OXFORD CITY SCHOOLS

BOARD OF EDUCATION
POLICY MANUAL

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Chapter 1.00 – Governing Principles

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GOALS AND OBJECTIVES

Meeting the educational needs of the students in the communities it serves is the highest priority of the Oxford City School System. The Board shall address this duty through measured planning and by outlining specific goals and objectives. The Board will periodically review and update adopted goals and objectives. The Board's mission statement will reflect this commitment to the students of the Oxford City School System.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

TITLE IX

In accordance with Title IX (20 U.S.C. §1681, *et seq.*), and its regulations (34 C.F.R. Part 106), the Board strictly prohibits discrimination on the basis of sex or gender in its programs or activities, including sexual harassment, as defined by law and Board policy. Inquiries regarding the application of Title IX regulations may be referred to the Board's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. Sexual harassment complaints will be filed and reviewed under the Board's student sexual harassment policy or its employee sexual harassment policy as applicable. All other complaints under Title IX will be filed and reviewed according to the Board's general complaint and grievance procedures.

The Superintendent is authorized and directed to designate a Title IX Coordinator, whose duties will include but not be limited to receiving and responding to Title IX inquiries and complaints, and compliance with the regulations.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: March 16, 2023

Chapter 2.00 – School Board Operations

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COMPOSITION OF THE BOARD

The legal status of each duly appointed or elected member of a Board of Education shall be that of an "officer" who cannot be removed from his position by recall.

Members	Appointed by Oxford City Council – according to State law
Term	Five (5) years
Resignations	A Board member may submit his/her resignation at any time during his/her term in office. In the event a Board member chooses to resign, a written statement of resignation should be submitted to the Board as far in advance of the effective date of the resignation as possible. A Board member shall be considered resigned when such resignation is accepted by the Board or when the member permanently establishes her/her residence outside the city limits of Oxford/or recognized attendance zone.
Vacancies	Appointed by the Oxford City Council
Removal from Office	Members of the Board may be removed from office in accordance with procedures set forth in the Code of Alabama. Procedures for such removal are outlined under removal of "Public Officials" Title 41, Sections 178, 179, 180, 181.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	August 20, 2019
LEGAL REF.:	HB 515, Act 98-627 (1998); Day v. Andrews, 179 Ala. 563, 188 So. 2d 523 (1966).

ANNUAL/ORGANIZATIONAL MEETING

The City Board of Education shall hold an annual meeting at its first regular meeting in May following the election of the Board or any member thereof. At this meeting, the Board shall elect its President and Vice-President to serve for a term of one year.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-11-5

BOARD MEMBER AUTHORITY

As members of an instrumentality created by the state, county and City Board members are officers of the state, but they have local jurisdiction. The Board is the agency through which the city acts in regard to school matters. Board Members have authority only when functioning as a body or group in a legally called regular or special meeting. The powers of the Board are delegated only to the Board as a body. No authority is granted to members acting as individuals.

The School District derives its legal status from the State Legislature which, in turn, is subject to the Constitution of both the State of Alabama and the United States. Authority of the State Legislature is specified in Amendment III to the Alabama Constitution of 1901 which states, "...The Legislature may by law provide for or authorize the establishment and operation of schools by such persons, agencies or municipalities, at such places, and upon such conditions as it may prescribe..."

The School District is under the exclusive control and management of the Board of Education, a body duly authorized by the State Legislature. School Districts must operate in accordance with all applicable constitutional and statutory provisions and requirements of the State of Alabama and the United States. The School District is subject to legislative action and acts of the State.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	August 20, 2019
LEGAL REF.:	Ala. Const. amend. 111; Const. art. XIV, 255; The Code of Alabama 16-8-8, 16-8-9, 16-11-9; See: Day v. Andrews, 188 So. 2d 523 (1966); Sims v. Etowah County Board of Education, 337 S1. 2d 1310 (1976); Monell v. New York City Department of Social Services, 98 S. Ct. 2022 (1978); U.S.C. amend. X; U.S.C. amend XIV, 1; Ala. Const. amend 111, The Code of Alabama 16-8-8. See: Wisconsin v. Yoder, 92 S. Ct. 1526 (1972); Milliken v. Bradley, 94 S. Ct. 3112 (1974); Dayton Board of Education v. Brinkman, 97 S. Ct. 2766 (1977).

BOARD MEMBER DUTIES

The Board shall act as the general agent of the people within its jurisdiction in all matters pertinent to public education of students enrolled in the schools of the District.

The Board shall be responsible for carrying out all mandatory laws pertaining to education and shall consider, accept or reject provisions of permissive legislation where discretion is so authorized. In all cases where constitutional mandates, federal and/or state statutes, judicial precedents or regulations of duly recognized governmental agencies do not otherwise provide or prohibit, the Board shall consider itself the agent responsible for establishing and appraising the educational activities of the School District.

Such status does not authorize said member to act or bind the Board individually. The powers and duties vested in the Board may only be exercised by action of the Board as a whole at duly called and organized meetings. In this respect, no motion or resolution shall be declared adopted without the recommendation of the Superintendent and concurrence of the majority of the whole Board.

The Board shall consider as its major responsibility policy development, adoption and appraisal. In these areas, input from the Superintendent, principals, supervisors, teachers, and professional organizations shall be welcomed through procedures defined by the Superintendent or his/her designated representative and approved by the Board.

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

1. To select the person to serve as the chief executive officer and Superintendent of Schools and support such person in the discharge of his/her duties;
2. To establish and approve policies relating to the operation of the public schools;
3. To adopt a calendar of school events for each ensuing year, which calendar shall be distributed to the teachers and others as deemed necessary;
4. To adopt the annual budget, consider and approve payrolls, and approve expenditures of funds as recommended by the Superintendent;
5. Consider reports of transacted business and its relation to the financial status of the system;
6. Appoint principals and other employees only upon the recommendation of the Superintendent.
7. Determine salary schedules and other personnel policies as recommended by the Superintendent;

8. Consider reports of the Superintendent on the progress of the schools and advise him/her on recommended changes in educational programs;
9. Adopt plans for structural improvements and determine the means to finance them as recommended by the Superintendent;
10. Inform the citizens of the Community and the Legislature of the needs of the schools.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama16-11-1 to -27; 16-12-1, 16-12-15, 16-12-16.

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

The Oxford 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:

I. CONDUCT OF INDIVIDUAL

A. Attend and participate in regularly scheduled and called board meetings.
B. Read and prepare in advance to discuss issues to be considered on the board agenda.
C. Recognize that the authority of the board rests only with the board as a whole and not with individual board members.
D. Uphold and enforce applicable laws, rules and regulations of the local board and the State Board of Education, and court orders pertaining specifically to the school system.
E. Render all decisions based on available facts by exercising independent judgment instead of the opinion of individuals or special interest groups.
F. Work with other board members and the superintendent to establish effective policies to further the educational goals of the school system.
G. Make decisions on policy matters only after full consideration at public board meetings.
H. Comply with the requirements of the School Board Governance Improvement Act.
I. Communicate in a respectful, professional manner with and about fellow board members and the superintendent.
J. Take no action that will compromise the board or school system administration.
K. Refrain from using the position of school board member for personal or partisan gain or to benefit any person or entity over the interests of the school system.
L. Inform the superintendent and fellow board members of business relationships or personal relationships for any matter that will come before the board.
M. Abstain from voting on or seeking to influence personnel or other actions involving family members or close associates or private interests.
N. Communicate to the board and the superintendent public reaction to board policies and school programs.

O. Advocate for the needs, resources, and interests of the public school students and the school system.
P. Safeguard the confidentiality of nonpublic information.
Q. Show respect and courtesy to staff members.

II. CONDUCT OF INDIVIDUALS AT BOARD MEETINGS

A. 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.
B. Take actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.
C. Make decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish educational goals and comply with the School Fiscal Accountability Act.
D. Abide by and support all majority decisions of the board.
E. Act on personnel recommendations of the superintendent in a timely manner, particularly when there are financial implications of such decisions.
F. Approve operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.
G. Honor and protect the confidentiality of all discussions during executive session of the board.

III. CONDUCT OF THE BOARD AS A WHOLE

A. 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.
B. Honor the superintendent’s authority for the day-to-day administration of the school system.
C. In concert with the superintendent, regularly and systematically communicate board actions and decisions to students, staff and the community.
D. Review and evaluate the effectiveness of policies and programs to improve system performance.
E. Develop, in concert with the superintendent, the vision and goals for the school system to address student needs, advance student performance, and monitor the implementation of policies and programs.
F. Provide opportunities for all members to express opinions prior to board action.

Source: The Code of Alabama 16-1-41.1

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

BOARD OFFICERS

At the first regular meeting in May, the Board shall elect one of its members to serve as President and one to serve as Vice-President. Said election shall be by open ballot and in accordance with Robert's Rules of Order, Revised.

Further, at said meeting the Board shall appoint the Superintendent of Schools as Secretary of the Board.

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

1. To preside at all meetings of the Board,
2. To perform all duties imposed by statutes,
3. To perform such other duties as may be prescribed by law or action of the Board,
4. To appoint all committees of the Board,
5. To serve as an ex-officio member of all committees of the Board,
6. To call all special meetings of the Board,
7. To sign all official documents that require the signature of this office.

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

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

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

1. To keep a full and accurate record of the proceedings of the Board,
2. To send out notices of Board meetings,
3. To keep Board members' policy manuals current,
4. To advise Board of policies previously adopted which affect items on the agenda requiring policy consideration,
5. To countersign all warrants for money drawn upon the Board Treasurer,
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.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-12-3

BOARD COMPENSATION

Members of the city school board are authorized to receive reasonable compensation for their services, not to exceed the maximum amount established by the State.

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

The compensation identified herein shall be in addition to actual traveling and other necessary expenses incurred in attending meeting and transacting business of the Board.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-1-26

POLICY DEVELOPMENT

The Board shall, upon the written recommendation of the Superintendent, determine and establish a written educational policy for the School System and shall prescribe rules and regulations for the conduct and management of the schools. Before adopting written policies the Board shall consult with the Superintendent, employees, and interested citizens. Such written policies, rules and regulations, so established, adopted or promulgated shall be made available to all teachers employed by the Board.

Note: The Code does not require school boards to respond to policy proposals received from external sources, nor does it require any formal procedure or consultation.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-1-30

COMMITTEES

Board Committee

The Board shall have no standing committees. Special committees may be created by the Board for special assignments. When so created, such committees shall be appointed by the president and shall terminate upon completing their assignments, or they may be terminated at any time by a majority vote of the Board.

Advisory Committee

The Board may create advisory committees on a temporary basis. When so created, such committees shall be appointed by the president and shall terminate upon completing their assignments, or they may be terminated at any time by a majority vote of the Board.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

BOARD MEETINGS

The Board shall hold one regular meeting each month with exceptions. The Regular Board Meeting shall be established by the Board and publicized as per legal requirements. If this date falls on a legal holiday, the Board may select an alternate meeting date or decide not to meet. The Board, except by special call, will not meet in December.

Notice of Board meeting shall be posted as per legal requirements of the Alabama Open Meetings Act.

The schedule for regular meetings of the Board of Education shall be approved at the Board's first organizational meeting. The schedule for the regular meeting date may be changed to an alternate date, subject to approval of a majority of the Board.

The regular meeting dates may also be changed to alternate dates for such good and sufficient reasons as illness, lack of quorum or other similarly valid and legally defensible reasons.

The Board of Education shall hold special meetings at such place and time as the duties and business of the Board may require. Such meetings shall be called by the Board President, the Superintendent, or at the written request of the majority of the Board.

Periodically the Board may deem it necessary to convene work sessions. These meetings, along with regular ones, shall be open to the public. All meetings of the Oxford City Board of Education shall follow legal requirements mandated by the State of Alabama.

Any legal meeting of the Board may be adjourned to a specific place and time, as provided for in the by-laws of the Board.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-11-5

PUBLIC HEARING

The Board shall hold at least two (2) open public hearings pertaining to its proposed annual budget.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-13-140

BOARD MEETING AGENDA

A preliminary agenda and supporting materials for each Board meeting will be developed by the Superintendent in consultation with the Board president and provided to Board members.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

RULES OF ORDER

The rules contained in the current edition of “Robert’s Rules of Order” shall govern the Board in all cases to which they are applicable, except as otherwise provided by any statutes applicable to the Board, or by policies, rules or procedures of the Board.

A majority of the full membership of the Board shall constitute a quorum for the transaction of business. In the absence of a quorum, any business transacted is null and void, except to adjourn, to recess, or take measures to obtain a quorum.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-11-5

METHOD OF VOTING

A formal vote shall be taken on any question brought before the Board and the decision shall be made on the basis of a majority of those voting “aye” or “nay” when a quorum exists, except when a rule or statute requires otherwise. Abstentions shall not be counted in determining whether a motion passes or fails. There shall be no representation by proxy of any member of the Board at any time.

Action on all motions and resolutions shall, unless otherwise ordered, be by voice vote; but at the request of any member of the Board, the Board shall be polled upon the record. In such cases, every member present shall vote unless he/she has a personal relationship or is excused by the Board at his/her request due to a conflict of interest.

The person chairing a meeting may participate in discussion and vote on all issues as any other member. He/she shall relinquish the chair only when presenting and discussing a motion.

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

EXECUTIVE SESSIONS

The Board, upon approval of a majority of the Board, may meet in an executive session in accordance with the Alabama Open Meetings Act.

Executive sessions may be called only for one of the following reasons or if otherwise provided by law:

1. General Reputation and Character/Job Performance for specified employees
2. Formal Hearings
3. Discussion with an Attorney about Litigation*
4. Security Plans and Measures
5. Criminal Investigation/Disclose the identity of an undercover agent or informer*
6. Negotiations to Buy/Sell/Lease Real Property
7. Preliminary Negotiations in Trade Competition*
8. Negotiations between body and group of public employees*
9. Quasi-Judicial Role

*A written/oral declaration by a statutorily designated authority is required to certify that an executive session is warranted before the Board votes to enter executive session.

Executive sessions (excluding quasi-judicial or formal hearings) will be convened in the following manner:

1. Convene an open meeting.
2. Enter a motion stating the reason for the executive session.
3. Receive a written or oral declaration (if necessary).
4. Vote to go into executive session with each member's vote recorded in the minutes.
5. The presiding officer will state if and when the Board will reconvene in open session.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 36-25A-7

PUBLIC PARTICIPATION

All official action of the Board of Education shall be taken in open meetings. The public is invited to attend Board meetings and shall be given limited time to voice opinions and concerns through the following procedure:

1. Public participation by citizens and parents provides an avenue for opinions and concerns for individuals who are not employees of Oxford City Schools. Employees may address their concerns through the administrative chain of command and the employee grievance policy.

2. Citizens desiring to address the Board will be given an opportunity to do so during a regularly scheduled Board Meeting. Prior to addressing the Board a written request must be submitted to the Superintendent's office at least five (5) days before the next regularly scheduled Board Meeting. The request must state the subject of the address to the Board and include:

    a. the name, address and telephone number of the individual addressing the Board of Education;
    b. a summary of the situation;
    c. steps taken at the local school level to resolve the problem.

3. If the request comes from more than one concerned citizen, a spokesperson will be designated by the group to represent the group.

4. Each speaker will be given two (2) minutes to express his/her concern to the Board.

5. Speakers will not be allowed to make slanderous nor libelous statements concerning employees of the Board nor members of this community; the good name and character of individuals will not be addressed at this open meeting.

6. The Board will not take any action at the end of any citizen's presentation but may ask the Superintendent to review the concern expressed by citizens. The Board may also suggest that the concerned party contact the Superintendent, Principal or Teacher.

7. At no time will the remarks of any person be focused on a personal attack. If such an attack occurs, the presiding officer of the Board will terminate the address.

The Board shall have the right to meet in an Executive Session for specific purposes. Such purposes shall be limited to those specified by law.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-11-9; Open Meetings Act.

MINUTES AND RECORDS OF MEETING

The Secretary of the Board shall be responsible for recording the Board minutes at all Board meetings.

The minutes of each Board meeting shall be prepared by the Superintendent of Schools and mailed or delivered to the members at least forty-eight (48) hours before time of the next regular meeting.

At each regular Board meeting, the minutes of the preceding meeting shall be approved by the Board.

A copy of all motions shall be carefully recorded. The names of those who make motions, those who second motions, and those who vote “ayes” and “nays” shall also be recorded.

The official minutes shall be kept in bound volumes at the Central Office.

All official records of the Board shall be available to citizens for inspection at the office of the Superintendent of Schools. Any citizen wanting to inspect Board Minutes shall request in writing their decision to do so. The Superintendent will, within a reasonable time, set a time and place to make these records available for viewing.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

SCHOOL BOARD RECORDS

An employee will be subject to disciplinary action, up to and including termination, for the unauthorized, intentional destruction of school board records.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-13A-6, 36-12-40, 41-13-1

SCHOOL SYSTEM RECORDS

School Board records and data produced by the Oxford City School District will be maintained in accordance with applicable Federal and State laws. Otherwise, records will be retained and disposed of in accordance with allowable retention and destruction schedule.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

BOARD MEMBER DEVELOPMENT

The Board encourages individual and collective memberships in educational and school board organizations. School board members are encouraged to attend workshops presented by the State and National school boards associations.

New Member Orientation

Under the guidance of experienced Board members and the Superintendent, an orientation will be conducted for new Board members and will include:

1. Workshops for new Board members conducted by State and National school boards associations.

2. Discussions and visits with the Superintendent and other members of the school staff.

3. Materials on the System, Board policies and procedures.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-1-6

SCHOOL BOARDS ASSOCATION MEMBERSHIP

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 at conferences.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-1-6

BOARD ATTORNEY

The Board will retain and utilize legal counsel at its discretion.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

Chapter 3.00 – General School Administration

3.10 Superintendent of Education
3.11 Qualifications
3.12 Duties

3.20 Board-Superintendent Relations
3.21 Equal Opportunity
3.22 Evaluation of Administrative and Supervisory Personnel

3.40 Time Schedules and Workloads

3.50 Expenses

3.60 Consultants

3.70 Policy Implementation

3.80 Administrative Records
3.81 Administrative Reports
3.82 Data Use and Governance

SUPERINTENDENT OF EDUCATION

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

1. The Superintendent may delegate to his/her administrative staff, with approval of the Board, certain administrative authority and responsibilities.

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

3. All personnel who work in the School District shall be responsible to the Superintendent.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

QUALIFICATIONS OF THE SUPERINTENDENT

The Board shall elect a Superintendent of the School District who possesses the following minimum qualifications:

- Holds degree from a recognized four-year college or university
- Successful educational experience as a teacher, principal, and supervisor prior to his/her appointment
- Five years administrative experience, preferably a broad range of elementary and secondary experience
- Demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests
- Ability to view all aspects of issues and deal fairly, when views differ from own
- Must document experience or expertise in the following areas:

    - developing a budget for a school system
    - long-range planning of educational programs
    - personnel development and management
    - community relations
    - management of resources

- Demonstrated knowledge of educational research and methods of research
- Ability to delegate authority
- Holds an Alabama certificate in administration and supervision
- Possesses good character, high moral standing and integrity
- Any other qualifications that the Board deems necessary and proper
- Provide own or have access to appropriate transportation to meet job requirements

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

DUTIES OF THE SUPERINTENDENT

The Board is the policy-forming body of the School District. The Board shall approve all policies in conformance with applicable Federal, State and local statutes and regulations as well as with established judicial decisions.

The Superintendent shall have the responsibility for enforcing the policies of the Board and interpreting, with assistance of Board counsel, all legal issues which pertain to the District. The administration of all facts of operation of the schools shall be the responsibility of the Superintendent, including budgeting and other business affairs, direction of the instructional program, the selection, evaluation and improvement of personnel and planning and development of the physical plants. The staff organization for effective operation of the schools shall be planned by the Superintendent and submitted to the Board for approval. The Superintendent's authority in all areas shall be commensurate with responsibilities designated by law and by the Board.

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

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.

As prescribed by State law, teachers and other school-based employees shall be responsible to the building principal or his/her designee and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

As prescribed by State law, central office administrators shall work directly with and under the Superintendent or his/her designee. Duties assigned to them by the Superintendent will include directing, coordinating and supervising programs on a system-wide basis.

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

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

The Superintendent shall issue contracts to all administrative and supervisory personnel in accordance with Alabama law and consistent with established local policy.

In addition the following duties are considered the responsibility of the Superintendent either directly or through appropriate designees:

1. Implement all policies, rules and regulations adopted by the Board;
2. Prepare and submit to the Board required reports;
3. Assume overall financial responsibility;
4. Recommend for Board approval all candidates for employment, transfer, reassignment, promotion or termination;
5. Assume responsibility for assignment of personnel;
6. Formulate means of evaluating staff members and report such evaluation to the Board when necessary;
7. Provide professional leadership for the educational program of the school system;
8. Develop plans for the maintenance, improvement, or expansion of buildings and property needed to provide an adequate educational program;
9. Plan means to keep the community informed about school matters;
10. Keep decisions in line with Board policies, and in all matters where duties are not definitely defined, use discretion;
11. Attend all meetings of the Board, except when his/her employment is discussed and have the right to speak on all matters, but not vote;
12. Bring such matters before the Board as may seem to him/her necessary for the general welfare of the schools;
13. Become ex-officio member of all committees of the Board except the selection of the Superintendent;
14. Hold the power to suspend students from school;
15. Employ and assign substitute teachers as needed, with the assistance of Central Office staff and principals;
16. Attend and participate in local, state, regional, and national professional conferences as authorized by the Board as part of his/her official duties;
17. Be responsible for all minutes of the Board of Education and other records pertaining to the School District, including distribution to school principals;
18. Temporarily fill job vacancies, pending final approval by the Board of Education.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	August 20, 2019
LEGAL REF.:	The Code of Alabama 16-8-7, 16-8-8, 16-8-10, 16-8-24, 16-9-23, 16-11-2, 16-11-9, 16-11-17, 16-12-3, 16-12-5, 16-12-15 to -21, 16-23-1 to -3.

BOARD–SUPERINTENDENT RELATIONS

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

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

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

The Superintendent shall notify Board members as promptly as possible of any happenings of an emergency nature which occur in the schools.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

EQUAL OPPORTUNITY

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-11-17, The Americans with Disabilities Act of 1990.

EVALUATION OF ADMINISTRATIVE AND SUPERVISORY PERSONNEL

The Superintendent has the responsibility for ensuring all administrative and supervisory employees are evaluated according to State law and Alabama State Department of Education requirements.

The evaluation process utilized shall be any duly approved instrument and will be formative in nature.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019
LEGAL REF.: The Code of Alabama 16-12-15, 16-12-16

TIME SCHEDULES AND WORKLOADS

The Board requires that all administrators and supervisors observe the minimum eight (8) hour work day, unless otherwise agreed upon by the employee and the Superintendent of Education. Building level and Central Office administrators may be asked as circumstances necessitate or dictate to be “on call” to attend to administrative duties of the System.

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

EXPENSES

The Board shall reimburse administrative and supervisory personnel of the School District for reasonable travel expenses incurred while performing duties related to their jobs on the basis of actual expenditures substantiated by proper receipts with the exception of meals which will be reimbursed using an approved per diem rate.

Employees shall keep such records as may be required by the Superintendent relative to said expenditures.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

CONSULTANTS

The Board may employ consultants to assist the Board and its employees. The services of such consultants may be secured without competitive bids. Terms of employment for consultants shall be fixed by the Superintendent.

The administrative and supervisory staff of the Board shall encourage the use of professional consultants from the State Department of Education, colleges, universities, and other sources when such consultative services will be helpful in the improvement of the instructional management program in the District. All consultants must be approved by the Superintendent prior to the invitation and arrangement for visitation by such person or persons to the District.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

POLICY IMPLEMENTATION

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

All members of the administrative and supervisory staff have the responsibility of abiding by the policies established by the Board.

Adoption of policies not in conformity with an administrator's, supervisor's or any other employee's recommendations or personal beliefs shall not be considered as just cause for refusal or neglect by said employees to support and implement said policies to the best of their abilities. The Board shall welcome constructive criticisms provided such are directed through approved channels.

Deliberate noncompliance with or willful neglect of written policies of the Board or with written rules and regulations of the Superintendent which are approved by the Board shall be considered as justifiable grounds for dismissal under provisions of Alabama law and Board policy.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

ADMINISTRATIVE RECORDS

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

All official records of the Board, including digital records, shall be stored in said location as shall all necessary records associated with School District operation made in accordance with Alabama law.

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

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

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

There is no obligation to the School District to reproduce any records except for appropriate official agencies. Copies of School District records will be made at the expense of the requestor, except when required by appropriate official agencies.

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

Records involving students shall be managed based on all applicable State and federal regulations.

Unless in conflict with Federal or State regulations, the administration of each local school will maintain a record which will indicate all individuals or agencies who have made a request which will indicate all individuals or agencies who have made a request to see education records and the relationship or interest of the party. This record shall be available only to the parents or school officials responsible for such records, or parties authorized to audit operations of the School District.

The word “parent” in this policy should be interpreted to mean parent, legal guardian, custodian, or in the case of divorced parents, the parent with legal custody.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

ADMINISTRATIVE REPORTS

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

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019

DATA USE AND GOVERNANCE

The Oxford City Board of Education's Data Use and Governance policy is based upon, but not limited to, maintaining compliance with the Family Educational Rights and Privacy Act (FERPA). This policy is also based on the knowledge that the appropriate use of data is essential in accelerating student learning, program and financial effectiveness and efficiency, and policy development. This policy serves the purpose to ensure that all data collected, managed, stored, transmitted, used, reported, and destroyed by the Board is done so in a way to preserve and protect individual and collective privacy rights and ensure confidentiality and security of collected data.

The Superintendent is authorized to establish, implement and maintain data security procedures to include a method of establishing data security classifications, implementing procedural and electronic security controls and maintaining records regarding security access. The data security measures will apply to Board employees and individuals contracted with the Board who have legitimate educational interest with the Board and have signed the District's Data Governance agreements, and all Board operations.

Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action which may include a recommendation for termination and/or other legal action.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 20, 2019, Re-adopted November 23, 2021

Chapter 4.00 – Curriculum and Instruction

4.10 Parental Involvement
4.11 Development and Adoption of Curriculum
4.12 Basic Program
4.13 Substance Abuse Education
4.14 Sex Education Program

4.20 Transfers from Non-Accredited or Home Schools
4.21 Summer Sessions
4.22 Career Technical Education/Cooperative Education Program
4.23 Homework Authorization

4.30 Homebound Services
4.31 Gifted Students
4.32 Special Education
4.33 Co-Curricular and Extra-Curricular Activities
4.34 Interscholastic Activities and Interscholastic Athletics
4.35 Grouping for Instruction
4.36 English Learners (EL)
4.37 Instructional Materials and Equipment

4.40 Textbook Selection and Adoption

4.50 Off-Campus Trips
4.51 School Volunteers
4.52 Guidance Program
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4.60 Promotion and Retention
4.61 Tutoring for Pay by Professional Personnel
4.62 Graduation Requirements – General
4.63 Testing Program
4.64 Use and Dissemination of Test Results
4.65 Evaluation of Instructional Program

4.70 Accreditation of the School System and Individual Schools

4.80 Contested Material
4.81 Controversial Presenters/Lecturers
4.82 Teaching about Religion

4.83 School Ceremonies and Observances
4.84 Lesson Plans

4.90 Wellness Policy

PARENTAL INVOLVEMENT

The Oxford City School System recognizes that the home is the child's first institution of learning and the family is the primary educator. The Oxford City School System encourages family involvement in the total education process in Oxford City Schools.

The Board of Education recognizes the need for an open door, family-friendly atmosphere conducive to developing a strong family-school partnership. Parents and families are a welcome part of the school family and have a vital role to play in their children's education.

The Board shall establish, through the local parent involvement plan, procedures for the development, implementation, and evaluation of an effective parent involvement program in Oxford City Schools.

The local parent involvement plan shall provide for procedures that will ensure compliance with specific State and Federally mandated requirements, including any current iterations of the Elementary and Secondary Education Act.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

DEVELOPMENT AND ADOPTION OF CURRICULUM

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

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

Curriculum Development Adoption

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

BASIC PROGRAM

The basic program of instruction in grades K-8 in the School System shall include instruction in reading, language arts, mathematics, science, social studies, computer science, art, music and physical education. All of these subject areas shall be taught by properly certified personnel. The basic program of instruction in grades 9-12 in the School System shall include all course offerings required for any Alabama High School Diploma Option required by The Code of Alabama and by the State Board of Education.

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

The Board, Superintendent and school staff shall periodically review the status of the curriculum plan and assess the degree to which students appear to be accomplishing the objectives contained with the plan.

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020
LEGAL REF.: The Code of Alabama 16-40-1.1

SUBSTANCE ABUSE EDUCATION

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020
LEGAL REF.: The Code of Alabama 16-40A-1 to -4

SEX EDUCATION PROGRAM

The Board's sex education program shall comply with State Board guidelines including curricular resources and instructional materials.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

TRANSFERS FROM NON-ACCREDITED OR HOME SCHOOLS

Grades 7 – 12

The Oxford City School System as policy contests all core course (defined as English, mathematics, social science, and science) credit from non-accredited and home school settings. Elective credits shall be non-contested.

Placement and subsequent prerequisite core course credit shall be determined by the administration and subsequent passing grade(s) on the final semester exam(s) for each core course contested. Credit earned in this manner will only address courses credited on transferring transcripts.

All transfer students must meet the requirements stipulated for any Diploma Option including the Alabama High School Graduation Exam and any other local Board requirements before graduating.

Except in cases of a bona fide change of residence or other valid reasons, a student is not to be graduated from high school unless he/she has been enrolled in good standing during the entire high school year immediately preceding the date of graduation.

Grades K – 6

The Oxford City School System as policy contests all grade placement from non-accredited and home school settings.

The principal or his/her designee will use all official records and appropriate benchmark examinations to determine student achievement with respect to grade level subject objectives in language arts and mathematics. Grade placement will be determined and the administration will notify the student and the parent(s)/guardians.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

SUMMER SESSIONS

The Board may establish summer sessions as circumstances dictate.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

CAREER TECHNICAL EDUCATION/ COOPERATIVE EDUCATION PROGRAM

I. OXFORD CITY BOARD OF EDUCATION'S POLICY ON COOPERATIVE EDUCATION

The Oxford City Board of Education recognized 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 the Cooperative Education Program will operate in compliance with the general Career/Technical policies established by the Oxford City Board of Education and the program standards outlined in the Alabama Administrative Codes and Rules for Career/Technical Education.

The Cooperative Education Program shall provide on-the-job training that:

A. Relates to existing employment opportunities which offer promotion and advancement;
B. Does not displace other workers who can perform such work;
C. Relates training to the individual student's occupational objectives;
D. Is conducted in accordance with written training agreements and training plans.

II. GUIDELINES FOR OPERATION OF COOPERATIVE EDUCATION PROGRAMS

A. Selection of Training Stations

Training Stations shall be selected by the Coordinator of the Cooperative Education training program to provide adequate training to develop the student's career objective. The following criteria will be considered in selecting Training Stations:

1. Employer's attitude toward cooperation with the school in the operation of cooperative education.
2. The range and scope of on-the-job experiences provided by the Training Station.
3. The instructional potential of the Training Station.
4. Location of the Training Station.
5. Employer's assurance that students will be employed and compensated in conformity with Federal, State, and local laws and regulations.

6. Adequacy of equipment and facilities to provide the training necessary to achieve the student's occupational objective.

B. Selection of Students

All eligible students shall be provided information relating to the content of Cooperative Education, such as basic entry requirements and the process of enrollment. Any student interested in enrolling in Cooperative Education must complete an application, and be interviewed by the Coordinator prior to enrollment. Students will be selected for the program without regard to race, color, sex, a handicapping condition, religion, creed, or national origin. The student's application, career objective, and interview record will be kept on file by the Coordinator. Students selected for the Cooperative Education program must be placed in on-the-job training to receive credit. Those not placed will return to the regular school program.

Basic Entry Requirements include:

1. Sixteen years of age minimum.
2. Successfully completed the 10th grade.
3. On track for graduation. The exception is a student with disabilities according to an IEP or if the student is determined by the LEA to be at risk of dropping out of school.
4. Transportation to and from the work site is the responsibility of the student.

C. Training Agreements and Training Plans

A written training agreement between the school and the employer will be on file for each student participating in the Cooperative Education Program. The employer, student and the student's parent/guardian, teacher-coordinator, and the local administrator will approve the training agreement. Additionally, a training plan will specify the learning tasks to be provided through on-the-job training and related study for developing competencies focused on the student's occupational objective.

D. Student Visitation and Evaluation

The Teacher Coordinator will visit each student at the training station once per month to observe and evaluate student progress. Written evidence of these visits will be kept on file. The employer will be given an opportunity to formally evaluate the student during each grading period.

E. Standards for Class Enrollment

The Oxford City Board of Education follows the criteria for enrollment in cooperative classes set forth by the Career/Technical Education Teacher Coordinator manual, Alabama State Department of Education.

F. Instructional Program

Each student will be enrolled in related occupational instruction in at least one class. Classroom instruction will be based on the individualized training plan for each student. Individual and group instruction will be used to develop those competencies required for achieving the student's career objectives. Community resources will be used to supplement classroom activities.

G. Awarding Credit for Cooperative Training Programs

Credit will be awarded in accordance with the work based experience and continuous and successful hours of employment requirement as stated in the Alabama State Department of Education Subject & Personnel Course Code Descriptions.

H. School Policies and Regulations

Students must abide by all school rules and regulations (Student Handbook and Code of Conduct) and consider themselves under the jurisdiction of the Oxford City Board of Education while at the training station.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

HOMEWORK AUTHORIZATION

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

Assignments should be commensurate with the resources available.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

HOMEBOUND SERVICES

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

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

3. If Homebound instruction is determined to be needed, a Homebound teacher will be assigned to provide instruction until a student is cleared to return to school.

4. Parent must submit written documentation from a physician stating that the illness/injury is severe enough to warrant homebound instruction.

5. A school-based committee and or an IEP committee will review documents and make a recommendation to the Superintendent.

6. The Homebound teacher will provide up to three (3) hours of instruction per week.

7. Hours for the teacher will be submitted to the board office by the principal with the monthly payroll.

8. The student will:

   A. complete assignments including previously assigned work, if applicable, in a timely manner in order to comply with the purpose of the program;
   B. keep appointments with the Homebound teacher or notify him/her in advance of inability to do so;
   C. upon return to the regular program, complete all previously assigned work (not done during the homebound period) in a timely manner prescribed by the student’s regular teachers and approved by the principal or his/her designee;

D. class work that can be completed in an on-line or digital format should be completed with regular deadlines unless approved by the principal or his/her designee.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

GIFTED STUDENTS

The Board shall provide services as outlined by the Alabama State Department of Education Administrative Code to students who are identified as gifted or talented.

Students will be identified as gifted only after evaluation by staff members and/or consultants who are qualified to conduct such evaluations.

The superintendent is authorized to develop and implement procedures for acceleration for students who are eligible for gifted services.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

SPECIAL EDUCATION

The Board authorizes the Superintendent to prepare and maintain a comprehensive program for the development and implementation of individualized instructional programs for all students with disabilities (ages 3 – 21) who attend the School System who qualify for special education services.

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

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

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

In order for a co-curricular or extra-curricular activity to be considered a school sponsored activity it must:

1. Meet all criteria specified above;
2. Be scheduled by the local school principal.
3. Have an employee(s) of the Board assigned to teach, monitor, coordinate, advise, sponsor or chaperone the activity as a part of employment responsibilities.
4. Have the appropriate documentation completed, including Board approval if necessary.

Activities not meeting these requirements are not considered co-curricular or extra-curricular activities of the School System.

Student Attendance/Participation in Activities

A student must be present for at least half of their designated instructional day in order to participate in any extra-curricular activity. Students suspended out of school or placed in an in-school disciplinary setting for more than half of their designated instructional day may not participate in any activity.

Any exceptions to this policy must be approved by the building level principal or his/her designee.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

INTERSCHOLASTIC ACTIVITIES AND INTERSCHOLASTIC ATHLETICS

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

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

Interscholastic activities such as the Scholars' Bowl, Robotics teams, National Honor Society, Career Tech organizations, etc., shall be governed by these organizations' eligibility requirements, State requirements, local school requirements and applicable policies of the Board.

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

GROUPING FOR INSTRUCTION

The Board provides that students, K-5, be assigned to classes by the Principal on a heterogeneous basis. Teachers are encouraged to use various grouping patterns for instructional purposes within individual classes.

At the other grade levels, students will be assigned to classes as determined by the subject requested based on advisement and approved by the principal.

Any exceptions to this policy must be approved by the Superintendent or designee.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

ENGLISH LEARNERS (EL)

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

INSTRUCTIONAL MATERIALS AND EQUIPMENT

The selection of instructional materials and technology should be determined by the objectives of the course and the experiences and activities to be provided in efforts to meet such objectives.

All instructional materials must be approved for purchase in accordance with the established rules and regulations of the School System.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

TEXTBOOK SELECTION AND ADOPTION

The Board shall approve all textbooks, including digital text, purchased for the School System. A textbook/digital text committee shall be appointed by the Board upon recommendation of the Superintendent, and members shall serve for a period of one year. The selection and adoption of instructional materials shall be in accordance with the provisions of Alabama law.

No textbooks/digital text may be used unless selected by the local textbook/digital text committee and upon recommendation of the Superintendent adopted by the Board.

Where textbooks/digital texts are assigned in a class, every student shall have his/her own copy of the assigned textbook/digital text of correct edition, which he/she may take home each day for home study.

Students will be charged for damaged or lost State-owned textbooks or devices housing digital text.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020
LEGAL REF.: The Code of Alabama 16-36-62

OFF-CAMPUS TRIPS

The Board, recognizing that educational field trips and trips to various types of contests and activities for instructional purposes help provide desirable learning experiences, delegates to the Superintendent the responsibility for development of administrative criteria governing field trips. Only those field trips, however, that emerge from the instructional program or are otherwise related to the program are to be permitted. Teachers sponsoring such trips must reference instructional objectives in writing before any trip is approved. Extra-curricular trips such as those involving band and athletic activities should be confined to non-school time, except where the school is engaged in an activity, competition or contest that requires use of school time.

All field trips must be planned in advance and approved by the principal and the Superintendent or designee. Out-of-state trips will require Board approval.

Supervision by School System employees shall be exercised in a reasonable and prudent manner.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

SCHOOL VOLUNTEERS

Volunteers can make many valuable contributions to the schools and can be used as effective learning resources. Therefore, the Board endorses a volunteer program in the System, subject to suitable regulations and safeguards. These regulations and safeguards shall include volunteers operating within the supervision of administrative staff and Board employees and any applicable laws.

Volunteers are subject to all district and school policy and procedures governing volunteers and any other regulations once enacted by the school or district including those for specific events or functions.

Volunteers must sign in and out with the school office.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

GUIDANCE PROGRAM

The School System and local schools shall develop cooperatively a program of guidance to meet the needs of the students.

The guidance program shall utilize professionally trained counselors and teachers and shall provide the following:

1. Counseling services for all students on an individual and/or group basis.

2. Information for students necessary to make wise decisions concerning educational, career, or personal planning.

3. Counseling services for students concerning achievement and aptitude.

4. Testing programs that will assist students to better understand themselves and assist teachers to better understand the students with whom they are working.

5. Assistance for students needing more intensive services.

6. Assistance for students and teachers to help improve communications between the school and home.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

OPT-IN FOR MENTAL HEALTH SERVICES BY PARENT OR LEGAL GUARDIAN

All students enrolled at Oxford City Schools will be supported through the guidance departments at their school. Programs will be aligned with the state approved course of study. Services outside of the scope of the state approved course of study will require parent permission for a student to participate if they are under the age of sixteen. Mental health services may be used in the instance of imminent threat (see below for definition) to the health of the student or others, without parent permission.

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 with 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 counseling and guidance services. The notification will include the purpose and general description of each of the 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 sixteen 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: Oxford City Board of Education, Oxford, AL
ADOPTED: August 9, 2022, Revised December 16, 2022, Revised July 16, 2025

Annual Notification Regarding
School Provided or Sponsored Mental Health Services

The following are examples of ongoing counseling services provided by Oxford City Schools and **DO NOT** require parent op-in permission:

- **Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
- **Small group guidance** - includes a small group of students with a school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
- **Assessments or Surveys -** includes questionnaires provided to students related to social behaviors, feelings, etc.
- **Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
- **Individual guidance-** includes the student with a school counselor or professional to discuss topics such as educational, career, personal planning, achievement, or aptitude, etc.
- **Mentoring** - Peer Helpers, Big Brothers/Big Sisters, and/or Social Work Interns work with students in school on topics such as friendships, healthy relationships, anger management, and anxiety.

Any services deemed to be therapeutic in nature, would require additional parent/guardianship permission.

Under Alabama law, 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. **Therefore, if your child is under sixteen, they will only be allowed to participate in mental health services if you opt-in.**

Review of Materials
You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's principal or designee.

Parents of students with disabilities: Please note that the opt-in process is not applicable to any school counseling services or "mental health services" contained in a student's IEP or §504 plan.

As of the date of my signature below, my child, _____,
is under the age of sixteen years old:

□ **I hereby give my permission for my child to participate in ALL mental health services provided by OCS school counselors and social workers.**

_____ _____
Parent/Guardian Name (Printed) Parent/Guardian Name (Signature)

Date: _____

REPORT CARDS

All report cards used by the schools shall be approved by the Board. Report cards approved for use within the School System must include a section outlining grading symbols with specific explanations defining said symbols and grade placement categories.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

PARENT CONFERENCES

Teachers will make themselves available for parent-teacher conferences at the parent's convenience when possible.

Parent-teacher conferences must be scheduled in such a way that will not interfere with System personnel's teaching responsibilities, preferably at the close of the school day or during the preparation period at the teacher's discretion.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

PROMOTION AND RETENTION

The Board instructs the Superintendent to develop and maintain instructional objectives and performance standards for each grade level within the School District.

The fundamental purpose of standards-based learning and scoring is to compare student performance to established levels of proficiency in knowledge, understanding and skills.

The Board instructs the Superintendent to establish the criteria for promotion and retention. Promotion of a student from one grade to the next shall be based solely on that individual student's achievement of the minimum skills necessary to qualify for promotion. Promotion and retention standards shall be available to parents.

Enrollment and promotion into first grade from Kindergarten is covered by The Code of Alabama, 16-28-4.

Promotion Criteria Grades 1 – 4 into the next grade

Students in grades 1-4 must demonstrate evidence of consistent progress towards meeting established standards for a particular grade level in the core subjects. The ultimate decision as to whether to promote a student to the next grade shall rest with that student's school principal.

Promotion Criteria Grades 5 – 6 into the next grade

Students in grades 5-6 must attain a final overall course score of 2.0 or higher in each core course in order to be promoted to the next grade. The ultimate decision as to whether to promote a student to the next grade shall rest with that student's school principal.

Promotion Criteria Grades 7 – 8 into the next grade

Students in grades 7 and 8 must attain a final overall course score of 2.0 or higher in each core course in order to be promoted to the next grade.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020, Revised March 16, 2023
LEGAL REF.: The Code of Alabama, 16-28-4

TUTORING FOR PAY BY PROFESSIONAL PERSONNEL

Professional personnel **shall not** receive pay or its equivalent for out-of-school tutoring of students in their classes when the outside tutoring is in subject areas taught during the regular school day by said employees.

The Board will allow members of the school faculties to participate in tutorial programs sponsored and coordinated by recognized post-secondary institutions or for remediation based on the results of criterion and norm-reference tests. Such tutorial programs may involve regular students of the teacher's academic classes. Tutoring for any form of remuneration **shall not** be done during the regular school hours.

Any exceptions to this policy must be approved by the Building Level Principal and Superintendent or designee.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

GRADUATION REQUIREMENTS

The Oxford City School District adheres to all graduation requirements for each diploma type offered by the Alabama State Department of Education.

The Board may offer local diploma endorsements above and beyond those listed by the Alabama State Department of Education. These supplementary endorsements will be communicated through Oxford City Schools publications including student handbooks and the System's curriculum guide.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

TESTING PROGRAM

The Superintendent is authorized to develop a plan, for State Department of Education approval, that contains provisions for the storage, administration, disposal and general accountability of all test material that is part of the State testing program.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

USE AND DISSEMINATION OF TEST RESULTS

Results of student evaluations conducted within the School System shall be used solely for the purposes of measuring student performance and competency and structuring the curriculum to improve the effectiveness of the teaching effort. All individual test results shall be treated with confidentiality. In no event shall employees of the Board make public the test scores of any individual student.

System-wide achievement and test scores may be made public. In such cases, test scores shall be released from the District Office.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

EVALUATION OF INSTRUCTIONAL PROGRAM

The Board requires systematic and comprehensive evaluations of instructional programs and all related areas. Continuous assessments shall be conducted within each school as well as on a system-wide basis. Individual schools, as well as the School System, shall delineate goals, specific needs for improvement and plans for organizing the resources of the school and the community in actively seeking solutions to improve the instructional program.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

ACCREDITATION OF THE SCHOOL SYSTEM AND INDIVIDUAL SCHOOLS

The Superintendent is authorized to file applications for accreditation.

The Board, local school faculties, and communities shall work to provide a program of instruction, materials, equipment, and finances which will meet the standards set by the accrediting association.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

CONTESTED MATERIAL

In spite of all the care in the selection of library and other educational materials, (print or non-print) an objection may arise from an individual or a group. If an individual or group informally challenges material, the principal will make reasonable effort to resolve the issue. If a written formal complaint is made, the procedures to be observed are as follows:

1. The individual or group will submit a formal written complaint.

2. The formal complaint will be referred to a review committee. The composition of the committee shall consist of:

    a. Designated Central Office Representative
    b. Principal of the school where the complaint occurred
    c. Librarian of the school where the complaint occurred
    d. Two teachers from the school where the complaint occurred.

3. The review committee will act upon the formal complaint using the following general procedures:

    a. Restrict circulation of the material pending final decision.
    b. Allow complainant to make a ten (10) minute presentation of why the questioned material should be reconsidered.
    c. Examine completely the material in question.
    d. Check general acceptance of the material by consulting with professional resources and informed educators.
    e. Weigh values and criticisms, and form opinions based on the material as a whole and not on passages or concepts pulled out of context.
    f. Prepare a written report of the committee's findings based on the objectives of the school and the objectives of the curriculum and submit to the principal.
    g. The principal will notify the complainant by letter within ten (10) work days.
    h. If the complaint is still unresolved, the individual or group may, within fifteen (15) work days, file an appeal in writing with the Superintendent.

4. Appeals will be held in accordance with the following procedures:

    a. The complainant shall file in writing with the Superintendent of Schools a request for a hearing. The request shall identify the cause of the complaint and shall be filed within fifteen (15) work days of receipt of the principal's letter.
    b. Upon receipt of a request for a hearing, the Board shall set a time and place for the hearing, which time shall not be less than five (5) work days, nor more than fifteen (15) work days from the date on which the

request is filed. The Board shall give notice of the time and place of such hearing to all interested parties. Said hearing date may be reset by mutual agreement of both parties.

c. All parties shall be given opportunities to present oral arguments and to file written briefs.

d. The Board shall within a reasonable time, not to exceed fifteen (15) work days, render in writing, a decision.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

CONTROVERSIAL PRESENTERS/LECTURERS

The Board requires that classroom or assembly program presenters/lecturers who are neither members of the student body, faculty, nor administration of the school or School System, have prior approval of the school principal.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

TEACHING ABOUT RELIGION

Teaching about religion as it relates to a study of the historical development of mankind, arts, and culture is appropriate. The use of the Holy Bible or other religious documents as educational and reference materials in this study is acceptable. Specific religious indoctrination is prohibited in the schools.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

SCHOOL CEREMONIES AND OBSERVANCES

Flag Display

The Board, in compliance with the State law, requires that all schools display both the flags of the United States and the State of Alabama at some suitable place each and every day school is in session.

Pledge of Allegiance

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

Moment of Quiet Reflection

At the opening of school every day in each public school classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of every pupil in the classroom.

The moment of quiet reflection authorized herein is not intended to be and shall not be conducted as a religious service or exercise, but shall be considered an opportunity of silent reflection.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

LESSON PLANS

The Board requires a general plan of work, including daily schedules and lesson plans, to be prepared by each teacher in advance and available to the principal upon request.

Specific (detailed) lesson plans shall be prepared by the teacher in his/her absence for use by the substitute teacher. Such plans shall be in sufficient detail to permit the substitute teacher to conduct instructional activities that will benefit students educationally.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 20, 2020

WELLNESS POLICY

The Board recognizes that Oxford City Schools have an important role to play in the development of healthy children. The Board of Education is committed to providing a school environment that enhances learning development of lifelong wellness practices.

To accomplish this goal the Board authorizes the Superintendent to establish the guidelines of the wellness policy in accordance with State and Federal requirements.

Nutrition Education

The objective of nutrition education is to encourage and promote lifelong nutritional awareness and healthy eating habits. Nutrition education will be used to ensure that all students PK-12 gain information to develop positive attitudes and behaviors to make healthy choices that are both age and developmentally appropriate with the ability to apply lifelong responsible skills. Parents and school faculty will be encouraged to be positive role models for good nutrition practices for students to follow. Students will be encouraged to start each day with a healthy breakfast. The staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutritional program in a variety of instructional settings throughout the school system.

Nutrition Standards for School Meals

Meals
All schools will provide breakfast and lunch for students who qualify for free and reduced meals in compliance with participation in the USDA National School Lunch Program and USDA School Breakfast Program. All meals will comply with the Federal guidelines for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served as specified in 7 CFR 210.10 or 220.8 as applicable, https://www.fns.usda.gov/part-210%E2%80%94national-school-lunch-program and https://www.fns.usda.gov/part-220%E2%80%94school-breakfast-program.

The Child Nutrition Program staff will provide students with access to appealing and nutritious foods. Cafeterias include enough serving areas so that students do not have lengthy wait times. A positive and attractive climate will be maintained in all cafeterias. All students will have a minimum of 15-20 minutes to consume their meal once seated.

Privacy
All students are issued a PIN number upon enrollment regardless of meal eligibility status to be used in the cafeteria for meals and additional food purchases to prevent overt identification of student’s participation in the free and reduced meal program.

Charged Meal Policy
It is the intent of the Oxford City Board of Education to provide an opportunity for every student to eat a nutritious breakfast and lunch during the school day. It is also the policy of the Oxford City Board of Education to comply with all federal guidelines pertaining to the National School Breakfast and Lunch programs. Meal charges are not allowed. Students, employees, and guests must remit payment of meals at the time of service. Meal pre-payment is available for a small fee, and provided at no charge by sending cash or check to the student's school. The school office will make arrangements for students who have insufficient meal funds available for Pre-K through Grade 6. The school office will allow students in Grades 7-12 to call home to request meal funds. Written notification will be sent home with the student when insufficient meal funds are available. Any debt incurred from charged meals will be paid for from non-public funds.

Free and Reduced Applications
Applications for Free and Reduced meals are available for all students at the beginning of each school year at orientation, and throughout the school year in the school offices, cafeterias, and on the district website.

Water
Water is made available free of charge in all cafeterias during meal times. Water is also available throughout each school location during the day for students and personnel.

Child Nutrition Program Staff Qualifications
All Child Nutrition Program personnel, to include director, managers, and employees, will meet or exceed the annual training and educational requirements in accordance with the USDA Professional Standards and requirements set forth by the Alabama State Department of Education – Child Nutrition Program division. A registered and licensed dietitian will be employed as the Child Nutrition Program Director, and maintain licensure as a Child Nutrition Program Director for the State of Alabama.

Nutritional Information
School menus and nutritional information will be made available on the Oxford City Schools website under the Child Nutrition section.

Food Allergies and Medical Conditions
A registered and licensed dietitian will make accommodations to menus for students with food allergies when a Diet Prescription for Meals at School form is received. The forms are updated annually. School nurse professionals will collaborate with the CNP staff for students with medical conditions that require diet changes, meal modifications, or specific nutritional information.

Nutrition Standards for Competitive and Other Food and Beverages

Competitive Food Sales
All food and beverages sold in vending machines, school stores, and cafeterias will be reviewed and approved annually according to the USDA Smart Snacks in School Standards (https://www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17227.pdf) and State of Alabama guidelines (https://www.alsde.edu/sites/memos/Memoranda/FY15-3041.pdf). Food items that compete with the Child Nutrition Program will not be sold during scheduled meal times or given free of charge to students during the school day. Food items also may not be sold one hour before or one hour after scheduled meal times.

Exempt fundraisers are the sale of food items that do not meet the USDA Smart Snacks in School Standards and sold during the school day. Alabama policy mandates that no more than thirty (30) exempt fundraisers are allowed a year for no more than one day in length each. These fundraisers are not allowed to be sold in competition with scheduled meal times, or one hour before or after scheduled meal times. Exempt fundraiser forms must be completed, approved, signed, and turned in to the Child Nutrition Program office by the semi-annual dates of July 1 and January 1. The completed form is required to be signed by a school official and on file.

Food and Beverage Marketing
Advertisements for competitive food and beverage containers/bags such as fast food, or food items that do not meet the Smart Snacks in School standards are not allowed in school cafeterias. Signage in the cafeterias will display healthy food options and encourage students to make healthy food choices.

Other School Activities
School administrators will determine ways to highlight seasonal events and birthdays. The activities will be designed to create a school environment that provides consistent wellness messages that promote healthy eating and physical activity.

All food and beverages provided by the after school care program will meet the USDA Smart Snacks in School Standards and State of Alabama guidelines. No food and beverages are allowed to be purchased during after school care hours.

Physical Education

By encouraging physical education, lifelong physical wellness will be promoted. Professional development will be provided for physical education teachers in the practice of integrating meaningful physical activities into the lives of students outside of physical education classes. The physical education curriculum for all students will be aligned with the state and/or national physical standards, based on skill development and revised as needed. All elementary, middle, and high school students shall receive the required physical education minutes throughout the school

year. Physical education opportunities are offered daily for elementary students. All students will have opportunities, support, and encouragement to be physically active on a regular basis. All staff responsible for physical education will be adequately qualified and participate regularly in professional development activities.

Policy Compliance

The Superintendent or designee will ensure the compliance and implementation of this Wellness Policy throughout the district. School principals are responsible for communicating the contents of this policy as well as implementing this policy in their respective schools. Principals shall report on their compliance as directed by the Superintendent.

The Child Nutrition Program Director shall be responsible for the nutritional component of this policy, ensure compliance with the CNP staff, and oversee the daily operations of the Child Nutrition Program.

Wellness Assessment

The system will convene a district Wellness Committee of school and community members that will meet at least every three years to update and review the district Wellness Policy.

A triennial assessment will be completed to monitor the compliance of the Wellness Policy, compare the policy to model policies, and review the progression toward the goals of the Wellness Policy, and update accordingly.

Wellness Policy Availability and Updates

The Wellness Policy will be available online under the Child Nutrition section of the Oxford City Schools website. This includes any assessments, updates, and meeting summaries.

Scheduled meetings will be announced in the News section of the Child Nutrition section of the Oxford City Schools website. Updates, revisions, and meeting summaries will be announced in the News section when made available to the public.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	February 20, 2020, Revised June 15, 2021
LEGAL REF.:	Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108.256; House Bill 319

Chapter 5.00 – Students

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5.87 Distribution of Explicit Images

EQUAL EDUCATIONAL OPPORTUNITIES

The School System has been created by the Alabama State Legislature to execute educational laws and policies as defined by the State Constitution, State Statutes and State Board of Education Policy. It shall be the policy of the School System to offer a quality educational program which will provide all students with the necessary skills and attitudes, commensurate with their ability, to become effective citizens. Further, the Board shall seek to provide equal educational opportunities for all students enrolled in the schools of the School System.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

COMPULSORY ATTENDANCE AGES

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

Entrance Ages – Regular School Programs

Kindergarten: A child whose fifth (5th) birthday is on or before September second (2nd) shall be entitled, based on age, to admission to kindergarten classes.

First Grade: A child whose sixth (6th) birthday is on or before September second (2nd) shall be entitled, based on age, to admission to first grade classes.

Transfers

Out-of-State: A child whose birthday is after September second (2nd) is not admissible to first grade classes in the School System that year, except that an underage child who completes a mandated kindergarten program in another state or transfers from the first grade of a school in another state may be admitted upon approval of the Superintendent.

In-State: A child who has attended a private or parochial school in Alabama must meet the age requirements as noted above in order to be admitted to kindergarten or first grade classes.

Enrollment ages - Students Over Twenty-One

If a person's twenty-first (21st) birthday is on or before September second (2nd) in any given school year, he/she shall not be admitted to a school within the School System without the written approval of the Principal and the Superintendent.

A person applying for enrollment who would not be able to graduate before his/her twenty-second (22nd) birthday must have the written approval of the Principal and the Superintendent.

Enrollment Ages - Adult Education Classes

The School System may operate adult education classes as a service to citizens of the community when federal or state funds are available. All citizens are eligible, based on age, to attend said classes provided they are at least seventeen (17) years old and comply with the necessary documentation required to participate in the adult education program.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008, Revised November 18, 2009, Revised July 26, 2012
LEGAL REF.:	The Code of Alabama, 16-28-3 to 4

SCHOOL ADMISSION REQUIREMENTS

The Oxford City School System will comply with all State and Federal requirements governing student enrollment into the system.

Students entering the School System shall provide the following prior to enrollment:

1. Presents proof to school officials of residence in the area served by the School System.

2. Furnish information requested on the Alabama Application for Student Enrollment.

Full Admission: Full admission will be granted to a transfer student when the principal of the receiving school determines:

1. That the student is eligible for continued enrollment at the school from which he/she is transferring, i.e., not currently suspended or expelled or pending suspension or expulsion, or in an alternative program.

    a. Students Expelled from Other Systems
    Any student who has been expelled from another school system or private, parochial, or other school will be banned from enrolling until the student has satisfied the conditions for readmission set by the expelling board or authority, and must meet such other conditions as might be required by the Oxford City School System.

2. That the student's transcript and other applicable records have been received and are on file.

Special Student Populations

Students shall be enrolled in the Oxford City Schools without regard to gender, race, religious beliefs, national origin, ethnic group, disability or other protected status. Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the 2001 *No Child Left Behind Act* and the *McKinney Vento Homeless Education Act of 2001*, all foster care, homeless, migrant, immigrant, and English language learners must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of Oxford City Schools. Such children will be provided the opportunity to meet the same challenging State content and State student performance standards to which all students are held without being stigmatized or isolated.

Development and implementation of student school enrollment procedures shall be a part of each individual school's yearly school-wide plan, as required by the *No Child Left Behind Act of 2001*.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008, Revised June 16, 2015, Revised January 18, 2022
LEGAL REF.:	No Child Left Behind Act of 2001; McKinney Vento Homeless Education Act of 2001; The Code of Alabama, 16-28-4, 16-30-4; State Department of Education, dated Dec. 8, 1988; Attorney General's Op., Jan. 17, 1923, Mar. 31, 1931, Dec. 1974.

RESIDENCE AND ZONE REQUIREMENTS

Residence

A parent(s)/legal guardian(s)/custodian(s) must meet one or more of the following residence requirements in order for his/her child(ren) to be eligible for enrollment in a school of the School System:

1. Have established a legal residence within the area served by the School System at the time of enrollment.

Students residing within the area served by the School System must live with their biological parent(s) or legally adopted guardian(s)/custodian(s). An official residence is determined by the address where the parent(s)/legal guardian(s)/custodian(s) reside(s).

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

NON-RESIDENT/OUT-OF-ZONE STUDENTS

Out-of-System Students

A student classified as a senior whose parent(s)/legal guardian(s)/custodian(s) establish(es) residence outside the area served by the School System may be allowed, at the discretion of the Oxford Superintendent, to complete the senior year at the school he/she presently attends; however, the School System shall not be obligated to provide transportation.

Children of Board Employees

Regular or full-time employees of the Board who reside outside the area served by the School System may enroll their child(ren) at the appropriate grade level in the School System provided that the students meet the following conditions:

1. Application for enrollment must take place before or during the first week of a semester.

2. Any employee's child transferring into the Oxford City System must be a student in good standing in the school district in which he is a resident. (Students with outstanding disciplinary actions pending, as well as students who have any history of class two or three disciplinary infractions as such are defined by the Oxford City School System Code of Conduct, are not candidates for this privilege.)

3. An employee may exercise the privilege of enrolling a child with the understanding that such privilege is dependent on the satisfactory behavior of the employee's student. Repeated class one disciplinary infractions, or any class two or three disciplinary infractions may result in the withdrawal or removal of the student from the School System.

4. The enrollment must be approved by the Superintendent or designee based upon a written request. The approval of such requests will be based upon space-available considerations.

5. The child will be enrolled in the school in which the parent is employed, or in the appropriate grade level school which serves the students of the school zone in which the parent is employed.

6. This enrollment privilege is extended with the understanding that employees will be responsible for any transportation.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008, Revised March 17, 2009
LEGAL REF.:	The Code of Alabama, 16-28-1 to 3; Singleton v. Jackson Separate Municipal School District, 419 F. 2d 211 (5th Cir., 1970); Lee v. Macon County Board of Education, 267 F. Supp 458 (M.D. Ala., 1967).

ENTRANCE REQUIREMENTS FOR STUDENTS USING F-1 VISA STATUS

It is the policy of the Oxford City Board of Education that all alien students entering the Oxford City School System using an F-1 visa be required to pay the system's current per-pupil expenditure yearly as reimbursement to the local education agency.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

ENROLLMENT OF HOMELESS, MIGRATORY, IMMIGRANT, AND ELL STUDENTS

Per the requirements of the Elementary and Secondary Education Act as amended by the Improving America's Schools Act of 1994, No Child Left Behind Act of 2001, and the Stewart B. McKinney Homeless Assistance Act, all homeless, migratory, immigrant, and ELL children must have equal access to the same free appropriate public education, including public preschool education provided to other children and youth. Such children will be provided the opportunity to meet the same challenging State content and State student performance standards as required for all students.

The enrollment of homeless, migrant, immigrant, and English Language Learners children shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of residency requirements
- Lack of transportation
- Guardianship or custody requirements

Should a dispute arise over the eligibility status and placement decisions of homeless, migratory, immigrant or ELL students, the School System will inform parents of their rights to pursue appeal.

If a dispute arises regarding the denial of homeless status, the parent/guardian or unaccompanied youth shall be informed of the right to challenge the decision through the following levels:

1. Student Support Services Coordinator
2. Homeless Education Coordinator
3. Superintendent
4. Oxford City Board of Education
5. Alabama State Department of Education

If a dispute arises over the school placement of a child who met the definition of homeless under the NCLB McKinney-Vento provisions, the parent/guardian or unaccompanied youth has the right to:

1. Challenge the placement decision orally or in writing
2. Be advised of the dispute resolution procedures

ENROLLMENT DISPUTE RESOLUTION PROCEDURES

Step 1

The formal dispute resolution process shall be initiated by the Student Support Services Coordinator following the receipt of a written or verbal notification of a challenge of the district's placement decision by the parent/guardian or unaccompanied youth.

Step 2

The Student Support Services Coordinator shall review the placement decision and provide in writing an explanation of the final placement decision. The communication shall be provided within five (5) to ten (10) working days. When needed, the communication will be presented orally and in the language the parent/guardian or unaccompanied youth can understand.

Step 3

Should no agreement be satisfactorily reached, the parent/guardian or unaccompanied youth may further appeal the decision to the Homeless Education Coordinator. This federal programs coordinator will review all previous actions, and present a written or oral response in the appropriate language to the parent/guardian or unaccompanied youth within five (5) to ten (10) working days.

Step 4

Should no agreement be satisfactorily reached, the parent/guardian or unaccompanied youth may further appeal the decision to the Superintendent and the Oxford City Board of Education. This appeal may be verbal or written. The placement decision will be made after all information is reviewed, will be presented in writing, and shall include an explanation of the placement decision. The response to the parent/guardian or unaccompanied youth shall be provided within ten (10) working days to the petitioner, Homeless Education Coordinator, and Student Support Services Coordinator.

Step 5

If the dispute has not been satisfactorily resolved at the district level, the parent/guardian or unaccompanied youth shall be informed of the right to appeal the decision with the Alabama State Department of Education.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Revised November 19, 2013

VIRTUAL EDUCATION OPTIONS

The Oxford City School System will comply with all State and Federal requirements governing student enrollment into the system. Students who are enrolled in the Oxford City School System or who meet the requirements in Oxford City Schools Policy 5.12 may apply for enrollment in the Oxford City Schools Virtual Education Option.

This option represents an environment to pursue academic progress in a non-traditional setting.

1. Eligibility for Initial and Continued Enrollment

   Initial Enrollment: Students must have a desire for individual academic achievement demonstrated by the completion of appropriate counseling and a student plan for success.

   Continued Enrollment: Students must maintain acceptable progress in their virtual coursework. Students who fail to “log on” for seven (7) consecutive days, or who do not successfully complete major assignments may meet face to face with administration/counselors to discuss their progress and their plan for success, along with the options of traditional class settings.

2. Student Monitoring and Testing Protocol

   All students will participate in benchmark assessments. Students in grades K-3 must participate in benchmark assessments on location in the student’s base school. Students in grades 4-12 are encouraged to participate in benchmark assessments on location in the student’s base school.

   All students are required to participate in state assessments on location at their base school.

   Students who are not exhibiting progress may be advised to attend counseling opportunities to address their plan for success.

3. Scope and Delivery Options

   The Oxford City Schools Virtual Education Option will be tailored to best meet the individual needs of the virtual learner.

   Delivery will be through a learning management system.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 16, 2016, Revised November 16, 2021
LEGAL REF.:

UNSAFE SCHOOL CHOICE OPTIONS

A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within Oxford City Schools if another same grade school is available. The school shall notify the student's parent/guardian of the right to transfer within ten (10) calendar days from the date of a final determination by the school board that a violent criminal offense has occurred.

Alabama students who attend a school deemed persistently dangerous by the criteria determined by the Alabama State Department of Education will be offered a transfer option to another same grade school within Oxford City Schools if another school is available.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: November 15, 2022
LEGAL REF.: The Code of Alabama 290-3-1-.02(e)

TUITION-BASED NON-RESIDENT ENROLLMENT

A “tuition-based non-resident student” is a student who is not a bona fide resident of the City of Oxford, but who applies and is accepted for admission to Oxford City Schools based on criteria established by the Oxford City Board of Education (“Board”) and/or the Superintendent.

Each year, the Superintendent will determine which program(s) (e.g., Global Scholars Academy [IB Candidacy]), school(s), or grade(s) are accepting applications for enrollment of tuition-based non-resident students based on space availability, available resources, or other similar criteria designed to serve the best interests of Oxford City Schools.

1. *Criteria for Admission and Continued Enrollment:* To be admitted and remain enrolled as a tuition-based non-resident student, applicants must meet these requirements:

    a. Meet all eligibility criteria for admission and the program in question;

    b. Complete all applications and provide all required paperwork as established by the Superintendent or the program in question;

    c. Be in good standing academically and behaviorally with regular and prompt attendance from their previous school/schools;

    d. Reside with their parent(s) or legal guardian who has the legal primary/physical custody or control of the student. Such residence must be within a reasonable commuting distance of Oxford City Schools;

    e. Agree to be responsible for transportation to and from school as transportation services are not provided out-of-district;

    f. Meet all tuition payment requirements and deadlines;

    g. Maintain good academic standing, a good disciplinary record, be in regular and prompt attendance, and continue to meet any requirements for the program in question during the student’s period of admission to Oxford City Schools as determined by the Superintendent or his/her designee;

    h. Comply with the Oxford City Board of Education’s Code of Student Conduct and any other applicable standards for students generally.

Admission of a tuition-based non-resident student is also subject to space availability in the school, grade, and/or program in question and a determination that the student's enrollment will not materially affect the quality of education afforded to children who are bona fide residents of the City of Oxford.

Tuition-based non-resident students must reapply for admission each school year. Admission is not guaranteed in subsequent school years.

II. *Admission Determination:* The Superintendent or his/her designee will determine whether applicants meet the above criteria for admission. The Superintendent or his/her designee may also deny admission to an applicant if, in his/her judgment, the student's admission would result in overcrowding, would require services or resources that exceed the capacity of the system, or would compromise the system's ability to serve resident students.

If accepted, the school assignment of the tuition-based non-resident student will be determined by the Superintendent or his/her designee, and this decision will be final.

III. *Tuition:* Tuition amounts and payment terms will be set yearly by the Superintendent and Board. Failure to pay tuition in a timely manner may result in a student's acceptance, admission, or enrollment being revoked.

IV. *Review and Revocation or Admission:* A tuition-based non-resident student's admission and enrollment is subject to review and possible revocation at the end of each grading period or at any time the Superintendent or his/her designee deems appropriate. The Superintendent may revoke the enrollment of a non-resident student if, in his/her judgment, the student no longer meets the criteria for admission (e.g., disciplinary or attendance issues; failure to pay tuition; failure to remain in good academic standing, etc.). There is no appeal process; the decision of the Superintendent is final.

V. *Grandfathering of Admitted Students:* If the Board stops accepting tuition-based non-resident students, such students who are currently enrolled shall be deemed to be "grandfathered" in for purposes of enrollment, but must continue to apply for admission and pay tuition year to year under such terms and conditions established by the Superintendent or his/her designee. The decision whether to approve the student's admission shall be made by the Superintendent or his/her designee, whose decision shall be final.

VI. *Procedures:* The Superintendent may develop and implement any procedures he or she considers necessary to implement this policy, including a procedure for making admissions determinations if the number of qualified applicants exceeds available space.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: December 14, 2023
LEGAL REF.:

School Year _____

OXFORD CITY SCHOOLS
APPLICATION FOR NEW TUITION-BASED NON-RESIDENT STUDENT

Student Information

Last Name _____

First Name _____

Middle Name _____

Name to be Called _____

Mailing Address _____

Home Address _____

City _____

State _____ Zip _____

Email Address _____

Home or Primary Phone _____

Lives with ____ Both Parents ____Mother ____Father ____Guardian _____Other

Mail Addressed to ____Both Parents ____Mother ____ Father ____Guardian _____Other

Upcoming Grade of Enrollment _____

Date of Birth _____

Custody Papers ____Yes ____No ____Not Applicable

City of Oxford Employee/Department _____

Previous School(s) _____ Last Grade Enrolled _____

The following information needs to be provided to Oxford City Schools for consideration as part of the Non-Resident Application ("Tuition-Based Non-Resident Student"):

1. A copy of the student's last report card from the previous school.
2. A copy of the complete transcripts from the school(s).
3. A copy of the attendance records from the previous school(s) for one full year. This may be included on the report card or transcripts.
4. A copy of any discipline records from previous school(s).
5. A copy of parent/guardian's driver's license.

Non-resident students, who are granted acceptance, will not be enrolled or placed in a class until tuition is paid **and** additional enrollment documents are received. Tuition rates for the _____ school year are attached. Tuition is due by _____, with a 10% discount if paid in full by _____.

I have read, understand and will abide by the Oxford City Schools policy related to "Tuition-Based Non-Resident Student". I also understand that students must maintain good standing and are subject to academic, behavioral and attendance review. Students are subject to revocation of admission after such review or at such time the Superintendent or his/her designee deems appropriate. I have been provided and I have reviewed the Student Review Matrix and understand the point system that is used in determining if a student's enrollment under this Board Policy should be revoked.

Furthermore, I give Oxford City Schools permission to verify any and all information from my previous school(s) in consideration of this application. I understand that grades, tardies, absences and previous discipline are all relevant factors for admission.

Signature of Person Completing Form _____ Relationship _____ Date _____

Signature of Student _____ Date _____

It shall be the policy of the Oxford City School System to provide nondiscriminatory based educational opportunities for children. No person shall be denied the benefits of any education program or activity on the basis of race, color, disability, creed, national origin, age, or sex. Pursuant to the requirements of the 2001 No Child Left Behind Act and the McKinney-Vento Homeless Assistance Act, all homeless children, migrants and English Language Learners must have equal access to the same free appropriate public education provided other children and youth. All programs offered by schools within the School System shall be open to all students in compliance with statutory and judicial requirements. The enrollment of homeless, migrant, and limited English proficient children shall not be denied due to any of the following barriers: lack of birth certificate, lack of school records or transcripts, lack of immunization records, lack of proof of residency; lack of transportation, unaccompanied, no guardian.

Office Use Only:

Previous Applicant ____Yes ____ No Accepted ____ Yes ____ No

Review of Grades/Transcript _____ Review of Attendance _____ Review of Discipline _____

Accepted _____ Amount Paid _____ Date Paid _____

STUDENT RATING MATRIX

Academics

2 points for each D _____

4 points for each F _____

Subtotal _____

Behavior Issues

1 point for the 1st Class I Offense _____

2 points for the 2nd Class I Offense _____

3 points for each subsequent Class I Offense _____

4 points for each Class II Offense _____

5 points for each subsequent Class II Offense _____

6 points for each Class III Offense _____

Class III Offenses are subject to immediate Revocation of enrollment

Subtotal _____

For students that have previously attended another system, any prior offenses from that school will be calculated based on the category that closest represents our Class I, II, III.

Attendance – It is the responsibility of the parent/guardian to check attendance coding to ensure proper documentation has been received.

Unexcused Absences

1 point each 1 x _____

Subtotal _____

Excused Absences

1 point for over 5 _____

3 points for over 10 _____

5 points for anything over 15 _____

(State accountability concern)

Subtotal _____

Excuses for absences are due within three (3) days of the absence. Oxford City Schools reserves the right to negate points for absences and tardies in extenuating situations where medical/physician notes are received in a timely manner.

Tardies (Excused)

1 point for over 5 _____

3 points for over 10 _____

5 points for over 15 _____

Subtotal _____

Tardies (Unexcused)

.5 added for each unexcused tardy .5 x _____

Subtotal _____

Total Points _____

If a student receives six (6) or more points, they will not be eligible for enrollment.

OXFORD CITY SCHOOLS

TUITION-BASED NON-RESIDENT STUDENT
TUITION FOR _____

Cost for Non-Resident Student Enrolling for the School Year
Per family, the cost is as follows:

Student 1	$3,500.00
Student 2	$1,500.00
Student 3	$1,000.00

The maximum amount for each household is $6,000.00.

Applications and all required documentation should be submitted in person to:

Joicelyn Armbrester
Student Services Coordinator
Oxford City Schools
402 Main Street
Oxford, AL 36203

or via email to jarmbrester@oxboe.com

After approval of application, contact our Finance Department at (256) 241-3140 to schedule an appointment to make payment.

Payment Due Dates for Out-of-District Tuition
Tuition is due **in full** by _____. If payment is not made by this date, application/enrollment status will be forfeited.

If tuition is paid in full by _____, a 10% discount will be given.

Tuition is **NON-REFUNDABLE. No early payment discount for ½ semester payment**

TRUANCY

Truancy is unlawful absence from school. In accordance with Alabama School Law, the parent/legal guardian/custodian is responsible for requiring any student under his or her control or charge and under seventeen (17) years of age to attend school regularly except for legal absences as defined by Alabama School Law and State Board of Education rules and regulations. If a student under seventeen (17) years of age becomes a truant, the parent/legal guardian/custodian of said student may be found guilty of a misdemeanor subject to punishment by law.

If the parent/legal guardian/custodian files a written statement in court stating that he/she is unable to control such student, the student may then be subject to action of the juvenile court.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Revised November 18, 2009
LEGAL REF.: The Code of Alabama, 16-28-14, 16-28-15, 16-28-17, 16-28-16

STUDENT CONDUCT

All students of the School System are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship everywhere. Appropriate student conduct shall be founded on the basic concept of respect and consideration for the rights of others.

A Student Handbook and Code of Conduct will be adopted and reviewed by the Board in accordance with State law. Students will be given a copy each school year and will be asked to acknowledge they have received the documents.

The Code of Conduct and Student Handbook are considered policies of the Board unless stated otherwise.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008
LEGAL REF.:	The Code of Alabama, 16-1-10, 16-1-14, 16-4-13, 16-11-9, 16-11-18

DUE PROCESS

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short- or long-term suspension or expulsion are applied. Before application of disciplinary measures for violation of a Board policy or local school rule and regulation, the local school principal or designee shall ensure that students are accorded appropriate due process.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

STUDENT USE AND POSSESSION OF TOBACCO AND ALCOHOL

No student shall possess tobacco or alcohol in any form in school buildings, on a school campus, on a school bus, or at any school function on or away from the school campus.

Violations of this policy are subject to disciplinary action outlined in the Oxford City Schools *Code of Student Conduct.*

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

STUDENT DRUG USE/SUBSTANCE ABUSE

No student shall be under the influence of, consume, huff, or have in possession any narcotic drugs, marijuana, steroids or any mind-altering drug or material, or controlled substance as defined by State statutes, unless dispensed by a licensed physician as allowed by law while on school premises, on a school bus, or at a school function on or away from the school campus.

Any drug-related violation of criminal law, State or Federal, committed on school property shall be prosecuted as provided by law. If a student is apprehended using or dispensing any substance as defined above, school officials, teachers, and/or other Board employees shall report the student to their immediate supervisor who shall cooperate with the proper law enforcement agency and the prosecuting attorney's office.

Care shall be given to afford due process to all students.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-1-2, 16-1-14, 16-4-13, 16-41-1 to 10

SEARCHES AND INTERVIEWS

Search of Property

Desks, lockers, and other equipment at any school belong to the System. Any school property may be entered and searched by school officials whenever there is reasonable suspicion that some substance or material is contained therein which is illegal, harmful to the safety of students, or significantly disruptive to the overall discipline of the school. Law enforcement agencies are allowed to make periodic visits, unannounced to anyone except the local Superintendent and building principal, to any local school for the purpose of detecting the presence of illegal drugs. Further, school property may be examined by the school officials for other justifiable reasons. In addition, student's property such as knapsacks, handbags, automobiles, etc., may be entered and searched by school officials whenever there is reasonable suspicion that some substance or material which is illegal, harmful to the safety of students, or significantly disruptive to the overall discipline of the school is contained therein. Any items which are specifically prohibited by law or by Board policy may be impounded by school officials. Such prohibited items shall include, but not be limited to, the following: (1) knives of any size or type, including pocket knives, (2) other weapons, (3) tobacco, (4) drugs or drug paraphernalia of any sort, (5) alcoholic beverages, (6) pornographic material, (7) banned electronic devices, and (8) property that is alleged to belong to another party.

Search of a Student's Person

It is not considered a search of a student's person when school personnel check coats, jackets, and other outerwear, shirt and pants pockets, purses and wallets, shoes, caps and hats, and other such items. An appropriate law enforcement officer may be called to conduct the search of a student's person when an administrator has reasonable suspicion that the student is in possession of contraband or other items harmful to the health and safety of students and staff. The search shall be conducted in private by the police officer and in the presence of a school administrator or by a school administrator with another school employee present. Should items which are illegal or contrary to Board policy be found, the Board's discipline process will be followed.

Interviews of Students by Law Enforcement Officials

It shall be the policy of the Board to fully cooperate with law enforcement agencies in the interest of the welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. A student in school may be interviewed by a law enforcement authority under the following guidelines:

1. Only with the knowledge of an appropriate school official and in a private location;

2. If the interview involves a school-related issue, the principal or principal's designee may allow the interview to proceed without first notifying the parent or legal guardian. Such a decision is to be based on the facts surrounding the situation.

3. If the interview is in regard to a nonschool-related issue, the principal or principal's designee is to first determine from the law enforcement authority the necessity of said interview to take place at school.

4. If it is determined that there is indeed a compelling reason for such an interview, the school official is to attempt to contact the parent/legal guardian to see if they wish to be present for the interview.

5. If the parent cannot be reached or cannot come to the interview in a reasonable length of time, the school official may allow the interview to proceed if the student agrees to be interviewed. In the latter case the school official will sit in the interview with the student and law enforcement authority.

6. If, in the judgment of the law enforcement authority and school official, a delay in the interview represents a grave and imminent threat to the life, safety, and welfare of an individual(s) or property, the interview may be allowed prior to parent/legal guardian contact.

7. In cases that fit above items 2. and 6., parents will be notified of the interview as soon as practicable after the interview.

8. A parent or legal guardian will not be contacted and will not be present if the interview is conducted in connection with suspected child abuse or child neglect involving the parent or legal guardian. A school official may be present in such interviews if requested by the student or the law enforcement or DHR official.

9. A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest or officially taken into custody by legal authority.

10. If a student is removed from the school by legal authority, parents shall be notified of this action by school officials as soon as possible unless directed not to notify parents by the legal authority.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

UNANNOUNCED VISITS BY LAW ENFORCEMENT AGENCIES

The Alabama Administrative Code, section 290-030-010-.06 permits law enforcement agencies to make periodic, unannounced visits to any school within the School System. Such visits shall be for the purpose of detecting the presence of illegal drugs, alcohol or weapons. This code allows the use of police dogs to search hallways, locker areas, parking lots, and automobiles, but avoiding contact with students. In accordance with The Code of Alabama, 16-1-24.1, the possession of illegal drugs, alcohol or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).

The Board supports this requirement in an effort to maintain safe and secure school environments.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-1-24.1; The Alabama Administrative Code, 290-030-010-.6.

CORPORAL PUNISHMENT

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools of the School System. If such punishment is required, it shall be administered with care, tact and caution by the principal or his/her designee.

In all cases, corporal punishment shall be administered in accordance with the following guidelines:

1. In cases where a student maintains innocence of the offense, a brief but adequate statement of the reasons and supporting evidence shall be given orally to the student with an opportunity for the student to explain his/her side of the situation. Based upon all facts, if the situation warrants it, corporal punishment may then be administered without delay.

2. The use of corporal punishment should follow specific failures of other corrective measures to improve student behavior. Teachers should be prepared to provide information concerning alternate corrective measures used.

3. A principal or designee may punish corporally only in the presence of a certified staff member (preferably the same sex as the offender), who should be informed beforehand of the reasons for the punishment.

4. Corporal punishment shall be administered in the office of the principal or in such place or places as may be designated by the principal.

5. The instrument used in corporal punishment should be wisely selected.

6. Corporal punishment should not include more than three (3) licks administered to the buttocks. Other forms of corporal punishment are not permitted in the schools of the School System. Care should be taken not to corporally punish the same student more than once in any one (1) day.

7. Utmost care, tact and judgment shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the witness.

8. School principals or designees who have administered corporal punishment shall provide the student’s parents/legal guardians/custodians, upon request, a written explanation of the reason(s) for the punishment and the name of the witness.
9. Corporal punishment shall not be administered in anger or with malice.

10. Corporal punishment shall not be administered in the visual presence of other students.

11. Those administering corporal punishment shall consider the age, size, sex, and overall physical condition of the student.

12. Prior existing conditions in the child should be inquired about and considered before corporal punishment is administered.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-1-14, 16-28A-1

POSSESSION OF WEAPONS AND FIREARMS BY STUDENTS

No student shall be permitted to have any weapon/firearm on school property at any time.

Weapons and Firearms Defined

For purposes of this policy, the term weapon/firearm is defined in Section 921 of Title 18, United States Code. According to Section 921, the following are included within the definition:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described above;
- any firearm muffler or firearm silencer;
- any explosive, incendiary, or poison gas, i.e., bomb, grenade, rocket, missile, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Further, items forbidden shall include, but are not limited to, the following:

- Knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any description, any items which may be used as clubs, and all sharp or pointed objects designed for use as weapons.

Discipline Measures

If a student is found to be in possession of a weapon/firearm as described above or a reasonable facsimile of a firearm and presents it as a real firearm, he/she shall be automatically referred to the Superintendent for disciplinary action. If it is determined by the Superintendent that the student was in possession of a weapon/firearm on school property, to include property not owned by the School System but where any official school-sponsored activity is held, said student* shall be expelled from school for not less than one (1) calendar year. Such expulsion is in compliance with the requirements of the Gun-Free Requirements and Alabama Legislative Act 95-756. All applicable due process procedures shall be observed in any such expulsion proceedings.

Further, in accordance with Public Law 103-382; "Improving America's Schools Act of 1994;" Part F, Section 14601, Gun-Free Requirements, any student determined by the Superintendent to have brought a weapon or firearm on school property as defined above shall be referred to the criminal justice or juvenile court system.

Suspension of Driver's License

Suspension of Driver's License for Pistol Possession – in accordance with Legislative Act 94-820, a student under 19 years of age may have his/her driver's license suspended for the possession of a pistol on school premises.

Alabama Law

Possession of Weapon a Class C Felony – in accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

Special Education Students

*Special Education Students: Requirements for special education students for alternative educational programs will be met.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008
LEGAL REF.:	Sec. 1702. Gun-free School Zone Act of 1990, 18 U.S. Code 21; Public Law 103-382; "Improving America's Schools Act of 1994; "Part F, Section 14601, Gun-Free Requirements: Legislative Acts 94-820, 94-817, and 95-756.

ELECTRONIC COMMUNICATION DEVICES (ECD)

Students are prohibited from having any electronic communication devices (ECD) in their possession or inside any Oxford City Schools building during the normal school day that is not properly registered or permitted by the building administrators at those Oxford City Schools that allow electronic devices. This prohibition of such devices includes using or powering the ECD on. This policy includes, but is not limited to, cell phones, pagers, video/audio recorders, cameras, etc. Students found in violation of this policy are subject to disciplinary action and confiscation of prohibited items. Exceptions to this policy must be approved ahead of time by school administration.

Only those electronic devices properly permitted and maintained according to prescribed school system guidelines are permitted on any Oxford City Schools campus. Devices must be registered properly at an individual school through written permission by a principal or designee. These registered devices may only be powered up and used according to the specific school procedures prescribed by the school administration.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Revised July 20, 2010
LEGAL REF.: The Code of Alabama 16-1-27

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 Student 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;
- 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 Student 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 school's 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: Oxford City Board of Education, Oxford, AL
ADOPTED: July 16, 2025
LEGAL REF.: Act 2025-386, §16-6K and §16-40-13 Ala. Code (1975)

GUN FREE SCHOOLS POLICY

The Oxford City Board of Education is obligated to provide safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of this school system that firearms or weapons in school buildings, on school grounds, at any school-sponsored event or on a school-owned/maintained vehicle will not be tolerated.

STUDENTS who bring or possess a gun on school property shall be recommended for expulsion from school and for prosecution to the full extent of the law. Students who violate this policy will be referred to the Oxford City Police and/or the Juvenile Court.

STAFF members with a valid Alabama permit are not to bring or have a gun at any time school is in session or when students are present during any school-organized or sanctioned event on or off premises including athletic competitions. Those who violate this policy will be recommended for suspension and/or termination and for prosecution to the full extent of the law.

OTHERS who bring or possess a gun on school property shall be referred to the Oxford Police Department and recommended for prosecution to the full extent of the law.

This policy applies to all school system-owned/operated property.

The above policies apply when the act(s) take place at school, on school grounds, on school vehicles and/or at any school-sponsored event - during or after regular school hours.

A student facing expulsion from school is entitled to due process protection of notice and an opportunity to be heard.

This policy will be consistent with the Individuals with Disabilities Education Act.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

SURVEILLANCE OF SYSTEM OWNED PROPERTY

To provide and maintain a safe and secure environment for students, staff and authorized visitors, and to enhance the academic progress of the students, the Oxford City Board of Education may use surveillance equipment on properties owned and/or maintained by the School System. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and data, and on applicable laws related to the use of surveillance equipment. 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.

Beginning with the 2016-2017 school year, college and university students completing their student teaching experience will be required by the Alabama State Department of Education to develop an electronic portfolio that will include audio/video recordings of their instructional delivery. As a result, students in those classes with student teachers may be captured in some of these recordings. These student teachers have been approved by school administration to work under the supervision of a classroom teacher, and these recordings will be used for academic purposes only.

Students in all classrooms may be captured in recordings used to enhance professional practices. These recordings may be viewed by employees, administrative personnel and their designees to address training purposes and the effectiveness of instructional programs.

Any data collected which is relevant to school safety shall be viewed only by school administration, system designees or law enforcement personnel. Any information obtained for safety concerns through the use of surveillance equipment shall be used for school disciplinary or law enforcement purposes.

Data collected by surveillance equipment in exterior and common areas such as hallways or public gathering areas, concession and athletics/performance venues, shall be retained for thirty (30) calendar days of the initial recording unless limited by the capacity of the recording device. Data collected in classroom and designated learning spaces shall be retained for fourteen (14) calendar days from the initial recording unless required for evidence in safety matters or instructional purposes.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008, Revised November 29, 2016
LEGAL REF.:	Memorandum from Dr. Wayne Teague, dated November 28, 1994.

ANTI-HARASSMENT

1. Harassment, Violence, and Threats of Violence Prohibited

No student shall engage in or be subjected 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 sanction.

2. Definitions

a. The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, 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(b) below. To constitute harassment, a pattern of behavior may do any of the following:

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

b. The term “violence” 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.

c. 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.

d. 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.

e. The term “student” as used in this policy means a student who is enrolled in the Oxford City School System.

3. Description of Behavior Expected of Students

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

b. 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:

- The student’s race;
- The student’s sex;
- The student’s religion;
- The student’s national origin; or
- The student’s disability.

4. 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.

5. Reporting, Investigation, and Complaint Resolution Procedures

a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the 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.

b. 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.

c. 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.

d. 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.

6. 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 Oxford City Schools Web site.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: April 20, 2010

STUDENT BULLYING

Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the *Code of Student Conduct*, subject to the investigating school administrator's authority and decision.

Section 2: Definitions

In this policy, these terms shall have the following meanings:

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

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

b. "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

c. “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

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

e. “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

f. “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

g. “Student” as used in this policy means a person who is enrolled in Oxford City Schools public school system.

Section 3: Description of Behavior Expected of Students

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

b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or 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 student:

- Race
- Sex
- Religion
- National origin
- Disability

Section 4: 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.

Section 5: Reporting, Investigation, and Complaint Resolution Procedures

a. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

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

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

c. 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 may 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 may be subject to disciplinary sanctions as outlined in the *Code of Student Conduct*.

Section 6: 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 on the website of each local board of

education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: November 16, 2021
LEGAL REF.:

Oxford City Schools

Student Bullying Complaint Form

Report of Violence, Threat of Violence, Harassment, Intimidation, and/or Bullying

This form is used to report violence, threats of violence, harassment, intimidation and/or bullying that is believed to have occurred during the current school year on school property, at a school-sponsored activity or event off school property, or on a school bus. Please deliver or mail to the principal's office.

School Name (Circle one): OHS OMS CEH CES DES OES

Student Name: _____ Grade: ____ Date of Incident:_____

Time of Incident: _____ Location of Incident: _____

Person Making Report (Circle one): Student Parent

Reported Victim(s): _____

Reported Perpetrator(s): _____

The incident resulted in a threat of suicide by the victim (circle one): YES NO

Description of conduct leading to the complaint (attach additional sheets if needed)
Other important information

Signature of person making this report:

_____ Date: _____

Signature of school official accepting this report:

_____ Date: _____

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the authority to investigate any allegations of wrongdoing.

RESTRAINT AND SECLUSION

The Board prohibits the use of physical restraints except in situations where a student poses an imminent danger to themselves or others and when less intensive de-escalation techniques have been unsuccessful. The Board will provide training for staff including specific teachers and administrators who may be called upon to physically restrain students. Parents will be informed of incidents involving the use of restraints. These incidents will be documented on System developed forms. This data will be collected and reviewed annually by the Superintendent or designee.

This written policy for restraint and seclusion will be included in the Code of Conduct and/or the Student Handbook.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 21, 2012

STUDENT RECORDS

All information regarding students and their families shall be collected, maintained, and disseminated under the safeguards identified by the Family Educational Rights and Privacy Act of 1974. Parents have the right to see and make a copy of their children's education records subject to the following guidelines:

1. The school must be notified, in writing, prior to the review of the student's record. The principal shall, within a reasonable time but in no case more than fifteen (15) days after receiving the request, provide the parents/legal guardians/custodians with such information in a conference with appropriate school personnel.

2. "Education records" refers to those records which are maintained in the student's cumulative record file or in the Individual Education Program (IEP) file.

3. A notation shall be entered into the student's record when a parent has reviewed and/or made copies of student records.

4. Records may not be removed from the school building.

5. An administrator or designee will be present during the review of the records and will explain the information contained in the cumulative record folder to the parent.

Student Cumulative Folders

A cumulative record file will be maintained for each student.

1. All personal data shall be completed when the student initially enrolls in the School District and shall be updated annually.

2. All data shall be recorded on the cumulative record in accordance with administrative procedures established by the Superintendent.

3. The cumulative record file shall be maintained in a confidential manner; student aides shall not have access to cumulative record files.

4. Cumulative record files shall not be removed from the school; cumulative record files may be checked out to authorized professionals within the school, subject to a written record.

5. Student cumulative records should be stored in lockable, fire-proof filing cabinets or vault. If a vault is not available, such records should be filed in the best available area that will provide maximum security and protection from natural disasters.

Transfer of Student Records

With the exception of individual psychological reports, student copies of official documents from the cumulative record file or IEP folder shall be forwarded to specified agencies, receiving schools, employers, or other parties having a legitimate interest, upon receipt of a request for the record and authorization by signature of the parent (or of the student if age 18 or over).

The student's cumulative folder shall be screened and all irrelevant, out-dated, or improper material shall be eliminated upon the student leaving the school or at any other time deemed appropriate by the principal. Except for the student's official immunization form, original documents will be maintained in the school file. The authorization for the release, and a record of the release of student records, shall be maintained in the student's cumulative folder in each instance of a request.

Requests for individual psychological reports shall be forwarded to the Special Education Office, along with a copy of the request and the authorization for release. A record of release of individual psychological reports shall be maintained in that student's file.

Challenging the Content of Student Records

Parent(s)/legal guardian(s)/custodian(s) shall be accorded the opportunity for a hearing to challenge the content of their child's school records to ensure that records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and shall be given an opportunity for correction or deletion of such inaccurate, misleading, or otherwise inappropriate data contained therein. Such request for challenge of student's school records shall be in written form and addressed to the school principal. Upon receipt of the request, the principal shall, within fifteen (15) days, schedule and hold a conference with the parent(s)/legal guardian(s)/custodian(s) and/or other appropriate school personnel.

If the parent(s)/legal guardian(s)/custodian(s) is/are not satisfied with the results of the local school conference, the principal, upon request, shall schedule a hearing with the Superintendent or designee(s) within fifteen (15) days of such request.

An opinion by the Superintendent or designee shall be rendered within fifteen (15) days of the hearing. If the parent(s)/legal guardian(s)/custodian(s) is/are still dissatisfied and request(s) to appear before the Board, the Superintendent shall arrange for such an appearance on the date of the Board meeting immediately following the date of the request.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Alabama Administrative Code, 290-030-010-.6

CAREER/TECHNICAL EDUCATION PHILOSOPHY

It is the policy of the Oxford City Board of Education to provide students with access to educational programs designed to prepare them for entry into the world of work. Such career/technical programs shall be conducted in accordance with applicable State and Federal guidelines regarding accessibility, content, and completion requirements.

It is also the policy of the Oxford City Board of Education that teachers and coordinators of career/technical programs shall make reasonable effort to assist career/technical program completers in finding gainful employment in the area for which they are trained.

Career/Technical Education should provide Oxford citizens an equal opportunity to acquire marketable job skills, occupational knowledge, and positive attitudes for entering and continuing in satisfying and productive work of their choice.

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

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

The mission for Career/Technical Education in the Oxford City Schools is to provide occupational preparation instruction to prepare students for paid or unpaid employment and advanced education or training. The Oxford City Board of Education recognizes a wide variation in the educational needs of each student and the role of the school in assisting individuals to take his/her place in productive society. Career/Technical instruction may include any of the following:

1. Classroom Instruction;

2. Classroom-related field, shop, and laboratory work;

3. Programs providing occupational work experience;

4. Remedial programs designed to enable students to profit from occupational instruction by correcting educational deficiencies or disabilities that prevent them from benefitting from such occupational instruction;

5. Career guidance and counseling in connection with occupational training or for the purpose of facilitating occupational choices and job entry.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Revised November 29, 2016, Re-adopted November 16, 2021

CAREER/TECHNICAL EDUCATION EQUIPMENT MAINTENANCE, REPAIR, UPDATING AND REPLACEMENT

It is the policy of the Oxford City Board of Education to maintain the most appropriate equipment which is compatible with industry standards for its career/technical education programs within budget limitations. To ensure that skills taught in career/technical education courses are consistent with prevailing business and industrial standards, the Oxford City Board of Education does hereby adopt the following procedures for maintenance, repair, updating, and replacement of equipment.

Equipment Maintenance and Repair

Each instructor shall, as needed, submit equipment or repair request form stating the item and an estimate of cost for parts and service (if known) to the coordinator who submits the request to the Superintendent of Education.

It is the responsibility of the career/technical administrator and each instructor to work to see that facilities, equipment, and instructional materials are kept in good working order and in safe, operable condition.

Equipment Updating and Replacement Procedures

The career/technical administrator and instructor shall for each department, cooperatively develop, complete, and utilize annually, a needs assessment survey to determine when instructional supplies, textbooks, or equipment should be replaced or updated. Instructors shall utilize their State equipment list, curriculum guides, advisory committee recommendations, and State career/technical education specialist to help determine their current and future equipment, textbook and instructional supplies needs.

The career/technical administrator and the instructor shall jointly prepare an annual budget for each instructional program. All local, State, and Federal career/technical education funds allocated for each department shall be reflected in the budget. When possible, consideration should be given to setting aside a portion of funds for large, long-range expenditures that may be needed to update equipment.

Purchase orders shall be prepared for all goods and/or services purchased in the name of Oxford City Schools career/technical departments. A separate purchase order shall be prepared for each vendor and shall be signed by the appropriate person.

Instructors shall report facility maintenance needs on a building maintenance request form to the building principal. The principal will forward the request to the Superintendent who shall give assignments to the maintenance crew.

Care of Facilities and Equipment

Each instructor must ensure care and protection of the school property. Abuse and misuse of school furniture and property is not to be tolerated and should be reported to the administration.

Willful Damage to School and Personal Property

Each student enrolled in the career/technical departments shall be responsible for respecting school and live work production property at all times. When school or live work property is damaged, destroyed, or defaced by a student, the student and/or his parent or guardian shall be required to make full restitution for the willful damage to the school or personal live work property. The student shall also be subject to probation, temporary suspension, expulsion, or other disciplinary action that may be deemed necessary and advisable by school officials

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Revised November 29, 2016, Re-adopted November 16, 2021

CAREER/TECHNICAL EDUCATION - LIVE WORK

Definition

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

Relationship to Training

Live work will be conducted when, in the opinion of the instructor, the training program requires such projects for students to acquire occupational skills leading to employment. Live work will be assigned to individual students by the instructor as part of the student’s training program and will conform to standards established by the Alabama State Board of Education. Live work will be scheduled for individuals or groups of students to coincide as nearly as possible with the instructional unit with which the live work is associated. Live work shall be accepted in terms of its usefulness and need in the training program rather than for production and/or accommodation.

Administration

Administration and control of live work shall reside with the principal. All live work must be approved by the principal and conducted in accordance with these and other policies issued by the Oxford City Board of Education as the need arises. The school principal shall be responsible for the determination and collection of all charges and maintenance of appropriate records.

Eligible Live Work Recipients

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

Live work projects can be conducted on a priority basis for:

1. Students;
2. Those persons directly connected with education;
3. Other tax supported programs, institutions and charitable organizations;
4. Other individuals and organizations, if:

    a. Such live work is not designed for competition with private enterprises;
    b. The circumstances involved are unusual and justify the

acceptance of the live work project; and

c. The instructor can justify why the live work is necessary for the training program;

d. Live work that will aid or abet political campaigns will not be performed by shop classes.

Release of School Liability

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

1. Assume all responsibility for the results of the work being done by students;
2. Bear all actual cost of materials and parts involved;
3. Pay a service charge according to the schedule as prescribed by section on service charges and established by the Principal to cover indirect expenses;

Service Charges for Live Work

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

1. Actual cost of parts and/or materials, plus twenty-five (25) percent for service charge;
2. For projects that do not involve costs or parts and/or materials, a service charge may be collected at the discretion of the instructor.

Restrictions on Live Work

Live work will not be conducted to compete with private enterprise and as such neither the School System, school, nor school employees will receive economic profit from live work. Live work is restricted as follows:

1. Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment;
2. No person shall use Career/Technical facilities, equipment, or any live work for personal gain or profit.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Re-adopted October 25, 2016, Re-adopted November 16, 2021

CAREER/TECHNICAL EDUCATION ADVISORY COUNCIL/COMMITTEES

Many citizens have special qualifications because of training experience or personal characteristics that can be of great value in helping to keep the career/technical education programs relevant to the needs of the students. The policy of the Board shall be to invite such individuals to serve in an advisory capacity to career/technical education. The General Advisory Council serves as an arm of the Board by providing advice and counsel to the Board.

The Board and staff shall give substantial consideration to the advice of the Career/Technical Education Advisory Council. However, the LEA cannot abdicate responsibility for final decisions and will use its own best judgment in making those decisions.

The Board also encourages the use of advisory program committees for occupational preparation programs. The General Career/Technical Education Advisory Council and Program Committees serve at the pleasure of the Board, which reserves the right to dissolve the committee at any time for any purpose.

The General Career/Technical Education Advisory Committee is expected to contribute to the improvement of the School System's career/technical education program by:

1. Assisting with annual and long-range planning;

2. Advising on current and long-range labor market trends;

3. Conducting occupational/community surveys related to the career/technical education needs of the community;

4. Advising the Board concerning course content and program development;

5. Assisting in finding on-the-job and full-time placement of students;

6. Facilitating communications that create good public relations between the schools and the community;

7. Providing a consulting service to the Board and administration in the areas of equipment and facility planning;

8. Identifying and assessing community resources to support the instructional program.

In authorizing the organization of the General Career/Technical Education Advisory Committee and Program Committee, the Board pledges cooperation in the committee's work. The committees will be expected to operate within the guidelines set forth.

Administrative Guidelines for Career/Technical Education Advisory Councils/Committees

To implement this policy, the following administrative guidelines should be followed:

A. Membership

1. The Career/Technical Education Advisory Council shall consist of a minimum of seven (7) persons of which at least five (5) must be business and industry persons, one (1) must be a student officer representing a student organization in the system and at least one (1) additional person with interest in the career and technical education (educators, former students, administrators, government officials).

2. Other advisory/program committees' membership shall be determined by the career/technical director and the teacher in that career/technical area. Each program committee shall consist of a minimum of five (5) members.

3. At least one member of the school staff will be appointed to meet regularly with the council in an ex-officio status.

4. Membership will be open to qualified persons regardless of race, creed, sex or national origin, appropriate representation named.

5. The General Career/Technical Education Advisory Council shall have representatives from business, industry, labor, education and government.

B. Selecting Members

The committee will be named by the Superintendent or designee.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Revised September 17, 2013, Re-adopted October 25, 2016, Re-adopted November 16, 2021

STUDENT INSURANCE PROGRAMS

The Board shall contract with a reputable insurance company to provide low-cost student accident insurance for the students enrolled in the schools of the School System. The insurance program is a service to the students and may be participated in by all students of the School System on a voluntary basis.

The Board may require a student in certain curricular or extra-curricular areas to participate in the school accident insurance program or file with the school principal a statement from the student's parent/legal guardian/custodian that states the student is adequately protected against accidents that may occur while participating in said activities.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-11-15, 16-11-9, 16-11-18

MEDICATION

Self-administration of over the counter or prescription medication (i.e., asthma inhalants and insulin) is allowed only in accordance with State law and regulations. The student handbook will outline procedures for receiving, labeling and dispensing medication to students.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-1-39

OXFORD CITY SCHOOLS
SERVICE ANIMALS IN THE SCHOOL DISTRICT

PURPOSE

The purpose of this policy is to establish procedures for the use of service animals in the Oxford City School System, including school buildings, vehicles and other property.

GENERAL STATEMENT OF POLICY

Oxford City Schools will comply with all state and federal laws, regulations and rules regarding the use of service animals by disabled staff or students under appropriate circumstances.

DEFINITION OF SERVICE ANIMAL

This policy applies to any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effect of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of this definition.

Additional options, qualifications, modifications, and requirements may be reviewed in the A.D.A. Title II regulations at 28 §35.136(i).

Service animals do not include wild animals (including nonhuman primates born in captivity), reptiles, rabbits, farm animals (including any breed of pig or goat), ferrets, amphibians and rodents. Animals whose sole function is to provide emotional support, comfort, therapy, companionship or therapeutic benefits or to promote emotional well-being are not service animals.

PROCEDURES/REQUIREMENTS

Use of service animals by employees or students with a disability is subject to the following procedures and requirements:

1, Individuals must submit a request in writing that the Oxford City Schools allow a service animal to accompany him/her to school or work. Such request must identify whether the animal is required because of a disability and what work or task the animal has been trained to perform that is directly related to the individual's disability.

2. Requests for the use of service animals on Oxford City Schools property must, whenever possible, be made no less than three (3) weeks prior to the proposed use of the service animal. Under no circumstances may a service animal be on Oxford City Schools property without prior approval by the Superintendent or his/her designee.

3. As part of Oxford City Schools' consideration of a request to allow an individual with a disability to bring a service animal, Oxford City Schools will require certain documentation to be provided by the staff person or student making the request to bring the service animal, including, at a minimum:

    a. Current certification of proper and up-to-date vaccinations and good health verified by a veterinarian;

    b. Adequate documentation to support that the requesting individual has a disability; and

    c. Documentation adequate liability insurance to cover any damage done by the service animal while on school property.

4. The Oxford City Schools' determination with respect to a request to allow a student with a disability to bring a service animal to school will be made by the student's IEP or 504 Team. In such cases, the Team will conduct a case-specific inquiry as to whether the service animal meets the definition of "service animal" and whether the service animal performs a task that is directly related to the student's disability. In addition, the Team will determine whether the presence of the service animal will pose a direct threat to the health or safety of others that cannot be reasonably mitigated and whether its presence will result in a fundamental alteration of the school's program or activity. Also relevant to the Team's decision will be whether the service animal is under the handler's control and is housebroken.

If it is determined that the student will not be allowed to bring the animal to school because, for example, it does not meet the definition of “service animal” or its presence will pose a direct threat to the health or safety of others that cannot be reasonably mitigated, but the parent/guardian of the student argues that the student needs the service animal in order to receive a free appropriate public education (FAPE), the IEP/504 Team will determine whether the animal’s presence is necessary for the student to receive FAPE or to equally access the educational environment.

5. The use of a service animal on Oxford City Schools property may be subject to a plan which introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by Oxford City Schools. The approval of the use of a service animal on Oxford City Schools property is subject to periodic review, revision or revocation by Oxford City Schools administration.

6. Service animals must wear proper identification and always be on a leash or other form of restraint mechanism. It is the responsibility of the employee or student (parent) who uses a service animal pursuant to this Policy to be the certified handler, providing proper handling of the service animal. In the case that the certified handler will not be with the service animal at school, identified staff must be trained to give commands to the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or parent of the student who uses the service animal.

7. Service animals are not allowed in school district transportation vehicles.

8. Oxford City Schools retains discretion to exclude or remove a service animal from its property if:

    a. the animal is out of control and/or the animal’s handler does not effectively control the animal’s behavior;

    b. the animal is not housebroken or the animal’s presence or behavior fundamentally interferes in the functions of Oxford City Schools; or

    c. the animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.

9. The employee or student/parent is liable for any damage to Oxford City Schools personal property and any injuries to individuals caused by their service animal. The employee or student/parent who uses a service animal on school property will hold Oxford City Schools harmless and indemnify the System from any such damages. Further, the employee, student/parent will be required to submit a certificate of liability insurance covering the service

animal and identifying Oxford City Schools as an additional insured. The amount of required insurance coverage shall be determined by Oxford City Schools.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: January 19, 2010, Revised May 17, 2011

Appendix A

OXFORD CITY SCHOOLS
REQUEST TO ALLOW AN INDIVIDUAL TO
BRING A SERVICE ANIMAL TO SCHOOL OR WORK

Date _____

Student Name _____ Staff Name _____

Parent Name
(if applicable) _____ School _____

Identify the disability of the individual upon whose behalf this request is being made and identify the task performed by the service animal that is directly related to the disability.

Type of Service Animal:

☐ Dog ☐ Other: _____ _____
Name of Animal

☐ Appropriate documentation to support the existence of a disability attached.

Documentation attached that the Service Animal is:

☐ Properly and currently vaccinated

☐ Under the control of a properly trained handler. Name of handler: _____

☐ Covered by adequate liability insurance

Submit Request to Superintendent's Office

ANNUAL APPLICATION REQUIRED

Appendix B

OXFORD CITY SCHOOLS
SERVICE ANIMAL REGISTRATION/AGREEMENT

_____ _____
Owner Student (if applicable)

Type of Service Animal:

☐ Dog ☐ Other: _____ _____
Name of Animal

☐ Request Form attached

☐ Appropriate documentation to support the existence of a disability attached

Documentation attached that the Service Animal is:

☐ Properly and currently vaccinated

☐ Under the control of a properly trained handler. Name of handler: _____

☐ Covered by adequate liability insurance

I have read and understand Oxford City Schools Service Animals Policy. I will abide by the terms of the Policy.

I understand that if my Service Animal is: out of control and/or the animal's handler does not effectively control the animal's behavior; not housebroken or the animal's presence or behavior fundamentally interferes in the function of Oxford City Schools; or, poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications, Oxford City Schools has the discretion to exclude or remove my Service animal from its property.

I agree to be responsible for any and all damage to Oxford City Schools property, personal property, and any injuries to individuals caused by my Service Animal. I agree to indemnify, defend and hold harmless Oxford City Schools from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my Service Animal.

I agree that the Oxford City Schools is not responsible for the care or supervision of the service animal.

OWNER OXFORD CITY SCHOOLS

_____ _____
Signature Signature

Date: _____ Date: _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different Service Animal will be used.

COMMUNICABLE DISEASES

The current Regulations for the Control of Communicable Disease in the public schools as recommended by the Board of Health will be observed. The School System will work cooperatively with local and State health agencies to enforce and comply with applicable health codes for the prevention, control and containment of communicable disease in schools.

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

2. Regarding communicable/infectious diseases or conditions, students and/or employees having communicable diseases, including students wishing to enroll or potential employees, will be dealt with on an individual basis. Administrators and supervisors shall observe current Regulations for the Control of Communicable Diseases in the schools of the District as required by the State Board of Health. The Health Services Nurse will maintain liaison with the State Board of Health and support the processing of cases.

3. The Superintendent will direct the preparation of procedures for processing cases. The following procedures will incorporate considerations of confidentiality:

    a. Communicable disease cases will be reported to the Board of Health, as required by State law.

    b. Students are excluded from school based on the Regulations for the Control of Communicable Disease, SS Guide 1. Students excluded from school for communicable conditions shall be admitted back to school through the principal with the required medical statement.

    c. In keeping with the law, and as approved by the Board of Health, principals shall report immediately by telephone to the Health Services Department the following diseases:

        - Hepatitis
        - Measles (Rubella)
        - Meningitis, Meningococci
        - Rubella (German Measles)
        - Salmonellosis
        - Whooping Cough (Pertussis)

4. Certification of Immunization

A certificate of immunization against diseases designated by the State health officer shall be required before a student can be enrolled initially in the schools of the Oxford City School System. This requirement also applies to any new student transferring into the school system (Alabama Code of 1975, Section 16-30-4).

5. Authority to Alter the Educational Placement of Students

The Superintendent shall have the authority to alter educational placement of any student with a communicable disease* or parasite considered to be a health threat to the school population. The educational placement of such a student may be changed for a period of time as prescribed by the local health department, school nurse or a physician. The standards in *School Board of Nassau County, Florida vs. Arline (1987)* will be considered. In all cases, a statement of clearance from the Department of Health or a physician shall be required before the student may re-enter school. The IEP can change placement of Special Education students. The Evaluating Committee for 504 students can change placement for 504 students. The Superintendent can change placement of regular students using proper procedures. Re-evaluation of students may be requested at any time as may expedite evaluation.

A student with common communicable or contagious diseases, i.e., mumps, measles, or other like diseases, shall be ineligible to attend school in the School System for a period of time as may be prescribed by the local Health Department or a physician. When necessary, a statement of clearance from the Department of Health or physician shall be required before the student may re-enter a school of the School System.

The authority to suspend students is in,

> "The county or city board of education, upon receipt of a report from the medical officer, may suspend said child from attendance of any public school if said medical examiner is of the opinion that said communicable or contagious disease or any other disease will endanger the health of the child attending said school.
>
> The ruling of said city or county board is subject to review before the state board and a three-man panel of medical examiners appointed by said board.
>
> Said child may be suspended for so long as said contagious or communicable disease or diseases enumerated above exist, or

endanger the pupils attending said school, within the discretion of the examining authorities and boards before mentioned. (School Code 1927, Section 619; Code 1940, T. 52, Section 553; Acts 1965, 3rd Ex. Sess., No. 53, p. 264)." (Alabama Code of 1975, Section 16-29-1)

Students with chronic contagious disease may or may not be eligible under the IDEA. Such a student will be eligible for services as "other health impaired" (34 C.F.R. Sec. 3000.7(b)(8)). Only if the disease limits the student's strength, vitality or alertness and adversely affects his or her educational performance. However, when a progressive disease is at issue, a student who was ineligible at one point may become eligible at a later point. However, a student with a chronic contagious disease generally will be eligible for the anti-discrimination protection and entitlement to accommodations provided under Section 504 or ADA. Both these laws cover students who have, have a record of having, or are regarded as having a condition, infectious or not, that substantially limits one or more major life activities.

6. Due Process for Students

When reliable evidence or information from a qualified source confirms that a student has been identified as having a communicable disease* or infection, the decision as to whether the affected student will remain in the regular school setting will be addressed on a case-by-case basis.

If the above individual is a student who has been determined to be disabled pursuant to the administrative rules for special education, or is suspected of being physically disabled or otherwise health impaired, the regulations for special education and other disabled students will be followed. The IEP and 504 Placement Plan will apply where appropriate.

7. Procedures for Handling Blood and Body Fluids

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood and body fluids within the school setting. School personnel will be trained in the proper procedures for handling blood and body fluids and these procedures will be strictly adhered to by all school personnel. (Routine and Standard Procedures for Sanitation and Hygiene Handling Body Fluids 7 GAMMA-R2.)

8. Confidential Information

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

confidential information, except as such information may be necessary to assist with the review panel process. Breach of confidentiality by a staff member may be considered as other good and just cause for dismissal. Before any medical information is shared with anyone in the community or school setting, a “Need to Know” determination shall be made as part of the review panel process. Any information to be released, as determined by the “Need to Know” review, will come from the Superintendent or designee.

9. Instructions Regarding Communicable Diseases

Instruction on the principal modes by which communicable diseases, including but not limited to Acquired Immunodeficiency Syndrome (AIDS), are spread and the best methods for restriction and prevention of these diseases shall be taught to students.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: *Alabama Code of 1975*, Section 16-29-1; 16-30-1 to 16-30-5.

HIV INFECTION – ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The school system shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

The Board authorizes the Superintendent to establish procedures to enforce and comply with applicable health codes for the prevention, control and containment of communicable disease in schools.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with Acquired Immune Deficiency Syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

1. School Attendance

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

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

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

2. Privacy

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

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

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept strictly confidential. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

3. Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible.

4. HIV and Athletics

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

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

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

5. HIV Prevention Education

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

- be taught at every level, Kindergarten through grade twelve;
- use methods demonstrated by sound research to be effective;
- be consistent with community standards;
- follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
- be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
- build knowledge and skills from year to year;
- stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- include accurate information on reducing risk of HIV infection;
- address students' own concerns;
- include means for evaluation;
- be an integral part of a coordinated school health program;
- be taught by well-prepared instructors with adequate support; and
- involve parents and families as partners in education.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their children. If a parent or guardian submits a written request to a Principal that a child not receive instruction in specific HIV prevention topics at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.

The school system will cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at high risk of acquiring HIV.

6. 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.

7. General Provisions

School administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them. Information will be provided in major primary languages of students' families.

This policy is effective immediately upon adoption. In accordance with the established policy review process, or at least every three years, designate shall report on the accuracy, relevance, and effectiveness of this policy and, when appropriate, provide recommendations for improving and/or updating the policy.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008
LEGAL REF:	Adapted from School Health Services Sample Policy (2001) Alabama State Department of Education. Alabama Code, Title 22, Chapter 51, (1096). Teachers: Teachers required to report suspected cases of communicable disease. Alabama Code, Title 52, Chapter 33, Section 553, Mental and physical examination of children - general provision. Americans with Disabilities Act of 1990, 42 U.S.C.A. § 12101 et seq. (West 1993). *Burlington Industries v. Ellerth*, 118 S. Ct. 2257 (1998). *Davis v. Monroe County Bd. Of Ed.,* 119 S. Ct. 29 (1999). *Fairfax County (VA) Public School,* 19 IDELR 649 (OCR 1992). *Faragher v. City of Boca Raton*, 118 S.Ct. 2275 (1998). Individuals with Disabilities Education Act Amendments of 1997, 20 U.S.C. § 1415(k) (8) (b). *Placement of School Children With Acquired Immune Deficiency Syndrome (AIDS).* (July 1991) [Brochure]. The U.S. Department of Education Office of Civil Rights, Washington, D.C. Section 504 of Rehabilitation Act, 29 U.S.C. 794 (1973).

DO NOT ATTEMPT RESUSCITATION ORDERS

DNAR (Do Not Attempt Resuscitation) requests from parents or guardians will not be honored under any circumstance.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

STUDENT HEALTH SERVICES

The Board shall endeavor to provide certain health services for all students of the School System. The School System will cooperate with all local and state health agencies to provide the most comprehensive student health services possible.

Medication

Medication will be administered by trained personnel at each school. Prescription medication will require a written directive from a physician and the parent or guardian.

No first aid medications will be given at school without written directive from the parent for short term use. Non-prescription medications will require a written directive from the parent or guardian for short term use.

Self-administration of medication shall be permitted when it is necessary for the health and well-being of the student (example: asthma inhalers) in accordance with State law. A parent or guardian and physician authorization for self-administration, including the physician's instructions for self-administration, must be provided to the school.

The parent or guardian of record shall be responsible for providing written instructions for administering said medications.

Upon obtaining permission to self-administer medications, a student shall be permitted to possess and / or self administer approved medications at any time on school property or attending a school sponsored activity.

Invasive Procedures

Invasive procedures, including but not limited to, tracheotomy care, gastrostomy tube feeding, and medication administration by injection or rectal route shall be provided only by a registered nurse or by a licensed practical nurse under the supervision of a registered nurse and with written authorization from the physician and parent.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

In order to maintain the health and safety of all Oxford City School's students and employees, the following policy is adopted with appropriate training and procedures to be delivered to school system personnel.

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only applied to victims who are unconscious, not breathing and showing no signs of circulation, such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

1. An AED will be maintained on the premises of each school in the Oxford City School System. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. The lead school nurse will be responsible for coordinating the AED program, communicating with appropriate local physicians and/or emergency service providers, and for advising the Superintendent in developing, implementing, and publishing procedures and guidelines for AED use in school system facilities.

2. Authorized personnel who have successfully completed appropriate training and/or any volunteer responder who has successfully completed and approved CPR+AED training programs and has a current course completion card are authorized AED users. Signage and/or publications in school buildings shall identify the location of AEDs and the names/locations of AED/CPR trained staff members.

3. School system office personnel are responsible for receiving emergency medical calls from internal locations, contacting the EMS (911) if required, and deploying the school nurse and/or AED/CPR – trained staff members to the location of the emergency.

4. Initial training in first aid/CPR/AED use will be conducted through the American Red Cross or American Heart Association. Designated staff members will renew CPR/AED training annually.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: November 17, 2010

ACCEPTABLE AND RESPONSIBLE USE OF TECHNOLOGY FOR STAFF AND STUDENTS

The board provides its students and staff access to a variety of technological resources, including laptop computers. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.
The board intends that students and employees benefit from board owned and/or provided resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

School district technological resources may only be used by students, staff and others expressly authorized by the Superintendent or designee. The use of school district technological resources, including access to the Internet, is a privilege, not a right.

Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the Technology Use Guidelines as set forth in the Student Code of Conduct. All students will be trained about appropriate on-line behavior as provided in policy, Internet Safety.

Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business and is not otherwise prohibited by board policy or procedure.
2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Superintendent or designee.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account

information or social security number of themselves or fellow students. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the technology director or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system for an unauthorized or improper purpose.
16. If a student user identifies a security problem on a technological resource, he or she must immediately notify an administrator. Users must not demonstrate the problem to other users.
17. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
19. Without permission by the Superintendent or designee, users may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by Oxford City School technical staff. The School System is not responsible for

the content accessed by users who connect to the Internet via their personal mobile telephone technology.

20. Users must back up data and other important files regularly.
21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
22. Students and Staff who are issued district owned and maintained laptops must also follow these guidelines:
    a. Keep the laptop secure and damage free.
    b. Use the provided protective book bag style case at all times.
    c. Do not loan out the laptop, charger or cords.
    d. Do not leave the laptop in your vehicle.
    e. Do not leave the laptop unattended.
    f. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
    g. Do not allow pets near the laptop.
    h. Do not place the laptop on the floor or on a sitting area such as a chair or couch.
    i. Do not leave the laptop near table or desk edges.
    j. Do not stack objects on top of the laptop.
    k. Do not leave the laptop outside.
    l. Do not use the laptop near water such as a pool.
    m. Do not check the laptop as luggage at the airport.
    n. Back up data and other important files regularly. Oxford City Schools Technology Department will at times perform maintenance on the laptops by imaging. All files not backed up to storage devices will be deleted during this process.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language. The superintendent or designee shall ensure that technology protection measures are used as provided in policy Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel. In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

F. SECURITY/CARE OF PROPERTY

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent

acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

G. PERSONAL WEBSITES

The superintendent or designee may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

H. DISCLAIMER

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008; Revised October 22, 2009; August 20, 2013, Re-adopted November 23, 2021
LEGAL REF:	U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq*.; 20 U.S.C. 6777; G.S. 115C-325(e).

GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

Generative artificial intelligence (AI) is an artificial intelligence tool that responds to a user's input or prompt by generating new text, images, audio, video, or content based on what it learned in its training data set. The board encourages the use of generative AI by school system employees and students to expand their skills and capabilities and to prepare students for a future AI-enhanced world. The superintendent or designee may develop and maintain guidelines that detail the acceptable and responsible use of generative AI by school system employees and students.

All school system employees and students should be AI literate, that is, have an understanding of basic AI principles and applications, the skills to recognize when AI is employed, and awareness of its limits. The superintendent or designee may develop a comprehensive AI literacy training strategy that involves training all employees and students in the effective, ethical, and safe use of generative AI tools. The training should equip employees with the necessary knowledge to effectively employ generative AI in their work while ensuring its safe and responsible integration into classroom instruction.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 18, 2025
LEGAL REF.:

INTERNET SAFETY POLICY

Introduction

This policy has been adopted in compliance with the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

It is the policy of the Oxford City School System (System) to provide technology resources, including Internet access, to its students and employees in order to more fully support the system's mission statement and to meet educational and instructional goals set by the system and the state. It is the intention of the Board that all technology resources will be used in accordance with any and all school/system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. This policy applies to all technology resources, regardless of purchase date, location, or funding source.

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

This Internet Safety Policy will be displayed in each school media center and computer lab. A copy of the policy will also be available in each school's office. Any questions about this policy, its interpretation, or specific circumstances shall be directed to the System Technology Coordinator before proceeding. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action. The administrators of each school will be responsible for establishing specific practices to enforce this policy at individual schools.

Technology Protection Measures

Filtering and Blocking

The System will make a reasonable effort to filter and block access to "visual depictions" that are obscene, contain child pornography, are harmful to minors, or that the Board determines is "inappropriate for minors." The software will filter all incoming Internet sites based on both URL (web site name) and IP address. URLs and IP addresses may be added to the filtered list in cases where the filtering system may not have accurately identified inappropriate sites as defined above.

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

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

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

Monitoring

It is the responsibility of all teachers and employees to properly inform students/staff under their charge of this policy and to see that the policy is strictly enforced. Students using the Internet and World Wide Web will be under the direct supervision of the instructor. In addition, the system may use software to monitor Internet activity, as needed. Teachers will be provided a list of students and their current status regarding use of the Internet. Teachers who will be presenting Internet sites to students as part of the instructional process, must preview the sites they plan to incorporate to ensure their safety and suitability. If students are to independently access the Internet on a computer, the teacher must ensure that they have a signed Acceptable Use Policy on file. In addition, any student under the age of 18 must also have a signed Parent Permission Form on file. Finally, teachers must give students specific permission to independently access the Internet and monitor their activity while they are online.

Communicating Electronically

The System permits students to engage in electronic communications on a limited basis for educational purposes under the direct supervision of their teacher. All such communications are subject to school rules, the Student Acceptable Use Policy, any applicable laws, and the following safety and security measures.

In compliance with the Children’s Internet Protection Act, electronic communications (including but not limited to e-mail, chat and instant messaging) may not be used for: Unsafe practices such as:

- Contacting strangers or communicating with unknown individuals or
- organizations;
- Posting or forwarding other users' personal communication without the author's consent;
- Sending mass e-mails without the consent of the Principal or System Technology Coordinator;
- Sending or attempting to send anonymous messages;
- Disclosing, using, or disseminating personal information without authorization regarding minors including, but not limited to the following:

    - home and/or school address
    - work, home, school, or cellular phone numbers
    - full name
    - social security number, etc

- Harmful, malicious or unlawful practices such as:

    - Spreading viruses;
    - Spamming;
    - Hacking of any type;
    - Copyright infringement;
    - Engaging in any other unlawful activities.

- Commercial practices such as:

    - Selling or advertising products or services;
    - Purchasing products or services.

Posting to the Web

All users wishing to post pages or information on the System's web site must obtain prior permission and comply with Oxford City Schools Web Page Design Requirements. Students may not use technology resources operated by the school system to post information or graphics to personal web pages on the Internet.

The System prohibits posting of the following to school or system websites:

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

- Full name;
- Social security number.
- Materials that infringe on any copyright held by others without
- Permission and acknowledgement.
- Any obscene, harassing or threatening materials.

The System does permit the posting of faculty/staff listings with their school contact information (phone extension, e-mail address, etc.) In addition, webmasters may link to other web sites provided the content on the linked site(s) meet, the safety and professional standards set out in system policies and the linking page contains a disclaimer for the downstream website content and links.

Online Behavior Education

All students will receive education about appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking sites and in chat rooms. This education will be provided through the implementation of the Technology Course of Study, through Internet Safety awareness and education programs at each school, and through additional efforts made by the Student Services and other departments. In addition, educational materials and links regarding cyberbullying as well as safe and appropriate behavior will be placed on the System's website for access by parents and students.

Downloading from the Internet

Students may not download files of any type without the specific permission of their supervising teacher. Under no circumstances will students be permitted to download graphic, video, or audio files in any format that violate the letter or intention of this or any other school/system policy. No user may download any files which violate copyright laws.

Limitations of Liability

The System and its employees make no guarantee that the functions or the services provided by or through the system's network will be error-free or without defect. The Oxford City School System will not be responsible for any damage suffered by the user, including but not limited to, loss of data or interruptions of service. The System will not be responsible for any financial obligations arising from the unauthorized or inappropriate use of system technology.

Notice of Right to Change

With Board approval, this policy may be changed as deemed necessary to continue to ensure the safety of students and compliance with any and all laws and regulations.

Additional Restrictions

This policy is intended to work in concert with other system policies, procedures, and guidelines in order to ensure the safe, ethical, and educational use of all technology within the system.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Revised January 19, 2010

SUPERVISION OF LOW-RISK JUVENILE SEX OFFENDERS

Pursuant to Annalyn's Law, the Superintendent shall 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.

Section 1. 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 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.

Section 2. 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, and 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.

Section 3. 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 ten (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, along with 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.

Section 4. 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 discreet and unobtrusive.

Section 5. 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.

Section 6. 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.

Section 7. 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.

Section 8. 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.

Section 9. 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.

Section 10. Procedures

The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: March 20, 2020
LEGAL REF.: Alabama Act No. 2018-528, The Code of Alabama 16-1-51.1 (1975).

DISTRIBUTION OF EXPLICIT IMAGES

No student shall distribute, display, solicit, possess, or produce a sexually or pornographic explicit image of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person nor whether the age of the individual can be determined. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence.

This policy shall be incorporated into the Code of Student Conduct and treated as a Class III violation.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 8, 2024
LEGAL REF: Act. No. 2024-98

Chapter 6.00 – Personnel

6.10	Equal Opportunity Employment
6.11	Grievances
6.20	Solicitations of and by Staff Members
6.21	Non-School Employment by Personnel
6.22	Gifts by and to Staff Members
6.23	Political Activity
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6.28	Personal Use of Electronic Communication Devices (ECDs)
6.29	STI Web SETS Home-Use Security Policy
6.30	Harassment/Sexual Harassment
6.40	Recruitment of Personnel
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6.411	Applications for Employment
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6.413	Assignment of Personnel
6.414	School District Safety Coordinator
6.42	Institute Day/In-Service Education
6.43	Personnel Attendance Requirement
6.44	Personnel Records
6.45	Suspension for Disciplinary Purposes
6.50	Salary Deductions
6.60	Fair Labor Standards Act
6.61	Compensatory Time
6.62	Employment in More Than One Position
6.70	Health Examinations for Personnel
6.71	Communicable Diseases
6.72	Drug-Free Workplace
6.73	Drug Testing of Designated Employees
6.74	Tobacco Use by Personnel
6.80	Leave
6.81	Job Related Injury

6.82 Sick Leave Bank for Oxford City Schools
6.83 Family and Medical Leave Act
6.84 Salary Schedules for Personnel
6.85 Payroll

6.90 Evaluation of Certified Personnel
6.91 Probation of Certified Personnel
6.911 Tenure, Transfer, and Separation of Certified Personnel
6.912 Reduction in Force of Certified Personnel
6.913 Resignation of Certified Personnel
6.92 Evaluation of Non-Certified Personnel
6.921 Reduction in Force of Non-Certified Personnel
6.93 Time Schedules and Work Loads
6.931 Tutoring for Pay by Certified Personnel
6.932 Federal Programs Time and Effort Procedures
6.94 Substitutes
6.941 Contracts for Part-Time/Temporary Employees
6.95 Work-Based In-Service for Career Technical Personnel
6.96 Teachers' Bill of Rights

EQUAL OPPORTUNITY EMPLOYMENT

The Board recognizes that an effective educational program in the School System depends on the quality of the personnel employed in the System. Therefore, every effort will be made to employ the most qualified personnel available.

It is the policy of the Board that applicants for positions will be selected on the basis of their qualifications, merit, and ability. No person shall be denied employment, reemployment, advancement, or evaluations, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group, or disability.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008
LEGAL REF.:	Civil Rights Act of 1964 and Amendments, US Const. amend. XIV, 1; 42 USC 20003-1 to 17; 20 USC 1681, et. seq.; 29 USC 794; 29 USC 621 et. seq., Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990; 42 U.S.C. et seq.

GRIEVANCES

The Oxford City Board of Education recognizes that harmonious relations with all employees can be maintained and improved through effective communications. The interest of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. The Board, therefore, has adopted the following Grievance Policy as a means to examine and resolve possible problems which relate to the administration of personnel policies of the Oxford City Schools.

Purpose

The purposes of this policy shall be to settle equitably, at the lowest possible administrative level, all grievances as defined below. These proceedings shall be kept as informal and confidential as may be appropriate at all levels of procedure.

Definition

A. ”Grievance” is a claim or dispute concerning the interpretation, application, or claimed violation of the personnel policies of Oxford City Schools. Matters addressed by statute or administrative procedure are not grievable matters. Grievances also do not include matters involving the Board’s right to establish policy and prescribe rules and regulations for the conduct and management of the schools and departments under its direction. Grievances also do not include questions or disputes regarding the meaning of any term or phrase used in this or any other paragraph of this policy.

B. “Immediate supervisor” is the employee closest in hierarchy to and possessing administrative authority to direct the activities of the employee.

C. ”Days” are defined as working days.

To be in compliance with this policy, employees must comply with the chain of command listed in the procedures below:

Step One

The employee must first discuss within ten (10) working days of the last occurrence the problem with his/her immediate supervisor with the objective of resolving the matter informally. The employee and the employee’s immediate supervisor shall confer on the problem with a view toward arriving at a mutually satisfactory resolution. If no resolution can be reached through informal discussion, the employee must submit the grievance in writing to the same immediate supervisor within the ten (10) days. The immediate supervisor shall communicate a written

decision to the employee within five (5) working days of receipt of the written grievance. If the matter is not resolved to the satisfaction of the employee, then within five (5) working days of the written response from the supervisor, the employee may appeal in writing to the next higher level of authority. The written grievance at all levels must include the following:

A. Nature of the grievance including specific policy violated
B. Remedy or resolution sought

The appeals process must follow this hierarchy if the employee continues to appeal:

- Appropriate coordinator, director, supervisor to;
- Superintendent or designee

A written response will follow within five (5) working days for each successive appeal.

Step Two

In the event the employee is not satisfied with the decision at Step One, the employee may submit a written appeal to the Board. A hearing before the Board will be conducted within fifteen (15) working days of the date the grievance was received by the Board Chairman. The employee may be accompanied by his/her representative at the hearing at the expense of the employee. The Board shall render a decision in writing within five (5) working days of the last day of the hearing. This decision shall represent final and binding action by the Board of Education.

Miscellaneous Provisions

1. A grievance may be withdrawn at any time and at any level by the employee. The issue will be considered dropped and cannot be resubmitted.

2. Failure on the part of the employee to appeal from one level to the next within five (5) working days shall be deemed an acceptance of the decision rendered at the previous level, and the decision rendered at the previous level becomes final and binding. Failure on the part of the Board to respond within five (5) working days shall be acceptance of the decision rendered.

3. If, at any given time, it becomes impossible for the employee or the appropriate administrator or supervisor to comply with a time deadline at a given level, a request for an extension of time shall be submitted in writing to the Superintendent, with a copy sent to the employee or the appropriate supervisor, depending on who is requesting the extension. The Superintendent, in his/her sole discretion, may grant or deny the request for extension. The Superintendent's decision shall be provided to the employee and to the appropriate supervisor or administrator.

4. Whenever possible, the grievance procedure shall not be the cause of any interruption of usual work/school activities or functions.

5. The grievance procedure is available to any employee. No reprisal or retaliation of any kind will be taken against any person because of his/her participation in the grievance procedure in accordance with the terms of this policy.

6. No cost shall be assessed by Oxford City Schools against the employee in connection with the Step Two hearing. If employee uses an attorney it will be at his/her expense.

7. The employee has the right to decide whether a Step Two hearing is open or closed to the public.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-11-9, 16-12-3; Pickering v. Board of Education, 88 S. Ct. 1731 (1968); Givhan v. Western Line Consolidated School 99 S. Ct. (1979).

SOLICITATIONS OF AND BY STAFF MEMBERS

1. The School System shall not solicit funds from or attempt to sell goods or services to employees. All charity or fund raising campaigns shall be participated in on a voluntary basis by employees of the School System.

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

3. The School System or schools within the School System shall not furnish lists of staff members to any commercial firm or non-School System employees without written permission from said persons or official requests from recognized educational or governmental agencies.

4. Staff members shall not solicit or sell any goods or services on school property except as may be approved by the Superintendent or designee **without written approval.**

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-11-9, 16-12-3a, 36-26-100

NON-SCHOOL EMPLOYMENT BY PERSONNEL

Part-time employment which interferes with teaching or other duties as assigned by the Board or negatively reflects upon the image of the School System is looked upon with disfavor.

In the event the regular work of an employee suffers because of part-time employment, the employee will be requested to eliminate the part-time work. In the event the employee does not give up the part-time 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.

The Superintendent, based on reasonable evidence that part-time employment may be negatively reflecting upon the image of the Board or the quality of work performed, may require any full-time employee to provide a written description of other employment activities, hours, and number of days involved.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-11-9, 16-12-3, 16-24-8

GIFTS BY AND TO STAFF MEMBERS

By Staff Members

To Students

Staff members may, at their discretion, present personal gifts to students on special occasions provided the gift is not unduly elaborate or expensive. Staff members should always use good taste and professional judgment when giving gifts to students.

To Staff Members

Staff members may present gifts to other staff members. Staff members may not use school funds to purchase gifts for staff members or students.

To Staff Members

By Students

Staff members may accept gifts from students on special occasions, provided the gift is not unduly elaborate or expensive. Staff members should always use good taste and adhere to the code of professional ethics when accepting gifts from students.

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

By Staff Members

Staff members may accept gifts from other staff members provided the gifts are not unduly elaborate or expensive and are given on a voluntary basis.

By Outside Agencies or Individuals

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

POLITICAL ACTIVITY

General

No partisan political activity shall be permitted on the part of any School System personnel at any time during regular school hours or at School System sponsored events, activities, etc. where personnel are assigned official responsibilities.

School System personnel engaging in political activity outside their official capacity 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 System.

Running for Political Office

School System personnel shall not extend invitations to political candidates or their representatives to make partisan political presentations to student groups

Distribution of Political Materials on School Property

It is the policy of the Board that partisan political materials (flyers, poster, buttons) **will not be distributed or displayed** on School System property by School System personnel or candidates and/or their representatives during the regular school day or at School System sponsored events, activities, etc. where personnel are assigned official responsibilities.

Distribution of Partisan Political Materials by Candidates: In no case shall candidates and/or their representatives be permitted to distribute partisan political materials to students or employees during the regular school day, or during School System sponsored events, activities, etc. Any political activity occurring in proximity to a school campus/ facility during a school sponsored event shall in no way impede the movement of students, patrons, attendees at such events or endanger the safe flow of vehicular traffic into or out of such events.

Mail Box Placements: School System personnel are not to engage in the distribution of or placement of partisan political materials on School System property during the regular school day or at School System sponsored events, activities, etc. where personnel are assigned official responsibilities. School principals may permit political candidates and/or their representatives to place personally (i.e. not School System personnel) their political handouts/campaign materials in employee mailboxes. Further, in accordance with The Code of Alabama, 17-17-5, School System employees' time shall not be devoted to transporting such material via the School System mail service, etc.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008
LEGAL REF.:	The Code of Alabama, 36-25-5

PERSONNEL DRESS CODE

Each employee of the Oxford School System is required to dress in a professional manner when on the job. Exceptions for special activities or events will be made by the Principal of each school for his/her staff when appropriate.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

PERSONNEL/STUDENT RELATIONSHIPS AND CONDUCT

The Board encourages all personnel and students of the School System to work toward the development of positive relationships that foster quality educational and social experiences. Through such school-related experiences, life-long professional relationships and friendships are developed and play an important role in the lives of both students and personnel.

The Board expects that all personnel will encourage positive student relationships that are based on acceptable ethical, moral, and professional standards of conduct. To this end, School System personnel are hereby prohibited from “dating” students attending school within the School System and are discouraged from engaging in any similar relationships with such students.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-11-9

POSSESSION OF WEAPONS AND FIREARMS

The Board prohibits all persons, other than authorized law enforcement personnel, from possessing, using, discharging, transferring or distributing any firearm or other dangerous instruments on school property twenty four hours a day, seven days a week and at all school sponsored events, including in one's motor vehicle on school property or at such event regardless. A license or permit to carry or possess a firearm or other weapon is not an exception to this policy. Further, no student or employee shall have in his or her possession a firearm within 1000 feet of a school, except as provided for by applicable law. Violators shall be subject to action of the Board and/or law enforcement officials. Personnel who violate this policy shall be subject to reprimand, dismissal and/or prosecution by the Board and/or law enforcement officials.

The term "firearm" means any instrument that is designed to or may be readily converted to expel a projectile by the action of explosive or air power. The term includes any part of a firearm including the frame or receiver of a firearm.

The term "deadly weapon" means any instrument falling under the definition of "deadly weapon" under Code of Alabama § 13A-1-2 (2003) (the "Criminal Code"). The Criminal Code states that a deadly weapon is "[a] firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious injury," and that the "term includes, but is not limited to, a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger, or any billy, black-jack, bludgeon, or metal knuckles." Code of Alabama § 13A-1-2 (2003).

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008
LEGAL REF.:	The Code of Alabama, 16-11-9; Sec. 1702; Gun-Free School Zone Act of 1990, 18 U.S. Code 921.

ACCEPTABLE AND RESPONSIBLE USE OF TECHNOLOGY FOR STAFF AND STUDENTS

The board provides its students and staff access to a variety of technological resources, including laptop computers. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.
The board intends that students and employees benefit from board owned and/or provided resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

School district technological resources may only be used by students, staff and others expressly authorized by the Superintendent or designee. The use of school district technological resources, including access to the Internet, is a privilege, not a right.

Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the Technology Use Guidelines as set forth in the Student Code of Conduct. All students will be trained about appropriate on-line behavior as provided in policy, Internet Safety.

Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business and is not otherwise prohibited by board policy or procedure.
2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Superintendent or designee.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account

information or social security number of themselves or fellow students. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the technology director or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system for an unauthorized or improper purpose.
16. If a student user identifies a security problem on a technological resource, he or she must immediately notify an administrator. Users must not demonstrate the problem to other users.
17. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
19. Without permission by the Superintendent or designee, users may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by Oxford City School technical staff. The School System is not responsible for

the content accessed by users who connect to the Internet via their personal mobile telephone technology.

20. Users must back up data and other important files regularly.
21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
22. Students and Staff who are issued district owned and maintained laptops must also follow these guidelines:
    a. Keep the laptop secure and damage free.
    b. Use the provided protective book bag style case at all times.
    c. Do not loan out the laptop, charger or cords.
    d. Do not leave the laptop in your vehicle.
    e. Do not leave the laptop unattended.
    f. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
    g. Do not allow pets near the laptop.
    h. Do not place the laptop on the floor or on a sitting area such as a chair or couch.
    i. Do not leave the laptop near table or desk edges.
    j. Do not stack objects on top of the laptop.
    k. Do not leave the laptop outside.
    l. Do not use the laptop near water such as a pool.
    m. Do not check the laptop as luggage at the airport.
    n. Back up data and other important files regularly. Oxford City Schools Technology Department will at times perform maintenance on the laptops by imaging. All files not backed up to storage devices will be deleted during this process.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language. The superintendent or designee shall ensure that technology protection measures are used as provided in policy Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel. In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

F. SECURITY/CARE OF PROPERTY

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent

acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

G. PERSONAL WEBSITES

The superintendent or designee may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

H. DISCLAIMER

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008; Revised October 22, 2009; August 20, 2013, Re-adopted November 23, 2021
LEGAL REF:	U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq*.; 20 U.S.C. 6777; G.S. 115C-325(e).

GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

Generative artificial intelligence (AI) is an artificial intelligence tool that responds to a user's input or prompt by generating new text, images, audio, video, or content based on what it learned in its training data set. The board encourages the use of generative AI by school system employees and students to expand their skills and capabilities and to prepare students for a future AI-enhanced world. The superintendent or designee may develop and maintain guidelines that detail the acceptable and responsible use of generative AI by school system employees and students.

All school system employees and students should be AI literate, that is, have an understanding of basic AI principles and applications, the skills to recognize when AI is employed, and awareness of its limits. The superintendent or designee may develop a comprehensive AI literacy training strategy that involves training all employees and students in the effective, ethical, and safe use of generative AI tools. The training should equip employees with the necessary knowledge to effectively employ generative AI in their work while ensuring its safe and responsible integration into classroom instruction.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: February 18, 2025
LEGAL REF.:

PERSONAL USE OF ELECTRONIC COMMUNICATION DEVICES (ECDs)

The use of personal cell telephone/electronic communication devices during the regularly scheduled school day when students are present is obstructive to instructional time and safe supervision of students. Therefore, employees are prohibited from using cell phones/ECDs while engaged in any setting where students are present or they are assigned responsibilities involving student supervision. Personal ECDs should be silenced or powered “off” during these times.

This excludes cell phones/ECDs purchased and issued by the System or local schools for the purpose of conducting the business of the System.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

STI WEB SETS HOME-USE SECURITY POLICY

The Oxford City Board of Education, in coordination with the Alabama State Department of Education, will set up access to the STI Web SETS program for home use by personnel directly responsible for special education student records.

Upon written confirmation that the faculty member has fully agreed to abide by all confidentiality requirements, the System will set up an account so the employee may work on student records at home.

The System will not provide technical assistance or repairs in any faculty member's home. Questions concerning problem in accessing or using the web-based program are to be directed to the System technician during regular school hours.

Any violation of the signed STI Web SETS Security Agreement will result in loss of access to the program and other possible sanctions per administrative review.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

HARASSMENT/SEXUAL HARASSMENT

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

Any employee who has been a victim of harassment should notify his/her supervisor immediately. The Board shall investigate all allegations of harassment and take appropriate action against employees who engage in any form of harassment. Sanctions against employees for violation of this policy may include verbal or written warning, transfer, suspension, or termination of employment.

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

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008
LEGAL REF.:	The Code of Alabama, 16-11-9, 16-12-16, Meritor Savings Bank FSB v. Vinson, 477 U.S. 57 (1986); Civil Rights Act of 1964, Title VII; EEOC Guidelines.

RECRUITMENT OF PERSONNEL

It shall be the duty of the Superintendent or designee to ensure that all certified and non-certified employees satisfactorily meet all requirements of State law and State Board of Education rules and regulations. In addition, the Superintendent shall always seek to employ the best qualified personnel for employment positions without regard to sex, age, marital status, race, religion, national origin, ethnic group, or disability. The Superintendent or designee shall establish and maintain a plan for actively recruiting promising personnel for employment by the School System.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-12-16, 16-22-15

QUALIFICATIONS AND DUTIES

Employees are expected to be qualified and competent in the performance of their duties. Employees holding positions requiring State certification must meet certification requirements. Failure to maintain appropriate certification or highly qualified status required for the position constitutes grounds for termination.

In addition to instructional, non-instructional extra-curricular duties and responsibilities as may elsewhere be specified, an employee's duties may be determined and assigned by the employee's supervisor(s) as may elsewhere be specified.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-24-1, 16-23-1, 16-23-2

APPLICATIONS FOR EMPLOYMENT

Application Forms

Employment Application Forms shall be standard throughout the School System and shall be designed to gather only information permitted by various laws. Employment Application Forms for certified and non-certified employment positions shall be available at the Central Office.

Completion Requirements

All certified and non-certified personnel seeking employment with the School System must complete an approved Employment Application Form. Applicants are responsible for providing all credentials required for employment purposes and for any associated costs. Employment Application Forms are considered complete when the listing of required information and credentials specified on the Form are provided by the applicant. The employment process cannot and will not be continued until the Employment Application Form is fully completed, including the submission of references, a teaching certificate or letter of completion from a college or university, if applicable, etc. In every case, applicants must specify on the Employment Application Form the type of position for which they are applying (example: elementary teacher, principal, supervisor, bus driver, etc.)

References

References from persons knowledgeable of the applicant's abilities, qualifications, character, physical condition, etc. are important to the selection process. It shall be the responsibility of the applicant to include the names of not less than three (3) such references on the Employment Application Form and to ensure that each reference completes and submits a School System Reference Form to the Superintendent or designee. The Superintendent or designee may, at their discretion, secure additional references from appropriate reference sources not listed on the Employment Application Form by applicants.

Active Status of Application Forms

Completed Employment Application Forms for Certified personnel will remain on file and active for not less than one (1) calendar year from the date of application. Non-certified personnel will remain on file for one (1) year from date of application. During January of each year, all such forms that have been active for at least one (1) year will be discarded. After one year in active status, all applicants still interested in employment with the School System must submit new and updated Employment Application Forms; however, any current and accurate documents such as

transcripts, references, etc., may be transferred from outdated Application Forms to the new and updated forms at the direction of individual applicants.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-11-21, 16-12-14

POSTING VACANCIES

All vacancies will be posted according to State law. Vacancies do not include reclassification, reallocation of duties, reassignment or re-employment pursuant to legal mandate.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-22-1

ASSIGNMENT OF PERSONNEL

The Superintendent may assign certified personnel as the needs of the School System shall require. However, certified personnel are generally certificated or qualified in specialized fields of study and in all possible cases shall be assigned to employment positions for which they are qualified. All reassignments shall be made in accordance with The Code of Alabama, Title 16, Chapter 24.

The Superintendent shall assign non-certified personnel to employment positions as the needs of the School System may require. He/she may reassign non-certified personnel to other employment positions for which they are qualified. All reassignments shall be made in accordance with The Code of Alabama, 36-26-100 to 108.

It shall always be the policy of the Board to keep involuntary reassignment of personnel to a minimum.

Certified and non-certified personnel may request reassignment to other employment positions within the School System for which they are qualified. Such requests shall be submitted in writing to the Superintendent. Requests for reassignment will be given consideration by the Superintendent and the Board.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-10-4, 16-12-16, Chapter 24, 36-26-100 to 108

SCHOOL DISTRICT SAFETY COORDINATOR

The superintendent is required to designate a central office administrator as the school district safety coordinator. The safety coordinator must have prior experience in crisis response planning and implementation as a school-level administrator. The district safety coordinator will have direct access to the superintendent.

Within a year of being appointed, the safety coordinator shall complete training related to:

1. Emergency operation plan implementation
2. Lockdown best practices
3. Relocation, evacuation, and reunification
4. Weather and sheltering
5. Behavioral threat assessment
6. Facility security

Annually the district safety coordinator shall:

1. Attend at least four safety training sessions per the requirements of the Alabama School Security Act (Ala. Code §16-NEW (1975)
2. Organize and oversee a meeting with school administrators at each school and local public safety officials (law enforcement, firefighter, EMA, district mental health coordinator) in order to familiarize local officials with each school, its respective school emergency operating plan, and its school mapping data.
3. Prior to September 1, review the emergency operation plan for each district school and notify the superintendent of any deficiencies. The superintendent shall ensure that reported deficiencies are corrected within thirty (30) days or his/her receipt of notice.
4. Organize, administer, attend, and review the implementation of at least one school-based lockdown drill and one other safety drill per semester with the building-level administrator.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: May 13, 2025
LEGAL REF.: Ala. Code § 16-NEW (1975)

INSTITUTE DAY/IN-SERVICE EDUCATION

Institute Day is a part of the school term for which employees are paid and the attendance of such employees in teaching, supervisory, administrative, non-certified positions or other specified capacity is required. Failure to attend Institute may result in forfeiture of employee's contract and such persons shall not be eligible for employment for a period of six months following date of such absence unless excused from attendance by the Superintendent. The Superintendent shall have power to excuse such employees from Institute Day attendance. Persons so excused shall be deemed to have met all requirements of attendance and shall be entitled to pay.

Wide notice will be given for Institute, orientation, and in-service.

Each employee is required to attend in-service education sessions during the school year. Employee attendance will be documented by signing in.

Any employee who finds it necessary to be absent on an in-service day must submit in writing reasons why the absence should be excused and a written plan for learning all the material in the session to be missed. Any employee who is scheduled for an in-service education session and does not attend and does not submit a written excuse as noted above may be subject to job action.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

PERSONNEL ATTENDANCE REQUIREMENT

The Board recognizes that exemplary punctuality and attendance by each member of the personnel staff are necessary and expected in order to maintain an efficient School System. Each staff member is expected to be in attendance and signed in on time each and every day of the work calendar. Because the Board recognizes that certain absences are unavoidable, allowances will 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.

The use of military leave or the Family Medical Leave Act does not affect an employee's attendance records. Service credit will not be earned during military or family medical leave.

Job abandonment may result in termination of employment.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-11-9, 16-12-3, 16-12-15, 16-23-7

PERSONNEL RECORDS

Information about faculty and staff is required for the daily administration of the Oxford City School System, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board, State, and Federal educational reporting requirements. The Oxford City Board of Education authorizes and directs the Superintendent to develop and implement procedures necessary to establish a comprehensive and efficient system of personnel records maintenance and control which meet the requirements of State, Federal, local laws and under the guidelines which follow.

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

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

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

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

   A. The comment is signed by the person making the complaint, commendation, suggestion, or evaluation; and

   B. The Superintendent or employee's supervisor or other school official has provided a copy of the complaint, commendation, suggestion, or evaluation to the employee.

The employee may offer a denial or explanation of the complaint, commendation, suggestion, or evaluation, any such denial or explanation will become a part of the evaluation section.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-12-3, 16-23-1 to 13

SUSPENSION FOR DISCIPLINARY PURPOSES

Certified Employees

Suspension of certified employees will be done according to the procedures outlined in the Alabama Teacher Tenure Act.

Support Employees

Suspension of support employees will be in accordance with The Fair Dismissal Act.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-24-16; Cleveland Board of Education v. Loudermill (US March 19, 1995).

SALARY DEDUCTIONS

The Board maintains that salary deductions which are considered statutory, including Federal income tax, State income tax, retirement, etc., will be deducted in accordance with applicable laws and regulations. Any voluntary deductions desired by an employee must be authorized by the Board. Requests for said deductions must be submitted in writing by the employee. The employee shall also sign a form authorizing said salary deduction and verifying knowledge of all Board regulations governing salary deductions.

In order for voluntary deductions to be made, at least twenty-five (25) employees must authorize said deductions. If the participation rate falls below, the System may elect to discontinue payroll deduction.

The Board shall only be responsible for making approved salary deductions as requested in writing by an employee of the Board. Under no circumstances will special arrangements be made as to the commencement or transaction of salary deductions. In the event of any legitimate Board error pertaining to employee salary deductions, cost of said error shall be borne by the Board. However, the Board shall not be liable for any damages over and above the actual cost of the error.

The School System shall make all salary deductions required by law. In no case will the School System make other deductions unless approved, in writing, by the employee.

The employee may stop voluntary deductions only by written or e-mail request to the Board office during open enrollment (July 1- August 31). The effective date of the request will be October 1.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-22-6

FAIR LABOR STANDARDS ACT

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

Applicable Provisions

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

Support Personnel

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

Full-time personnel include:

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

Eligibility

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

1. Executive, administrative, and professional (certified) employees including teachers and registered nurses.

2. Support employees (a) whose primary duties consist of the management of the enterprise in which they are employed, (b) who customarily direct the work of two or more employees, (c) who have the authority to hire or fire or whose suggestions and recommendations as to the hiring, firing, or other change of status decision for other employees will have given particular

weight and (d) who customarily and regularly exercise discretionary power.

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

Approval to Work Overtime

All work requiring overtime by employees must be approved in advance by the Superintendent or designee.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: Fair Labor Standards Acts of 1938, as amended

COMPENSATORY TIME

The Fair Labor Standards Act authorizes public education agencies to provide compensatory time (comp time) off in lieu of monetary overtime compensation, at a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked. Overtime is defined as hours worked above 40 in a work week. Hours on paid leave or holidays are not included when counting hours worked.

The time-and-a-half rate of compensatory time will be applied to any time worked beyond 40 hours in a week.

The agreement or understanding to earn/use compensatory time must be agreed upon before the work is performed and must be approved by the Superintendent or the Superintendent's designee unless in extreme emergency.

An employee who has accrued compensatory time and requests use of the time, must be permitted to use the time off within a "reasonable period" after making the request if it does not "unduly disrupt" the operations of Oxford City Schools.

In the event an employee leaves employment in Oxford City Schools payment for the balance of compensatory time must be made to the employee at the current rate of pay. The Oxford City Board of Education will require employees to use the balance of compensatory time in advance of separation to the extent possible in the given time frame. Employees who plan to resign or retire should discuss plans to use compensatory time in advance of separation with the immediate supervisor.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

EMPLOYMENT IN MORE THAN ONE POSITION

Certified and/or non-certified employees shall not be employed concurrently in more than one (1) full-time employment position without written recommendation from the Superintendent and approval by the Board. Further, non-certified employees classified as “non-exempt” by the FLSA shall not be employed in full-time and part-time or in part-time and part-time employment positions that require more than 40 work hours per work week without written recommendation from the Superintendent and approval by the Board.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

HEALTH EXAMINATIONS FOR PERSONNEL

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

The Board requires a tuberculin examination of all prospective employees. The Board, in accordance with State statutes, shall not employ any certificated or support persons who have tuberculosis in an infectious stage. The types and frequency of tests required shall be as established by the rule of the State Board of Health. Such examinations shall be made by the county health department or by any licensed physician of the employee's choosing.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-22-3

COMMUNICABLE DISEASES

The School System personnel will work cooperatively with local and State health agencies to enforce and comply with applicable health codes for the prevention, control, and containment of communicable diseases in schools.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008
LEGAL REF.:	The Code of Alabama, 16-29-1 to 30; State Department of Public Health Guidelines, January 3, 1983; State Department of Education Memorandum, April 14, 1978.

DRUG FREE WORKPLACE POLICY

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to school district property. Therefore, it is the policy of this school district that the unlawful manufacture, distribution, dispensation, possession or use of controlled substance in the school district's workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. This school district does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on school premises will be subject to discipline up to and including termination.

2. The term "controlled substance" means any drug listed in 21 U.S.C.S. 812 and other Federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.

3. Each employee is required by law to inform the Superintendent of School within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the school district's premises. A conviction means a finding of guilt (including a plea of nolo contendre) or the imposition of a sentence by a judge or jury in any Federal, or State or local court.

4. The Superintendent of Schools must notify the U.S. Government Agency with which the contract was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.

5. If any employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the school district may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.

6. As a condition of further employment on any Federal government contract, the law requires all employees to abide by this policy.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F.

DRUG TESTING OF DESIGNATED EMPLOYEES

The Board recognizes that our employees are our greatest asset. Our employees are the indispensable key to our goal of providing the best possible education program for our students. To achieve our goal, and to maximize the skills and talents of our employees, it is important that every employee of our School System understand the dangers of drug and alcohol abuse and be aware of the new Federal requirements concerning substance abuse. This policy statement should clarify our position on employee drug and alcohol use. This policy and procedure should not be construed as a contract of employment. The Board reserves the right to depart from these policies and procedures where it deems it is appropriate. Except where specifically prohibited by law, the guidelines contained within this document may be changed by the Board at any time. Employees covered by this policy and procedures will be informed of changes.

Policy Objectives

1. To create and maintain a safe, drug-free working environment of all employees.

2. To encourage any employee with a dependence on, or addiction to, alcohol or other drugs to seek help in overcoming the problem.

3. To reduce problems of absenteeism, tardiness, carelessness and/or other unsatisfactory matters related to job performance.

4. To reduce the likelihood of incidents of accidental personal injury and/or damage to pupil transportation, students, or property.

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

6. To minimize the likelihood that school property will be used for illicit drug activities.

7. To protect the reputation of the School System and its employees within the community.

The Board requires that all employees report to work without any alcohol or illegal or mind altering substances in their systems. No employee shall report to work or remain on duty requiring the operation of a motor vehicle, other hazardous equipment or performing job duties in a hazardous environment when the employee has consumed or is affected by alcohol or any controlled substance, except when

the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform in a safe manner. No employee shall use alcohol while on duty. No employee shall perform any job-related duties within four (4) hours after using alcohol. Further, outside conduct of a substance abuse-related nature which affects an employee's work, the School System's relationship with the government or reflects badly on the School System, is prohibited.

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

Enforcement

In order to enforce these rules, the Board reserves the right to require all employees (defined as all employees subject to the Omnibus Transportation Employee Testing Act of 1991 and any employee who operates a system vehicle) to submit, at any time an employee is on duty, to drug tests to determine the presence of prohibited substances. Data collected by the drug testing facility is reported to and maintained by the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse and subject to query. The School Board is required to develop, implement and enforce a drug and alcohol policy for their employees as a condition of compliance with the Omnibus Transportation Employee Testing Act of 1991.

Pursuant to Board policy and regulations, applicant testing may be required. All current employees may be required to undergo testing at scheduled physical examinations, and/or where the Board has reasonable suspicion to believe an employee has violated its Alcohol and Drug Policy, and/or on a random basis without advance notice. Employees are also required to report all injury or damage related accidents involving Board property or personnel or during Board-related activities and may be required to submit to alcohol screening within two (2) hours and to drug screening within thirty-two hours of a reportable accident. Employees who return to work following rehabilitation will be required to undergo return to duty/follow-up testing in addition to the general Board requirements.

To further comply with the Omnibus Transportation Employee Testing Act of 1991 and amendments, applicants and employees operating a vehicle requiring a Commercial Driver's License (e.g. school bus) must consent to an annual partial and/or full query through the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse. Employees subject to this policy shall be given a written explanation of this section of the Act.

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

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

1. As directed by the specific, written consent of the employee authorizing release of the information to an identified person.

2. To a subsequent employer upon receipt of a written request from a covered employee as expressly authorized by the terms of the employee's written request.

3. To a covered employee decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual.

4. To the Secretary of Transportation, any DOT agency with regulatory authority, State agency with authority over the employer and other agencies including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.

Any questions should be directed to the persons assigned as the Board's Drug Program Coordinator.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Revised March 20, 2020
LEGAL REF.: Omnibus Transportation Employee Testing Act of 1993, Federal Register/Volume 59. No. 31. Tuesday, February 1994.

TOBACCO USE BY PERSONNEL

The School System prohibits the use of tobacco in any form in any School System building, on any School System property, on or in any School System vehicle, or at any school or School System function. The prohibition of the use of tobacco in any form shall apply to students, employees, or patrons in attendance on School System property.

Any employee who violates this policy is subject to job action as follows:

1. Verbal reprimand
2. Written reprimand
3. Superintendent referral

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-11-18

LEAVE

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

- Sick leave
- Personal leave
- Professional leave
- Military leave
- Jury leave
- Maternity leave
- Annual leave for 240-day personnel

Sick Leave

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

1. Personal illness
2. Bodily injury which incapacitates an employee
3. Attendance upon an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee, or a person standing in loco parentis.
4. Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, granddaughter, grandson, grandfather, grandmother). Where unusually strong personal ties exist, due to an employee having been supported or educated by a person of some relationship may be recognized for leave purpose. In each such case, the employee concerned shall file with the immediate supervisor a written statement of the circumstances which justify an exception to the general rule. The exception must be approved by the appropriate executive-level administrator.
5. Preventive health care visits to the doctor, dentist, optometrist, or other health care professionals providing that supervisors are given notice well in advance (at least two (2) weeks) of the scheduled visit.

Sick leave is an earned right and should not be abused. A doctor’s statement or other proof of illness may be required when abuse is suspected.

Employees who transfer to Oxford City Schools from other public agencies of the State of Alabama will be allowed to transfer accumulated sick leave upon receipt of written notice from the previous employer, certifying the amount of unused leave.

Sick leave may be accumulated with no maximum limit. However, employees will not be paid for unused sick leave upon termination or retirement.

Accrued sick leave may only be applied toward retirement by employees designated and deemed eligible by the Code of Alabama.

Personal Leave

The Board will grant five (5) days per year of personal leave with pay to all full-time employees. The employee, whenever possible, should request personal leave two (2) weeks in advance. Personal leave is non-cumulative and must be taken in half-day increments. Personal leave not taken by the end of the scholastic year will be converted to sick leave. Unused personal leave may be paid to certified teachers at the current daily rate of pay for substitutes instead of converting to sick leave. Certified teachers must request in writing to receive pay rather than sick leave.

Professional Leave

Full-time employees may be granted professional leave to attend workshops, conferences, seminars, etc. if the leave does not interfere with the daily operation of the employee's current assignment. Leave, for other purposes related to professional growth, may be granted, without pay, for a period not to exceed one year, subject to the same conditions and with approval of the Superintendent.

Travel Expenses

Personnel shall be reimbursed for travel expenses incurred while performing duties related to their jobs, when such travel is at the request of or pre-approved by the Superintendent.

In-System Travel

1. Travel to the Central Office is not reimbursable.
2. Travel for the purpose of procuring a meal is not reimbursable.
3. Travel within Calhoun County or limits of the School System is not reimbursable**.**

In-State and Out-of-State Travel

<u>Request for Travel</u>
All requests for travel must be submitted to the principal, if applicable, and then to the Superintendent on the School System's **Professional/Travel Leave Request Form.** Such request must show estimated travel costs to include: (1) Registration, (2) Travel costs, (3) Lodging, (4) Per Diem, and (5) Other. Further, the source of funds to support the estimated travel costs must be shown on the form.

Approval for Travel
All travel must be approved in advance by the Superintendent and, if applicable, the principal before any travel expenses can be incurred by the School System. All travel approvals shall be based on a signed copy of the **Professional/Travel Leave Request Form** showing the principal's recommendation, if applicable, and the Superintendent's signature of approval.

The tenure status of persons on extended professional leave will not be affected.

Military Leave

Employees who volunteer, are drafted, or are ordered to extended active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

Military Leave for Training or Short Term Duty
Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary during the first twenty-one (21) days of such absence in any calendar year. Such employees who are ordered for such duty shall provide one copy of their orders to the Superintendent. Such leave will be without loss of benefits. Such arrangements shall apply to any "military call-ups."

Reinstatement to Positions After Extended Duty
Employees who volunteer, are drafted, or are called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application by such employees and be entitled to reinstatement to their former or similar positions upon their return under the conditions that follow:

1. They must not have remained on active duty beyond their first opportunity for honorable or general release; and

2. They must report to claim reinstatement within ninety (90) days after completion of such service (31 days in case of individuals who undergo only six (6) months' active training or less).

Jury Leave

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

1. Performing jury duty.
2. Summoned to appear as a witness before a court, grand jury, or other public body or commission, provided that for purposes of this subsection, a plaintiff or defendant shall not be considered a witness.

Maternity Leave

A full-time employee will be granted up to a maximum of one (1) year of maternity leave without pay. Persons on maternity leave will be paid for earned sick leave/or annual leave if applicable upon request. A person who resigns instead of taking maternity leave cannot be paid for unused sick leave. The tenure status of persons on maternity leave will not be affected. An employee returning from leave is entitled to a position similar to the one she held before maternity leave.

Annual Leave

One and one-fourth (1 ¼) days of annual leave are earned per month by 240-day employees; these may be taken at the employee's request upon approval of the appropriate coordinator/supervisor and by the Superintendent.

Annual leave accumulates to a maximum of twenty (20) days per year. Upon retirement, termination, or resignation, an employee will be paid for accumulated annual leave. A maximum of twenty (20) days of annual leave may be carried over into the next scholastic year. As of August 1, any days accumulated above twenty (20) will be forfeited.

Leave of Absence

Personnel may be granted leaves of absence at the discretion of the Board as recommended by the Superintendent. If leave is granted, certain employment rights of the employee continue as if he/she were in regular employment. The employee is entitled, upon completion of leave, to return to a position comparable to the one occupied in the School System when leave was granted unless transferred by the Board under the provisions of **The Code of Alabama.** Leaves of absence shall be without pay except in cases where sick or military leave can be used. Leave time will not count for retirement purposes. A leave of absence does not impair the tenure status of an employee. The causes for which leaves of absence may be granted are:

1. Study
2. Illness
3. Maternity
4. Teaching abroad
5. Military service
6. Other good and just causes

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

Employees on an approved leave without pay will not earn any leave days (sick, vacation, personal, etc.) while on such leave.
Employees on an approved leave without pay will not receive a yearly experience credit for placement on the salary schedule unless they work half (½) or more of their respective contract days during that year.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008, Revised February 21, 2012, Revised January 17, 2017, Revised November 16, 2021
LEGAL REF.:	The Code of Alabama, 16-24-13, 16-8-25, 16-8-26, 16-8-26-1, 16-1-18-1, 16-1-30, 31-2-13, 12-16-21, 16-8-8; Title 16, Chapter 25; Legislative Acts, 84-251; 84-253; and 84-383; Attorney General's Op., March 3, 1969, March 7, 1973, May 13, 1974, March 4, 1986, November 3, 1986, May 20, 1988.

JOB RELATED INJURY

In accordance with Alabama Law, employees who have sustained an injury by accident arising out of and in the course of employment with the Board may be eligible for pay up to ninety (90) days without a loss of sick leave days as established by state regulation. The employee shall make proper notification of the injury to the principal or direct supervisor within twenty-four (24) hours after the injury occurred. Where the employee is not clinically able to make notification; it shall be permissible for another person who is reasonably knowledgeable to make the notification of the injury.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-1-18.1

SICK LEAVE BANK FOR OXFORD CITY SCHOOLS

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

Section 16-22-9 defines catastrophic illness as follow: "Any illness or injury so certified by a licensed physician which caused the employee to be absent from work for an extended period of time." Extended period of time will be determined on a case by case basis by the Board and Superintendent.

1. The catastrophic sick leave program shall be a part of the Employee Sick Leave Bank and shall be administered by the Sick Leave Bank Committee.

2. Employees must be a member of the Sick Leave Bank in order to donate or receive sick leave days through the Catastrophic Sick Leave program.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-22-9; Legislative Acts 84-321, 88-61, 93-753, 95-386, 99-581.

FAMILY AND MEDICAL LEAVE ACT

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

Board employees who have been employed by the Board for at least twelve months and who worked for at least 1,250 hours during that twelve-month period are eligible for leave consideration. Under the Act, an eligible employee is entitled to twelve (12) weeks of unpaid leave during a twelve-month period for the following reasons.

1. The birth and first-year care of a child.
2. The adoption or foster placement of a child.
3 The care of a son, daughter, spouse, or parent who has a “serious health condition.” A serious health condition” means an illness, injury, impairment, or physical or mental condition that involves (1) in-patient care in a hospital, hospice or residential medical care facility or (2) continuing treatment by a health care provider.
4. A personal illness that prevents the employee from working.

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

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

In cases where both spouses are employed by the Board, the combined total of leave for child birth, adoption, foster placement or to care for a sick parent is limited to twelve (12) weeks.

Intermittent Leave

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

Notification

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

Medical Documentation

The Board requires that a request for leave based on the serious health condition of the employee, the employee's son, daughter, spouse or parent be supported by documentation issued by the appropriate health care provider. The certification shall state (1) the date the serious health condition began, (2) the probable duration of the condition, (3) the necessity for the employee's leave, and (4) that the employee is unable to perform the employee's job functions.

Additional Medical Documentation

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

Benefits

Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period under the same conditions these benefits would have been provided if no leave had been taken. If an employee fails to return to work after the leave period expires, the Board may recover the health benefits premiums paid by the employer for the employee's benefit during the leave period.

Reinstatement

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

Status Report

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

SALARY SCHEDULES FOR PERSONNEL

Salary Schedules for Full-Time Personnel

The Board, in compliance with State law, directs the Superintendent or designee to develop salary schedules for all full-time regular employees of the School System. Such salary schedules shall be based on training, qualifications, job-related experiences, applicable State salary matrices, and other fair and equitable criteria as may be determined by the Board. The salary schedules shall be presented to the Board for review and approval.

When system-wide changes occur in the general salary schedules, the Superintendent or designee shall prepare or cause to be prepared new salary schedules for all personnel employed by the School System.

Salary Schedules for Part-Time and Temporary Personnel

Salary schedules for part-time, substitute teachers, and other temporary personnel shall be prepared by the Superintendent and presented to the Board annually for review and approval.

Initial Placement on Salary Schedule - Certified Personnel

The number of years of acceptable experience for initial placement on the salary schedules shall be determined and agreed upon prior to employment. Job applicants must provide verification of all past job-related experience from their former employers. The determination of such credit shall be based on the following criteria:

1. All teaching/administrative experience gained in all public elementary and secondary schools (in-state and/or out-of-state) and/or state or regionally accredited public institutions of higher learning shall be approved as credit for placement on the salary schedule.

2. All teaching/administrative experience in private elementary and secondary schools accredited by a state and/or regionally accrediting agencies (i.e., Southern Association of Schools and Colleges, etc.) shall be approved for credit for placement on the salary schedule. No credit will be granted for teaching/administrative experience gained in non-accredited private schools or in private schools accredited by agencies other than those mentioned above.

3. No teaching/administrative experience gained in the U.S. military will be considered for credit for placement on the salary schedule.

4. In determining experience for placement on the salary schedule, credit will be granted only when the person has worked half or more of the total annual contract days.

Initial Placement on the Salary Schedule - Non-Certified Personnel

Under normal circumstances, the number of years of acceptable experience for initial placement on the salary schedule shall be determined and agreed upon prior to employment. Years of experience granted for placement on the salary schedule shall be based on an analysis of past job-related experiences by the Superintendent or designee.

In instances where job applicants have gained prior work experience in Alabama public elementary and secondary schools, credit for initial placement will be granted for past job-related experience based on written verification from their former employers. The determination of such credit shall be based on the following criteria:

1. The job-related experience must have been gained in an Alabama public elementary and/or secondary school.

2. The job-related experience must have been gained in the exact (no exceptions) employment position for which the job applicant seeks employment in the School System, i.e., secretarial experience applicable only to a secretarial position, bookkeeper applicable only to a bookkeeper position, bus driver applicable only to a bus driver position, custodial experience applicable only to a custodial position, etc.

3. In determining experience for placement on the salary schedule, credit will be granted only when the person has worked half or more of the total annual contract days.

Salary Adjustments/Change of Placement on Salary Schedule

After an employee is initially placed on a School System salary schedule, any adjustment and/or change of placement on such salary schedule requires the recommendation of the Superintendent and approval by the Board.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: Legislative Act 90-325

PAYROLL

Payroll Checks

The first paycheck of the scholastic year for the staff employed for nine (9) months shall be issued on the last working day of September. Monthly payroll checks for personnel will be due and available on the last working day of each month. If the last day of a month falls on a weekend, payroll checks will be issued on the preceding Friday. In the event that the board office is closed on a day scheduled for payroll, employees utilizing direct deposit will receive payment on that day. Employees who do not utilize direct deposit will be able to pick up their checks on the next working day. Direct deposit is required for new employees. If payroll checks are issued early, an announcement will be made.

Twelve-Month Pay Periods

All regularly employed personnel shall be paid over twelve (12) months.

Salary Deductions

Since personnel are paid to work for a specified number of days on a monthly basis, employees working less than the number of specified monthly days, excluding approved sick, personal, and other approved leave days, will have a day's pay deducted for each such absence and receive a pro rata share of the contracted salary in the following month's payroll check.

Personnel absent from work in association with an approved leave option which requires them to reimburse the School System for a substitute shall have the amount the School System's salary schedule authorizes for such substitute pay deducted from their next month's payroll check. This provision applies even though a substitute may not have been employed.

Holding Payroll Checks

The Board reserves the right to hold salary checks of personnel who fail to furnish required data such as 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.

Final Pay-Off

Prior to Completing Contract - An employee who for any reason (retirement, disability, termination, etc.) leaves the School System prior to completing his/her annual contract period shall be paid in full for completed work day on the last working day of the month following the last active payroll period. This shall include all remuneration owed said employee by the School System.

After Completing Contract - An employee who leaves the School System after completing his/her annual contract period shall have his/her final “pay off” extended over the months of his/her contract, normally June, July and August.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-12-17

EVALUATION OF CERTIFIED PERSONNEL

The evaluation of certified personnel shall be the responsibility of said employee's immediate supervisor and appropriate supervisory personnel. In order to ensure and promote the welfare of certified personnel, the evaluation of said personnel shall always encompass the provisions that follow. The Alabama State Department of Education formative personnel evaluation system will be used.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Revised April 20, 2010

PROBATION OF PERSONNEL

The probationary period for a teacher shall be three (3) consecutive years of service as a teacher in the School District. Upon re-employment in the same school district for the succeeding year, the teacher shall attain tenure.

The probationary period for a central office administrator shall be three (3) consecutive years of service in like position in the School District.

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

All support personnel shall be employed on probationary status for a period not to exceed thirty-six (36) months from the date of initial employment. During probationary months, the support employee's performance must be evaluated. During the probationary period, the Board, upon the written recommendation of the Superintendent, may terminate the support employee's employment by furnishing the employee written notification at least fifteen (15) days prior to the termination date.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, Title 16, Chapter 24.

TENURE, TRANSFER, SEPARATION OF CERTIFIED PERSONNEL

Tenure

All eligible certified personnel shall attain tenure in accordance with applicable sections of The Code of Alabama.

Transfer of Personnel

Certified transfer shall be done per Alabama's Teacher Tenure Law.

Non-Certified transfer shall be done per Alabama's Fair Dismissal Law.

Separation

Non-tenured certified employees may have their contract non-renewed based upon the recommendation of the Superintendent and a majority vote of the Board, by being given written notice on or before the last day of the school term. Tenured employees shall be terminated from employment in accordance with the provisions of The Code of Alabama, Title 16, Chapter 24.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	July 22, 2008
LEGAL REF.:	The Code of Alabama, 16-11-9, 16-11-17, 16-12-16, 16-10-9, 16-24-1 to -13, Foster v. Blount County Board of Education, 340 So. 2d 751 (1976); Singleton v. Jackson Municipal Separate.

REDUCTION IN FORCE OF CERTIFIED PERSONNEL

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

Procedure

1. Attrition by resignation, retirement or voluntary leaves of absence shall be the first method used to reduce the force.

2. Based on the philosophy of maintaining the best educational program possible, the Board, upon recommendation of the Superintendent, shall identify the grade level(s) and discipline area(s) from which staff members are to be reduced in force at respective times. For the purpose of reduction in force, the following items are defined:

    a. Grade Level - Elementary grades K-6, Middle School grades 7-8, High School grades 9-12, administration and supervision, special education, counseling and guidance, Career Technical programs, and Federal programs.

    b. Discipline Area - Certificate endorsement area(s) and current major teaching or administration/supervisory assignment(s) within the School System.

3 Following the identification of the grade level(s) and discipline area(s), the number of staff to be reduced from each area(s) will be determined by the Board, based on a recommendation by the Superintendent. All staff members within the identified area(s) will be rank ordered from the greatest amount of service time to least amount of service time within the School System. The staff member(s) with the least amount of continuous service time (seniority), based on actual date of employment as reflected in the Board minutes, shall be the first to be reduced in force. In the event two or more staff members have the same amount of continuous service time within the School System based on Board minutes, the following additional criteria will be used to determine the order of reduction in force:

    a. Degree(s) held by the staff member (the staff member with the lower degree to be reduced first).

    b. Total years of experience in education (the staff member with the least number of years to be reduced first).

4 In order for a staff member selected to be reduced in force by these procedures to displace a staff member in another discipline area with less service time, said staff member must be certified to handle the entire position of the employee they seek to displace. No tenured teacher will be reduced in force when a position is either vacant or occupied by a non-tenured teacher and for which the tenured teacher is certified.

5. The above procedure shall not violate any applicable court order.

6. The names of tenured personnel reduced in force shall be placed in a School System employment pool. Said personnel shall be given the opportunity in reverse order of their lay-off to fill the first comparable employment vacancies for which they are qualified. All non-tenured personnel reduced in force may reapply for any position for which they are qualified.

7. Provided personnel in the employment pool are recalled, they shall be issued a letter of reappointment by registered mail at least fifteen (15) working days prior to the date of reemployment. Said personnel must accept or reject the offer of reemployment in writing by registered letter within five (5) working days of receipt of offer.

8. It is understood that reduction in force constitutes termination of employment and all benefits provided by the School System cease on the effective date.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: May v. Alabama Tenure Commission, Civ. 4801 (1985);
Woods v. Board of Walker County, 67 So. 2d 840 (1953);
Pickens County Board of Ed. v. Keasler, 82 So. 197 (1968);
Civil Actions 604-E and 2098-N.

RESIGNATION OF CERTIFIED PERSONNEL

Certified personnel shall resign in accordance with provisions of The Code of Alabama.

> "No public K-12 teacher shall be permitted to terminate his or her employment within thirty (30) calendar days before the first day of the next school term for students, unless the termination is mutually agreed upon. A public K-12 teacher may terminate his or her employment at any other time by giving thirty (30) days' written notice to the employing board of education. Any public K-12 teacher terminating his or her employment in violation of this section is guilty of unprofessional conduct, and the State Superintendent of Education may revoke or suspend the certificate of the violating teacher."

All resignations require written notification to the Superintendent.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Revised January 18, 2022
LEGAL REF.: The Code of Alabama, 16-24C-11, as amended by Act 2018-83

EVALUATION OF NON-CERTIFIED PERSONNEL

The principal/supervisor/director of such non-certified employee shall complete a written evaluation using an approved system form for probationary employees at least twice each year. Non-probationary employees shall be evaluated at least once every three (3) years. A conference will be held with each employee to discuss evaluation results. One (1) copy is to be given the employee and the original is to be sent to the appropriate supervisor within fifteen (15) days of completion.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 36-26-100 to 108

REDUCTION IN FORCE OF NON-CERTIFIED PERSONNEL

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

Procedure

1. Attrition by resignation, retirement or voluntary leaves of absence shall be the first method to reduce the force.

2. Based on the philosophy of maintaining the best educational program possible, the Board, upon recommendation of the Superintendent, shall identify the work area(s) and work site(s) from which staff members are to be reduced in force at respective times. For the purpose of reduction in force, the following items are defined:

   a. **Work Areas**

      Child Nutrition personnel, custodians, bus drivers, secretaries/bookkeepers, maintenance, and teacher aides.

   b. **Work Sites**

      Central Office to include: Child Nutrition personnel, bus drivers, secretaries/bookkeepers, and maintenance.

      Local schools to include: Child Nutrition personnel, custodians, secretaries/bookkeepers, teacher aides.

3. Following the identification of the work area(s) and work site(s), the number of staff to be reduced from each area(s) and site(s) will be determined by the Board, based on a recommendation by the Superintendent. All staff members within the identified work area(s) and site(s) will be rank ordered from greatest amount of service time to least amount of service time within the School System. The staff member(s) with the least amount of continuous service time (seniority), based on actual date of employment as reflected in the Board minutes, shall be the first to be reduced in force. In the event two or more staff members have the same amount of continuous service time within the School System based on Board minutes, the following additional criteria will be used to determine the order of reduction in force:

a. Formal education attained by the staff member (the staff member with the least amount of formal education to be reduced first).

b. Total years of work related experience (the staff member with the least number of years experience to be reduced first).

4. In order for a staff member selected to be reduced in force by these procedures to displace a staff member in the same work area at another work site with less service time, said staff member must be capable of handling the entire position of the employee they seek to displace and must submit a written request for such transfer within five (5) days after receipt of the notice of reduction in force.

5. The names of permanent personnel reduced in force shall be placed in a School System employment pool. Said personnel shall be given the opportunity in reverse order of their lay-offs to fill the first comparable employment vacancies for which they are qualified. Non-certified personnel reduced in force may re-apply for any position for which they are qualified.

6. Provided personnel in the employment pool are recalled, they shall be issued a letter of reappointment by registered mail at least fifteen (15) working days prior to the date of re-employment. Said personnel must accept or reject the offer of re-employment in writing by registered letter within five (5) days of receipt of the offer.

7. It is understood that reduction in force constitutes termination of employment and all benefits provided by the School System ceases on the effective date.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

TIME SCHEDULES AND WORK LOADS

Certified

Time Schedules

All teachers are expected to be in their assigned schools for eight (8) hours per day. A written report to the principal stating the date and reason for non-compliance shall be made by any teacher failing to adhere to this policy. The principal shall establish working hours based on eight (8) hours per day. The welfare of students shall be the primary consideration; any administrative efforts to achieve equity may not sacrifice the students' welfare.

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

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

Work Loads

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

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

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

1. Extra duties shall not be assigned during regular school hours that require personnel to be removed, on a continuing basis, from teaching responsibilities.

2. Personnel shall not be compensated for extra duties which take them away from their regular assignments.

3 Extra duties during, before, and after regular school hours that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of the activity and the teacher involved.

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

Non-Certified

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-1-30, 16-8-9

TUTORING FOR PAY BY CERTIFIED PERSONNEL

Certified personnel shall not receive pay or its equivalent for out-of-school tutoring of students in their classes when the outside tutoring is in subject areas taught during the regular school day by said employees. Tutoring for any form of remuneration shall not be done during the regular school hours.

Any deviation from this policy must be approved by the Superintendent.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

FEDERAL PROGRAMS TIME AND EFFORT PROCEDURES

An employee whose salary and wages are supported, in whole or in part, with Federal funds is required to document their time spent working on Federal Programs. The submitted documentation is used to ensure that charges reflect an accurate account of the employee's time and effort devoted to each Federal Program [(Appendix B of 2 C.F.R. Part 225 (formerly OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments)].

100% Certification Letters

Step 1: Finance generates a Gross Employee Salary Report for employees paid with any federal funds. Reports are generated semi-annually.

Step 2: Finance verifies report and gives to Federal Programs Liaison.

Step 3: Federal Programs Liaison prepares letters and distributes by cost center.

Step 4: Listed personnel and administrator/supervisor date and sign letter. Letters are returned to Federal Programs Liaison.

Step 5: Returned letters are reviewed and signed by the Federal Programs Liaison.

Step 6: Letters are submitted to Chief School Financial Officer for final approval and signature.

Step 7: Letters are returned to Federal Programs department. Each letter is uploaded to eGap and hard copies remain on file.

Professional Development

Sign-in sheets and/or leave forms will be kept on record for all activities which may require the employees to be away from their assigned schools.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: December 10, 2021
LEGAL REF.:

TO: **Title I Principals**

FROM: **Federal Programs Liaison**

DATE: _____

RE: **Personnel Paid 100% from Title I or Title II Funds**

DATES FOR SEMESTER: _____

This letter of certification verifies that the following teachers and paraprofessionals are 100% paid from Title I or Title II funds and work in Title I funded school for the school year _____.

Your signature below will certify that you are in agreement:

School _____ Date _____

Teacher _____ Signature _____

Principal _____ Signature _____

Federal Programs Liaison Signature _____

CSFO Signature _____

TO: **Title I Principals**

FROM: **Federal Programs Liaison**

DATE: _____

RE: **Personnel Paid 100% from Title I or Title II Funds**

DATES FOR SEMESTER: _____

This letter of certification verifies that the following teachers and paraprofessionals are paid from the following fund sources and work in Title I funded schools for the school year _____:

Fund Source 1: Amount/%:

Fund Source 2: Amount/%:

Your signature below will certify that you are in agreement:

School _____ Date _____

Teacher _____ Signature _____

Principal _____ Signature _____

Federal Programs Liaison Signature _____

CSFO Signature _____

SUBSTITUTES

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

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-25-26; The State Department of Public Health recommendation, dated July 1, 1982.

CONTRACTS FOR PART-TIME/TEMPORARY EMPLOYEES

The School System upon issuing written contracts to part-time temporary personnel shall ensure that the following terms are specified:

1. The date the contract begins
2. The date the contract ends
3. That only fringe benefits required by law shall be paid by the Board
4. The rate of pay
5. Information needed to complete routine payroll requirements

Part-Time Personnel: Certified and Non-Certified

Part-time (employed for less than 20 hours per week) personnel are eligible only for the following benefits:

Insurance – Part-time employees will be eligible for insurance benefits in accordance with the following provisions:

Certified Personnel working at least one-quarter (¼) time will be eligible for the applicable insurance benefits provided by the State insurance plan (PEEHIP) in effect at the time of and during employment. Such personnel working less than one-quarter (¼) time will not be eligible for insurance benefits.

Non-certified Personnel working at least five (5) hours weekly will be eligible for the applicable insurance benefits by the State insurance plan (PEEHIP) in effect at the time of and during employment. Such personnel working less than five (5) hours per week will not be eligible for insurance benefits.

Part-time employees meeting the work hour requirement noted above may purchase on or more of the supplemental insurance policies depending on the number of hours worked or apply the credit(s) toward hospital insurance and pay the difference. (All of the above costs are subject to change from year to year.)

Leave Days and Vacation

Part-time employees will not be eligible to earn leave days. The term “leave days” include any leave days available to full-time employees.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

WORK-BASED IN-SERVICE FOR CAREER/TECHNICAL PERSONNEL

Technical Updating

Career/Technical teachers return to industry for work-based learning and/or attend technical update seminars for a minimum of forty (40) hours every two (2) years. Compensation will be provided or technical updates will occur during contract times. Teachers who are on a nine (9) month contract are allowed five (5) years to obtain forty (40) hours.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008, Re-adopted October 25, 2016, Re-adopted November 16, 2021
LEGAL REF.: Carl D. Perkins Vocational and Technical Education Act of 1988

TEACHERS' BILL OF RIGHTS

The Teachers' Bill of Rights requires teachers to have an approved classroom management plan and affords teachers the right to exclude disruptive students from their classrooms in limited circumstances if they follow that plan. 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 removal 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 in limited circumstances.

For purposes of this policy, the term principal also includes assistant principal, or his or her designee.

A. Classroom Management Plans

1. Development of Classroom Management Plans: To be eligible to use the exclusion procedures in "B," a teacher must develop a classroom management plan for his or her classroom that is age and developmentally appropriate for the grade(s) served. The classroom management plan must align with the Student Code of Conduct; local school or school system behavior management policies, plans, and procedures; and any Positive Behavioral Intervention Supports or other behavior management systems adopted by the local school or school system. To comply with these limitations, implementation of an approved classroom management plan may preclude student exclusion for instances of behavior listed in "B" below. The Superintendent or designee is authorized to develop model classroom management plans that a teacher may adopt or use for the development of his or her plan.

2. Approval of Classroom Management Plans: Each classroom management 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 submission of classroom management plans by teachers that provides them with ample time to review and approve plans and seek revisions.

   Principals shall review submitted plans promptly and approve them if they meet the standards outlined above. If the principal does not approve a teacher's initial classroom plan, the teacher must either submit a revised plan within two working days or opt to use a model plan if one is available. If the teacher's revised plan is not approved, the principal is authorized to require the teacher to use a model plan or another approved plan.

B. **Exclusion of Student from Classroom by Teacher**: A teacher may exclude any student from his or her classroom due to their behavior only if:

- The student has:
  - Engaged in disorderly conduct, which is defined 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 followed his or her approved classroom management plan before excluding the student from the classroom; and

- The referring teacher completes any required referral form and submits it to the principal or his or her designee in accordance with the school system's procedures when the student is excluded and referred to the school administration.

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 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 to challenge or seek review or reconsideration of disciplinary or placement decisions if:

- The decision to not 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 Student Conduct or state or federal law;

- A 504 or IEP team or another 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 two (2) school days of the principal's refusal to exclude the student from the classroom or the return of the student to the teacher's classroom. The appeal form must be completed in full and signed by the complainant.

  2. Status of Student During Appeal: During the pendency of any 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 will review the appeal to determine whether informal resolution of the complaint should be attempted. If so, the appeal process may be suspended for that purpose for up to three (3) work days.

  If an informal resolution is not appropriate or is not reached, the formal complaint will move forward, and 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. If the recommendation is made by the Superintendent's designee, the Superintendent may adopt, reject, or modify the recommendation based on his or her review of the evidence. If the recommendation includes disciplinary action that entitles a student to a disciplinary hearing and/or manifestation determination and it has not been held, the disciplinary action will be treated as a recommendation subject to the outcome of the hearing or manifestation determination process.

  The written recommendation of the Superintendent should be made and mailed or transmitted to the teacher within five (5) work days of the date on which the appeal is filed, unless additional time, within reason, is needed based on the particular circumstances of the appeal, as determined by the Superintendent. Should the Superintendent need additional time to issue a written decision, the teacher shall be notified of same in writing and advised of when the decision will be issued.

4. Appeal to Board of Education: A teacher dissatisfied with the decision of the Superintendent or designee may appeal the decision to the Board of Education by filing a written notice of appeal with the Superintendent within two (2) school days of receipt of the Superintendent's written decision.

The Superintendent shall transmit to Board Members for their review a copy of the written appeal, the decision, and all statements, recommendations, documents, recordings, transcripts, or other written or tangible evidence filed, submitted, or considered at any stage of the administrative review process.

Following receipt of the notice of appeal from the Superintendent, the Board shall place the appeal on the next Board agenda. After consideration of the appeal and administrative record, the Board may, by majority vote:

a. Affirm the decision of the Superintendent;

b. Reverse or modify the Superintendent's decision; or

c. Defer final action until a Board hearing is held on the appeal.

5. Hearing Process: If a hearing is requested by a majority of the Board, the hearing shall be set within fourteen (14) calendar days, unless more time is needed based on the particular circumstances of the appeal as determined by the Superintendent. Written notice of the hearing date shall be given to the person who filed the appeal. The hearing shall be closed to the public.

The appropriate hearing procedures shall be determined by the Board. A final Board decision on the appeal shall be issued within seven (7) calendar days after the hearing ends. The Board shall give written notice of its final decision to the teacher who filed the appeal.

6. Board's Decision. The Board's decision will be final, and the Superintendent will take steps to implement the decision, provided, however, that if the Board votes for disciplinary action that entitles a student to a disciplinary hearing and/or manifestation determination and it has not been held, the disciplinary action will be treated as a recommendation subject to the outcome of the hearing or manifestation determination process.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: August 8, 2024
LEGAL REF.:

Chapter 7.00 – Fiscal and Business Management

7.10 Annual Operating Budget
7.11 Fiscal Year
7.12 Encumbrances
7.13 Monthly Financial Reconciliation
7.14 Budget Amendments
7.15 Current Budget Debt Limitation
7.16 Bond Sales
7.17 Short Term Notes

7.20 Student Fees, Payments and Rentals
7.21 Activity Admission and Concession Fees
7.22 Activity Fund Management
7.23 Cash in School Buildings
7.24 Local School Accounting and Reporting
7.25 Fund Raising
7.26 Worthless Checks

7.30 Investment Earnings
7.31 School Stores
7.32 Property Sales

7.40 Central Office Depository of Funds
7.41 Bonded Employees

7.50 Accounting and Reporting
7.501 Risk Assessment Policy
7.51 Invoice Payment Procedures
7.52 Inventories
7.53 Audits
7.54 Expenditure of Funds
7.55 Purchasing
7.56 Purchasing Authority
7.57 Bid Advertisement and Solicitations
7.58 Expenditure of Public Funds for Recognition

7.60 Accountability Reports

7.70 Use of Board Vehicles
7.71 Insurance
7.72 Vendor Relations

ANNUAL OPERATING BUDGET

The Board shall provide for the preparation and adoption of the annual budget for the School System. The Board delegates the responsibility for preparation of the budget to the Superintendent of Schools and appropriate staff members.

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

The proposed budget shall reflect the total amount of resources available to the Board from all funding and revenue sources. The projected enrollment and the total proposed expenditure by the Board and for each school shall be available at the public hearings. The proposed budget shall clearly delineate the number of teachers, librarians, counselors, administrators, and other support personnel projected to be employed at each school. The proposed budget shall clearly list the operating costs by category or function at each school. The proposed budget shall delineate by school those operating resources earned, including, but not necessarily limited to, those items contained in the Instructional Support Program of the Foundation Program, designating the amount of funds earned at each school per item based on average daily membership.

After at least two public hearings have been held, the Board and Superintendent shall cause a final budget to be developed consistent with the laws of this State, and shall make copies of the final budget available to the public upon request. Copies of the budget and other financial documents may be secured from the Superintendent at a reasonable cost for reproducing the documents. On or before October 1 of each year, or at a time determined by the State Superintendent, the Board of Education shall prepare and submit to the State Superintendent of Education the final annual budget adopted by the Board, which budget shall be prepared and submitted to the classifications and items specified on forms provided and in accordance with the regulations of the State Board of Education. The Board, or Superintendent, shall not approve any budget for operation of the school for any fiscal year which shall show expenditures in excess of income estimated to be available by the various State and other officials, as required in Sections 16-13-141 and 16-13-142, plus any balances on hand, except under conditions set forth by the laws of the State governing the issuance of school warrants.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

FISCAL YEAR

The fiscal year for the School System is October first through September thirtieth.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF.: The Code of Alabama, 16-13-1

ENCUMBRANCES

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

MONTHLY FINANCIAL RECONCILIATION

All Central Office financial records shall be reconciled with corresponding bank statements each month by the Superintendent or 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 reports and the Superintendent.

At the local school level assigned personnel shall reconcile monthly all financial records with bank statements. These reports shall be prepared on forms prescribed in the Local School Accounting and Reporting System Procedures Manual. Such reports shall be signed by the principal. Reports shall be prepared and transmitted to the Central Office by the 10th of each month for review by the Superintendent. Reports shall be accompanied by a copy of the corresponding bank statement, copy of the bank reconciliation report, report of outstanding encumbrances, and reports of accounts payable.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

BUDGET AMENDMENTS

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

The Board authorizes the Superintendent to review and analyze the budget for needed changes and amendments during the fiscal year. Line items in the budget may be changed, with Board approval, at any time during the fiscal year provided such change is consistent with existing laws and regulations of the State and Federal governments.

The Superintendent shall keep the board informed concerning the status of the budget, and Board action necessitating expenditures shall be considered sufficient authority to exceed a line item if such action is required.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

CURRENT BUDGET DEBT LIMITATION

Bonded Indebtedness

The Board shall not incur any bonded indebtedness that shall require annual payments on the principal and interest in excess of eighty per cent (80%) of the anticipated revenues from the ad valorem taxes pledged to retire such bonds.

Current Indebtedness

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

The Board shall not spend or obligate to spend more money in any fiscal year than the income received during that year plus the balance on hand at the beginning of the fiscal year.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

BOND SALES

Bonds issued by the Board shall be in accordance with all applicable laws.

All proposed bond issues for the School System shall be recommended by the Superintendent and approved by the Board and the State Superintendent of Education prior to offer for sale.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

SHORT TERM NOTES

In accordance with State law, the Board has the authority during any fiscal year, and upon recommendation of the Superintendent, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans if funds on hand are not sufficient to meet current expenses. Such loans shall be due and payable not later than the close of the current fiscal year or when the State makes its final appropriation. All such loans shall be recommended by the Superintendent and approved by the Board prior to negotiation and execution of the loan. Rates of interest on any loans shall not exceed the maximum allowed by law.

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

STUDENT FEES, PAYMENTS AND RENTALS

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

No fees of any kind shall be assessed any student enrolled in grades K through six (6). At the secondary level, no fees shall be assessed for any courses required for graduation. Reasonable fees for non-required courses may be assessed at the secondary level, provided, however, that students unable to pay for such fees shall be exempted therefrom. The above shall not be construed to prohibit voluntary gifts, bequests or other monetary donations at any scholastic level.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

ACTIVITY ADMISSION AND CONCESSION FEES

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

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

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

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

ACTIVITY FUND MANAGEMENT

All student activity funds shall be under the control of the local school principal. Such funds shall be accounted for in accordance with financial bookkeeping procedures approved for use by the School System.

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

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

CASH IN SCHOOL BUILDINGS

Funds entrusted to the care of the school employees are the complete responsibility of such employees. No money, even in the smallest amounts, shall be left in rooms or offices except in properly safeguarded places indicated by the principal.

School funds shall be deposited in the school banking account on a daily basis: however, funds not in excess of $300.00 for the office/school “change fund” and any minor funds received after the last daily bank deposit has been made may be kept in the school vault or lockable, fireproof cabinet or night depository. Funds in excess of $300.00 must be day or night deposited.

In an attempt to safeguard taxpayers and school money, bank deposits shall be made on a daily basis when monies are collected.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

LOCAL SCHOOL ACCOUNTING AND REPORTING

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

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

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

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

FUND RAISING

The principal is responsible for developing a procedure to account for funds raised at the school. Supporting documents must confirm total receipts and disbursements.

The Superintendent will provide appropriate forms for such accounting with consultation of the principals.

All fund raising activities in the name of the school or related to the school must be approved in writing by the principal. Fund raising activities will be submitted to the Superintendent/designee to ensure coordination among the System's schools.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

WORTHLESS CHECKS

The face value of a check returned for insufficient funds (NSF) may not be absorbed as a cost by State, Federal, or public local funds. An uncollected check is considered a bad debt. Bad debts are not an allowable expenditure for any State, Federal or public local funds. Therefore, the following policy must be implemented and enforced in each local school:

1. The local principal or other school administrator must exercise due diligence in the acceptance of checks and in the collection of NSF checks. A list of individuals who have submitted bad checks should be maintained in order to prevent the receipt of any further checks from those individuals. Uncollected NSF checks may not be simply written off. The local school or School System must take necessary actions to collect the check amount and must document those actions and procedures.

2. A NSF check fee shall be charged to the check writer for all returned checks whether collected or not. The fees collected will be utilized to cover any expenses incurred in collecting checks and in covering the face value of any uncollected checks. The collected NSF check fees will be maintained in a non-public local school fund. If a check is determined not to be collectable, this non-public fund can then be utilized to transfer funds to the appropriate State, Federal or public funds to cover the amount of the NSF check. The non-public fund must not be restricted or designated for any other purpose such as for a club or other fund raising purpose.

3. Uncollected NSF checks will be turned over the Worthless Check Unit of the Calhoun County District Attorney's Office pursuant to its policies and procedures.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

INVESTMENT EARNINGS

The Board may authorize the Superintendent and Chief Financial Officer to invest any surplus funds which it may have on hand in guaranteed investments such as treasury bills, notes or certificates of deposit issued by the U.S. Government or a banking institution in which Federal or State guarantees are applied.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

SCHOOL STORES

The Board authorizes the Superintendent to grant permission for the operation of in-school stores selling merchandise that is needed by students for participation in 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 and local Board policies.

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

PROPERTY SALES

Real Property

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

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

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

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

Personal Property

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

CENTRAL OFFICE DEPOSITORY OF FUNDS

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. Banks used by the System will be members of the F.D.I.C.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

BONDED EMPLOYEES

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

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

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

ACCOUNTING AND REPORTING

The Board shall, following recommendations by the Superintendent, prescribe regulations for the keeping of accounts and fiscal records and the making of reports by all under the Board's jurisdiction who are charged with such responsibility. Prescribed regulations shall be consistent with those of the State Board of Education, the Division of Administration and Finance of the State Department of Education and with the directives of the State Examiners of Public Accounts.

Accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for such period as specified by the State Department of Education or the State Examiners of Public Accounts.

The Superintendent shall develop specific procedures to assure that accounting practices throughout the District are consistent with generally accepted accounting procedures.

Annual Financial Report

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

Within forty-five (45) calendar days after receipt of each annual report/financial statement, the Board shall place for public inspection the annual report in its entirety:

1. One copy in the office of the Superintendent;
2. A copy posted on the Oxford City Schools Website.

Within forty-five (45) calendar days after receipt of each annual report/financial statement, the Board shall provide written notice of the arrival and availability of the annual status report to:

1. All local news media.

Annual Status/Accountability Report

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

Within forty-five (45) calendar days after receipt from the State Department of the Annual Status Report on the condition of education in the School District, the Board shall place for public inspection the annual report in its entirety as follows:

1. One copy in the office of the Superintendent;
2. A copy posted on the Oxford City Schools web site.

Within forty-five (45) calendar days after receipt of the annual status report, the Board shall provide written notice of the arrival and availability of the annual status report to:

1. All local news media.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

RISK ASSESSMENT POLICY

The Oxford City Board of Education recognizes the following areas of the internal control environment to be high risk areas and have taken the steps listed to mitigate those risks:

Payroll

Because of the large volume of transactions and percentage of total expenditures, payroll is considered a high risk area. In order to mitigate this risk, all payroll transactions must be approved by the Superintendent or the CFO. Payroll checks must be signed by the Superintendent and the CFO and only the Superintendent and the CFO have access to the bank's web site for transmittal of direct deposit transactions.

Receipting of Funds

To properly segregate duties associated with the receipt of funds, the mail is opened by the Superintendent or the CFO who gives the checks received to the receptionist for receipting and preparation of the bank deposit. The deposit is taken to the bank by the Assistant Custodian of Funds. The bank reconciliation is prepared by the Supervisor of Local School Accounting. The reconciliation is approved by the Superintendent and the CFO.

Accounts Payable

All purchase order requests require a written requisition. This requisition must be signed by the Administrator responsible for the source of funds being expended. The CFO will check the general ledger coding and will also sign the requisition. The Assistant Custodian of Funds will issue a purchase order based on this requisition. This purchase order must be signed by the Superintendent. When the goods are received the Administrator or their delegate will check the packing slip and confirm that all items ordered were received. The invoice will be turned over to the Assistant Custodian of Funds for payment. The original copies of the invoice, purchase order, and requisition will be retained together. The CFO will approve the payment of the invoices and all accounts payable checks will require the signatures of the Superintendent and the CFO.

Local Schools

In order to mitigate the risk of errors or irregularities in the accounting system at the local school level, the Board employs a Supervisor of Local School Accounting. The Supervisor of Local School Accounting must approve all local school accounts payable batches before the bookkeeper issues checks. The Supervisor also regularly reviews the bookkeeping procedures at the local school level. Any questionable accounting transaction is brought to the attention of the Superintendent and the CFO for resolution.

Inventory

Any equipment purchased by the Board of Education is required to have an inventory control tag. An inventory of assets owned by the Board is maintained at the Central Office. A review of the inventory is conducted each year system-wide by personnel assigned by the Director of Operations. Any deletions from the inventory must be submitted in writing to the Director of Operations and CFO. Any discrepancies between the actual inventory and the inventory list must be explained to the Director of Operations by the responsible local school personnel.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: November 18, 2008

INVOICE PAYMENT PROCEDURES

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

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

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

INVENTORIES

The Board requires that all fixed assets of the School District be inventoried and a perpetual inventory record be maintained in the Central Business Office. An inventory audit shall be made annually and shall be comprehensive.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

AUDITS

Central Office Audits

Accounting procedures in the School System shall conform to the procedures and systems required by the State Superintendent of Education.

Financial records of the School System, to include local schools, will be audited annually on the approval of the Board and at the expense of the Board. Such audits shall be conducted by a reputable auditing firm/individual licensed to do business in Alabama. The School System shall select the CPA firm/individual to perform System-level audits based on experience and professional expertise in the field.

Local School Audits

Annually, as required by the State Board of Education, all local school funds and accounts, except those accounts designated for local schools with records maintained in the Central Office, shall be audited by a reputable CPA firm approved by the Superintendent and Board.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

EXPENDITURE OF FUNDS

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

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

All financial transactions of a local school shall be paid by check. No cash payments shall be made.

Principals shall establish a checking account(s) with a banking establishment which is a member of the F.D.I.C. Such banks may be designated by the Board of Education.

All checks in the name of the school shall be drawn upon such account(s).

At the local school level, the signatures of the principal and the other designated bonded employee are required on every disbursement check. In the absence of the principal or designated bonded employee, the Chief School Financial Officer is authorized to sign local school checks.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

PURCHASING

The Board directs that expenditures in excess of Alabama State bid law limits (41-16-50 and 41-16-51 of the Alabama Code) made for labor, services, work, the purchase or lease of materials, equipment, supplies or other personal property, with limited exception, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications. (Exception for professional services; for example, architects, attorneys, etc.)

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

Pursuant to State law, the Board when purchasing personal property or contractual services shall give preference to commodities produced in Alabama or sold by Alabama persons, firms or corporations.

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

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

All bids shall be opened at the office of the Board. Bids may be referred by the Board to the Superintendent and staff for consideration. The Board shall then consider the recommendation of the Superintendent before making the final decision. The Board reserves the right to reject any or all bids.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

PURCHASING AUTHORITY

Principals are authorized to submit requisitions to the Board through the Superintendent for items included in the annual budget pertaining to individual schools. If approved, the Superintendent will issue the required purchase order(s). The Board will not be responsible for purchases made without a purchase order. Competitive bids should be secured on certain purchases over Alabama State bid law limits (41-16-50 and 41-16-51 of the Alabama Code). Principals are responsible for receipts and expenditures of all local school monies. All monies collected in schools must be expended for the purposes for which they were collected.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

BID ADVERTISEMENT AND SOLICITATIONS

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

The Board shall endorse competitive bidding to ensure that the highest possible efficiency at lowest possible cost is achieved.

If all bids are rejected, the Board has the right to negotiate with the bidders or other vendors.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

EXPENDITURE OF PUBLIC FUNDS FOR RECOGNITION

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

ACCOUNTABILITY REPORTS

The Board shall submit data to the State Department of Education to be used to prepare an annual accountability report for each of its schools. This report shall include but not be limited to the following:

1. A Funding and Expenditure Report which shall include annual budgets and financial statements and any other document which may be necessary to assess the financial stability of the Board;

2. A School Safety and Discipline report which shall include statistical information relating to student safety and discipline in each school and any other data deemed necessary by the board to inform the public about safety and discipline in each school. These reports shall be released to the media, presented to parent organizations, members of the Legislature who represent the area in which a particular school is located and the State Superintendent of Education.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

USE OF BOARD VEHICLES

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

Assigned vehicles are to be used only for school related business travel and may not be used for personal purposes other than minor uses such as stops for lunch between business/work sites. This policy shall apply to any individual operating a vehicle owned or leased by the Board (including school vehicles). Employees who are required to drive a Board vehicle to and from work for commuting purposes will be charged Federal and State income tax for the fair value of the use of the vehicle per the Internal Revenue Code.

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

INSURANCE

Buildings, Buses and other Vehicles

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

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

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

VENDOR RELATIONS

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

No Board member or employee will accept any thing of value from any person, agency, or company doing or desiring to do business with the School System.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

Chapter 8.00 – School Lands, Facilities & Support Services

8.10 School Lands & Sites
8.11 Maintenance of Buildings and Grounds
8.12 Property Disposal Procedures
8.13 Equipment and Supplies Management
8.14 Safety Program

8.2 Visitors to the System Schools and Facilities
8.21 Visitors to the System Schools and Facilities with Adult Sex Offender Status
8.22 Emergency Warning System
8.23 Emergency Drills
8.24 Emergency Closing
8.25 Traffic and Parking Controls
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8.30 Capital Planning
8.31 Risk Management
8.32 Project Administration

8.40 Site Acquisition Procedure

8.50 Inventory Control
8.51 Federal Programs Inventory Procedures

8.60 Use of School Facilities Rules and Regulations

8.80 Transportation Safety
8.81 Student Transportation Management
8.82 Bus Scheduling and Routing

8.90 Food Services Management

SCHOOL LANDS AND SITES

Accurate records of all Board property, including deeds and plats of school sites will be maintained by the Superintendent and/or designee.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019

MAINTENANCE OF BUILDINGS AND GROUNDS

It shall be the policy of this Board that school properties be maintained in good physical condition. Safe, clean, sanitary, comfortable and adequately maintained facilities are basic indications of efficient management. Their provision is a responsibility of highest priority.

The Superintendent and/or designee shall be responsible for initiating and maintaining an effective school plant cleaning program in compliance with all sanitation requirements of the Health Department and policies of this Board.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019

PROPERTY DISPOSAL PROCEDURES

The Board of Education shall be advised by the Superintendent in the event that certain real or personal property is no longer needed for public school purposes.

The Board, upon receipt of such report, may at such time as it deems proper and at its discretion declare that such property is no longer needed for public school purposes.

Once real property is declared as surplus by the Board, the Superintendent or his designee shall be authorized to take appropriate action in disposing of such property as outlined below:

a. Obtain an appraisal(s) reflecting the fair market value.

b. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is a need for such property.

c. Follow the procedures in the manner prescribed by state law for the sale of real property

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019
LEGAL REF.: Reference: ALA. CODE §16-8-40; Att'y Gen Rept. V. 91 at 49 (1948). V. 142 at 18 through 21 (1971)

EQUIPMENT AND SUPPLIES MANAGEMENT

All maintenance equipment shall be inventoried and a periodic check made to ensure proper accounting. Board owned equipment shall not be loaned to private individuals or used for private purposes.

Office and janitorial supplies provided by the Board shall be requested in writing, and accurate records of distribution maintained.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019

SAFETY PROGRAM

The Board strives to maintain safe buildings, grounds, and equipment in order to prevent accidents or injury to students, employees, and other individuals. Protection shall be provided from such dangers as fire, natural disasters, mechanical and electrical malfunctions and other avoidable hazards. Buildings shall be planned, equipped, and maintained in accordance with State and Federal building codes and safety regulations.

Buildings shall be equipped with fire extinguishers. A comprehensive safety plan shall be developed and implemented at each school site in accordance with State guidelines.

It shall be the responsibility of the principal to ensure that the school plant is free of fire hazards. Periodic inspections shall be made by the principal or designee who shall report immediately any needed maintenance to the Superintendent or designee.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019

VISITORS TO THE SYSTEM SCHOOLS AND FACILITIES

It is the policy of the Board to have all visitors report to the principal's/supervisor's office upon entering a School System facility. All visitors to any school/facility shall certify with respective school principals/supervisors who they are and their purpose for being in said school/facility.

School Visitors

No visitations shall be permitted on the campuses or other work sites or within school buildings operated by the Board by unauthorized persons during the regularly scheduled school day. All visitors shall be required to secure permission from the principal or designee before visiting classrooms or other parts of the school buildings or school grounds. Signs noting the requirement that visitors must report to the principal's office shall be posted at main entrances of all schools or work sites. Visitors to the Central Office should report to the receptionist for assistance.

Conduct by any visitor which creates interference with maintaining a proper environment for learning/business shall not be permitted. Principals/supervisors shall be authorized to take necessary actions to eliminate the interference.

Authority to Remove Trespassers

The principal shall be authorized on behalf of the Board to order any persons to remove himself/herself from School System buildings and grounds. Upon the refusal by such person to vacate such premises, principals or persons acting in their behalf, shall be authorized to secure of warrants of arrest for trespassing and persons trespassing after warning.

Local School Security Plan

Each School, in accordance with State Board of Education requirements, shall have a written security plan. Such plan shall be available for review by the Superintendent or designee.

SOURCE:	Oxford City Board of Education, Oxford, AL
ADOPTED:	September 17, 2019
LEGAL REF.:	The Code of Alabama 16-6B-5 to-7, 16-8-8 to -10, 16-11-9, 16-11-18.

VISITORS TO THE SYSTEM SCHOOLS AND FACILITIES WITH ADULT SEX OFFENDER STATUS

No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a K-12 school while school is in session or attend any K-12 school activity at any location unless the adult sex offender does all of the following:

1) Notifies the principal of the school, or his or her designee, a minimum of one regularly scheduled school day in advance of any event or activity in order to facilitate their presence on the property or attendance at the K-12 school activity.
2) Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the K-12 school activity.
3) Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the school property or attendance at the K-12 school activity.

No adult sex offender, after having been convicted of a sex offense involving a minor, shall loiter on or within 500 feet of the property on which there is a school, playground, athletic field, athletic facility or school bus stop.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019
LEGAL REF.: The Code of Alabama 15-20A-17

EMERGENCY WARNING SYSTEM

Each principal shall develop an appropriate emergency warning system to warn students, teachers, and other staff of impending danger. The warning system should include fire, severe weather, intruders, and other potential dangers.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019

EMERGENCY DRILLS

The Board requires that Principals comply with all school safety requirements outlined in Section 16-1-44 and 36-19-10 of the Code of Alabama.

The Principal shall report the dates of annual safety training as well as dates of all safety drills in the manner prescribed by the State Department of Education and the Superintendent. Failure of a Principal to conduct and report safety drills and training according to prescribed rules shall result in appropriate disciplinary action.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019

EMERGENCY CLOSING

The Superintendent or designee shall determine if conditions are such that the schools or an individual school should be closed. Particular attention shall be paid to weather conditions which could create hazardous road conditions.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019
LEGAL REF.: The Code of Alabama 16-12-3

TRAFFIC AND PARKING CONTROLS

The Board and administrative staff will work with local law enforcement agencies in an effort to provide the best possible safety procedures for students leaving and entering school grounds.

Principals are charged with developing rules and regulations relative to parking and traffic controls on school property under their supervision.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019

SECURITY

Principals are charged with maintaining environments which are optimally conducive to learning and are authorized to take appropriate actions to eliminate disruptive influences.

Security includes not only maintenance of a secure (locked) building, but also protection from such dangers as fire hazards or faulty equipment, and a simultaneous emphasis upon safe practices in the use of electrical, plumbing, and heating equipment. Staff members will cooperate closely with local police, fire, and sheriff's departments and insurance company inspectors.

Security also includes maintaining a proper atmosphere for learning and protection from trespassers, agitators, and others who actions materially and substantially disrupt school activities.

Access to school buildings and grounds after regular school hours shall be limited to personnel whose work requires it or to those to whom access has been granted by the principal. An adequate key control system shall be established in an effort to prevent illegal entry into buildings.

Records and funds shall be kept in a safe place under lock and key. Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate. Employment of security personnel may be approved in situations where special risks are involved.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019

CAPITAL PLANNING

It shall be the responsibility of the Superintendent or his/her designee to develop a capital plan for the School System which shall meet the future educational requirements of the communities served by the System. Decisions will be made based on the State required capital planning process and accreditation needs. It will be implemented to meet the School System's facility requirements.

The Superintendent or designee will prepare or direct the preparation of all plans and specifications for remodeling old buildings or constructing new buildings and will closely supervise their implementation during the construction process.

The Superintendent or designee will coordinate all phases of the building effort, including, but not limited to direction of planning activities, investigation of potential funding sources, and overall supervision of all building projects once construction begins. The Superintendent shall keep the Board fully informed on all aspects of construction activities within the System.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019
LEGAL REF: The Code of Alabama, 16-4-21, 16-8-12, 16-9-17, 16-13-231 (e) (i), 41-9-160 to 166, 16-1-30, 16-8-9

RISK MANAGEMENT PROGRAM

The Superintendent or his or her designee will develop and implement a risk management program to cover the buildings and property owned by the Board, taking into consideration financial feasibility, advice from professionals, availability of State Insurance Program coverage and self-insurance options. The program should be evaluated periodically and the analysis submitted to the Board for review.

Cumulative, up-to-date records will be kept of all insurance policies and documents on school buildings, equipment and insurable properties.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019
LEGAL REF: The Code of Alabama, 16-8-42 (counties), 16-8-42.1 (both); 16-11-27 (cities).

8.32

PROJECT ADMINISTRATION

The Board shall require a review of building construction activities by the Superintendent. The review shall include field inspection of the contractor's operations, periodic reports of the architect relating to the construction, along with other related matter. The Superintendent or designee shall make periodic reports to the Board verifying that the work of the construction contractor and the architect is being performed in accordance with plans, specifications and contracts

The Superintendent has the authority to execute and administer Board approved contracts including all contingencies to the full amount. Additive change orders up to 10% of the total amount on construction contracts for new buildings and 10% for renovations may be approved by the Superintendent and reported to the Board at the end of the project.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019
LEGAL REF: The Code of Alabama, 16-1-2, Public Work Law – Title 39, 1975

SITE ACQUISITION PROCEDURE

The Board shall expedite the purchase of property for public school purposes in order that negotiations with the owner may begin immediately. If a problem arises during negotiations which delays acquisition of the property by the School System, condemnation proceedings may ensue as provided by law to enable the Board to acquire the property.

The School System shall maintain communications with the owner or his counsel to the extent possible as proceedings develop in order to provide an opportunity to negotiate a purchase rather than resort to or continue court action. It shall be the Board's declared intent to negotiate reasonably, amicably, and to avoid confrontation when possible while continuing negotiations. New sites must meet State mandated site requirements.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019
LEGAL REF: The Code of Alabama, 16-8-40

INVENTORY CONTROL

The Superintendent is required to establish effective procedures to account for all materials, equipment, and other Board property. These procedures will include an annual inventory and evaluation of tangible Board property (including fixed assets and supplemental property), to be completed no later than June 30, with appropriate reports submitted to the Superintendent.

Inventories will be kept on forms prescribed or approved by the Superintendent or designee.

Inventory forms will show items on hand at the beginning of the fiscal year, items lost, items disposed of, and items purchased or otherwise added during the year, and items on hand at the end of the fiscal year.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019
LEGAL REF: Reference: ALA. CODE §§16-13A-1, 6 (1975)

FEDERAL PROGRAMS INVENTORY PROCEDURES

The Elementary and Secondary Education Assistance Act of 1965 (ESEA) reauthorized by the Every Student Succeeds Act of 2015 (ESSA) requires, among other things, that Local Educational Agencies (LEAs) implement and maintain financial management systems that substantially comply with federal systems management requirements. These requirements, detailed in 2 C.F.R., Part 200.62 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R., Part 200) states that LEAs shall provide "effective control over and accountability for all funds, property, and other assets. Recipients shall adequately safeguard all assets and assure they are used solely for authorized purposes." The requisition for the purchase of equipment should follow the LEA's internal control procedures. Procedures should be in place to ensure prior approval of all purchases and provide specifications for receiving the equipment and issuing the equipment to the proper locations.

Procedures for the Requisition of Items with Federal Funds

1. Local schools must submit an Oxford City Schools Requisition Form along with justification for the purchase to the Federal Programs Liaison.
2. Federal Programs personnel will verify alignment with the schoolwide plan and availability of funds in correct General Ledger Codes.
3. Once the requisition is approved, it is converted to a purchase order by the Accounts Payable Department.
4. The school places the order using the purchase order number generated.
5. Once the item(s) is(are) received and verified, invoices are submitted to Federal Programs Liaison.
6. Federal Programs submits the invoice for payment to the Accounts Payable Department.
7. If an approved invoice qualifies for Title I Inventory:

    a. An inventory card is completed, using the serial number, model number, location, room number, vendor, GL number, cost of item, date acquired, and purchase order number, by Finance Personnel.
    b. An inventory label is assigned by Finance Personnel and sent to the appropriate location for placement on the item.
    c. The item is added to the location’s inventory by the Administrative Assistant to the Director of Operations.

Procedures for Disposition of Inventory

1. When an item is broken beyond repair or repair cost would be greater than replacement, a school will request the removal of an item from inventory by completing the Inventory Deletion Form.

2. Once the completed form is received and reviewed by the Federal Programs Liaison, the item is removed from inventory.
3. When necessary, the correct department is notified, and removal is scheduled with the school.

**Equipment items with an acquisition cost/current per unit fair market value of less than $5,000 and are more than three years old may be retained, sold, or disposed of, with no further obligation to ALSDE. The disposition of such items should be so noted on the equipment inventory maintained by the LEA.

Loss, Damage, or Theft of Inventory item

1. Schools will notify the Federal Programs Liaison should an item be lost, damaged, or stolen.
2. Schools will maintain documentation of notification of loss, damage, or theft of equipment, and if appropriate, any police reports.
3. Item will be removed from inventory if not recovered.

Private School Inventoried Items

Funds from several federal programs may be used to purchase materials and equipment to meet the needs of participating (students eligible to receive services) private school students. It is important to remember that although the equipment may be used by the private school, the LEA purchasing the equipment retains title and must continue to account for the equipment in its inventory management system. The ALSDE shall require all LEAs serving private school children to implement adequate procedures and internal controls to account for the location, custody, and security of materials, equipment, and property purchased with federal funds for private school use.

Procedures for Inventory of Items to be used at Private Schools:

1. To ensure all activities including the purchase of equipment paid for with federal funds, are necessary, reasonable, allocable, and allowable, participating private schools must submit requests to the Federal Programs Liaison.
2. The requests are reviewed by the Federal Programs Liaison to verify alignment with the implementation plan and availability of funds in correct GL Codes.
3. Once the request is approved, it is converted to a purchase order by the Accounts Payable Department.
4. The Federal Programs Liaison places the order using the purchase order number generated.
5. Once the item(s) is(are) received and verified, invoices are submitted to the Federal Programs Liaison, who arranges for delivery to the private school.
6. The Federal Programs Liaison submits the invoice for payment to the

Accounts Payable Department.

7. If an approved invoice qualifies for Title 1 Inventory, the procedures outlined above will be followed with one exception: the Federal Programs Liaison will ensure the inventory label(s) is(are) attached to the item(s).

**The LEA will follow the same disposition plan for the item purchased for participating private school students as with any equipment purchased with federal funds in the public school.

Consumable Items

Consumable items are not included in the Title 1 Inventory, however, the procedures for requisitions, purchasing and verification of consumable items is the same as Title I Inventory. Local schools set procedures for maintaining the documentation for consumable items.

**Each school should label materials “Property of Title I” with black Sharpie/permanent marker to items that are not consumable but do not qualify as an inventory item.

**Inventoried items are any single items with a purchase price of $500 or greater, warranted item, or an item that would be serviced rather than replaced.

Inventory will be monitored annually according to Oxford City Schools procedures. Each school’s administration must report any discrepancies or changes regarding items purchased with Title I funds to the Federal Programs Liaison in writing within one (1) week of the completion of the inventory process.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: December 10, 2021
LEGAL REF.:

USE OF SCHOOL FACILITIES RULES AND REGULATIONS

The Superintendent is authorized to establish procedures including a schedule of reasonable fees for use of Board facilities and property by individuals, groups, or organizations.

To ensure the Board's control and protection of school property, the following regulations will be adhered to for any facility use:

1) The regular school program has priority at all times.

2) Only areas designated as event use in each school will be considered for outside groups. These areas generally include, but are not limited to, cafeterias, auditoriums, and gyms. Classrooms as a rule should not be considered for community use or other events not directly related to the school system.

3) Due to the frequency of use by the district of System owned facilities, events that are regularly recurring (weekly, monthly, etc.), as a rule will not be considered.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019

TRANSPORTATION SAFETY

Prior to employment, the Board requires that bus drivers obtain a Commercial Driver's License and all certificates required by the State Department of Education to operate a school bus.

The State Board of Education requires that all vehicles used for the transportation of children be inspected annually by authorized and qualified State Department of Education employees. Any bus found to be deficient shall be **"red tagged"** and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

All vehicles used for the transportation of children shall be inspected monthly by local transportation personnel in accordance with standards established by the State Department of Education. All bus drivers shall wear seat belts while operating a school bus.

All accidents regardless of the damage involved must be immediately reported to the Transportation Supervisor. Any part of the vehicle rubbing, scraping or touching (other than bushes, overhanging limbs, etc.) other objects or vehicles in such a manner as to cause damage to the vehicle or to others shall constitute an accident.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019
LEGAL REF: The Code of Alabama 16-27-1; 16-27-3; 16-27-4; 16-27-5; 16-27-7; 16-27-8

STUDENT TRANSPORTATION MANAGEMENT

Buses shall be used for the purpose of transporting students to and from school only, except for extra-curricular program activities and approved field trips. In certain cases, the Superintendent may authorize the use of buses by governmental entities upon request. **Under no circumstances may a bus be used for any reason that will interfere with the transportation of school children to and from school.**

Only State certified bus drivers shall be employed as bus drivers.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019

BUS SCHEDULING AND ROUTING

The Superintendent or his/her designee shall have the responsibility for determining all routes and schedules.

Buses must not discharge students except at the school which they attend. Buses are to stop only at scheduled stops except in cases of mechanical programs or emergency.

Each bus operates on a regular schedule, which is not to be changed unless absolutely necessary.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019

FOOD SERVICES MANAGEMENT

The school food service program will at all times be operated in compliance with Federal, State and local laws and regulations as well as policies of the Board.

Offer versus Serve Provision (OVS)

Offer versus Serve is a provision of the federal regulations designed to reduce food waste. Students in Kindergarten through Twelfth Grade utilize the OVS system for breakfast and lunch. The lunch and breakfast are priced as a unit.

Offer versus Serve for Traditional Lunches

Students must select at least three of the five required menu items that are offered.

Offer versus Serve for School Breakfast

Students must select at least three of the four menu items that are offered.

Alternative Service for Students

Students not served in the lunchroom will receive all five meal items that are offered.

Charged Meals

It is the intent of the Oxford City Board of Education to provide an opportunity for every student to eat a nutritious breakfast and lunch during the school day. It is also the policy of the Oxford City Board of Education to comply with all federal guidelines pertaining to the National School Breakfast and Lunch programs. Meal charges are not allowed. Students, employees, and guests must remit payment for meals at the time of service. Meal pre-payment is available for a small fee, and provided at no charge by sending cash or check to the student’s school. Arrangements will be made at each school location for students who have insufficient meal funds to be provided a meal. Notification will be sent when insufficient meal funds are available. Any debt incurred from charged meals will be paid for from non public funds.

Food Waste

Food that has been served or sold and in the possession of a student, faculty member, or visitor that is unused or returned must be discarded, and may not be offered as food for human consumption. (FDA Food Code 3-306.14 A) Food that has not been served or sold will be stored according to state and federal guidelines for the re-service of food, or will be discarded.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: September 17, 2019, Revised June 15, 2021, Revised July 19, 2022

Chapter 9.00 – Public and Organizational Relations

9.10 Public Information Program
9.11 Staff – Community Relations
9.12 Public Gifts to the Schools
9.13 Public Sales
9.14 Plagiarism of Copyrighted Material

9.20 Public Complaints
9.21 Tobacco Use

9.30 Advertising in the Schools

9.40 Acknowledgment of Gifts and Bequests

9.50 Government Relations

9.60 Military Recruiters

PUBLIC INFORMATION PROGRAM

The Board shall make every attempt to represent the people according to the best interests of their children and keeping with laws of the State and Federal government. Therefore, the Board shall attempt to:

A. Keep its members and public informed regarding the policies, administrative operation, objectives, and successes or failures of the School System;

B. Provide the means for furnishing full and accurate information, favorable and unfavorable, together with interpretations and explanations of the School System plans and operations.

The Board encourages a policy of sound relations with the press and other communication media in the community. The Superintendent shall plan for releases to the press and other communication media which will provide information to the community concerning its schools and various phases of the Board's program.

The Superintendent or designee shall release all official statements pertaining to the School System. Teachers and principals should clear with the Superintendent in advance the contents of any public release of information which might affect the School System other than routine public announcements. All inquiries in this respect shall be directed to the Superintendent or his/her designee.

All local news media representatives shall be welcome to attend all regular, special and annual meetings of the Board.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

STAFF – COMMUNITY RELATIONS

While the Board realizes that the primary responsibility of a teacher is to educate young people, teachers and other staff members should be constantly aware of the role good public relations plays in the implementation of an effective education program.

Good communication with parents and other citizens of the system is essential for a smoothly-functioning organization. The Board expects each employee to maintain adequate and positive communication with parents and citizens.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

PUBLIC GIFTS TO THE SCHOOLS

The Board may receive gifts which may serve to enhance and extend the work of the schools.

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

2. All administrators in a position to receive gifts in the name of a school or the School System shall apply a test of “reasonableness” to the gift. “Reasonableness” may be defined as anything that might not be construed to influence the decision makers in the purchase of school-related goods and services.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

PUBLIC SALES

The Board prohibits public sales not associated with a school organization on school property.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

PLAGIARISM OF COPYRIGHTED MATERIAL

The Oxford City School System prohibits the unauthorized reproduction of any copyrighted material at or during any school sponsored function or event.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

PUBLIC COMPLAINTS

The Board has confidence in its professional staff members and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and 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.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution. The proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teachers
2. Principal
3. Central Office Supervisor
4. Superintendent
5. Board of Education

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

TOBACCO USE, VISITORS, AND THE PUBLIC

In accordance with the mission of the Oxford City Board of Education to promote the welfare of the young people entrusted to its care, the Board acknowledges the harmful effects of cigarettes and other tobacco products both to the smoker and to those around him/her. Smoking and the use of tobacco products is prohibited in all Oxford City Board of Education buildings, on school buses, in school vehicles and on the grounds of all facilities at any time including the locations of extended day, enrichment and extracurricular activities. This policy applies to the students, staff, general public, contracted workers, visitors, and volunteers on the property of the Oxford City Board of Education including anyone attending extended day, enrichment and extracurricular activities.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

ADVERTISING IN THE SCHOOLS

No commercial advertising shall be permitted by the Board in the buildings of the School System or on school grounds or properties unless approved by the Board. Publications of the School System shall not contain commercial advertising. The School System reserves the right to deny any advertisement which is deemed controversial, offensive, or contrary to its educational mission.

Nothing herein shall be construed to prevent advertising in student publications, such as yearbooks, school newspapers, athletic programs, etc., which are published by student organizations and/or advertising in programs or publications sponsored by PTA, booster clubs, or other parent groups.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

ACKNOWLEDGMENT OF GIFTS AND BEQUESTS

The Board will provide a written acknowledgment to each donor of any gift or bequest with a value in excess of the amount (currently $250.00) specified in Federal law. The written acknowledgment will include the following minimal information:

1. The amount of any cash and a description of any property given to the School System.

2. A statement of whether or not the School System will provide any goods and/or services in consideration for any part of the gift or bequest, to include an estimate by the School System of the value of the goods and/or services to be provided the donor.

   NOTE: Any appraisals of estimated values provided by the School System will be based on information from knowledgeable persons/professionals.

3. Such written statement will be provided the donor promptly.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF: The Code of Alabama, 16-3-39, 16-10-6, Federal Tax Regulations, 1.170A-13(f).

GOVERNMENT RELATIONS

The Board will cultivate cooperative working relationships with local, county, State, and Federal governmental bodies which have an impact on public education.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008

MILITARY RECRUITERS

The School system allows on campus military recruiters as per Alabama Code and Federal regulations.

SOURCE: Oxford City Board of Education, Oxford, AL
ADOPTED: July 22, 2008
LEGAL REF: The Code of Alabama 16-1-25 (on campus recruiting).
LEGAL REF: USDE Oct. 9, 2002, letter (access to students and records).