while on Board property. School officials are authorized to revoke permission to be on school property to noncompliant visitors; to limit, condition, or prohibit their future access to school property to ensure safety and order; and to enlist the assistance of law enforcement agencies if necessary to accomplish these objectives.

4.01.3 Adult Sex Offenders – Adult sex offenders who have been convicted of a sex offense involving a minor must:

- a. notify the principal of the school or his designee before entering school property or attending the K-12 school activity;
- b. immediately report to the principal of the school or his designee upon entering the property or arriving at the K-12 school activity; and

- c. cooperate with any efforts undertaken by the principal of the school or his designee to discreetly monitor their presence on school property or at the K-12 school activity.

For the purposes of this subsection, 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.

[Reference: ALA. CODE § 15-20A-17]

- 4.01.4 Administrative Discretion Retained – Nothing in any Board or Board-authorized policy, procedure, or directive that is designed to maintain or enhance school or school system safety and security shall be administered, enforced, or construed to limit or impair the exercise of any employee’s lawful discretion or judgment in developing or implementing safety and security-related plans, practices, procedures, or measures.

4.02 Safe Schools Policy (Drugs, Alcohol, Tobacco, and Weapons)

- 4.02.1 Prohibition on the 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. For purposes of this policy, the term “firearm” has the same definition as is found in 18 U.S.C §921.

- a. *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 (1) 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 or activities 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.
- b. *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.

[Reference: 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)]

4.02.2 **Prohibition on the 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 who are certified or provisionally appointed by the Alabama Peace Officers’ Standards and Training Commission. 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.

- a. *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.
- b. *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.

4.02.3 **Illegal Drugs and Alcohol** – The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited.

- a. *Penalties for Violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of illegal drugs or alcohol:
 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.
- b. *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.

4.02.4 **Tobacco or Nicotine** – The use of tobacco or nicotine products and the illegal possession, distribution, and sale of tobacco or nicotine products in a school building, on school grounds, on Board property, on school buses, in Board vehicles, or at school-sponsored functions is prohibited.

- a. *Penalties for Violation*
 1. *Students* – Students who violate this policy will be disciplined in accordance with the Board’s Code of Student Conduct.
 2. *Employees* – Employees who violate this policy will be subject to adverse personnel action, which may include termination.
 3. *Other Persons* – Other persons who violate this policy may be denied re-entry to school property.
- b. *Parental Notification* – Parents and guardians may be notified of actual or suspect violations of the tobacco prohibition whether or not the student is charged with a violation of Board policy, which includes the Code of Student Conduct.

- 4.02.5 Searches – Law enforcement agencies are permitted to make periodic visits to all schools to detect the presence of illegal drugs or weapons and may use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced to anyone except the Superintendent and principal.

[Reference: ALA. CODE § 16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]

- 4.02.6 Drug and Alcohol-Free Environment – All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any Board-sponsored or sanctioned event, program, activity, or function. Persons who are intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any Board-sponsored or sanctioned event, program, activity, or function.

[Reference: ALA. CODE § 16-1-24.1, 25-5-330 (1975)]

- 4.02.7 Adoption of Statutory Penalties and Consequences – Persons who violate the Board's prohibition of firearms, weapons, illegal drugs, or alcohol will be subject to all notification, referral, suspension, placement, readmission, and other provisions set forth in ALA. CODE § 16-1-24.1 and 24.3 (1975).

4.03 Accreditation

The Board will implement and adhere to such accreditation policies, principles, standards, and procedures as may be established or required by Cognia as a condition to receiving or maintaining accreditation.

4.04 Use of Board Property

- 4.04.1 Equipment, Supplies, Materials, Vehicles – Equipment, supplies, materials, vehicles, and other movable or consumable property owned by or under lease to the Board, may not be used by or made available to persons or entities for private or personal use, benefit, or consumption, or for any non-Board related use or purpose. Such property may not be removed from Board premises except as necessary to serve a school or Board-related function or purpose, and with the knowledge and approval of the appropriate supervisor, administrator, or the Superintendent.

- 4.04.2 Use of Board Facilities – Schools and other Board-owned or controlled facilities may be made available for use by sanctioned or generally recognized school support organizations if the use of the facility will not disrupt school operations or be inconsistent with the purpose and mission of the school system, and if adequate advance provision is made for security, supervision, maintenance, damage prevention, post-event clean-up, liability insurance, and other risk management measures appropriate to the proposed use. The Board may approve a facilities use agreement (or the equivalent thereof) for non-school organizations that satisfies

the foregoing conditions and includes a reasonable fee or rental charge and other appropriate terms and conditions.

4.05 *Naming Board Facilities and Placement of Plaques*

Upon recommendation by the Superintendent, the Lawrence County Board of Education will have the authority to honor an individual for achievements by allowing the placement of a plaque in Board-owned facilities (at local cost). A plaque may be removed for any reason, including if its presence threatens or has the potential to threaten the reputation of the District. No facility, property, building (or any part of same) will be named after any person or entity.

4.06 *Title IX Policy*

4.06.1 **Policy Statement** – Title IX of the Education Amendments Act of 1972, 20 U.S.C. § 1681, *et seq.*, (“Title IX”) provides that “[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” In accordance with Title IX and its applicable regulations, the Board strictly prohibits discrimination on the basis of sex in its programs or activities, including sexual harassment and sex discrimination, as defined by law and Board policy. This includes discrimination affecting both students and employees.

The Board is committed to meeting the standards of Title IX and does not discriminate on the basis of sex in its educational programs and activities. The Board expects its students and employees to conduct themselves in a non-discriminatory manner, in accordance with Title IX, whether on campus or at a school-based activity off-campus. Title IX’s prohibition against sex-based discrimination includes harassment, unwelcome conduct, sexual assault, dating violence, domestic violence, and stalking. When conduct in violation of Title IX is reported, the District will ensure action is taken to:

- provide supportive services and resources to impacted students and employees;
- conduct a thorough and impartial investigation;
- communicate regularly with those involved in writing throughout the process; and
- promptly provide a written determination following completion of its investigation.

If the Board finds a responding party to be responsible for the conduct alleged, in violation of this policy, sanctions up to and including expulsion or termination may be imposed.

4.06.2 **Title IX Staff** – The Board has authorized the Superintendent to designate the following Title IX Staff members:

- a. *Title IX Coordinator* – The Title IX Coordinator shall oversee implementation and enforcement of this Policy, as well as compliance with applicable procedures, rules, and regulations. The Title IX Coordinator’s duties shall include, but are not limited to, receiving and responding to Title IX inquiries and complaints, coordinating investigations, and ensure adequate training.
- b. *Title IX Investigators* – Title IX Investigators will collect and review evidence, including witness statements, and prepare an investigative report. These persons will receive training from the Title IX Coordinator. Only one investigator will be assigned by the Title IX Coordinator for each individual complaint. Title IX Investigators will often be school-based personnel responsible for investigating other instances of student misconduct and will perform the Title IX investigative duties as needed.
- c. *Title IX Council* – The Title IX Council will be a panel of Board employees who will review investigative reports and make responsibility determinations. These persons will receive training from the Title IX Coordinator. While the council may consist of several employees, only one (1) council member will be assigned to render a decision in each case.

4.06.3 Scope of Policy – Title IX prohibits sex-based discrimination, including sexual harassment, whether against students or employees. Note that misconduct falling outside this policy may nonetheless violate other Board policies (such as the Code of Conduct or the Unlawful Harassment Policy) and thus be subject to disciplinary action.

4.06.4 Prohibited Conduct – A violation of this Policy occurs if a student or employee is found, more likely than not (i.e., by a preponderance of the evidence), to have engaged in any of the types of prohibited conduct defined below. This conduct is prohibited regardless of whether it is directed toward a student, employee, visitor, or other person.

a. Sexual Harassment

1. Any instance of quid pro quo harassment by a school employee. Quid pro quo means “this for that” and, in this context, refers to situations where a school employee offers favorable treatment in exchange for submission to unwanted sexual advances. This includes both explicit and implicit harassment;

Example: Offering an educational opportunity or benefit to a student, like a higher grade, in exchange for a sexual favor. This is sexual harassment regardless of whether the student agrees to the request.

2. Any unwelcome conduct that a reasonable person would find severe, pervasive, and objectively offensive such that it effectively denies equal educational access; or
3. Any instance of sexual assault, dating violence, domestic violence, or stalking.
 - i. Sexual Assault – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females. Sexual assault may include, but is not limited to, rape, fondling, incest, and statutory rape.
 - ii. Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - iii. Domestic Violence – Violence committed by a current/former spouse of the victim; person with whom the victim shares a child in common; person who is cohabitating with or has cohabitated with the victim as spouse; or person similarly situated to a spouse of the victim.
 - iv. Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffer substantial emotional distress. Stalking may be conducted directly or indirectly and may include, but is not limited to, the following behaviors:
 - Making unwanted phone calls, including hang-ups;
 - Sending unsolicited or unwanted letters, emails, texts, or instant messages;
 - Leaving unwanted items or presents;
 - Following or spying on a person;
 - Showing up or waiting at places where the victim will be, without a legitimate reason;
 - Posting information or spreading rumors about the victim on the internet in a public place, or by word of mouth.

- b. Sex-Based Discrimination – Any conduct based on a person’s sex or gender, as those terms are construed by Federal law, including pregnancy and parental status, that adversely affects a term or condition of that person’s employment, education, or participation in an educational program/activity.

[Revised and Approved April 7, 2026]

- 4.06.5 Reporting Prohibited Conduct – Any person (students, employees, parents/guardians, or other third parties) may report an instance of prohibited conduct, even if that person’s knowledge of the incident is based on indirect information. Initial reports may be made in person, by mail, by telephone, by email, or by another means that results in actual receipt of the information by the Title IX Coordinator. Persons may also report potential prohibited conduct to any employee.

Employees, however, are mandatory reporters and are thus required to promptly report potential instances of prohibited conduct to the Title IX Coordinator. This requirement exists regardless of how the employee becomes aware of the potential violation or if the person providing the information to the employee requests confidentiality. Where a person requests confidentiality, the employee should inform them of the employee’s obligation to provide all known information to the Title IX Coordinator. Note that the mandatory reporting designation does not supersede an employee’s legal obligation to maintain confidentiality – such as a health care provider’s obligation to keep medical information private.

While prompt reporting is encouraged, there is no time limit on reporting or filing complaints of violations of this Policy.

- 4.06.6 Grievance Procedure – The Superintendent is authorized to implement a grievance procedure that complies with the rules adopted by the United States Department of Education, and to amend those procedures when the Department of Education updates or amends its rules. Those procedures should cover the following: complaint; investigation; decision; and appeal.
- 4.06.7 “Rape Shield” Protections – Complainants are not required to divulge any medical, psychological, or similar privileged records. Prior sexual history of a party is generally irrelevant. An individual’s character or reputation with respect to prior sexual activity is not relevant and cannot be considered as evidence except in limited circumstances; these circumstances include where such history is necessary to explain the presence of a physical injury, or where prior sexual history between the parties may help explain the context of the parties’ relationship and has a bearing on whether consent was sought and given in the particular incident at issue. Evidence of an pattern of conduct by the respondent

may be relevant, whether before or after the incident at issue, to prove a material fact. It may also have a bearing on assigning appropriate discipline.

- 4.06.8 **Criminal or Civil Investigations** – The policies and procedures outlined in this policy do not supersede applicable state or federal law. The grievance procedure outlined in the policy may be instituted for a violation of law that also violates this policy so long as both violations result from the same factual situation. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
 - 4.06.9 **Retaliation** – The Board prohibits retaliation by its employees, students, or agents against any person who exercises their rights pursuant to this Policy or Title IX. Retaliation is any act that has the effect of punishing a person for engaging in a protected activity, such as reporting prohibited conduct, filing a complaint under the Policy, and assisting or participating in any investigation. Examples of retaliatory acts include, but are not limited to, adverse employment actions or preventing a student from participating in a school-based activity. Retaliation may also include coercion, intimidation, or other harassment that would discourage a reasonable student, employee, or other person from filing a complaint regarding prohibited conduct or otherwise participating in an investigation under this Policy.
 - 4.06.10 **Withdrawal of a Complaint** – A complainant may, at any time in the process, request to withdraw a complaint. The Title IX Coordinator will make the decision regarding whether to permit such withdrawal but will strongly consider the complainant’s wishes.
- 4.07 *Complaint Procedure for Unlawful Harassment, Discrimination under Title II of the Americans with Disabilities Act, and Discrimination under Section 504 of the Rehabilitation Act***
- 4.07.1 **Complaint Criteria** – Persons may file a complaint under this procedure if that person believes that they have been (1) harassed on the basis of a legally-protected characteristic or status; (2) discriminated against in the provision of services, activities, programs, or benefits covered by Title II of the Americans with Disabilities Act (“ADA”); or (3) discriminated against in violation of Section 504 of the Rehabilitation Act (“Section 504”).
 - 4.07.2 **Complaint Form** – The complaint should be in writing and contain information about the alleged discrimination including the name, address, phone number of complaining party, and fully describe the circumstances surrounding the alleged discrimination or harassment, including location and date. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. Complaints that cannot be made in writing should be memorialized by the person designated to receive the complaint as described below.

4.07.3 Complaint and Investigation Process – If the person designated to receive a complaint below is the subject of or involved in the allegations, a complaint may be made to the Assistant Superintendent or Director of Human Resources. All complaints will be promptly, thoroughly, and impartially investigated, and corrective and remedial action taken where appropriate. In making a decision, all investigators will use a preponderance of the evidence standard. On good cause, the deadlines set forth below may be extended.

- a. **For complaints under Title II of the ADA** – The complaint should be submitted to the ADA Coordinator or designee as soon as possible, but no later than sixty (60) calendar days after the alleged violation. The ADA Coordinator will investigate the complaint, including giving the complaining party an opportunity to identify and/or present evidence or relevant witnesses. In general, the ADA Coordinator will render a decision within sixty (60) days of the receipt of a complaint and provide written notice of the outcome.

ADA Coordinator Contact Information:

Mary Kimbrough
14131 Market Street
Moulton, AL 35650
256-905-2400
mkimbrough@lawrenceal.org

- b. **For complaints under Section 504** – The complaint should be submitted to the Section 504 Coordinator or designee as soon as possible, but no later than sixty (60) calendar days after the alleged violation. The Section 504 Coordinator will investigate the complaint, including giving the complaining party an opportunity to identify and/or present evidence or relevant witnesses. In general, the Section 504 Coordinator will render a decision within sixty (60) days of the receipt of a complaint and provide written notice of the outcome.

Section 504 Coordinator Contact Information:

Karen Norwood
14131 Market Street
Moulton, AL 35650
256-905-2400
knorwood@lawrenceal.org

- c. **For complaints of unlawful harassment** – All other complaints should be submitted to the Federal Programs Director or a designee as soon as possible, but no later than sixty (60) calendar days after the unlawful harassment. The Federal Programs Director will investigate the complaint. In general, Federal Programs Director will render a decision within sixty

(60) days of the receipt of a complaint a provide written notice of the outcome.

Federal Programs Director Contact Information:

Dr. Gina Baggett
14131 Market Street
Moulton, AL 35650
256-905-2400
gbaggett@lawrenceal.org

- 4.07.4 Appeal Procedure – If the complaining party is not satisfied with the outcome of the investigation, the complaining party may appeal the decision to the Superintendent in writing or other format accessible to the complainant within fifteen (15) calendar days after receipt of the outcome of the investigation. Within fifteen (15) calendar days, the Superintendent will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- 4.07.5 Records Retention – All written complaints, appeals to the Superintendent, and records relating thereto will be retained by the Board for at least three (3) years.
- 4.07.6 Confidentiality – To the extent possible, complaints and investigations will be kept confidential; however, complete confidentiality cannot be guaranteed.
- 4.07.7 Retaliation Prohibited – No retaliation or adverse action may be imposed as a result of a good faith complaint or report of unlawful discrimination or harassment or for participation in an investigation. False accusations that are made in bad faith or for improper reasons may result in disciplinary action.
- 4.07.8 Additional Procedures Authorized – The Superintendent is authorized to develop such procedures as are necessary to implement this policy.

[Reference: 42 U.S.C.A. §12131, *et seq.*, 42 U.S.C § 2000e, *et seq.*, 29 U.S.C § 794, *et seq.*]

4.08 Risk Management

The Board may obtain such liability and other forms of insurance or enter into such risk management agreements, pools, cooperatives, and like arrangements, agreements, or undertakings as it deems necessary and appropriate to meet legal requirements or to protect the Board, its employees, or its property from risk of loss.

4.09 *Emergency Closing of Schools*

- 4.09.1 Authority of Superintendent to Close Schools – 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).
- 4.09.2 Make-Up Dates – 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.

4.10 *Internet Safety and Use of Technology*

- 4.10.1 Access to Technology Resources – The Board permits restricted and conditional access to and use of its technology resources, including, but not limited to, computers, the “Internet,” network storage areas, and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in bona fide educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an “Acceptable Use and Internet Safety Agreement,” agree to abide by all Board policies, rules, and regulations regarding technology use. The Acceptable Use Agreement will be developed by the Superintendent for approval by the Board.
- 4.10.2 Restriction or Loss of Technology Privileges – Persons who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board’s technology resources and may be subject to additional disciplinary action.
- 4.10.3 Ownership of Technology Resources and Data – All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board’s policies, rules, and regulations regarding access to and use of technology resources for, or in connection with, any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources.
- 4.10.4 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” and application of appropriate disciplinary policies and procedures. Those rules and regulations should incorporate the requirements of all federal and state laws including the Child Internet Protection Act and Alabama’s Freeing our Classrooms of Unnecessary Screens for Safety Act by:

- a. Blocking or filtering Internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors;
- b. Restricting access by minors to inappropriate and harmful material on the Internet;
- c. Limiting Internet access by students only to age-appropriate subject matters and materials;
- d. Providing specific procedures and other protections that prioritize the safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- e. Preventing “hacking” and other forms of unauthorized use of or access to computer or Internet files, sites, databases or equipment;
- f. Prohibiting access by students to unlawfully obtained data or information, including “hacking,” and other unlawful online activity by students;
- g. Prohibiting access to websites, web applications, or software that exposes students to the disclosure, use, or dissemination of their personal information;
- h. Prohibiting students from accessing social media platforms, unless expressly directed by a teacher for educational purposes;
- i. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- j. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

4.10.5 Limitation on Liability – The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Board’s technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruption of service.

[Reference: 47 U.S.C. § 254(h) and (l); Ala. Act 2025-386]
[Revised and Approved July 7, 2025]

4.11 *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.

4.12 Political Activity

Board employees may participate in political activities to the full extent permitted by the United States Constitution and federal and state laws securing the right to engage in such activities, subject to the following restrictions:

- a. Employees may not appropriate Board property or resources for use in political campaigns, and may not engage in partisan political activities including, but not limited to, the distribution of campaign material or literature) during regular school or duty hours or at Board-sponsored or sanctioned events, functions, or activities at which the employee is on duty or assigned official responsibilities;
- b. Employees may not represent their political beliefs or positions on political matters to be those of the Board or other Board officials, or to falsely assert or imply that their political activities or positions are endorsed by or undertaken in the name of the Board or other Board officials;
- c. In order to avoid disruption to the classroom and the school, employees may not wear or display political buttons, clothing, or banners during regular school or duty hours or at Board-sponsored or sanctioned events, functions, or activities at which the employee is on duty or assigned official responsibilities;
- d. In order to avoid obstructing the parking lot or otherwise disrupting school activities, employees may not place large signs or billboards in or on personal vehicles in the school parking lot;
- e. Candidates and representatives of candidates for political office may not be invited or allowed to address student groups except when (1) such candidates are participating in a forum or like format that is designed to provide all candidates with the opportunity to participate; or (2) the candidate is a current public official invited to address student groups for non-campaign related purposes. Such forums may be conducted only for appropriate age groups, and with the advanced approval of the school principal and the Superintendent;
- f. Political signs may not be placed on schools or school Board property; and
- g. Campaign literature and other material may not be distributed on Board property during the regular school or workday and may not be distributed at school or Board-sponsored events or activities in a manner that impedes the normal and safe

movement of pedestrian or vehicular traffic, that creates any other safety hazard or risk, or that disturbs or disrupts the function, activity, or event.

Notwithstanding these restrictions, any common area that is available for use by the general public may be used for political purposes as long as such area is available to all candidates on an equal basis and such activity does not disrupt the normal business of the property.

4.13 *Cardiac Emergency Response Plan and Automatic External Defibrillator (AED)*

The Superintendent is authorized to develop procedures regarding a Cardiac Emergency Response Plan and the use of AEDs in compliance with Alabama law.