CLARKE COUNTY BOARD OF EDUCATION

POLICY MANUAL

Clarke County Board of Education
Policy Manual
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Preface

The Clarke County Board of Education is established under authority of state law for the purpose of exercising general supervision and administration of the public schools serving school age children who reside within the county limits of Clarke County, and of promoting the interests of the Clarke County Schools and the children they serve. Those responsibilities are met, in part, by the adoption and implementation of formal policies by which the principles that guide decision making are established.

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

Policies should be construed as a whole and with reference to related policies and applicable law. Although policies are adopted partly for the purpose of meeting the requirements of pertinent law, they do not establish or create a legal right, claim, entitlement, or interest to or in any title, position, assignment, duty, work location, level or rate of compensation, benefit, or term of employment.

Any provision, feature, or aspect of Board policy that does not conform to governing law should be deemed void and superseded by such law.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

Definitions

Except as otherwise expressly provided in individual policies or required by the context, the following terms have the meanings given below:

a. "Board" or "Board of Education" means and refers to the Clarke County Board of Education.

b. "State" means and refers to the State of Alabama.

c. "System" or "school system" means and refers to all schools, facilities, and operations of the Clarke County Board of Education.

d. "State Board of Education" means and refers to the Board that exercises general control and supervision over the public schools of the State of Alabama as constituted and authorized by ALA. CODE § 16-3-1, *et seq.* (1975).

e. "Alabama (State) Department of Education" means and refers to the state agency that is charged with implementing the policies, procedures, and regulations of the State Board of Education as provided in ALA. CODE § 16-2-1, *et seq.* (1975).

f. "He," "his," or "him" means and includes all genders.

g. "Law" includes local, state, and federal statutes, regulations, ordinances, court decisions, and binding administrative orders or directives.

h. "Certified" or "certificated," when used to modify the words "teacher," "personnel," "employee," "staff," or similar terms, means and refers to Board employees who hold certificated or comparable forms of licensure issued by the State Superintendent of Education under authority of ALA. CODE §16-23-1 (1975).

i. "Classified" or "support," when used to modify the words "personnel," "employee," "staff," or similar terms, means and refers to Board employees who do not hold certificates issued by the State Superintendent of Education under authority of ALA. CODE §16-23-1 (1975) and who, in general, hold employment positions of the type identified in ALA. CODE §36-26-100 (1975), of the Code of Alabama (1975).

Citations to the United States Code, the Code of Alabama, and the Alabama Administrative Code are all intended to refer the reader to sources that either serve as legal authority for the policy provisions or provide additional or more detailed information regarding the subject matter of the policy. The citations are not exhaustive and are subject to repeal, amendment, or invalidation by court rulings. Such changes may not be reflected in the policy.

I. Governing Principles

1.1 ***Mission*** – Fostering academic excellence in a student-centered environment.

1.2 ***Vision*** – Clarke County Board of Education strives to cultivate a community of lifelong learners who excel academically, thrive socially, and contribute confidently in an ever-changing world.

II. School Board Operations

2.1 Board Composition and Organization

2.1.1 Composition – The Clarke County Board of Education is composed of five (5) members who are elected to four (4) year terms by qualified electors of Clarke County, Alabama. Members may not be employees of the Board.

[Reference: ALA. CODE §§ 16-8-1, 2 (1975)]

2.1.2 Officers – The Board will elect from its members a president and vice-president at the annual meeting of the Board held in November of each year. The Superintendent will serve as both the Board's chief executive officer and secretary. If the Superintendent's position is vacant, the Board may appoint one of its members to act as secretary until such time as the Superintendent's position is filled.

[Reference: ALA. CODE §§ 16-8-4 (1975)]

2.1.3 Committees – The Board may divide itself into standing or special committees for the purpose of more efficiently conducting Board business, but no recommendation or action of any committee will bind the Board without the affirmative vote of a majority of the whole Board.

2.2 Duties and Authority of Board Members

The Board has the authority and responsibility to administer and supervise the public schools that are located within Clarke County Alabama, and not under the purview of a city board of education. Board authority will only be exercised collectively through action taken in accordance with applicable statutory and parliamentary procedures. Individual Board members have no authority to bind the Board or to act on behalf of the Board except when authorized to do so by official action of the Board.

2.3 Board Member Compensation

Board members may be compensated for their services and reimbursed for expenses incurred in the performance of their official duties as authorized by law.

[Reference: ALA. CODE § 16-1-26]

2.4 Board Member Training

Board members will participate in new member orientation and on-going training that is designed to enhance their knowledge and effectiveness as school board members.

[Reference: ACT OF ALABAMA 2009-297]

2.5 Board Meetings

2.5.1 General Provisions – The Board will hold regular and specially called meetings in accordance with applicable statutory requirements and as dictated by the needs of the school system. All meetings of the Board will be open to the public except as may otherwise be required or permitted by law. The Board will hold an annual meeting each year in November. Each year a special meeting will also be held for public participation on the subject of public school funds allotment or any other matter relative to the administration of the public schools of the county. The special annual public meeting will coincide with the organizational meeting in November.

[Reference: ALA. CODE §36-25A-1, *et seq.* (1975)]

2.5.2 Time and Place – The times and places for regularly scheduled meetings will be established by the Board. The Board may modify its meeting schedule in the exercise of its sound discretion. Public notice of the dates, times, and places of meetings of the Board will be given in the manner prescribed by law. Board members will be given such advance notice of specially called meetings as is practicable under the circumstances.

[Reference: ALA. CODE §§ 16-8-4, 36-25A-1 (1975)]

2.5.3 Rules of Order – Board meetings will be conducted in accordance with the most recently revised edition of *Robert's Rules of Order*. A majority of the whole Board will constitute a quorum for purposes of transacting Board business except as may otherwise be provided by law.

2.5.4 Public Participation – The following procedures and rules apply for public participation in Board meetings:

a. In order to permit orderly scheduling of public remarks and the inclusion of such in the agenda, anyone wishing to speak before the Board, either as an individual, or as a member of a group, should inform the Superintendent in writing of the desire to do so and of the topic to be discussed as early as possible, but in no event less than five days prior to the meeting.

b. Any individual desiring to speak shall stand and give his or her name and the group name, if any, that he or she represents.

c. The presentation should be as brief as possible, and in no event shall such address exceed three minutes.

d. Speakers may make statements about their particular concern with school operations and programs and shall observe appropriate decorum in doing so. The Board will not hear (1) comments regarding individual students or (2) comments regarding school personnel or person(s) connected with the school system that are unrelated to the performance of their duties, not tied to official business of the Board, or are merely an attack on someone's good name and character rather than their conduct or a position they have taken.

e. Notwithstanding the foregoing, the Board President, at his or her discretion, may allow public comments from the floor at the end of the regular meeting agenda, except comments prohibited above.

f. The Board President may terminate the remarks of any individual when such remarks do not adhere to the above procedures, or for other good reason.

While the Board encourages public participation, the Board generally has no authority to address specific issues. Citizens are encouraged to contact the appropriate administrator to address specific concerns within the system.

2.5.5 Special Meetings – The Board may hold special meetings at times and places as the duties and business of the Board may require.

Special Board meetings will be called or cause to be called by the President at his discretion. A written request for a special meeting by a majority of the Board members will make it mandatory for the President to call a special meeting of the Board.

2.5.6 Preparation for Board Meetings – Board members will be provided with data and back-up information to help them in reaching sound educational decisions. The Superintendent should assume the responsibility for transmitting the necessary data and information to prepare Board members for meetings. Board members should assume the responsibility for utilizing the information provided them and for contacting the Superintendent to request additional information needed for their decision-making responsibilities.

2.5.7 Meeting Agenda

The Superintendent will prepare or cause to be prepared an agenda for regular Board meetings. Items of business may be suggested by Board members, administrative staff, employees, school patrons, or by citizens of the School System for inclusion on the agenda.

Business items proposed by school patrons and lay citizens shall be submitted in written form and received in the office of the Superintendent prior to the meeting date.

Items of business may not be suggested from the floor for discussion except at the discretion of the President or by a majority vote of Board members present.

2.5.8 Quorum – Three Board members will constitute a quorum for the transaction of business at Board meetings. A motion will be declared approved if it receives three or more votes, a majority of the whole Board.

2.5.9 Voting – Matters requiring a vote of the Board shall be voted upon by open ballot. Board members shall not be represented by proxy at any meeting at any time.

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

The minutes of each Board meeting shall be prepared by the Superintendent or his designee.

At each regular Board meeting, the minutes of the preceding meeting shall be considered, and if they are deemed in proper form, 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 "aye" and "nay" shall also be recorded.

The official minutes shall be kept in bound volumes at the office of the Board.

2.5.11 Executive Sessions – Executive sessions of the Board are closed to the public and may be attended only by members of the Board, the Superintendent, the Board attorney and other persons designated by the Board.

The Board may call an executive session when the good name or character of an individual is to be discussed or for any other reason provided by law. All matters discussed in executive session will be considered as confidential and will not be divulged to the public. However, all votes of the Board shall be taken in an open session and the results thereof shall be recorded in the official minutes.

2.6 Superintendent's Responsibilities and Qualifications

2.6.1 Role, Responsibilities, Qualifications, and Term – The Superintendent serves as the chief executive officer of and secretary to the Board. The Superintendent may exercise such prerogatives and duties as are prescribed by statute, as are delegated or specified in an employment contract, or as are otherwise lawfully assigned by the Board. The Superintendent must possess the minimum qualifications for the position that are established by law and such other qualifications as may be specified by the Board. The Superintendent will be elected for a four (4) year term.

[Reference: ALA. CODE § 16-9-1, *et. seq.* (1975)]

2.6.2 Scope of Executive and Administrative Authority – In addition to specific grants of authority set forth in particular Board policies, the Superintendent is authorized to develop and implement such lawful and reasonable rules, regulations, operating procedures, administrative directives, or like measures as are directed to compliance with legal requirements or attainment of the objects of Board policy. The Superintendent shall have the power to act in cases where the Board has not provided policy statements to guide administrative action. The Superintendent will inform the Board of such action and of the need for policy.

2.7 Recordkeeping and Retention of Board Records

Board records will be maintained by the Superintendent in the manner and for the length of time required by law. Otherwise, records will be retained and disposed of in accordance with procedures that will include a records retention and destruction schedule to be prepared and promulgated by the Superintendent and approved by the Board. All official public records of the Board will be available to citizens for inspection at the office of the Board.

2.8 Policy

2.8.1 Policy Dissemination – Board policies and administrative rules and regulations should be made accessible to all employees of the School System, to Board members, to students of the School System, and to members of the community. The Superintendent is authorized to establish and maintain an orderly plan for disseminating Board policies and administrative rules and regulations.

2.8.2 Suspension of Policy – The Board may suspend policy upon the recommendation of the Superintendent and a majority vote of the Board.

2.9 ***Association Membership*** – The Board will maintain membership in the Alabama Association of School Boards.

2.10 ***Board Attorney*** – The Board shall have the right to retain and utilize legal counsel at the Board's expense.

III. Fiscal Management

3.1 Chief School Financial Officer

The Board will appoint a Chief School Financial Officer to oversee the financial operations of the Board and to perform the duties of the position that are set forth in state law and regulations. The Chief School Financial Officer may also be referred to as the Chief School Finance Officer.

[Reference: ALA. CODE §16-13A-4 (1975); Ala. Admin. Code 290-2-5-.01, *et seq.*]

3.2 Budget

A budget will be developed and approved for each fiscal year, which extends from October 1st to September 30th of the following year. Preparation, presentation, submission, and approval of the budget will be undertaken and completed as provided for in state law and regulations. Budgets will be "balanced" such that the expenditures set forth in the budget for the fiscal year will not exceed revenues and any cash balances on hand.

[Reference: ALA. CODE §16-13-140, *et seq.* (1975)]

3.3 Accounting

Generally accepted accounting standards and procedures will be employed in the administration of all Board and school finances. All Board and school accounts will be reconciled to financial records. All reports required by the State Department of Education will be completed in a timely manner with copies provided to Board members.

3.4 Finance Manual Authorized

Financial transactions will be administered in accordance with a general finance manual and any local school finance manual that is adopted by the State or that may be developed by the Superintendent and the Chief School Financial Officer and approved by the Board. The finance manual(s) will establish and describe specific practices and procedures that are to be followed in connection with all phases of financial administration, including, but not limited to such matters as accounting, bookkeeping, inventory maintenance, payroll, reconciliation, fund security, receipting, disbursement, purchasing, disposal of property, banking, and investments. The practices, procedures, and requirements set forth in the manual(s) will be disseminated or made available to all employees with administrative responsibilities involving the receipt, handling, or expenditure of school or school system funds, and training will be provided by the Superintendent and the Chief School Financial Officer regarding the contents of the manual(s).

[Reference: ALA. CODE §16-13A-1 (1975)]

3.5 Audits

Business and financial transactions of the Board and the records of Board financial accounts will be audited in accordance with state law and appropriate auditing and accounting standards.

[Reference: ALA. CODE §16-13A-7 (1975)]

3.6 Inventories

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 the end of each fiscal year, with appropriate reports submitted to the Superintendent and Chief School Financial Officer. Inventories will be kept on forms prescribed or approved by the Chief School Financial Officer. Inventory forms will show items on hand at the beginning of the fiscal year, items lost, items disposed of, items purchased or otherwise added during the year, and items on hand at the end of the fiscal year.

[Reference: ALA. CODE §§16-13A-1, 6 (1975)]

3.7 Purchasing

Purchases will be made in accordance with an approved purchase order system that will include such requirements and procedures as may be established in the Board Finance Manual.

3.8 Deposit and Expenditure of Funds

3.8.1 Deposits – All funds of the Board will be deposited with qualified depositories, as defined by law, in the manner prescribed by the Chief School Financial Officer or the Finance Manual.

3.8.2 Investments – The Board authorizes the investment of surplus funds in the manner prescribed by law and approved administrative guidelines.

3.8.3 Expenditures – The Superintendent or his designee may spend funds budgeted for operations without prior Board approval unless the expenditure involves a personal services contract or capital outlay, or is subject to the bid law.

[Reference: ALA. CODE §16-13A-8 (1975)]

3.8.4 Competitive Bid Law – All purchases will be made in compliance with the competitive bid law, when applicable, and with such corresponding rules, regulations, and procedures as may be set forth in the Board's Finance Manual. The Superintendent is authorized to enter into cooperative purchasing agreements with other school systems or local governments as may be permitted by law.

[Reference: ALA. CODE §41-16-50, *et seq.* (1975)]

3.8.5 Authorized Signatures – Checks drawn on the general fund or any special fund, with the exception of school accounts, require the signature of the Chief School Financial Officer or their alternates as designated by the Board. Checks drawn on school accounts require the signature of the principal or the Chief School Financial Officer. Checks drawn on Board funds may be signed and processed by electronic means, under the direction of the Chief School Financial Officer or Superintendent.

3.9 Employee Compensation

3.9.1 Salaries and Pay Rates – Except as established and governed by the terms of a special employment contract, Board employees will be compensated at rates of pay that are approved by the Board. When required, such salary or compensation rates will be included in a schedule to be developed and adopted by the Board in accordance with state law. Employees may receive supplements or other additional compensation when specifically approved by the Board. All compensation must be approved by the Board, regardless of the source of funding.

[Reference: ALA. CODE §16-13-231.1 (1975)]

3.9.2 Salary Administration – Employees are expected to fulfill the work requirements of the position held for the full term of their appointment. Compensation will be prorated to reflect the number of days actually worked, subject to appropriate adjustments, credits, and allowances for available leave. Salaries for full time employees will be paid over twelve months, regardless of the contract term. Personnel will be paid in accordance with customary payroll procedures, which may be modified from time to time as the needs of the system require. No employee is entitled to compensation except for work performed by the employee in accordance with an approved contract or the applicable terms of appointment. Compensation may be withheld pending the employee's timely, accurate, and complete submission of all required records, data, and reports.

3.9.3 Salary Deductions – Mandatory salary deductions will be made in accordance with applicable law and employees are required to complete and submit all forms and provide such information as may be required or reasonably required for such purpose. The Board will make voluntary deductions as a service to employees upon written request of the individual employee. Deductions for membership dues will be based on the membership lists provided to the Board by the organization, unless an employee revokes authorization for such deductions by providing written notice to the Board on or before September 15th of each school year. Upon termination of employment, any amounts owed under the terms of an employee authorization will be deducted from the employee's final pay. The Board will not be liable for any good faith error made in implementing a salary deduction that has been authorized by the employee.

[Reference: ALA. CODE §16-22-6 (1975)]

3.9.4 Minimum Wage and Overtime – In compliance with the Fair Labor Standards Act ("FLSA"), the Board will pay required minimum hourly wages and overtime to all employees who are not exempt employees under the FLSA. For purposes of determining overtime, the workweek begins at 12:01 a.m. on Monday and ends at midnight on the succeeding Sunday. All non-exempt employees who work more than forty (40) hours in a work week will be paid overtime. Employees must accurately report all time worked for the Board. Non-exempt employees are not authorized to work more than forty (40) hours in a workweek without specific direction or authorization to do so by the Superintendent, the employee's supervisor, or the supervising school principal.

3.9.5 Compensatory Time – Non-exempt employees who work more than forty (40) hours in a work week may, upon agreement between the employee and the Board, be paid overtime in the form of compensatory time. Compensatory time will be based on time worked beyond forty (40) hours in a workweek, and will be recorded in minimum time units of one-quarter hour rounded to the nearest quarter of an hour. No more than two hundred forty (240) hours of compensatory time may be accumulated. The Board reserves the right to require an employee to use compensatory time as its needs require and may "pay down" any compensatory time balance in its discretion. The Superintendent is hereby authorized to develop procedures and forms for use in implementing this policy.

3.9.6 Payroll Administration – The principal is required to furnish the bookkeeping department of the Board a payroll report containing the names of his staff. The report payroll must show the number of days worked by each certified and noncertified staff member and the number of days absent, as well as the cause of absences. It must also show the names of any substitute employees used, the dates they served, and for whom they worked.

Payroll checks for personnel are due and available on or before the last calendar day of each month except when state payments are not available and in no circumstance payable later than the 10th day of each month.

All payroll payments may be made to all personnel through ACH Direct Deposit and automatically deposited into the individual employee's account of their financial institution. The principal of each local school shall distribute direct deposit statements/stubs to local school employees. During holidays and the months of June-July, statements/stubs may be mailed to the last known address of employees.

Salaries for some personnel are earned based on differing employment contracts, normally in nine (9), ten (10), or eleven (11) months; however, all regularly employed personnel of the School System shall be paid over twelve (12) months. Since the majority of personnel are paid for a 187-day school session, an employee serving less than 187 days without accumulated sick leave or personal leave days will receive a pro rata share of the contracted salary. Any deductions withheld from payroll checks will be clearly identified by purpose and reason, including the number of days for which deductions were made.

All supplementary remuneration for temporary extra duty activities shall be paid on a monthly basis. Unused personal leave days for personnel shall be paid by a supplemental check to be issued with the June payroll checks.

Employees have the option to convert any unused personal days to sick days.

3.10 Expense Reimbursement

3.10.1 Approvals. All persons eligible for travel and/or expense reimbursement must have the prior approval of their immediate supervisor and the administrative head of the budget from which funds will be paid. To encumber Central Office funds requires the written approval of the immediate supervisor and the Superintendent. To encumber local funds requires the approval of the immediate supervisor and the school principal.

3.10.2 Information Required. Claims for travel reimbursement must be made on forms approved by the Board. Such forms must include the following information: Name of travelers, date, time of departure and return, estimated costs, reason for trip, persons involved, and other pertinent data as requested (receipts, etc.). The signatures of the employee's immediate supervisor, appropriate budget head, and traveler must be affixed to the travel request form.

3.10.3 Indirect Route or Interrupted Travel. Where, for traveler's personal convenience or through taking of leave there is an interruption of travel or deviation from the most direct route, the mileage allowance will not exceed that which would have been incurred on uninterrupted travel by the most direct and economical route.

3.10.4 Mileage Rates. Mileage shall be reimbursed at the current rate approved for state employees for all approved travel.

3.10.5 Itinerate Travel. Employees required to travel on a continuing basis from school to school or work site to work site to conduct the activities associated with their jobs shall be paid mileage at state rate.

An employee assigned to teach classes at two or more different campuses (example – mornings at one campus, afternoons at the second campus, which required automobile use) may claim one-way only mileage for travel between campuses. Employees may not claim mileage when they are assigned to work all day at different schools or work sites on alternate days (example – Mondays at one school, Tuesdays at a second school or any like combinations). Reimbursement for itinerate travel shall be paid monthly on travel claim forms signed by the employee, principal/work site supervisor, and appropriate budget head.

3.10.6 Out-of-County/State Travel. Prior approval for all travel must be obtained from the Superintendent before any travel expenses can be incurred. Out-of-state travel must have prior approval of the Superintendent and the Board. All travel expense claims must be made on forms prescribed by the Superintendent for reclamation of travel. A maximum of $40 per day will be allowed for meals. The only tips that will be eligible for reimbursement will be tips on meals. The rate of reimbursement for tips may not exceed fifteen per cent (15%). All expense claims for travel must be supported by itemized receipts (meals, parking, lodging, conference fees, airline tickets, etc.). Provided a person not employed by the School System shares a room with an employee, the School System employee shall be eligible for reimbursement at single room rate only. Reimbursement for personal items and entertainment will not be made.

Any employee attending an approved activity will be reimbursed for one night prior to the meeting if travel time to the beginning of the meeting requires leaving the home base before 7:00 a.m. This time will be 6:30 a.m. while in state declared proration.

3.10.7 Advance Travel Expenses. Certain expenses associated with travel may be paid in advance, provided they meet the following criteria:

1. They are related to conference registrations, and/or air fare.

2. The expense advances are paid directly to the organization conducting the conference or airline company.

3. No expense or travel advances will be made directly to individual employees.

3.11 Fees, Payments, and Rentals

3.11.1 Facility Use Fees – The Superintendent is authorized to develop a schedule of reasonable fees for use of Board facilities and property by individuals, groups, or organizations that shall be effective upon approval by the Board.

3.11.2 Copying and Other Charges – The Superintendent is authorized to establish a schedule of reasonable charges which, upon approval by the Board, will be applied uniformly in response to requests for copies of documents and records. Nothing in this policy or in any schedule of charges authorized hereunder creates or expands any entitlement to copies of records or access thereto beyond that which is established by law or specific Board policy.

3.12 School Accounts

Funds held in school accounts, regardless of the funding source, will be maintained and accounted for in accordance with the Board's Finance Manual, Local School Finance Manual, and such procedures, rules, and regulations as may be developed by the Chief School Financial Officer and the Superintendent. The principal is ultimately responsible for all school funds and for ensuring that such funds are properly accounted for and secured.

3.13 Authority to Execute Contracts

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

3.13.2 Limitation on Authority to Bind the Board – Principals and other administrators will have authority to enter into agreements with third parties only when such agreements are made in accordance with Board policy, finance manual(s) created under authority of Board policy, or with the express authorization of the Board.

3.14 Affiliated Organizations

3.14.1 School Sponsored Organizations – School-sponsored student organizations will be subject to Board policies and procedures concerning fiscal management and will maintain organization funds in school accounts. All books, records, and official documents pertaining to the management of such organizations will be maintained at the local school and will be subject to examination and audit by the Board, the Principal, or the State Examiners of Public Accounts. The use of funds collected, generated, or held by such organizations will be determined in accordance with the constitution, charter, or by-laws of the organization, with oversight by the sponsor of the organization, and subject to approval of the principal.

3.14.2 Booster Clubs, Parent-Teacher Associations, and Other Affiliated Organizations – Other organizations that are affiliated with local schools are permitted to operate or raise funds on Board property or at Board sanctioned events only in conformity with Board and State Department of Education policies, procedures, and standards concerning the fiscal management of such organizations. An affiliated organization must conduct an annual audit of its financial operations and make its books and financial records available to the Board for review or audit.

3.15 Fundraising

Fundraising activities will be permitted on school or Board property only if the following criteria are satisfied:

a. The principal's approval must be obtained.

b. The activity will be held at a time and in a manner that will not be disruptive to the instructional program or to any other school or school system activity or function;

c. The activity is designed and intended to support a *bona fide* school or school system program or activity, or an activity that is consistent with the mission and purposes of the school system;

d. Adequate provision has been made for the security and proper accounting of funds collected;

e. Other information regarding the nature, scope, and purpose of the activity is provided to school officials upon request; and

f. Appropriate arrangements have been made for any special activities to be held in conjunction with the fundraising event.

3.16 Child Nutrition Procurements

The Superintendent may enter into a written agreement with the Child Nutrition Program at the State Department of Education in order to procure food and other food related products and services. The Board will comply with applicable state and federal laws and regulations governing participation in such child nutrition program.

Unpaid meal charges are viewed by the USDA as bad debts. Bad debts must be written off as operating losses; this particular operating loss may not be absorbed by the NSFA, but must be restored using non-federal funds. Due to Clark County Board of Education currently sponsoring the USDA Community Eligibility Provision, one reimbursable meal for breakfast and lunch will be available at no cost to all enrolled students in our district each day. However, students will not be allowed to charge for second meals or a la carte items and adults will not be allowed to charge for any meals/a la carte items. Therefore, no charges should occur within Child Nutrition Program.

[Reference: Ala. Admin. Code 290-8-3-.01, *et seq.*]

3.17 Fund Balance Policy in Accordance with GASB Statement No. 54

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

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

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

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

d. Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

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

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

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

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

d. Assigned fund balances consist of amounts that are intended to be used by the school system for specific purposes. The Board authorizes the Superintendent and Chief School Finance Officer to make a determination of the assigned amounts of fund balance. Such assignments may not exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund. Assigned fund balances require the same level of authority to remove the constraint.

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

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

3.17.4 Review and Reporting – The Board of Education along with the Superintendent and Chief School Finance Officer will periodically review all restricted, committed, and assigned fund balances. The Chief School Finance Officer will prepare and submit an annual report of all restricted, committed and assigned funds for the Board of Education.

3.18 Worthless Checks

The Board will take action to collect the amount of a worthless check in accordance with such corresponding rules, regulations and procedures. For checks written for school payments or meals, such as the Child Nutrition Program, the Bookkeeper should lower the cash account (0112) and increase Returned check receivable (0137) by journal entry and notify the person who issued the check in writing to bring cash to the school to cover the check. After ten (10) days, if no response has been received, a certified letter should be sent as per Clarke County District Attorney's office requirements. When money is received, write a new receipt for the cash received and mark it re-deposited. The returned check may be returned to the person who wrote the check after cash has been received to cover the amount. The name on the returned check should be entered on the deposit ticket. Returned checks not promptly redeemed by cash must be collected by legal means. Assistance should be obtained from the District Attorney's office in the Clarke County Courthouse. The fee charges by the system for a returned check shall be $15.00 and a separate receipt shall be written for this amount.

IV. General Administration

4.1 Security / Access to Schools

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

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

Visitors are required to observe appropriate decorum at all times and to respect administrative requirements and restrictions regarding their activities and interaction with faculty, staff and students while on Board property. School officials are authorized to revoke permission to be on school property to noncompliant visitors; to limit, condition, or prohibit their future access to school property as deemed necessary to ensure safety and order; and to enlist the assistance of law enforcement agencies if and as necessary to accomplish these objectives.

4.1.3 Adult sex offenders

Adult sex offenders who have been convicted of a sex offense involving a minor must:

a. notify the principal of the school or his designee before entering school property or attending the K-12 school activity;

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

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

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience including, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays or assemblies.

Adult sex offenders have a duty to comply with this policy, and it shall not be construed as imposing an affirmative duty of any kind on the school principal, his designee, or any other employee, agent or representative of the school or school system.

[Reference: ALA. CODE §15-20A-17]

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

4.2.1 Prohibition on the Possession of Firearms – The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or at school sponsored functions is prohibited except for authorized law enforcement personnel and as provided by law. For purposes of this policy, the term "firearm" has the same definition as is found in 18 U.S.C §921.

a. *Penalties for violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of firearms:

1. *Students* – Students will be expelled for a period of one year. The expulsion requirement may be modified in writing by the Board upon recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes, but may be permitted to attend alternative schools or education programs established by the Board. Discipline of students with disabilities who violate the firearm possession policy will be determined on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy will also be notified by the principal of violations.

2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.

3. *Other Persons* – Other persons may be denied re-entry to school property.

b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

[Reference: ALA. CODE §16-1-24.1, 24.3 (1975); Ala. Admin. Code 290-3-1-.02; Federal Gun Free Schools Act, 20 U.S.C. 7151; Federal Gun Free School Zone Act of 1995 (20 U.S.C. §922(q)]

4.2.2 Prohibition on the Possession of Weapons – The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel. For purposes of this policy, the terms "deadly weapon" and "dangerous instruments" include but are not limited to explosives, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms "deadly weapon" and "dangerous instruments" will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.

a. *Penalties for Violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of deadly weapons or dangerous instruments:

1. *Students* – Students will be disciplined in accordance with the Board's Code of Student Conduct.

2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.

3. *Other Persons* – Other persons may be denied re-entry to school property.

b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

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

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

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

1. *Students* – Students will be disciplined in accordance with the Board's Code of Student Conduct.

2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.

3. *Other Persons* – Other persons may be denied re-entry to school property.

b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

4.2.4 Tobacco – The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. For the purposes of this policy, "tobacco product" is defined to include cigarettes, electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation, cigars, blunts, bidis, pipes, chewing tobacco, snuff and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, vaping, chewing, dipping, or any other use of tobacco products.

a. *Penalties for Violations*

1. *Students* – Students who violate the tobacco prohibition will be disciplined in accordance with the Board's Code of Student Conduct.

2. *Employees* – Employees who violate the tobacco prohibition will be subject to adverse personnel action, which may include termination.

3. *Other Persons* – Other persons who violate the tobacco prohibition may be denied re-entry to school property.

b. *Parental Notification* – Parents and guardians may be notified of actual or suspect violations of the tobacco prohibition whether or not the student is charged with a violation of Board policy, which includes the Code of Student Conduct.

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

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

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

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

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

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

4.3 Accreditation

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

4.4 Use of Board Equipment, Supplies, Materials, Vehicles

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

4.5 Use of Board Facilities

It is the policy of the Clarke County School System to permit responsible individuals or organizations the use of its buildings to the extent that there is no interference with its educational programs.

This policy is designed to assist individuals or groups interested in using facilities belonging to the Clarke County School System.

a. General Policies

1. The Clarke County School System specifically prohibits the use of school facilities for the following purposes:

   i. Promulgating or advocating any theory or doctrine contrary to the laws of the United States, the State of Alabama, or Clarke County.

   ii. Partisan political meetings.

   iii. Any activity that violates the standards of good morals, manners, or customs subscribed to by the citizens of this County.

   iv. Conducting gambling, raffles, lotteries, or games of chance.

   v. Public dances other than those sponsored by the schools.

2. *Regulations Governing the Use of School Facilities.* There are certain functions in which principals have the authority to determine the use of school system owned buildings without the issuance of facility contracts. These functions include, but are not limited to, PTA meetings, school fundraising activities, such as carnivals, dinners, and similar activities, plus school activities for students. All other facility uses require approval. The following procedures shall apply:

   i. All requests for facility use are to be made at least five (5) days prior to the requested date.

   ii. Rates are the lowest possible that can be charged and still defray expenses involved.

   iii. Agreement for the use of school property may be made only with a financially and legally responsible nonprofit, civic, church, or similar group, or recitals given by neighborhood teachers in music, drama, and dance, etc. Such individual or corporation must take responsibility for any damage sustained by the property during specified use thereof, except ordinary wear.

   iv. The using organization shall not allow smoking and shall not serve food and/or drink except in those areas that may be designed by the school administrator having responsibility for a facility.

   v. The using organization shall have participants enter and leave a facility by the most direct route.

   vi. All functions shall terminate by 12:00 midnight and see that the building is vacated and closed promptly at the time indicated on the contract.

vii. No rehearsal or other use of the premises for preparation, sale of tickets, or similar reasons, previous to the period covered by the rental fee will be permitted unless requested in the contract and paid for by the renter.

viii. No changes in school property or additions to property are to be made without the approval of the school principal and the Superintendent.

ix. No school personnel are to be asked to organize or to participate in any selling campaign connected with the affair for which premises are rented.

x. Parking regulations established by the school concerned must be followed.

xi. It shall not be the responsibility of the school to furnish special stage settings, furniture, special lighting, or to require stage hands to arrange scenery or to carry equipment.

xii. Any person obtaining permission for the use of school premises shall not assign or sublet the same.

xiii. Any short-term use shall not exceed three (3) consecutive days or portions of three (3) consecutive days.

xiv. The size of the audience must be restricted to the actual seating capacity of the facilities being used.

xv. Under no circumstances will use be permitted which might be expected to damage a stage or gymnasium floor.

xvi. Dates for the use of school facilities made previous to approval of the school calendar can be on a tentative basis only and are made with the understanding that if events or dates in the school calendar interfere with these tentative dates the school affairs must be given priority over any other use of facilities.

xvii. Fees charged for use of property do not cover the use of school equipment, such as projectors, spotlights, etc., and any such use, if desired, must be arranged with the school concerned.

xviii. At the discretion of the principal, the holder of a facility contract may be asked to provide sufficient police attendance at each performance to uphold law and order.

xix. Under no conditions shall authorization be granted which would in any way be considered discriminatory in nature. This includes any inadvertent partisanship relative to political campaigns.

xx. Any such person, group, organization, or other entity using the facilities of the Board shall be given a copy of this policy and acknowledge in writing agreement to all of the terms and conditions contained herein

xxi. A contract must be completed for use of any Clarke County facility. Attachment A is a suggested contract. The facility contacts as listed below will provide the contract for the facility requested.

Facility Contacts

School	Facility	Contact
Grove Hill Elementary School	Gym, Cafeteria	Principal or Designee
Wilson Hall Middle School	Gym, Cafeteria	Principal or Designee
Clarke County High School	Gym, Cafeteria, Auditorium	Principal or Designee
Gillmore Elementary School	Gym, Cafeteria	Principal or Designee
Jackson Intermediate School	Gym, Cafeteria	Principal or Designee
Jackson Middle School	Gym, Cafeteria	Principal or Designee
Jackson High School	Gym, Cafeteria, Auditorium	Principal or Designee

Making Application

Interested parties shall make application with the school principal responsible for the facility they desire to use. Signed contracts must be received by the principal no later than five (5) calendar days prior to the use date(s) requested or such request may be denied.

Special Requirements for Cafeteria Use

If the applicant wants to use the cafeteria, the Child Nutrition Director must be notified and approval given on application in addition to the principal or his/her designee.

Kitchens, including serving lines in the dining hall, and equipment are not available for use by anyone. No meals of any kind shall be cooked in the cafeteria. Meals may only be served as long as it is for students of said school. (Example: pre-game meals, senior meals, etc.)

Should a user intend to serve food or drinks (refreshments) in a dining room, cafeteria personnel shall be on duty at user's expense during serving time and afterward for cleanup.

Health Department regulations require that all garbage shall be removed from the school premises by the user immediately after clean up.

No keys shall be given out for any reason.

No ornaments, signs, decorations, etc. shall be hung from the ceilings or placed on walls unless approved in advance by the principal or his/her designee.

Clarke County Schools Facility Use Fee Schedule

In addition to rental rates of school facilities, a deposit for custodial services and cafeteria personnel will also be added, if needed. Additional fees may be charged for use of special equipment, such as piano, high tech equipment, and/or special lighting systems, as deemed appropriate by the principal or his/her designee.

Organizations using the building must provide supervision and be responsible for proper care and use of the property.

Jackson High School Auditorium	$500.00
Clarke County High School Auditorium	$250.00
All Gymnasiums and Cafeterias	$300.00

CLARKE COUNTY BOARD OF EDUCATION
P.O. Box 936
Grove Hill, AL 36451

Facility Use Rental / Use Contract

****

This agreement is entered into between the Clark County Schools and _____

_____, whose representative and responsible individual is

_____.

This contact may be reached at: Phone : _____

Address: _____

_____

_____

Facility and Specific Location _____

Date(s) of Rental _____

Times of Rental _____

Rental Cost _____

Clarke County Schools will furnish _____

_____

_____

_____

Additional Charges for above $_____

User agrees to the following:

1. Clean up of site, including sweeping, vacuuming, emptying trash, etc. (clean up charge may apply).
2. Furniture will be placed as designed upon rental (set-up fee may apply).
3. Damages to facility or furnishings will result in a damage fee.

Agreed to on this_____day of_____, 20____, by and between:

_____ _____

Clarke County Schools Representative User Group Representative

4.6 Complaints and Grievances

4.6.1 Grievance Procedures

Section I. Purpose

With the ultimate objectives of serving the educational welfare of children and youth, the following grievance procedure is designed to accomplish an equitable and expeditious resolution of grievances. The purpose of this procedure is to provide an orderly and systematic method whereby the Board and its employees can resolve differences that might develop between them in an equitable and expeditious manner.

Section II. Definitions

a. *Grievance* – Grievance shall mean a claim submitted by an employee of a violation, misinterpretation or inequitable application of local Board policy, local school rules and regulations, or existing laws. The termination of employment or non-renewal of contracts of employment which are covered by Title 16, Code of Alabama, Chapter 24, are not grievances as defined herein.

b. *Grievant* – Employee shall mean any staff member employed by the board to perform services, either on a full or part-time basis.

c. *Immediate Supervisor* – Immediate supervisor is the employee possessing administrative authority next in rank above any grievant.

d. *Days* – Days shall mean working days exclusive of Saturday, Sunday, or official holidays, as established by the school calendar or work schedule.

e. *Parties in Interes*t – any person involved in the processing of the grievance.

f. *Fellow Employe*e – Any person employed on a full-time basis by the Board who is chosen by the grievant to accompany him/her at any formal grievance procedure.

Section III. Informal Procedure

Hopefully, most grievances can be resolved informally and at the most immediate administrative level. With this objective in mind, simple, honest, and straightforward communication is encouraged between the employee and immediate supervisor. An employee who feels he/she has a grievance should present the matter orally or in writing to the immediate supervisor. The immediate supervisor to whom the grievance is presented shall attempt to resolve the grievance within a given five (5) days period. If the grievance is resolved, or if no

further action is needed, the matter is closed. If an employee feels the grievance has not been resolved, he/she may resort to the formal procedure as outlined in Section IV.

Section IV. Formal Procedure

In order to resolve grievances in the most appropriate fashion and in the shortest period of time possible, each grievant should start at the most immediate level of administration (level one in most cases) and progress to the next level until the matter is resolved. If level one does not apply to a particular grievant, such as a supervisor in the central office, that level should be omitted from the process.

The grievance must be filed in writing at each level and the grievant shall indicate with his/her filing at each level who will accompany or represent him/her in any meetings or hearings that might be conducted.

All decisions rendered at each level shall be set forth in writing and promptly transmitted to all parties in interest.

All meetings and hearings shall be conducted in open or closed sessions, as requested by the grievant, which does not interfere with the employee's workday or the normal operation of the schools. Scheduled meetings or hearings can be changed with mutual consent of the parties in interest. All records of meetings and hearings shall be maintained in confidence.

Level One --Immediate Supervisor

Representation --The grievant must present at the grievance hearing and may be accompanied by a person of his/her choosing.

If the grievance is not resolved to the satisfaction of the aggrieved at the informal level, the aggrieved party may file the grievance in writing with the principal or other immediate supervisor. The written communication will be signed by the grievant. The principal or other immediate supervisor shall set a time to discuss the grievance that is mutually convenient for the parties in interest and shall seek an amicable solution to the problem. Within five (5) days after receipt of the grievance, the immediate supervisor shall hear the grievance and within two (2) days after hearing the grievance shall notify the aggrieved party in writing of the final decision. If the grievance is not resolved by the principal or other immediate supervisor to the satisfaction of the aggrieved at level one, the grievant may appeal within ten (10) days to the Superintendent.

Level Two --Superintendent

Representation --The grievant must be present to present the grievance initially, but may be represented by a person of his/her choosing. The grievant must be present at all meetings where his/her grievance is discussed.

Within ten (10) days after receipt of the decision at level one, the aggrieved party may appeal to the Superintendent. The Superintendent shall, within a ten (10) day period following the appeal do one or more of the following as he/she may deem appropriate:

1. Review written decisions at level one together with any and all other documentary evidence that may be submitted.

2. Conduct a hearing with all persons whom he/she may choose to invite including the principal parties. The principal parties shall be provided with a list of hearing participants prior to said hearing.

3. Designate such person or persons as he/she deems appropriate to investigate the grievance and to offer recommendations prior to making his/her final decision.

The Superintendent will decide the matter within seven (7) days from the review, hearing, or receipt of day period initiate one of the other alternate methods of review. In any event, a decision shall be made within seven (7) days from the final alternate method of review and all parties, grievant, principal, or supervision shall be notified of the determination in writing.

Level Three --Board of Education

Representation --The grievant must be present but may be represented by a fellow employee or by anyone of his/her own choosing.

Within ten (10) days after the receipt of the decision at level two, the aggrieved party may appeal to the Board. The Board shall conduct a hearing which may be an open or closed session as requested by the grievant and all parties having direct interest shall be permitted to attend. All hearings and appeals shall be conducted according to the following procedures:

a. The aggrieved party shall file a written request with the Superintendent for a hearing before the board. The request shall contain a detailed description of the grievance as well as previous action or inaction relative to the grievance.

b. Within fifteen (15) days following the receipt of the written request the Board shall set a time, date, and place for the hearing. All parties in interest shall be given written notice of the time, date, and place for the hearing. After written notice is given, the time, date, and place can be changed only by mutual consent of the Board and the aggrieved party. If a quorum of the Board is not present at the hearing, the hearing will be rescheduled within seven (7) days.

c. All parties and the Board shall have the right to legal counsel, to present witnesses and documentary evidence, and to cross-examine witnesses offered by other parties.

d. All parties shall be given an opportunity to present oral arguments and written briefs within reasonable time limits (30 minutes). All such arguments and briefs shall be made available to the opposing parties.

e. The Board shall reach a decision concerning the grievance within ten (10) days after the hearing and shall convey the decision to all parties in interest within two (2) days.

The decision of the Board shall be final unless the grievant decides to appeal to the courts or to utilize any other duly recognized procedure as established by law.

Section V.

a. No reprisals of any kind shall be taken against any person because of his/her participation in the grievance procedure in accordance with the terms of this article.

b. All records dealing with the processing of grievances shall be filed separately from the personnel file of the participants.

c. A grievance may be withdrawn at any time and at any level; however, once withdrawn, it may not be refilled by the same employee.

d. Failure of the aggrieved to appeal from one level to the next within the allotted time shall be deemed acceptance of the decision rendered at that level.

GRIEVANCE NOTIFICATION AND REPORT FORM
CLARKE COUNTY BOARD OF EDUCATION
Grove Hill, Alabama

Grievance #_____ Submit in duplicate to principal or immediate supervisor.

_____	_____	_____	_____
Building	Assignment	Name of Grievant	Date Filed

INFORMAL PROCEDURE

NOTE: A grievance at the informal level may be presented orally or in writing.

A. 1. Date Cause of Grievance Occurred: _____

2. Date Received by Principal/Supervisor _____

B. 1. Statement of Grievance: _____

2. Relief Sought: _____

_____ _____
Signature Date

C. Disposition by Principal or Immediate Supervisor: _____

_____ _____
Signature Date

D. Disposition by Grievant: _____

_____ _____
Signature Date

GRIEVANCE NOTIFICATION AND REPORT FORM
CLARKE COUNTY BOARD OF EDUCATION
Grove Hill, Alabama

Grievance #_____ Submit in duplicate to principal or immediate supervisor.

_____	_____	_____	_____
Building	Assignment	Name of Grievant	Date Filed

FORMAL PROCEDURE

Level One -Immediate Supervisor

NOTE: After an unsatisfactory decision at the Informal Level, an employee may submit a formal grievance beginning at step one. A formal grievance must be submitted in writing.

NOTE: A grievance at the informal level may be presented orally or in writing.

A. 1. Date Cause of Grievance Occurred: _____

2. Date Received by Principal/Supervisor _____

B. 1. Statement of Grievance: _____

2. Relief Sought: _____

_____ _____
Signature Date

C. Disposition by Principal or Immediate Supervisor: _____

_____ _____
Signature Date

D. Disposition by Grievant: _____

_____ _____
Signature Date

GRIEVANCE NOTIFICATION AND REPORT FORM
CLARKE COUNTY BOARD OF EDUCATION
Grove Hill, Alabama

Grievance # _____

_____	_____	_____	_____
Building	Assignment	Name of Grievant	Date Filed

Level Two –Superintendent

NOTE: After an unsatisfactory decision at Level One, an employee may submit a formal grievance at Level Two. A formal grievance at Level Two must be submitted in writing.

A. Date Received by Superintendent: _____

B. Disposition by Superintendent: _____

_____ _____
Signature Date

C. Disposition by Grievant: _____

_____ _____
Signature Date

GRIEVANCE NOTIFICATION AND REPORT FORM
CLARKE COUNTY BOARD OF EDUCATION
Grove Hill, Alabama

Grievance # _____

_____	_____	_____	_____
Building	Assignment	Name of Grievant	Date Filed

Level Three –Board

NOTE: After an unsatisfactory decision at Level Two, an employee may submit the formal grievance at Level Three. A formal grievance at Level Three must be submitted in writing.

A. Date Received by Board: _____

_____ _____
Signature Date

B. Disposition and Decision by Board: _____

_____ _____
Signature of Board President Date

4.6.2 Limitations Regarding Availability and Application of General Complaint/ Grievance Policy – The general complaint/grievance policy and any procedures adopted thereunder do not apply to specific complaint or grievance policies and procedures that are established by Board policy or law for application to special factual or legal circumstances (e.g., sexual harassment grievance procedures; review of personnel matters under the Alabama teacher tenure or fair dismissal laws; "due process" hearings provided under the Individuals with Disabilities Education Act). In such instances, the specific statutory, regulatory, or policy-based process is the applicable procedure. The general complaint/grievance procedures that are authorized under the terms of this policy may not be invoked for the purpose of challenging or seeking review or reconsideration of adverse personnel decisions that have received final Board approval. A grievance may be based on an alleged misapplication of Board policies, regulations, or procedures, but may not be used to challenge the Board's exercise of its discretion to adopt, approve, modify, or repeal a policy, regulation, or procedure or on its failure to exercise such discretion (e.g., adoption of a school calendar, compensation policies, etc.).

4.6.3 Student Complaints and Grievances –

Section I. Purpose

Complaints, grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to academic, athletic, extracurricular, or other non- disciplinary matters, issues, and concerns only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. The Superintendent is authorized to develop specific procedures, as outlined below, which will provide for fair consideration and orderly review of such complaints and grievances. Such procedures will not unreasonably burden or delay the presentation or processing of the complaint or grievance and will be subject to review and approval by the Board. Administrative judgments concerning academic or curricular matters or participation in extracurricular activities may be set aside by the Board only upon a showing that the action or decision in question is arbitrary and capricious, fundamentally unfair, or that it violates Board policy or the student's legal rights.

Section II. Informal Procedure

Hopefully, most grievances can be resolved informally and at the most immediate school level. With this objective in mind, simple, honest, and straightforward communication is encouraged between the student and school administrator. A student who feels he/she has a grievance should present the matter orally or in writing to the immediate teacher, and then to school administrator, within 20 workdays following the act or condition. The immediate school level official to whom the grievance is presented shall attempt to resolve the grievance within a given five (5) days period. If the grievance is resolved, or if no further action is needed, the matter is closed. If a student feels the grievance has not been resolved, he/she may resort to the formal procedure as outlined in Section III within five (5) workdays.

Section III. Formal Procedure

In order to resolve grievances in the most appropriate fashion and in the shortest period of time possible, each grievant should start at the most immediate level of administration (level one in most cases) and progress to the next level until the matter is resolved. If level one was submitted in writing to the local school administrator, such as the school principal, that level should be omitted from the formal process.

The grievance must be filed in writing at each level and the student grievant shall indicate with his/her filing at each level who will accompany or represent him/her in any meetings or hearings that might be conducted.

All decisions rendered at each level shall be set forth in writing and promptly transmitted to all parties in interest.

All meetings and hearings shall be conducted in open or closed sessions, as requested by the student grievant, which does not interfere with the student's school day or the normal operation of the schools. Scheduled meetings or hearings can be changed with mutual consent of the parties in interest. All records of meetings and hearings shall be maintained in confidence.

Level One --Immediate School Level Administrator

Representation --The grievant must present at the grievance hearing and may be accompanied by a person of his/her choosing.

If the grievance is not resolved to the satisfaction of the aggrieved at the informal level, the aggrieved party may file the grievance in writing with the principal. The written communication will be signed by the grievant. The principal shall set a time to discuss the grievance that is mutually convenient for the parties in interest and shall seek an amicable solution to the problem. Within five (5) days after receipt of the grievance, the immediate supervisor shall hear the grievance and within two (2) days after hearing the grievance shall notify the aggrieved party in writing of the final decision. If the grievance is not resolved by the principal to the satisfaction of the aggrieved at level one, the grievant may appeal within ten (10) days to the Superintendent.

Level Two –Superintendent or Superintendent's Designee

Representation --The grievant must be present to present the grievance initially, but may be represented by a person of his/her choosing. The grievant must be present at all meetings where his/her grievance is discussed.

Within ten (10) days after receipt of the decision at level one, the aggrieved party may appeal to the Superintendent. The Superintendent or Superintendent's Designee shall, within a ten (10) day period following the appeal hear the grievance and investigate grievance claims.
In any event, a decision shall be made within seven (7) days from the final alternate method of review and all parties, grievant, principal, or supervision shall be notified of the determination in writing.

Level Three --Board of Education

Representation --The grievant must be present but may be represented by a fellow employee or by anyone of his/her own choosing.

Within ten (10) days after the receipt of the decision at level two, the aggrieved party may appeal to the Board. The Board shall conduct a hearing which may be an open or closed session as requested by the grievant and all parties having direct interest shall be permitted to attend. All hearings and appeals shall be conducted according to the following procedures:

a. The aggrieved party shall file a written request with the Superintendent for a hearing before the board. The request shall contain a detailed description of the grievance as well as previous action or inaction relative to the grievance.

b. Within fifteen (15) days following the receipt of the written request the Board shall set a time, date, and place for the hearing. All parties in interest shall be given written notice of the time, date, and place for the hearing. After written notice is given, the time, date, and place can be changed only by mutual consent of the Board and the aggrieved party. If a quorum of the Board is not present at the hearing, the hearing will be rescheduled within seven (7) days.

c. All parties and the Board shall have the right to legal counsel, to present witnesses and documentary evidence, and to cross examine witnesses offered by other parties.

d. All parties shall be given an opportunity to present oral arguments and written briefs within reasonable time limits (30 minutes). All such arguments and briefs shall be made available to the opposing parties.

e. The Board shall reach a decision concerning the grievance within ten (10) days after the hearing and shall convey the decision to all parties in interest within two (2) days.

The decision of the Board shall be final unless the grievant decides to appeal to the courts or to utilize any other duly recognized procedure as established by law.

Section IV.

a. No reprisals of any kind shall be taken against any person because of his/her participation in the grievance procedure in accordance with the terms of this article.

b. All records dealing with the processing of grievances shall be filed separately from the permanent student record file of the participants.

c. A grievance may be withdrawn at any time and at any level; however, once withdrawn, it may not be refiled by the same student or student representative.

d. Failure to the aggrieved to appeal from one level to the next within the allotted time shall be deemed acceptance of the decision rendered at that level.

Clarke County Board of Education
Student Grievance Form based on Harassment,
Sexual Harassment, and Other Grievances or Complaints

By completing this form, I am filing a grievance or complaint against the person named below. I request that my grievance be heard and request an appropriate response or corrective action.

Student Name:_____ Date: _____

School:_____ Grade: _____

Who is the person against whom you wish to file this grievance: _____

What did this person do: _____

_____

_____

_____
State specifically what the person did and how it affected you. (Attach additional paper, if needed.)

When did this happen (over what time if continuing or more than once):

_____

Do you have suggestions for resolving this situation? If so, list them here:

_____

_____
(Attach additional paper, if needed)

Student Signature (or parent/guardian): _____

Printed Name: _____

DO NOT WRITE BELOW THIS LINE
****

Date Grievance Received: _____ Principal: _____

Date Reply Delivered: _____ Principal: _____

Date Appeal of Grievance Received: _____ Superintendent or Designee: _____

Date Appeal Reply Delivered: _____ Superintendent or Designee: _____

GRIEVANCE REPORT FORM
CLARKE COUNTY BOARD OF EDUCATION
Grove Hill, Alabama

Student Name:_____ Date Filed: _____

School:_____ Grade: _____

INFORMAL PROCEDURE
A grievance at the informal level may be presented orally or in writing.

Date Cause of Grievance Occurred:_____ Date Received by Principal: _____

Statement of Grievance: _____

_____

_____

Relief Sought: _____

_____

_____

Disposition by Principal: _____

Principal Signature:_____Date: _____

Disposition by Grievant: _____

Grievant Signature:_____Date: _____

GRIEVANCE REPORT FORM
CLARKE COUNTY BOARD OF EDUCATION
Grove Hill, Alabama

Student Name:_____ Date Filed: _____

School:_____ Grade: _____

FORMAL PROCEDURE
A formal grievance must be submitted in writing.

Level One – School Level Principal
After an unsatisfactory decision at the Informal Level, a student may submit a formal grievance beginning at step one unless informal grievance submitted in writing.

Date Cause of Grievance Occurred:_____ Date Received by Principal: _____

Statement of Grievance: _____

_____

_____

Relief Sought: _____

_____

_____

Disposition by Principal: _____

Principal Signature:_____Date: _____

Disposition by Grievant: _____

Grievant Signature:_____ Date: _____

Level Two – Superintendent

After an unsatisfactory decision at Level One, a student may submit a formal grievance at Level Two. A formal grievance at Level Two must be submitted in writing.

Date Received by Superintendent: _____

Statement of Grievance: _____

_____

_____

Relief Sought: _____

_____

_____

Disposition by Superintendent: _____

Superintendent Signature:_____Date: _____

Disposition by Grievant: _____

Grievant Signature:_____Date: _____

Level Three –Board

After an unsatisfactory decision at Level Two, a student may submit the formal grievance at Level Three. A formal grievance at Level Three must be submitted in writing.

Date Received by Board: _____

Disposition and Decision by Board: _____

_____

Board President Signature:_____Date: _____

4.6.4 Student Disciplinary Matters – The Board may consider appeals of student disciplinary decisions or actions in accordance with standards and procedures specified in the policy and the Code of Student Conduct.

4.6.5 Americans with Disabilities Act Complaint Procedure

a. *Complaint Criteria* – Persons who believe that they have been discriminated against on the basis of disability in the provision of services, activities, programs, or benefits covered by Title II of the Americans with Disabilities Act may file a written complaint with the ADA Coordinator.

b. *Complaint Form* – The complaint should be in writing and contain information about the alleged discrimination including the name, address, phone number of complaining party and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

c. *Complaint Process* – The complaint should be submitted to the ADA Coordinator as soon as possible, but no later than thirty (30) days after the alleged violation. The ADA Coordinator will meet with the complaining party to discuss the complaint and possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complaining party, such as large print, Braille, or audio tape. The response will explain the position of the Board and offer options for substantive resolution of the complaint.

d. *Appeal Procedure* – If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complaining party may appeal the decision within fifteen (15) calendar days after receipt of the response to the Superintendent. Within fifteen (15) calendar days, the Superintendent will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

e. *Records Retention* – All written complaints received by the ADA Coordinator, appeals to the Superintendent, and records relating thereto will be retained by the Board for at least three (3) years.

f. *Additional Procedures Authorized* – The Superintendent is authorized to develop such procedures as are necessary to implement this policy.

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

4.7 Risk Management

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

4.8 Emergency Closing of Schools

4.8.1 Authority of Superintendent to Close Schools – The Superintendent is authorized to close schools if such action is warranted by weather conditions or other circumstances that pose a risk to the safety and welfare of students and employees, or that render meaningful instruction impossible (e.g., loss of power or other utility services).

4.8.2 Make-Up Dates – To the extent not provided for in the school calendar, any days lost by reasons of an emergency closing will be made up and a revised school calendar approved, if necessary, to reflect any extension or adjustment of the school year required by such action.

4.9 Internet Safety and Use of Technology

4.9.1 Access to Technology Resources – The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the "Internet," network storage areas, and electronic mail. Such access and use are restricted to employees, students, and other persons who are engaged in *bona fide* educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an "Acceptable Use Agreement," agree to abide by all Board policies, rules, and regulations regarding technology use. The Acceptable Use Agreement will be developed by the Superintendent for approval by the Board.

4.9.2 Restriction or Loss of Technology Privileges – Persons who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board's technology resources and may by subject to additional disciplinary action.

4.9.3 Ownership of Technology Resources and Data – All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board's policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient

operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources.

4.9.4 Adoption of Rules and Regulations -The Superintendent is authorized to develop for Board approval additional or more specific rules and regulations regarding access to and use of its technology resources and to require adherence to such rules and regulations through such means as the "Acceptable Use Agreement," the Code of Conduct, and application of appropriate disciplinary policies and procedures. Those rules and regulations should incorporate the requirements of the federal Child Internet Protec on Act and Alabama's Freeing our Classrooms of Unnecessary Screens for Safety Act including, but not limited to:

1. Measures to block or filter internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors;
2. Restriction of access by minors to inappropriate and harmful material on the Internet;
3. Limiting Internet access by students to only age-appropriate subject matters and materials;
4. Providing specific procedures and other protections that priori ze the safety and security of students when using email, chat rooms, and other forms of direct electronic communication;
5. Prevention of "hacking" and other forms of unauthorized use of or access to computer or Internet files, sites, databases, or equipment;
6. Unauthorized disclosure, use, and dissemination of personal information regarding minors;
7. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
8. Prohibiting access by students to unlawfully obtained data or information, including "hacking," and other unlawful online activity by students;
9. Prohibiting access to websites, web applications, or so ware that exposes students to the disclosure, use, or dissemination of their personal information; and
10. Prohibiting students from accessing social media platforms, unless expressly directed by a teacher for educational purposes.

[Reference: 47 U.S.C. §254(h) and (l); Ala. Code §16-6k-4 (1975)]

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

[Reference: 47 U.S.C. §254(h) and (l)]

4.10 Political Activity

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

a. Employees may not appropriate Board property or resources for use in political campaigns, and may not engage in partisan political activities (including but not limited to the distribution of campaign material or literature) during regular school or duty hours or at Board sponsored or sanctioned events, functions, or at activities at which the employee is on duty or assigned official responsibilities;

b. Employees may not represent their political beliefs or positions on political matters to be those of the Board or other Board officials, or to falsely assert or imply that their political activities or positions are endorsed by or undertaken in the name of the Board or other Board officials;

c. In order to avoid disruption to the classroom and the school, employees may not wear or display political buttons, clothing, or banners during regular school or duty hours or at Board sponsored or sanctioned events, functions, or at activities at which the employee is on duty or assigned official responsibilities.

d. In order to avoid obstructing the parking lot or otherwise disrupting school activities, employees may not place large signs or billboards in or on personal vehicles in the school parking lot;

e. Candidates and representatives of candidates for political office may not invite or allow announced candidates for political office to address student groups except when such candidates are participating in a forum or like format that is designed to provide all candidates the opportunity to participate. Such forums may be conducted only for appropriate age groups, and with the advance approval of the school principal and the Superintendent; and

f. Political signs may not be placed on schools or school board property; and

g. Campaign literature and other material may not be distributed on Board property during the regular school or work day, and may not be distributed at school or Board sponsored events or activities in a manner that impedes the normal and safe movement of pedestrian or vehicular traffic, that creates any other safety hazard or risk, or that disturbs or disrupts the function, activity, or event.

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

Additionally, if the board determines that promotion of a ballot initiative (e.g. tax referendum) furthers the purpose and mission of the school system or serves a public purpose, the board may use public funds, not otherwise restricted, and other public property to seek support for the ballot initiative

4.11 Public Access Defibrillation Program (Automated External Defibrillators).

In order to maintain the health and safety of all Clarke County School students and employees, the following policy governing the use of Automated External Defibrillators (AES) is adopted by the Board. Procedures and guidelines as to the training of personnel, use of the AED, and documentation of monitoring and events are supplemental to the Policy.

Purpose: Studies have shown that quick initiation of effective cardiopulmonary resuscitation (CPR) and early defibrillation increases the chances of survival in someone who experiences sudden cardiac arrest. Most cardiac arrests occur outside of a medical facility making lay responders who can perform effective CPR and use AED's critical to the victim's chance of survival.

a. An AED will be maintained on the premises of each high school campus in the Clarke County School System.

b. An Advisory Board will be established consisting of a medical director, the lead school nurse, emergency medical service representative, and education representative.

c. The Advisory Board will:

   1. Establish and review Policy and Procedures for AED use.

   2. Hold annual review of AED program in order to monitor effectiveness.

   3. Duties of the Advisory Board will be listed in the Procedural Guide.

d. Each school will have a minimum of two (2) people trained in CPR/AED use. They will maintain current certification from the American Heart Association or the American Red Cross in CPR with AED use. The personnel will include administration, school nurse, physical education teachers, coaches, band directors, and/or other faculty who supervise students in extracurricular or after school programs.

e. Each school will establish an Emergency Response Team. This team will be included in the school's Safety Plan and Crisis Planning. All members of the Emergency Response team will have current First Aid with CPR/AEF training.

f. All manufacturer's maintenance and testing guidelines will be followed.

g. Current CPR and AED use guidelines will be followed as per the American Heart Association (AHA). These guidelines will change only when AHA guidelines are revised.

h. Procedures for implementation of this policy will be developed by the Board.

4.12 Communicable Diseases

Staff will observe the current guidelines and advisories for the control of communicable diseases in public schools as recommended by the State Department of Public Health. In the event a student or employee contracts a communicable disease not presently controlled by the Health Department, the superintendent will request the department to advise the board regarding appropriate infection prevention.

School staff members are expected to alert their supervisors if a student's health condition or behavior or their own health condition presents reasonable risk of transmitting any infection.

Acquired Immune Deficiency Syndrome: Employees have a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or employee. Malicious or frivolous allegations in regard to HIV status or violation of medical privacy is cause for disciplinary action.

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 of 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 in a secure and confidential file apart from any student record or employee file.

AIDS/HIV Infection Control: Employees are required to follow infection control guidelines in all settings and at all times. Schools will operate according to the standards promulgated by the U.S. Centers for Disease Control 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 available.

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

4.13 Data Governance

See board approved Data Governance Policy and Procedure Manual

Information in all its forms—written, recorded electronically or printed—shall be protected from accidental or intentional unauthorized modification, destruction or

disclosure throughout its life cycle. This protection shall include an appropriate level of security over the equipment and software used to process, store, and transmit that information.

Clarke County School System will conduct training on its data governance policy and document that training.

The policy, standards, processes, and procedures apply to all students and employees of the system, contractual third parties and agents of the system who have access to district information systems or information.

This policy applies to all forms of information, including but not limited to:

- speech, spoken face to face, or communicated by phone or radio.
- hard copy data printed or written on paper,
- communications sent by post/courier, fax, electronic mail, text, chat or any form of social media, etc.,
- data stored and processed by servers, PC's, laptops, tablets, mobile devices, etc., stored on any type of removable media or cloud-based services.

The school system will abide by any law or statutory, regulatory, or contractual obligations affecting its information systems. Due consideration is given to, but not limited to, the following acts:

- **CIPA**, the Children's Internet Protection Act was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

- **COPPA,** the Children's Online Privacy Protection Act, regulates operators of commercial websites or online services directed to children under 13 that collect or store information about children. Parental permission is required to gather certain information; see www.coppa.org for details.

- **FERPA,** the Family Educational Rights and Privacy Act, applies to all institutions that are recipients of federal aid administered by the Secretary of Education. This regulation protects student information and accords students specific rights with respect to their data.

- **HIPAA,** the Health Insurance Portability and Accountability Act, applies to organizations that transmit or store Protected Health Information (PII). It is a broad standard that was originally intended to combat waste, fraud, and abuse in health care delivery and health insurance, but it is now used to measure and improve the security of health information as well.

- **Payment Card Industry Data Security Standard (PCI DSS)** was created by a consortium of payment brands including American Express, Discover, MasterCard, and Visa. It covers the management of payment card data and is relevant for any organization that accepts credit card payments. See www.pcisecuritystandards.org for more information.

The Superintendent or designee will administer periodic risk assessments to identify, quantify, and prioritize risks. Based on the periodic assessment, measures will be implemented that reduce the impact of the threats by reducing the amount and scope of the vulnerabilities.

Personally, Identifiable Information (PII):

PII is any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual 's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

User:

The user is any person who has been authorized to read, enter, or update information. A user of information is expected to:

- Access information only in support of their authorized job responsibilities.
- Comply with Information Security Policies and Standards and with all controls established by the owner and custodian.
- Keep personal authentication devices (e.g. passwords, PINs, etc.) confidential.

- Report promptly the loss or misuse of Clarke County School System information.
- Initiate corrective actions when problems are identified.

Classification is used to promote proper controls for safeguarding the confidentiality of information. Regardless of classification the integrity and accuracy of all classifications of information must be protected. The classification assigned and the related controls applied are dependent on the sensitivity of the information. Information must be classified according to the most sensitive detail it includes. Information recorded in several formats (e.g., source document, electronic record, report) must have the same classification regardless of format. Unauthorized or improper disclosure, modification, or destruction of this information could violate state and federal laws, result in civil and criminal penalties, and cause serious damage to the Clarke County School System.

Confidential Information

- Confidential Information is very important and highly sensitive material that is not classified as PII. This information is private or otherwise sensitive in nature and must be restricted to those with a legitimate business need for access.

  Examples of Confidential Information may include: personnel information, key financial information, proprietary information of commercial research sponsors, system access passwords and information file encryption keys. Unauthorized disclosure of this information to people without a business need for access may violate laws and regulations, or may cause significant problems for Clarke County Schools, its customers, or its business partners. Decisions about the provision of access to this information must always be cleared through the information owner.

Public Information

- Public Information has been specifically approved for public release by a designated authority within each entity of the Clarke County School System. Examples of Public Information may include marketing brochures and material posted to the Clarke County School System internet web pages.

- This information may be disclosed outside of the Clarke County School System.

4.13.1 Computer and Information Control

All involved systems and information are assets of Clarke County School System and are expected to be protected from misuse, unauthorized manipulation, and destruction. These protection measures may be physical and/or software based.

- **Ownership of Software:** All computer software developed by Clarke County School System employees or contract personnel on behalf of Clarke County School System or licensed for Clarke County School System use is the property of Clarke County School System and must not be copied for use at home or any other location, unless otherwise specified by the license agreement.

- **Installed Software:** All software packages that reside on computers and networks within Clarke County School System must comply with applicable licensing agreements and restrictions and must comply with Clarke County School System acquisition of software policies.

- **Virus Protection:** Virus checking systems approved by the school system must be deployed using a multi-layered approach (desktops, servers, gateways, etc.) that ensures all electronic files are appropriately scanned for viruses. Users are not authorized to turn off or disable virus checking systems.

- **Access Controls:** Physical and electronic access to information systems that contain PII, Confidential and Internal information and computing resources is controlled. To ensure appropriate levels of access by internal workers, security measures will be instituted by the school system. In particular, the Data Governance Committee shall document roles and rights to the student information system and other like systems.

Compliance

The Data Governance policy applies to all users of Clarke County School System information including: employees, staff, students, volunteers, and outside affiliates. Failure to comply with the policy by employees, staff, volunteers, and outside affiliates may result in disciplinary action up to and including dismissal in accordance with applicable Clarke County School System procedures, or, in the case of outside affiliates, termination of the affiliation. Failure to comply with the policy by students may constitute grounds for corrective action in accordance with Clarke School System procedures. Further, penalties associated with state and federal laws may apply.

Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:

- Unauthorized disclosure of PII or Confidential Information as specified in Confidentiality Statement.
- Attempting to obtain a sign-on code or password that belongs to another person.
- Using or attempting to use another person's sign-on code or password.
- Unauthorized use of an authorized password to invade patient privacy by examining records or information for which there has been no request for review.
- Installing or using unlicensed software on Clarke County School System computers.
- The intentional unauthorized destruction of Clarke County School System information.
- Attempting to get access to sign-on codes for purposes other than official business, including completing fraudulent documentation to gain access.
- Unauthorized access to the Clarke County School System wireless or wired network.

Data Quality

A proactive approach to data governance requires establishing data quality standards and regularly monitoring and updating the data management strategies to ensure that the data are accurate, relevant, timely, and complete for the purposes they are intended to be used. To ensure high quality data, the following strategies are used to prevent, detect, and correct errors and misuses of data.

1. Data stewards or their designees review student information for accuracy as it is submitted by parents, students, and teachers. This includes grades submitted into the INOW portal.
2. Data stewards or their designees correct data immediately when errors are brought to their attention.
3. Data stewards or their designees allow access to only those individuals with a "need to know" status as determined by data stewards.

4.13.2 Roles and Responsibilities

I. Job Descriptions

A. Job descriptions for employees whose responsibilities include entering, maintaining, or deleting data shall contain provisions addressing the need for accuracy, timeliness, confidentiality, and completeness. This includes, but is not limited to: school registrars, counselors, special education staff, and CNP staff handling free and reduced lunch data.

B. Teachers shall have the responsibility to enter grades accurately and in a timely manner.

C. School administrators shall have the responsibility to enter discipline information accurately and in a timely manner.

II. Supervisory Responsibilities

A. It is the responsibility of all Supervisors to monitor expectations for data quality and to evaluate their staff's performance relative to these expectations annually.

B. Supervisors should immediately report incidents where data quality does not meet standards to the Data Governance Committee.

4.14 Naming of Board Facilities

No facility, property, or building, or part thereof under the control of the Board will be named after any person or entity without Board approval.

V. Personnel

5.1 Employee Qualifications and Duties

5.1.1 General Requirements – Employees have a duty to perform their jobs responsibly and in a conscientious manner. In addition to any specific job requirements set forth in job descriptions or elsewhere, employees are expected to meet the following general performance and service standards:

a. Employees are required to be punctual and to attend work regularly.

b. Employees are required to perform the duties and responsibilities that are assigned to them by the Board, the Superintendent, or their supervisor(s). Such duties and assignments may extend beyond or outside the instructional day and may include off-campus functions, events, and activities.

c. Employees are expected to treat all students, co-employees, visitors, and guests of the Board with respect. Employees are expected to demonstrate moderation, restraint, and civility in their dealings with others and, in general, to serve as appropriate role models for students in their behavior and demeanor.

d. Employees are required to obey all laws, ordinances, Board policies, supervisory directives, and other pertinent authority while carrying out duties for the Board.

e. Employees whose duties include the instruction or supervision of students must provide effective supervision, discipline, organization, and instruction of the students.

f. Employees must complete and submit required reports accurately and in a timely fashion.

g. Employees must respect, protect, and exercise due care in the handling, use, and operation of Board property and equipment.

h. All employees will be expected to adhere to the current adopted Alabama State Board of Education Code of Ethics. Employees shall at all times maintain an appropriate and professional relationship with students and shall not engage in conduct (including communication of any kind) that constitutes, solicits, or suggests sexual, romantic, or inappropriately familiar interaction with a student. As used herein, the term "Student" means any student with whom the employee has, has had, or could prospectively have a professional, teaching, counseling, coaching, mentoring, advisory, supervisory, or working relationship. The term "Student" also includes any student who, by reason of his or her age,

mental or physical condition, or other circumstances is practically or legally incapable of consenting to the relationship in question.

5.1.2 Lesson Plans

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

b. 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.

5.1.3 Special Requirements

a. *Work Schedules (Teachers)* – Supervisory and instructional duties of teachers commence a minimum of fifteen (15) minutes prior to the actual arrival and conclude fifteen (15) minutes after the departure of students. Assignments and duties may extend beyond the instructional day and may include off-campus functions, events, and activities; conferences and meetings with parents; supervision of student arrival and departure; and preparation for the following instructional day. Teachers will be provided a minimum of thirty (30) minutes free of instructional and supervisory responsibilities each instructional day.

b. *Work Schedules (Support Personnel)* – The Superintendent is authorized to establish work schedules, including minimum work times, for support personnel.

c. *Professional Certification* – In addition to requirements established by the State Board of Education and the pertinent job description, professional employees must hold a degree from an accredited college or university and hold a current, valid, and properly endorsed Alabama Teacher's Certificate, which will be maintained in the Superintendent's office. A teacher who has completed the certification process but has not received the certificate may be employed on tentative or temporary compensation pending verification of certification from the State Department of Education. Upon receipt of such verification, appropriate adjustments will be made to the teacher's salary. If a teacher earns a higher certificate that merits increased compensation under the approved salary schedule, any salary increase will become effective upon Board approval following receipt of documentation of the new certification from the State Department of Education.

d. *Substitute Teachers* – Substitute teachers must, at a minimum, possess a high school diploma and valid and current Alabama Substitute Teacher's Certificate or Alabama Teacher's Certificate.

Substituting for Extended Periods. In the event professional teaching personnel are temporarily unable to perform their assigned duties for an extended period of time, the Superintendent may authorize the employment of temporary teaching personnel.

The substitute shall be paid Board-approved substitute pay for the first fifteen consecutive days for the individual teacher. After the first fifteen consecutive days for the individual teacher, the Superintendent may authorize the substitute to be paid double the Board-approved substitute pay.

In the event a teacher's sick leave days are exhausted, the Superintendent may recommend the substitute be paid at a teacher's rate of salary if he/she possesses the following:

1. At least a bachelor's degree.
2. Valid Alabama teacher's certificate.
3. Be available to teach until the regular teacher is able to assume normal duties.

In unusual cases where a teacher who has a large number of sick leave days is out for an extended period, the Superintendent may recommend to the Board that the substitute teacher be paid at a teacher's rate of salary if he/she possesses the above qualifications.

e. *Instructional Assistants/Aide* – Instructional Assistants/aides must, at a minimum, possess (i) a high school diploma or its equivalent; (ii) a two-year diploma from a college or university (or the equivalent hours) or pass the Work Keys Assessment; and (iii) a certificate from the State Department of Education verifying a "clear" status resulting from a background check.

f. *Bus Drivers* – In addition to the requirements established by the State Board of Education, a bus driver must: (i) hold a valid commercial driver's license, (ii) complete a minimum of twelve (12) hours of approved instruction in school bus driving, and (iii) satisfactorily complete a written examination driver's performance test approved or administered by the State Department of Education of State Superintendent. A bus driver must also meet any requirements of the entity providing the Board's automobile liability coverage.

[Reference: ALA. CODE §16-27-4 (1975)]

5.2 Hiring

5.2.1 Application Procedures – Job applicants for all positions must file a written application with the Board. Applications must be completed in full. All information provided in the application must be truthful. Any misrepresentation of a material fact on an employment application may disqualify the applicant from consideration for the position and may subject an employee to adverse employment action, including termination.

5.2.2 Qualifications – Applicants must meet the minimum qualifications of the position as provided in Board policy, the job description for the position, the posted advertisement for the position, or as may otherwise be established by the Board, applicable law, or regulation. Applicants must hold such degrees, licenses, certificates, and like credentials as may be necessary, appropriate, or customary for the position in question.

5.2.3 Hiring Authority – The Board is responsible for making all final hiring decisions, and no hiring decision is official, final, or effective unless and until it is approved by a vote of the Board. No principal, administrator, supervisor, or other employee has authority to hire an applicant without Board approval or to commit the Board to specific action regarding employment.

5.2.4 At-Will Employment – Except as may otherwise be provided or required by law, by contract, or by the specific terms of their appointment, all personnel are deemed "at-will" employees and may be terminated, demoted, reassigned, suspended, or disciplined with or without pay, or with reduced pay, and with or without cause.

5.2.5 Nepotism

a. *Supervisory Relationships* – No employee may be assigned to a work location or to a position in which the employee would report to, be evaluated by, or would work under the immediate supervision of another family member as defined in the Alabama Ethics Law, ALA. CODE §36-25-1(12) (1975). Any inadvertent employment or assignment of a family member that violates this policy must be promptly disclosed to the Superintendent upon its discovery, and all involved employees must cooperate in accepting reassignments or taking other measures necessary to correct the violation.

b. *Employment of Family Members* – Board members, administrators, or supervisors may not use their positions to directly or indirectly seek or secure the employment of any family member as defined in the Alabama Ethics Law. ALA. CODE §36-25-1(12) (1975).

5.3 Tuberculosis Tests for Employees

The following provisions shall apply to employees of the School System with respect to testing for tuberculosis:

a. Newly employed personnel, including teachers, janitors, bus drivers, food handlers, aides, and other persons who have direct contact with children are recommended for an initial examination for tuberculosis.

   1. New employees should be tuberculin skin tested initially at the time they are employed. If the skin test is negative, no further skin testing or examinations are required.

   2. If the tuberculin test is positive, a chest x-ray is recommended. If the chest x-ray is essentially negative, INH preventive therapy will be highly recommended for persons under 35 years of age, unless there are medical contradictions.

   3. Persons over 35 with a positive skin test and negative chest x-ray will be considered for INH preventive therapy on an individual basis, depending upon other risk factors and the clinical judgment of the physician.

   4. After the initial examination of all new employees for tuberculosis, no further annual skin testing or x-raying is recommended unless the local health officer or physician considers it necessary. Further procedures, such as sputum examinations, may be requested by the local health officer or clinician as deemed necessary.

b. If a female employee is employed in the first trimester of her pregnancy and is found to be skin test positive and asymptomatic, she may be x-rayed on the anniversary date of her employment or within a calendar year.

c. The State Committee of Public Health recommends that routine measures of supervision, as indicated by the Tuberculosis Control Program Guidelines, should be followed where a case is found in a school. The contacts should be investigated, examined, and considered for preventive therapy in accordance with the tuberculosis program guidelines.

d. Educational programs relating to respiratory diseases, including tuberculosis, for students and employees should be encouraged at both the local and state levels.

5.4 Probationary Employment

Employees are required to serve the maximum period of any probationary service provided or permitted by law before tenure, non-probationary status, or any other statutorily sanctioned form of employment security will be recognized by the Board.

5.5 Non-Teaching Supplemental Duties

Compensation in the form of supplements may be paid for noninstructional supplemental duties in accordance with rates specified or established for such duties in the Board's official salary schedule. Such duties include coaching and sponsorship of athletic support organizations (e.g., cheerleaders, flag teams, drill teams) as well as scholastic support activities (e.g., yearbook, service clubs, academic honoraries). Such supplemental duties are considered additional nonteaching assignments to be made and approved on an annual basis or otherwise as the needs of the school require. Such supplemental duties are not considered to be a part of a teaching contract or appointment, and no tenure, continuing service status, non-probationary status, or contractual right to continued employment or compensation for such supplemental assignment will be recognized or implied in the absence of a separate written contract of employment providing for such rights.

5.6 Professional Development

The Superintendent will develop and implement an ongoing program of professional training and development that is designed to enhance the competencies of professional and support staff. Employee attendance and participation in such training institutes, workshops, seminars, and programs may be made mandatory by the Superintendent. The unexcused failure of an employee to attend or participate in such professional development activities may constitute grounds for termination of employment or other disciplinary action.

5.7 Employee Conflicts of Interest

5.7.1 Outside Employment – The Clarke County Board of Education prohibits school system employees from engaging in additional employment or any other personal pursuits that would affect their efficiency or usefulness as employees in the system; that would make time and/or energy demands upon such individuals which would interfere with their effectiveness in performing their contractual obligations to the Board; that would compromise or embarrass the school system; that would adversely affect their Clarke County School System employment status or professional standing; or that would in any way conflict with or violate professional ethics or the state ethics.

Generally, a conflict of interest exists when a board member, board employee, or agent of the board participates in a matter that is likely to have a direct effect on his or her personal and financial interests. A financial interest may include, but is not limited to, stock ownership, partnership, trustee relationship, employment, potential employment, or a business relationship with an applicant, vendor, or entity. A board member, board employee, or agent of the board may not participate in his or her official capacity in a matter that is likely to have direct and predictable effects on his or her financial interests.

a. A board member, board employee, or agent of the board will abide by the Federal and state laws and regulations that address conflict of interest standards. In general, the Federal rules provide that:

No employee, officer, or agent of the board shall participate in selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from the firm considered for a contract. The board's officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.

b. The board's conflict of interest policies include adherence to the Alabama Ethics Law, which defines conflict of interest as:

A conflict on the part of a public official or public employee between his or her private interests and the official responsibilities inherent in an office of public trust. A conflict of interest involves any action, inaction, or decision by a public official or public employee in the discharge of his or her official duties which would materially affect his or her financial interest or those of his or her family members or any business with which the person is associated in a manner different from the manner it affects the other members of the class to which he or she belongs.

c. A board member, board employee, or agent of the board may not review applications, proposals, or participate in the evaluation or selection process where his or her participation in the review process would create the appearance that he or she is: *(1)* giving preferential treatment; *(2)* losing independence and impartiality; *(3)* making decisions outside official and appropriate channels; or *(4)* harming the public's confidence in the integrity of the board.

d. Situations and circumstances presenting an actual conflict of interest or the appearance of a conflict of interest should be brought to the immediate attention of the superintendent. A board employee, board member, or agent of the board who has knowledge of a possible conflict of interest should identify the conflict and notify the superintendent. The superintendent will document his or her actions related to the reported conflict of interest. Resolution can consist of disqualification, recusal, waiver, or other appropriate measures. Appropriate measures may include reporting a conflict of interest to the State Ethics Commission, the Alabama State Board of Education, or the appropriate federal agency.

5.7.2 Gifts

a. *By Students* – Staff members may accept gifts from students on special occasions. Staff members should always use good taste and adhere to the code of professional ethics when accepting gifts from students. In no case shall school funds be used to purchase said gifts unless the funds are raised for that purpose.

b. *By Staff Members* – Staff members may accept gifts from other staff members provided they are given on a voluntary basis. In no case shall school funds be used to purchase said gifts.

c. *By Outside Agencies or Individuals* – Staff members shall not accept gifts from outside agencies or individuals that are a result of, or a precondition to, business transactions between the School System and said agency or individual. Meals or "hospitality houses" provided by vendors at conventions or sponsored workshops are deemed appropriate and will be exceptions to this policy.

5.7.3 Tutoring for Pay by Professional Personnel

a. *Private Tutoring* - 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. Tutoring for any form of remuneration shall not be done during the regular school hours.

b. *School Sponsored Tutoring* - Professional personnel may engage in tutoring of students in their classes when such tutoring is a part of school-sponsored programs. Such remuneration for such tutoring shall be paid through the School System.

5.8 Employee Evaluations

5.8.1 Certified Personnel – Certified employees (other than contract principals) will be evaluated in accordance with an evaluation program approved for use by the Alabama State Board of Education. Contract principals will be evaluated in accordance with rules, regulations, and requirements promulgated by the State Department of Education or as may otherwise be permitted by law.

5.8.2 Non-Certified Personnel – Non-certified personnel will be evaluated in accordance with criteria and procedures to be developed by the Superintendent and approved by the Board. The evaluation criteria and procedures will, at a minimum, include the following:

a. A structured evaluation cycle or schedule that may include unannounced observations or assessments during the course of the evaluation period;

b. A written evaluation form that specifies job-related evaluation criteria; (forms Board-approved – June 12,2012)

c. Group or individual employee orientation regarding the evaluation process;

d. An opportunity for the employee to confer with the evaluator following the evaluation; and

e. An opportunity for the employee to disagree (in writing) with the evaluation and to have the disagreement maintained with the evaluations.

5.8.3 Use of Evaluations in Connection with Employment Decisions – Employment evaluations may be considered in making employment decisions, together with such other information and considerations as may reasonably bear upon the wisdom, necessity, or advisability of the employment decision. However, employment evaluations are intended to enhance the overall quality of the school system's instructional program and are not intended to confer, constitute, or give rise to any individual right, entitlement, or enforceable expectation of continued employment or advancement. Accordingly, except as may be specifically provided otherwise in state law applicable to "contract principals," employees do not acquire any employment right or right of legal action based on any actual or alleged failure on the part of the Board or the evaluator to follow specific evaluation policies, regulations, or procedures.

5.8.4 Special Evaluation Situations – The Superintendent, the Chief School Financial Officer, and other employees who serve in positions of special trust or sensitivity may be evaluated by such means as the Board deems appropriate and as may be permitted by law or applicable regulation.

5.8.5 Exempt Personnel – Except when required by law or contract, temporary, substitute, and occasional employees, or employees appointed to supplemental positions (e.g., coaches, extracurricular activity sponsors) will not be formally evaluated in those roles.

5.9 Personnel Records

5.9.1 Content of Personnel Files – A central personnel file will be maintained for all regular employees. The personnel file may contain information regarding the employee's current assignment, payroll status, and work history, including but not limited to job qualifications, certification, licenses, employment contract(s), evaluation data, disciplinary information, and such other documents, written materials, and data as may be reasonably deemed necessary and appropriate by the Board for sound and efficient personnel administration. Anonymous material and other matters that are prohibited by law, regulation, or Board policy from being maintained in personnel files may not be included therein. An employee may inspect and review the contents of their own personnel file upon request. Employees may reasonably supplement or respond in writing to any material

contained in the personnel file with which they disagree and such responses will also be included in the personnel file.

5.9.2 Alternate Data Storage – Personnel file data may be stored or maintained electronically or digitally.

5.9.3 Confidentiality – In general, the contents of an employee's personnel file will be deemed confidential except for documents, information, and materials that are matters of public information or public record under applicable state or federal law.

5.9.4 Access to Personnel Files – Board members, the Superintendent, Board administrators (including principals), employees with duties pertaining to human resources, and other persons whose duties reasonably require access to personnel files are authorized to view, copy, and use the contents of personnel files for purposes that are required by or in keeping with their official duties on behalf of the Board.

5.10 Employee Leave

5.10.1 Work Attendance an Essential Job Function – Punctual, regular attendance is an essential job function of every job and position, and employees are expected to report to work when scheduled to work and to remain at work each working day.

5.10.2 Absences – Except as otherwise authorized under Board policy, employees may be absent from work only in the following circumstances:

a. Illness, injury or other qualifying reason for sick leave or on-the-job injury leave under state law or the Family Medical Leave Act;

b. Personal leave;

c. Vacation leave;

d. Professional leave;

e. Military leave;

f. Court leave;

g. Other unpaid leave that is specifically approved by the Board upon a showing of substantial hardship or extraordinary circumstances.

Employees who know in advance that they will be absent from work must notify the Board of the expected absence in accordance with procedures specified by the Superintendent or the Board. In the event of an emergency or incapacity that makes advance notice impractical, employees must notify the Board of their absence as early as possible. Except as otherwise provided or permitted, an

employee who is absent from work without approved leave will be considered absent without leave in violation of Board policy and subject to appropriate disciplinary measures. Employees who are approved for paid leave or absences will be paid at the regular daily rate of pay; however, a day of paid leave or absence will not be counted as a day worked for the purposes of computing overtime under the Fair Labor Standards Act. Pay will be reduced on a *pro rata* basis for leaves or absences not covered by sick, vacation, personal, or other appropriate form of paid leave. The continuation of benefits during an approved absence is subject to the provisions of the particular benefit policy or plan.

5.10.3 Paid Sick Leave

a. *Persons Eligible for Paid Sick Leave* – All regular full-time employees are eligible for paid sick leave.

b. *Earning and Accumulation of Paid Sick Leave* – All eligible employees earn sick leave days at the rate provided for in state law. Nine- or ten-month employees who work during summer school earn one sick day for the entire summer session. Eligible employees may accumulate sick leave as provided by state law.

c. *Use of Sick Leave* – Eligible employees may only use paid sick leave for absences caused by the following:

1. Personal illness;
2. Incapacitating personal injury;
3. Attendance upon an ill member of the employee's immediate family, (parent, spouse, child, foster child currently in the care and custody of the employee, sibling, child currently in the care and custody of the employee for whom a petition for adoption has been filed); or an individual with a close personal tie.
4. Death of a family member, including a spouse, parent, child, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, nephew or niece, grandparent, grandchild, aunt or uncle;
5. Death, injury, or sickness of another person who has unusually strong personal ties to the employee, such as a person who stood in loco parentis; or

6. Attendance upon an adopted child, who is three years of age or younger,

d. *Certification* – By taking sick leave, the employee is certifying that the sick leave is being used for one of the reasons provided in state law. If the employee's immediate supervisor has probable cause to believe that an employee has abused or misused sick leave, a physician's statement verifying the existence and nature of the illness or medical condition or

documentation verifying a petition for adoption or a death may be required by the school system as appropriate. Abuse of sick leave may subject the employee to disciplinary action.

Sick leave taken for the purpose of attending to an adopted child may be taken for a maximum of eight weeks, or 320 consecutive hours.

[Reference: ALA. CODE §16-1-18.1 (1975)]

5.10.4 On-The-Job Injury Leave – On-the-job injury includes an accident or injury to an employee that occurs in the course of performing job duties for the Board or when the employee is directed or requested by the employer to be on the property of employer and which prevents the employee from working or returning to the job. Employees who are accidentally injured on the job may be approved for paid "on-the-job injury" leave without using sick days, provided that:

a. The injured employee submits written medical certification from the attending licensed physician stating that the employee was injured and cannot return to work due to a specified injury, if there is a reasonable expectation that the employee will return to work and, if so, the expected date of that return. The Board may require a second opinion from a Board specified physician, at its expense.

b. The employee submits a signed written account of the accident attested by a principal or department head within five (5) working days after the injury occurred. If the injured employee is not able to notify the Board, another person reasonably knowledgeable about the employee's condition and circumstances leading to the injury may provide the required notification.

Upon a determination that the employee has been injured on the job and cannot return to work, the Board may maintain the employee's salary and benefits for the period of incapacity caused by the injury, not to exceed ninety (90) days. An employee who is injured on the job may file a request for unreimbursed medical expenses and costs with the State Board of Adjustment. The Board will provide such reasonable assistance to the employee in filing the Board of Adjustment claim as is required by law, but assumes and will have no responsibility or liability for processing the claim or directly reimbursing the employee any unreimbursed medical expenses and costs. On-the-job injury leave will be administered in accordance with and subject to the requirements and limitations imposed by state law regarding such leave.

[Reference: ALA. CODE §16-1-18.1 (1975)]

5.10.5 Personal Leave – All regular, full time employees are eligible for two (2) non-cumulative personal leave days each scholastic year without loss of pay. Certified employees may be compensated for unused personal leave at the end of the school

year at the same daily rate of pay used for substitute teachers, or they may choose to convert unused personal leave days to sick leave days. Any unused personal leave for support personnel will be converted to sick leave days at the end of the school year. All regular, full-time employees are eligible to take three (3) additional personal leave days for which the employee will be charged an amount equal to the average daily rate of pay for a substitute teacher.

[Reference: ALA. CODE §16-8-26 (1975)]

5.10.6 Vacation

a. *Eligible Employees* – Twelve-month full-time employees are eligible for paid vacation.

b. *Vacation Benefits* – Eligible employees will earn ten (10) vacation days per year. Only consecutive service with the Board will be considered in establishing length of service for purposes of determining vacation benefits.

c. *Accrual and Accumulation of Vacation Time* –Employees with at least one year of consecutive service with the Board will accrue (10) days of vacation on July 1. Vacation must be used by June 30th of each year or be forfeited. Vacation days may not be bought, sold, or donated. Accumulated vacation time will be forfeited if not used prior to the effective date of resignation or retirement. No payment will be made for any vacation leave that is unused as of the employee's resignation, termination, or death. (revised 4/19/2012)

d. *Scheduling* – Vacations must be scheduled with the knowledge and approval of the employee's department head.

5.10.7 Professional Leave – The Superintendent is authorized to grant professional leave with pay to Board employees to engage in educational activities which, in the judgment of the Superintendent, serve the needs and interests of the school system. The number of days approved for such leave will be at the discretion of the Superintendent.

5.10.8 Leave of Absence - Professional personnel are eligible for and may be granted leaves of absence at the discretion of the Board. 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 the school and position occupied when leave was granted unless transferred by the Board of Education under the provisions of Chapter 24 of the Code of Alabama. Leaves of absence shall be without pay and in accordance with laws of the Alabama Teacher Retirement System, 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 military service and other good and just causes as specified by ALA. CODE §16-24-13.

5.10.9 Military Leave – Military leave is available to all eligible employees in accordance with state and federal law.

5.10.10 Court Leave – Permanent and full-time employees are entitled to regular compensation while performing jury duty (ALA. CODE §12-8-25) or when the employee is summoned under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceeding constituted under the statutory authority of the agency conducting the proceedings. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.

5.10.11 Conferences and Visitations – Professional personnel holding primary offices (President or President's designee) or other similar offices in professional organizations may be granted a reasonable number of days leave (not to exceed 3 per year) to attend professional meetings related to the organizations. Application to and approval by the principal and Superintendent must be made in adequate time for arrangements to be made to protect the interest of students. The board will pay the expense of substitute teachers in cases where such leaves are granted to professional personnel. The salary of said personnel will not be reduced for approved leave time.

5.11 Family and Medical Leave Act (FMLA)

5.11.1 Eligible Employees – The FMLA is applicable to all persons who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during that twelve (12) month period.

5.11.2 Medical Leave Provided by the Act – Under the FMLA, eligible employees are entitled to twelve (12) weeks of unpaid leave during any twelve (12) month period for one or more of the following reasons:

a. The birth and first year care of a newborn child;

b. The placement of a foster child or adoption;

c. The care of an immediate family member, defined as a spouse, child or parent, with a serious health condition;

d. The taking of medical leave because of the employee's own serious health condition.

For the birth, adoption, or foster placement of a child, the entitlement to leave for child care expires at the end of the twelve (12) month period beginning on the date of birth, adoption, or placement. Leave associated with the illness of a child

will only be provided if the child is under eighteen (18) years of age or is incapable of self care due to physical or mental disability.

5.11.3 Serious Health Conditions – The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves the following:

a. Any period of incapacity in connection with or following inpatient care in a hospital, hospice, or residential medical care facility.

b. Continuing treatment by a health-care provider, to include any period of incapacity due to:

1. A health condition, including treatment and recovery, lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition;

2. Pregnancy or prenatal care;

3. A chronic, serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve episodes of incapacity (e.g., asthma and diabetes);

4. A permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, severe stroke) and for which supervision of a health-care provider is required;

5. Multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated.

5.11.4 Military Family Leave Provided by the Act

a. *Qualifying Exigency Leave* – Under the FMLA, an eligible employee with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may utilize the twelve (12) week medical leave entitlement to address qualifying exigencies resulting from that service.

b. *Military Caregiver Leave* – An eligible employee, who is the spouse, child, parent, or next of kin of a covered service member, is entitled to take up to twenty-six (26) weeks (including any medical leave provided by the Act) of unpaid leave during any twelve (12) month period (beginning the first day of the leave) to care for an individual covered service member with a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating. A covered service member is a member of the Armed Forces, including the National Guard

and Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

5.11.5 Spouse Employed by the Board – Spouses who are both employed by the Board are limited to a combined total of twelve (12) weeks of family leave for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for the care of a parent who has a serious health condition, and for qualifying exigency leave. Spouses who are both employed by the Board are limited to a combined total of twenty-six (26) weeks for military caregiver leave.

5.11.6 Intermittent Leave – An employee may take leave intermittently or on a reduced leave schedule only when medically necessary to care for a spouse, parent, or child or to receive planned medical treatment. Intermittent leave should be scheduled to the extent practicable so as not to unduly disrupt the operations of the Board. Intermittent leave may be further limited for teachers in accordance with federal law.

5.11.7 Use of Vacation and Sick Leave – If an employee has available sick leave, vacation leave or other applicable paid leave, the employee must utilize those forms of leave before taking unpaid leave under the FMLA. In that instance, the paid leave and the FMLA leave will run concurrently and the employee's twelve (12) weeks of unpaid FMLA leave will be reduced by the paid leave utilized, as long as the need for such leave results from one or more of the qualifying reasons under the FMLA.

5.11.8 Notice – Employees seeking leave under the FMLA must provide thirty (30) days advance notice of the need to take leave when the need is foreseeable. When the need for leave is unforeseeable, employees should notify their supervisors as soon as possible. Employees must also provide notice of the need for qualifying exigency leave as soon as practicable.

5.11.9 Certification for Medical or Military Caregiver Leave – Every request for FMLA leave based upon the serious health condition of the employee or employee's spouse, children, or parents, or leave as a military caregiver must be supported by medical certification issued by the appropriate health care provider on forms provided by the Board.

For leave based on a serious health condition of the employee or employee's spouse, child, or parent, the Board reserves the right to obtain a second opinion from an independent health-care provider designated by the Board. If the opinion received by the employee and the second opinion conflict, the Board and the employee must agree on a third provider to issue a binding opinion. Both the second and third opinions (if necessary) will be at the expense of the Board.

5.11.10 Certification for Qualifying Exigency Leave – Certification will be required by the Board for requests for qualifying exigency leave. Certification must be timely submitted on forms available from the Board. For the first such request, certification may include a copy of the military service member's duty orders or other military documentation.

5.11.11 Return to Work – The Board may require an employee who has taken leave due to the employee's own serious medical condition to provide the Board with a healthcare provider's certification in order to return to work. Any employee who takes leave under these provisions will be entitled to be restored to the original position held when the leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

5.11.12 Maintenance of Benefits – Benefits accrued by the employee before leave is taken are not lost when approved FMLA leave is taken. Employees who are on approved FMLA leave will remain eligible to participate in benefit programs in which the employee was enrolled at the time of the leave, provided that the employee will continue to be responsible for payment of employee's portion of any cost, premium, or like payment that is required to maintain eligibility for the coverage or benefit. An employee that does not return to work after FMLA leave, will be required to reimburse the Board for the cost of benefits coverage extended to the employee during the leave, unless the reason for the employee's failure to return to work is (i) a continuing serious health condition suffered by either the employee or a family member, or (ii) other circumstances beyond the employee's control.

5.11.13 Paid Parental Leave -The Board provides paid parental leave (PPL) in accordance with the Alabama Public Employee Paid Parental Leave Act of 2025, codified at ALA. CODE § 36-6A-1, et seq. (1975), and administrative rules adopted by the Alabama State Board of Education. [Reference: Ala. Code §36-6A-1, et. seq. (1975)]

5.11.14 Concurrent Paid Leave- If an employee has available sick leave, vacation leave, paid parental leave, or other applicable paid leave, the employee must utilize those forms of leave when taking unpaid leave under the FMLA. In that instance, the paid leave and the FMLA leave will run concurrently and the employee's unpaid FMLA leave will be reduced by the paid leave utilized, as long as the need for such leave results from one or more of the qualifying reasons under the FMLA.

5.12 Sick Leave Bank

A "Sick Leave Bank" plan for full-time certified and classified employees is hereby established in accordance with applicable provisions of state law. The plan shall allow each employee to deposit into the bank an equal number of his/her earned sick leave, not to exceed five days. These days shall be available for loan to any other participating employee whose leave days have been exhausted.

a. *Sick Leave Bank Committee* – The Sick Leave Bank Committee will be composed of one member representing the Board and four members representing participating members of the sick leave bank. The Member representing the Board will be appointed by the Superintendent, subject to Board approval. The participant representatives will be selected by the sick leave bank members.

1. *Nomination* – Before each election of participant representatives, the Board will hold an open nomination period. Any employee who is eligible to participate in the sick leave bank may be nominated for one of the participant representative positions. Each Principal will nominate a maximum of two persons to be voted upon by the SLB members.

2. *Voting* – Each eligible nominee will be placed on the Sick Leave Bank Committee ballot. Voting will take place by ballot at Board facilities at the time specified or as may otherwise be provided by the Board. Supervision of voting will be by local facility personnel. Voting members will be required to verify their ballot by signing the Board's voter record. Votes will be forwarded to the Human Resources Department for final tabulation. The four candidates receiving the highest number of votes will serve as participant representatives on the Sick Leave Bank Committee.

3. *Term of Committee Members* – Sick Leave Bank Committee members will serve for a term of one year and may not serve for more than five years. The term will begin on September 1st and end on August 31st. Vacancies occurring on the SLB Committee shall be filled by appointment by the SLB Committee. An individual filling an unexpired term will serve the duration of the unexpired term.

4. *Chairman of the Sick Leave Bank Committee* – The Sick Leave Bank Committee will elect a chairman from among its representatives at its first annual meeting. The chairman will be responsible for conducting meetings, and for organizing meetings as necessary.

5. *Meetings* – The Sick Leave Bank Committee will meet at least annually following each enrollment period.

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6. *Sick Leave Bank Committee Duties* – The Sick Leave Bank Committee will develop proposed rules and regulations for the Sick Leave Bank, to be submitted to participating members for approval. At a minimum, said rules and regulations must include those terms and provisions that are required by statute. The Committee has the authority to review both participation in the Bank and requests for leave to ensure compliance with state law and Board policy. The respective committee shall submit said proposed rules and regulations to the Board of Education for approval. The SLB Committee shall make available contribution forms to all eligible employees. Forms for requesting loans from the SLB shall be available at the Central Office, in the principal's office at each school and on the Clarke County BOE website.

b. *Employee Participation* – Participation in the Sick Leave Bank is voluntary and open to all full-time employees of the Board.

1. *Enrollment* – Any full-time employee of the Clarke County Board of Education shall be eligible to join the Sick Leave Bank at anytime, provided that such employee has accrued the minimum amount of five (5) unused sick leave days. Eligible personnel shall be allowed to become members of the bank by depositing five (5) of their unused sick leave days into the bank and having completed the appropriate forms. During "Open Enrollment", at the beginning of the school year (August & September), if employees do not have the minimum number of days required to join, the local board can advance to employees the prerequisite number of days to join.

2. *Loan Eligibility* – A sick leave bank member shall not be eligible to use sick leave from the SLB until he/she has exhausted all earned sick, vacation and personal leave days. The maximum number of days that can be borrowed by an individual from the SLB shall be 15 days, including the five (5) days the individual has on deposit, unless over 50% of the participating members of the SLB vote to extend said limit. Request for loans must be turned in to the committee by the 10th of each month. The SLB Committee will meet to approve or disapprove loan request

3. *Definition of Sick Leave* – Any sick leave days drawn from the SLB by a participating employee shall be used in accordance with the definition of sick leave set forth in the Code of Alabama.

4. *Repayment of Loan for SLB* – Sick leave days owed to the SLB shall be repaid at the rate of one day per month beginning with the next sick leave day earned after the loan was granted by the SLB and continuing until the days loaned have been completely repaid. Loans not exceeding the 5 days you have on deposit in the SLB will be handled by the Payroll Department at the Central Office. Request for loans exceeding the 5 days must be approved by the SLB committee. Participating employees cannot leave the School System without repaying the sick leave days to the SLB. If the employee has no sick leave days remaining, then the said value of the loan shall be deducted from the individual's final paycheck at the prevailing daily rate of said employee, as set forth on the pay scale of the Board of Education. If an employee's final check is not sufficient to repay the sick leave days owed, the money will be owed by the employee or the estate of the employee.

5. *Termination of Membership* – A participating member of the bank who wishes to voluntarily withdraw from participation in the bank at any time may do so by completing the notice of termination. All days previously deposited will be returned to the employee's regular account within 15 days after the date of the notice of termination is received by the SLB committee, provided all accounts are settled.

6. *Unused Sick Leave Days* – If more days are borrowed than are needed by a participating employee, the unused days will revert to the SLB.

7. *Additional Loans from SLB* – A doctor's statement must be attached to the request form for any additional requests for sick leave days in one school year.

8. *Abuse of the SLB* – The SLB Committee shall investigate all allegations of abuse of the SLB. Should there be any finding of wrongdoing, the employee shall repay all sick leave days drawn from the SLB and be subject to the other appropriate disciplinary action as determined by the Board of Education.

c. *Catastrophic Sick Leave* -

1. *Catastrophic Illness Defined* – Legislative Act 93-753 defines catastrophic illness as "any illness or injury certified by a licensed physician which causes the employee to be absent from work for an extended period of time." The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in Policy 5.10.3c. The extended period of time will be determined on a case-by-case basis by the Board.

2. *Eligibility* – In order for an employee to participate in the Catastrophic Sick Leave plan as defined in Legislative Act 93-753, he/she must meet the following eligibility criteria:

   a. Be a full-time employee
   b. Be a member of the school System's Sick Leave Bank
   c. Have exhausted all earned sick, annual, and personal leave days. This will include the 5th personal leave day.

      i. Beneficiary Employee Eligibility – In order for an employee to receive, and use donated catastrophic sick leave days from employees of the Clarke County School System or from employees of another Alabama school system, the beneficiary employee must be a member of the SLB.

      ii. Donating Employee Eligibility – An employee of the Clarke County School System must be a member of the SLB to donate catastrophic sick leave days to another employee of the Clarke County School System. The transfer of such days must be from the SLB to and through the beneficiary's school system SLB.

      iii. *Donating Limits* – An employee, at his/her discretion, may donate up to 30 days to be used by an employee of the Clarke County School System. If the employee is a member of the SLB, he/she may also donate such sick leave days to an employee in another Alabama public school system.

iv. *Beneficiary Limits* – There is no limit on the number of sick leave days a beneficiary employee may receive under the catastrophic sick leave plan.

v. *Donated Days Defined* – The sick leave days donated by an employee to the SLB or an employee in another Alabama public school system for catastrophic illness purposes are regular sick leave days and are deducted from the donating employee's state accumulated sick leave days. Therefore, the individual employee(s) donating such days will not be able to recover the donated days. However, if the beneficiary employee is employed in the Clarke County School System and does not use all sick leave days donated to him/her, the days will revert to the credit of those employees who donated the days.

vi. *Procedures for Obtaining Approval* – Inter-System – Prior to participating in the catastrophic sick leave plan, employees of the Clarke County School System must receive approval from the Board. To initiate the approval process, employees must:

a. Complete Sections I and II of the Catastrophic Sick Leave Approval Form.

b. Have the attending physician complete Section III of the Catastrophic Sick Leave Approval Form.

c. Transmit the completed Catastrophic Sick Leave Approval Form to the Superintendent for review, approval and submission to the Board for approval.

vii. *Procedures for Donating*: Inter-System – To donate catastrophic sick leave days to another employee of the Clarke County School System an employee should:

a. Determine if the employee to whom the days are to be donated has been approved for catastrophic leave by the Board.

b. Complete Sections I, II, and III on the Catastrophic Sick Leave Transfer Authorization Form. All items on the form should be completed to include date, signature of donating employee and a witness.

c. Transmit the completed form to the Payroll Department.

d. Must be a member of the Sick Leave Bank.

viii. *Procedures for Obtaining Approval and Donating*: Intra-system – All sick leave days transferred for use by an employee in another Alabama public school system must be transferred through the Clarke County School System SLB, i.e. no days may be transferred employee to employee. An employee of the Clarke County School System desiring to transfer catastrophic sick leave days to an employee in another Alabama public school system he/she must:

a. Be a member of the system's SLB.

b. Contact the recipient to have the appropriate official in the Alabama Public School System where he/she is employed to transmit a completed approved copy of their catastrophic sick leave form to the Payroll Department of the Clarke County School System.

c. After receiving the above form, the Superintendent or designee will notify the Clarke County School System Employee. The employee desiring to transfer days should complete the Transfer Authorization Form. The total number of days donated will then be transferred by the Superintendent or designee to the school system's sick leave bank.

ix. *Earning Sick Leave Days while on Catastrophic Leave* – A beneficiary employee on catastrophic sick leave will earn regular sick leave days while on such leave at the rate of one per month; however, the earned sick leave day must be used each month as it is earned.

[Reference: ALA. CODE §16-22-9 (1975)]

5.13 Administrative Leave

The Superintendent is authorized to place an employee on administrative leave upon a determination that the best interests of the school system would be served by such action. Administrative leave relieves the employee of regular work responsibilities pending resolution of the matters or circumstances that gave rise to the leave. Administrative leave is not disciplinary in nature or purpose and does not affect the employee's compensation, benefits, tenure, or nonprobationary status. Administrative leave may be accompanied by such additional restrictions or conditions as may reasonably be imposed by the Superintendent under the circumstances (e.g., limitation on access to school property). The status of employees who are on administrative leave will be reviewed and reported to the Board periodically or as otherwise may be directed by the Board.

5.14 Equal Employment Opportunity

5.14.1 Unlawful Discrimination Prohibited – The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference.

5.14.2 Implementing Regulations Authorized – The Superintendent is authorized and directed to implement such rules, regulations, procedures, and directives as necessary and appropriate to implement and enforce this policy and any law prohibiting discrimination in the workplace, including the designation of one or more complaint/grievance investigators, officials, or coordinators, the development of complaint or grievance procedures for responding to allegations of unlawful discrimination, the provision of training or dissemination of instructional materials and advisories to appropriate staff members, and the administration of corrective or remedial action in response to violations of the law and of this policy.

5.15 Sexual Harassment

The Board strictly prohibits unlawful discrimination in all of its programs, offices, departments and facilities. Sexual harassment, as defined by law, is a form of unlawful discrimination and will not be tolerated from employees or other persons associated with the Board.

5.15.1 Definition of Sexual Harassment – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when:

a. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of employment or other employment benefits provided by the Board;

b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, or other benefits provided by the Board; or

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

5.15.2 Examples of Prohibited Conduct – The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances:

a. Verbal harassment or abuse of a sexual nature, including graphic or derogatory comments, the display of sexually suggestive objects or pictures, and sexual propositions;

b. Repeated unwelcome solicitation of sexual activity or sexual contact;

c. Unwelcome, inappropriate sexual touching;

d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment status.

5.15.3 Employee Complaint Resolution Procedure

a. *Reporting* – Any employee with reason to believe that he or she has been or is being subjected to any form of sexual harassment should report the matter immediately. Under no circumstances will an employee be required to present the complaint to the person who is the subject of the complaint.

b. *Informal Complaint* – An employee may choose to submit a sexual harassment complaint to a supervisor for investigation and resolution at the departmental or local level without resorting to formal complaint procedures. If the supervisor is the subject of the complaint, the complaint may be submitted to the Superintendent for resolution. If the complaint is not resolved informally to the satisfaction of the complaining employee, the employee must contact the Superintendent to initiate formal complaint procedures.

5.15.4 Formal Complaint Procedure

a. *Persons Responsible For Receiving and Investigating Formal Complaints* – The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Chief School Financial Officer (CSFO) is an additional official to which formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, the alternate should be contacted regarding the formal complaint.

b. *Complaint form, contents* – Formal complaints should be made in writing, signed by the complainant, and fully describe the circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or designated alternate official.

c. *Investigation* – The Superintendent will promptly investigate the complaint, review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The complainant will be informed of any action that is taken as a result of the investigation.

d. *Review by the Superintendent and the Board* – A complaining party who is not satisfied with the investigation or resolution of the complaint may

request that the Superintendent take additional or different action or present the complaint to the Board for its review and action. In such case, the Board will render a final decision as soon as practicable.

5.15.5 Confidentiality – To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.

5.15.6 Retaliation Prohibited – No retaliation or adverse action may be imposed as a result of a good faith complaint or report of sexual harassment. False accusations that are made in bad faith or for improper reasons may result in disciplinary action.

5.15.7 Penalties for Violation – Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

5.16 Reduction-In-Force

5.16.1 Reduction-in-Force for Professional Personnel – In the event it becomes necessary to reduce the number of professional staff employed by the School System due to a decrease in student enrollment, financial exigency, changes in curriculum, consolidation or organization, the following procedure shall be followed to determine staff members to be affected:

a. 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:

i. Grade Level -Kindergarten, elementary grades 1-8, secondary grades 9-12, administration and supervision, special education, counseling and guidance, vocational programs, and federal programs.

ii. Discipline area-Certificate endorsement area(s) and current major teaching or administration/supervisory assignments (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:

i. Degree(s) held by the staff member (the staff member with the lower degree to be reduced first).

ii. Total years of experience in education (the staff member with the least service time 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 names of personnel reduced in force shall be placed in a School System employment pool. Said personnel shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancies for which they are qualified.

6. Provided personnel in the employment pool are recalled, they shall be issued a letter of reappointment by registered mail at least fifteen (15) work days prior to the date of reemployment. Said personnel must accept the offer of reemployment in writing by registered letter within five (5) working days of receipt of offer.

7. It is understood that reduction in force constitutes termination of employment and all benefits provided by the School System cease on the effective date.

5.16.2 Reduction in Force of Noncertified Personnel – In the event it becomes necessary to reduce the number of noncertified 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:

a. 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 worksite(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:

   i. Work Areas -Child Nutrition personnel, custodians and maids, bus drivers, secretaries/bookkeepers, building maintenance, automotive mechanics and teacher aides.

   ii. Worksite-Central office to include: Child Nutrition personnel, bus drivers, secretaries/ bookkeepers, building maintenance, and automotive mechanics.

   iii. Worksite-Local schools to include: Child Nutrition personnel, custodians and maids, secretaries/bookkeepers, and teacher aides.

3. Following the identification of the work area(s) and worksite(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:

   i. Formal education attained by the staff member (the staff member with the least amount of formal education to be reduced first).

   ii. 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 worksite 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 noncertified 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 layoffs to fill the first comparable vacancies for which they are qualified in their work site area.

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 reemployment.

7. Said personnel must accept the offer of re-employment in writing by registered letter within five (5) days of receipt of the offer.

8. It is understood that reduction in force constitutes termination of employment and all benefits provided by the School System ceases on the effective date.

5.16.3 Notice – Notification to certified and noncertified employees of layoff and recall will be by United States mail or by hand delivery.

[Reference: ALA. CODE §16-1-33 (1975)]

5.17 Unauthorized Payments

5.17.1 Notification to the Employee – Upon discovery of any unauthorized or erroneous payment or disbursement of funds to an employee, the Board will attempt in good faith to notify the employee of such unauthorized payment and to reach agreement with the employee, if possible, regarding the amount and terms of repayment. Notification to the employee will consist of a letter mailed or delivered to the employee's last known address. The notice will specify the amount owed, the method by which the amount was calculated, a proposed schedule of repayment, an opportunity for the employee to review or examine any documents or other evidence supporting the claimed overpayment, and an opportunity for the employee to object in person or in writing to the amount or manner of the proposed withholding to provide an alternative plan of repayment. Unless the Board's ability to recover funds in question could be jeopardized by doing so, the Board will arrange a reasonable schedule of repayment so as to avoid undue hardship to the employee.

5.17.2 Retention and Recovery Authorized – If no objection to the proposed withholding is received within a reasonable time (to be specified in the notification letter), monies may be retained in the manner and to the extent described in the notification. If the employee objects to the proposed withholding, the Superintendent or his designee may, upon consideration of the objection and information and argument (if any) submitted in connection therewith, take such action as may be warranted under the circumstances and inform the employee in writing of the decision. If the employee is dissatisfied, he may contest the decision through the Board's complaint procedure. Monies may be withheld by the Board pending completion of the grievance process, provided that, should the Board later pay over to the employee monies that have been retained under authority of this policy, such payment(s) will reflect all appropriate deductions and will include accrued interest from the date of withholding at the rate specified by the then-effective rate applicable to interest on unpaid judgments under Alabama law. If, after exhausting reasonable efforts to do so, the Board is unable to contact the employee in the first instance, the Board may retain or withhold from compensation or other payments due the employee an amount sufficient to satisfy the indebtedness; provided that any such retention or withholding will be subject to review and reconsideration at the request of the employee.

5.17.3 Repayment Required as a Condition of Reemployment – The Board reserves the right to require repayment of any outstanding indebtedness as a condition to reemployment of any former employee.

5.17.4 Procedures Not Exclusive – The provisions, procedures, and method of review specified herein are in addition to those that are otherwise available to the parties under law for the retention or recovery of funds, and for administrative or judicial review thereof.

5.18 Drug and Alcohol Testing of Safety Sensitive Employees

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

5.18.2 Prohibited Alcohol and Controlled Substance-Related Conduct – In addition to activities identified in other policies, rules, and procedures, Board employees are prohibited from the following:

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

b. Being on duty or operating a vehicle while possessing alcohol

c. Consuming alcohol while performing safety-sensitive functions;

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

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

f. Consuming alcohol or being under the influence of alcohol within eight (8) hours of going on duty, operating, or having physical control of a vehicle;

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

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

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

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

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

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

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

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

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

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

5.18.4 Administration of Program – The Superintendent is authorized to oversee the Board's testing program, to contract with appropriate providers to implement the program, to develop guidelines, rules and regulations, to implement training programs, to develop and distribute educational materials and appropriate notices to covered employees, and to take such further action as may be required by federal law.

5.18.5 Compliance with Drug & Alcohol Clearinghouse Requirements – In accordance with federal law, covered employees must consent to an appropriate federal Drug & Alcohol Clearinghouse query in order to operate a commercial motor vehicle for the Board. Each covered employee must sign a limited consent for the Board's designee to conduct a limited Clearinghouse query. Any covered employee who declines to give consent for a limited query will not be permitted to operate a commercial motor vehicle for the Board until such consent is given. Limited queries do not reveal specific information about employees. If a limited query shows that there is information in the Clearinghouse on the covered employee, the covered employee must consent to a full query, which must be conducted immediately. The covered employee will not be permitted to drive or perform safety-sensitive functions until the query results confirm that the employee's Clearinghouse record contains no prohibitions as defined under the regulations. Any covered employee whose record reveals such prohibitions will not be permitted to drive or otherwise perform safety-sensitive functions until the covered employee successfully completes the return-to-duty process. Any covered employee's refusal to consent or to successfully complete the return-to-duty process in accordance with federal law will be subject to disciplinary action up to and including termination.

5.18.6 Reports to Clearinghouse – The following information will be reported to the Clearinghouse in accordance with FHWA regulations:

a. A verified positive, adulterated, or substituted drug test;

b. An alcohol confirmation test with a concentration of 0.04 or higher;

c. A refusal to submit to any test required by law, as enumerated above;

d. The Board's report of actual knowledge as defined by law (i.e., direct observation, information from previous employer(s), or a traffic citation for driving a commercial motor vehicle while under the influence of alcohol or controlled substances), of:

(1) On duty use;

(2) Pre-duty use;

(3) Alcohol use following an accident;

(4) Controlled substance use;

e. A substance abuse professional's (SAP) (as defined by law) report of successful completion of the return-to-duty process;

f. A negative return-to-duty test; and

g. The Board's report of completion of follow-up testing.

[Reference: 49 U.S.C. §31306a; 49 C.F.R. §382.701, et. seq.]

5.18.7 Disciplinary Action – The availability of a return-to-duty process and/or follow up testing under this policy does not obligate the Board to provide an employee with those opportunities. The Board reserves the right to terminate or otherwise discipline employees who violate this policy in accordance with applicable state law.

5.18.8 Drug Free Workplace Procedures - In the event there is a reasonable cause to believe that an employee is under the influence of alcohol, drugs or other substances while on or inside school-operated property during school hours or at any school sponsored activities after hours, the following procedures shall be applicable.

a. The supervisor/principal/worksite supervisor shall make every attempt to remove the suspected employee from view of students and other employees: preferably, the employee should be asked to report to the supervisor's/principal's/ worksite supervisor's office.

b. The supervisor/principal/worksite supervisor shall then ask one other employee (if possible, the assistant next in charge, another employee, counselor or central office employee) to meet with him/her and the suspected employees. The employee shall be given the option to choose a peer who is immediately available to attend the conference. During such meeting the supervisor/ principal/worksite supervisor shall conduct an interview with the suspected employee to determine the nature of the problem and if, in their opinion or through voluntary admission, the suspected employee is in violation of the school system's Drug Free Work

Place policy. During such interview, the suspected employee's general demeanor, speech patterns, and ability to function normally will be observed and noted by those present, along with any related information freely given by the employee. In addition, any overt evidence of possible alcohol or drug usage; such as, smell, plain view evidence of possession shall also be documented. Any physical evidence will be held pending immediate notification of proper authorities.

c. If it is the opinion of the supervisor/principal/worksite supervisor that the suspected employee is not under the influence of alcohol or other drugs, the suspected employee, upon determination that he/she is able to return to work, shall be returned to their employment position. No further action shall be appropriate or taken by the supervisor/ principal/worksite supervisor. No written report or documentation shall be maintained or placed on file.

d. If it is the opinion of the supervisor/principal/worksite supervisor and those present in the interview that the suspected employee is under the influence of alcohol or other drugs, the supervisor/principal/worksite supervisor shall, in the presence of those involved in the interview, inform the suspected employee that the matter will be reported immediately or as soon as possible to the Superintendent.

e. The employee shall be informed that he/she is required to report to the Grove Hill Medical Clinic or the Jackson Medical Clinic for investigative procedures at no cost to him/her. The employee shall be given the opportunity to sign a consent form. The employee and the Consent Form shall be transported by school official(s) to the nearest approved medical clinic. Should the employee refuse the investigative procedures or signing the Consent Form, the Superintendent shall be notified and shall take appropriate action.

f. If the location and/or time of day prevents the investigative procedures outlined in above, the matter will be reported to the Superintendent as soon as possible.

g. All such disciplinary proceedings shall be conducted by the Superintendent and Board in accordance with the law. Provided dismissal is determined to be the disciplinary procedure to be pursued, all such proceedings shall be in compliance with The Code of Alabama, Title 16.

h. DRUG AND ALCOHOL ABUSE TREATMENT CENTERS

The Board is required by the "Drug Free Schools" Federal Law to provide information to every employee concerning treatment centers.

Renaissance Substance Abuse Center
Doctor's Hospital
Mobile, AL 251-438-4684

The Shoulders
Mobile, AL 251-626-2199

Dauphin Way Lodge
Mobile, AL 251-438-4729

Baptist Hospital
Pensacola, FL 904-43-4866

Charter Hospital
Mobile, AL 1-800-634-0113

Bradford Center
Mobile, AL 1-800-437-1776

[Reference: Omnibus Transportation and Employment Act of 1991]

5.19 Prohibition on Aiding AND Abetting Sexual Abuse

Neither the board nor any employee, contractor or agent of the board shall assist another school employee, contractor or agent in obtaining a new job if the individual or the board knows, or has probable cause to believe, that the other employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. This prohibition does not apply to the routine transmission of administrative and personnel files.

In addition, this prohibition does not apply if the information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct, and has been reported to any other authorities as required by local, state or federal law, and at least one of the following conditions applies:

1. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law; or

2. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or

3. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor or agent within four years of the date on which the information was reported to a law enforcement agency.

[Reference: 20 U.S.C. §7926]

520 Searches (Personnel)

a. *Board Property* – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, storage areas, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.

b. *Employee Property* – The Board reserves the right to inspect employees' vehicles, purses, files, and other personal property if a supervisor forms a reasonable individualized suspicion that the property contains evidence of a violation of Board policy or contains any material, object, or substance that otherwise creates or presents a risk of harm or injury to the school, the workplace, or persons therein.

c. *Use of Recovered Items* – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

VI. Students

6.1 Admissions and Attendance

6.1.1 Compulsory Attendance and Entrance Age – All persons between the age of six and seventeen years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law.

[Reference: ALA. CODE §16-28-3 (1975)]

6.1.2 Admission to Schools

a. *Resident Students* – School-aged children who reside within Clarke County, Alabama, and not within the limits of a city operating an independent municipal school system, may be admitted to Clarke County Schools. For purposes of this policy, the residence of the student will be the residence of the custodial parent or legal guardian. No such presumption attaches to temporary transfers of parental powers under Ala Code §26-2A-7. If custody of the child is shared, alternating, or unclear, of if the child does not reside with a custodial parent or legal guardian, the domicile or actual physical residence of the child will control, except when there is evidence that the claimed residence of the child is not his actual residence, or that the claimed residence is fraudulently given as a means of avoiding or violating admission, enrollment, attendance, and residency standards and requirements.

b. *Non-resident Students* – The Board may permit students who do not reside within the Clarke County School District to attend schools within the school system. The Board may establish criteria for admission of non-resident students. The Board will not provide transportation to and from school or homebound instruction outside of the county limits of Clarke County.

c. *Homeless Students* – Homeless students will be permitted to enroll without regard to residency status and may be entitled to other accommodations under federal law.

d. *Students Expelled or Suspended from Other School Systems* – Any student who is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board.

e. *Required Documentation* – Students entering the school system for the first time, regardless of grade level, will be required to submit a certified birth certificate, documentation or other proof of residency, and such other registration materials as school officials may reasonably require, including but not limited to a certificate of immunization or an exemption as prescribed by the Department of Health and signed by a private physician or appropriate health department official. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, or homeless students.

f. *Placement of Students* – The Board will determine the placement of newly enrolled students in accordance with state law.

6.1.3 Attendance Zone and Class Assignment

a. *Attendance Zone Assignment* – Students will be assigned to the school serving the attendance zone in which his parent(s) or legal guardian reside(s). Any exception must be approved by the Principal. A student whose parent or legal guardian moves from one attendance zone to another during the school year will be transferred to the school attendance zone in which the new residence is located. The student may be permitted to remain in the school attendance zone that serves the former residence until the end of the semester with the approval of the Superintendent. A parent or legal guardian who has documented plans to move to a new attendance area during the first or second grading period of the school year may have his child enrolled in the school serving the new residence upon approval by the Principal.

b. *Class Assignment* – Principals will assign students to classes in keeping with school accreditation standards and any procedures or criteria that may be established at the system or school level.

6.1.4 Absences/Excuses/Tardiness/Attendance

Every child between the ages of 6 and 17 shall be required to enroll and attend for the entire length of the school year or the length which complies with or meets system/state requirements.

a. *Absence from School*. All student absences will be designated as either excused or unexcused.

1. Excused absences are defined as:

i. Student too ill to attend school.

ii. Inclement weather which would be dangerous to the life and health of the student if he attended school.

iii. Legal quarantine.

iv. Death in the immediate family.

v. Emergency conditions as determined by the principal.

vi. Absences from school with the permission of principal and consent of parent/guardian.

b. *Make-up Work*. Students absent for any excused reason shall be allowed to make-up work and examinations missed.

c. *Excessive Excused Absences*.

1. A student in Grades K-8 who accumulates more than 20 absences during the school year may be denied promotion.

2. A student in Grades 9-12 on a block schedule who accumulates more than 10 absences in any class in any one term will be denied credit for the course.

3. EXCEPTION: OFFICIAL VERIFICATION (Doctor's statement, etc), SUBJECT TO THE APPROVAL OF THE PRINCIPAL. Official verification must be in writing.

d. *Unexcused Absences*. The student whose absence is unexcused is not entitled to make-up instructional work or test(s) except when the unexcused period covers a nine weeks or term test which would place the student in danger of failing to obtain a final course credit or being promoted to the next highest grade. A student on external suspension will have absences treated as unexcused.

The following procedure will be used for unexcused absences, excluding unexcused absences due to out of school suspension:

1. In grades K -5:
5 days absent-Student/Parent/Principal or Counselor Conference
7 days absent-Referred to Attendance Officer/Committee
Above 7 days absent-Complaint officially filed with Juvenile Court of Clarke County.

2. In grades 6 -12:
3 days absent-Student/Parent/Principal or Counselor Awareness
5 days absent-Student/Parent/Principal or Counselor Conference
7 days absent-Referred to Attendance Officer/Committee
Above 7 days absent-Complaint filed with Juvenile Court of Clarke County for students under the age of 17.

e. *Absence to Accompany Parents on a Trip*. A student's absence from school to accompany his/her parent on a trip is not an excused absence, except in cases of extreme emergency as determined by the principal.

f. *Absence due to Medical or Dental Appointments*. Every effort should be made to schedule medical or dental appointments outside school hours; however, if an exception is necessary, the student must report back to school with a statement from the doctor or dentist indicating the time spent in his/her office.

g. *Parent Excuse Covering Absences*. State law requires parents or guardians of students to explain the cause of any absence of students under their control or supervision. Every student returning to school after being absent shall present to the designated school official a written excuse signed by the parent or guardian *within three school days of the absence*. In accord with State Law and Board policy, the determination of whether an absence is excused or 'unexcused' shall be made by the principal. *Any absence not excused shall be considered unexcused.*

h. *Tardiness*. Students are required to report to their individual schools at the beginning of the school day. Also, students are required to be on time for each class. Students who receive three (3) tardies in class or to school will be referred for appropriate disciplinary action. Disciplinary actions will include the following:

1. student conference

2. parent contact(s)/conference(s)

3. assignment to in-school suspension

Ten or more unexcused tardies to school will result in a referral to the district's attendance office/committee. For students in grades 9-12, three unexcused tardies to the same class constitutes one unexcused absence for that class.

6.1.5 Students Leaving School Campus. A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions that follow:

a. A student's parent or guardian may come to the school in person and check his/her child out of school. A student may not be checked out of school by persons other then his/her parent or guardian or someone specifically designated by the student's parent or legal guardian.

b. A student may bring a written note signed by the student's parent or guardian and upon approval of the local school principal or designee may

be permitted to leave the school campus. All written parental requests will remain on file in the principal's office for the remainder of the school year.

c. In emergency situations, the school principal or designee may permit a student to leave the school campus based upon a telephone request from the student's parent or guardian. In such instances, the principal or designee shall attempt to re-contact the student's parent by telephone to confirm the request.

d. Students may receive released time from school during the regularly scheduled school day for the purpose of participating in instructional activities cosponsored by the school and outside agencies, for participating in educational activities not offered by the school, and for approved Vocational Co-Op Programs.

A student must submit a written request to participate in released-time activities signed by the parent or guardian to the local school principal for approval. Such requests shall remain on file in the principal's office and shall relieve the school of all responsibility for the student during released time.

Students in the twelfth grade who have met academic criteria set forth by the State Department of Education and the Clarke County Board of Education will be eligible for early release during their senior year. **Eligible students must submit a written request to the local principal**. A student, parent, and principal meeting must be conducted and the student and parent must sign a statement allowing the release. Such requests shall remain on file in the principal's office and shall relieve the school of all responsibility for the student during released time.

e. Any student violating this policy shall be subject to disciplinary action by the local school principal.

6.1.6 Truancy – Parents or guardians are required to ensure that students under their care, custody or control attend school regularly. Habitual or excessive absence from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings.

[Reference: ALA. CODE §16-28-1, *et seq.* (1975); Ala. Admin. Code 290-3-1-.02]

6.1.7 Communicable Diseases and Parasites – A student with a communicable or contagious disease or a parasite will be ineligible to attend schools in the School System for a period of time as may be prescribed by the local Health Department, school nurse, or a physician. In all cases, a statement of clearance from the Department of Health, school nurse, or physician will be required before the student may re-enter schools of the School System.

6.1.8 Pediculosis (Head Lice) – Any student identified as having live lice shall be ineligible to attend school in the Clarke County School System until live louse or lice are eliminated.

a. *Screening Methods.* Any student suspected of having head lice (excessive scratching of the head) should be examined by the school nurse.

b. *Infested Students*. Once at least one live louse has been identified, the school nurse should do the following: Inform parent that head lice infestation has been identified by the school nurse through the inspection of live louse or lice. Only school nurses should make this determination. Student may go home at the end of the day, be treated, and return to class after beginning appropriate treatment. Nits sometimes stay in the hair after treatment, but successful treatment will kill crawling lice.

c. *Treatment*. Advise parent/guardian to consult healthcare provider for lice treatment such as Permethrin lotion 1% (Nix) or other treatment as prescribed. Parents should be advised that treatment may include the following: Medication treatment as prescribed by a healthcare provider, such as Permethrin lotion 1% (Nix).

- Wash clothing, bedding, and towels in hot water and dry on high heat.
- For items that cannot be washed, such as stuffed animals and soft toys, seal in a plastic bag for 2 weeks.
- Vacuum rooms daily and empty canisters or bag in outside trash can.
- All household members and close contacts should also be checked daily and treated accordingly.
- Comb and check hair for 7-10 days.
- Follow healthcare provider instructions for retreating in 7-10 days after first treatment.
- Do not share personal items and limit head-to-head contact.

d. *Return to School*. If school nurse re-examines a student the following day and determines that appropriate lice treatment has not been initiated, the parent/guardian will be notified.

6.2 Home Schools

6.2.1 Alabama Laws Governing Private Tutors – Title 16-28-5, The Code of Alabama, 1965, reads as follows:

"Instruction by a private tutor means and includes only instruction by a person who holds a certificate issued by the State Superintendent of Education and who offers instruction in the several branches of study required to be taught in the public schools of this state, for at least three hours (3 hours) a day for 140 days each calendar year, between the hours of 8:00 A.M. and 4:00 P.M., and who uses the English language in giving instruction. Such private tutor shall, prior to beginning the instruction of any child, file with the county superintendent of

education, where his place of instruction is in territory under the control and supervision of the county board of education, or the city superintendent of schools, where his place of instruction is in territory under the control and supervision of a city board of education, a statement showing the child or children to be instructed, the subjects to be taught and the period of time such instruction is proposed to be given. Such tutor shall keep a register of work, showing daily the

hours used for instruction and the presence or absence of any child being instructed and shall make such reports as the State Board of Education may require."

6.2.2 Board Requirements – The Board hereby notifies persons desiring to tutor their children at home that they must meet all requirements as noted above in Title 16-28-5 of The Code of Alabama and any other applicable laws of the state of Alabama. Therefore, persons residing in an area served by the School System who are planning to tutor their children at home in lieu of enrolling them to a public, private, or parochial school should complete a "Registration For Private Home Tutoring Form" prior to beginning such instruction.

6.2.3 Penalties – Failure to enroll children in an approved school or tutoring program may result in misdemeanor charges. Upon conviction, the penalty for causing a child to fail to attend school as required by the compulsory attendance law is up to one year in county jail and/or monetary fine up to $6,000. The absence of a child without the consent of the principal/teacher of the school he attends or should attend or the tutor who instructs or should instruct such child shall be prima facie evidence of the violation of this section.

6.3 Homebound

The Superintendent is responsible for appointing a qualified person(s) to provide homebound for eligible students. Any exceptional student who cannot attend school because of a physical condition (even with special transportation) must be scheduled to receive instruction according to his/her individualized education program within the home. To be eligible for homebound services a student must have a physician referral for such service and have an anticipated absence from school for at least six weeks. It is the responsibility of the student's principal and/or teacher to notify the Superintendent's office to provide the required information if it appears that homebound services are necessary. The homebound student's regular teacher is responsible for providing an instructional plan, including an outline of assignments, preparation of any exams, grading of assigned work/examination, etc, with the homebound teacher being responsible for carrying out the teacher's instructions during the three (3) hours per week required for homebound instruction.

6.3.1 Eligibility for Homebound Services

The following criteria shall determine eligibility for homebound services:

a. A homebound placement is a least restrictive environment option, not a handicapping condition. Eligibility determination for this type of LRE shall be made by the student's IEP Committee.

b. Regular education students who are performing satisfactorily in a regular school program do not become eligible for special education services just because they may have a temporary health or medical problem which requires a temporary recuperative period. These students are best served

by the regular education program. Only special education students can be considered for homebound services under special education.

c. Pregnancy and the normal recuperative period following delivery do 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 requires a student to remain within the home.

6.4 Transfers and Withdrawals

6.4.1 Transfers – The Board may permit transfers between schools within the school system for good cause.

6.4.2 Withdrawals – No student of compulsory attendance age will be permitted to withdraw from school except in accordance with state law and any withdrawal procedures that may be developed by the Superintendent.

[Reference: Ala. Admin. Code 290-3-1-.02]

6.5 Student Fees, Fines, and Charges

Reasonable fees, fines, and charges not prohibited by law may be established by the Superintendent. All such fees, fines, and charges will be collected and accounted for in accordance with the procedures, rules, and regulations to be developed by the Chief School Financial Officer or as provided in the Board finance or local school finance manual(s).

6.6 Extracurricular Activities

6.6.1 General – Students may be offered an opportunity to participate in extracurricular activities and organizations. Extracurricular activities must meet the following criteria:

a. The organization or activity must be approved by the school principal and must have an assigned faculty supervisor or sponsor;

b. The organization or activity must promote or serve the intellectual, cultural, personal, or physical development of the student in a manner that is consistent with the purposes of public education, the Board's legal mandate, mission statement, policies, and regulations, and with applicable requirements of state and federal law;

c. The organization or activity must operate under and subject to general supervision of school officials; and

d. The nature of the organization and its activities are not inconsistent with and do not interfere with instructional activities of requirements.

Student participation or membership in such organization activities may be governed by the specific policies of the organization and is subject to review and approval by the principal.

6.6.2 Athletics – Participation in Board sanctioned athletic programs will be on such terms and conditions as may be approved by the Board and any athletic association of which the Board is a member. Schools may establish terms and conditions for participation in such programs as long as school eligibility criteria are not inconsistent with system-wide eligibility or participation criteria, rules, regulations, or standards established by any athletic association or organization of which the Board is a member, or any rule, principle, or provision of applicable law.

6.6.3 Academic Ineligibility –The Board prescribes the following regulations for eligibility in this school system to participate in all extracurricular activities.

Students entering Grades 10 through 12 must, for the immediate preceding school year, have passing grades of at least a 70 composite numerical average and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.

a. Physical education may count as only one (1) unit per year.

b. No more than one (1) Carnegie unit may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.

c. Eligibility will be determined on the first day of the local school year and will remain in effect for one (1) complete school year. Students ineligible at the beginning of an academic year may become eligible at the end of the first semester if they meet all academic requirements at that time. *Bona fide* transfers may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.

d. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.

e. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.

f. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four

(4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

Students entering Grades 8 and 9 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 10 – 12.

Students promoted to the seventh grade for the first time are eligible.

For the purposes of this subsection, extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school that are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, Superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity will be granted if the principal, Superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral, music, and other courses at events such as athletic events (pre-game, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performance at various meetings, etc. are extracurricular, and students academically ineligible under this policy will not be allowed to participate.

[Reference: Ala. Admin. Code 290-3-1-.02(19)]

6.7 Off-Campus Events

Student participation in and travel to off-campus events, concerts, functions, and activities, and the use of school buses or other Board provided transportation for such purposes may be authorized under and subject to the following terms and conditions:

a. The destination is an activity, event, or function that services a *bona fide* educational or related extracurricular purpose, or is an athletic event or function sponsored or sanctioned by the school or the school system and the state athletic association;

b. Adequate information regarding the trip (e.g., destination, duration, purpose, educational purpose, mode of transportation, nature and extent of student participation) has been provided to the principal, program director, and Superintendent.

c. Adequate arrangements are made for supervision and other risk management considerations (e.g., parental permission, medical treatment authorization, special insurance requirements);

d. Properly certified and qualified drivers have been selected and arrangements for the costs of the trip (e.g., salary, fuels, maintenance, lodging) have been made; and

e. Approval of the trip is obtained from the Board or authorized Board personnel.

The Board does not assume responsibility for ensuring the safe operation of vehicles that are not owned or operated by the Board.

The Superintendent is authorized to develop additional specific requirements for participation in and travel to and from official events and activities that are consistent with the terms of this policy.

[Reference: AlA. Code § 16-27-7 (1975)]

6.8 Student Publications

The Superintendent is authorized to develop rules and regulations regarding student publications. Student publications are subject to and will be expected to meet standards associated with responsible journalism. The principal and student publication sponsor are responsible for the content of such publications.

6.9 Student Employment (Work Release)

Off school campus student employment during regular school hours may be authorized under and subject to the following terms and conditions:

a. The employment does not violate state or federal law;

b. The employment does not conflict with the student's academic coursework;

c. The employment is necessary for the student to continue in school;

d. Written approval is obtained from the student's parent or legal guardian and the Superintendent or his designee;

e. Other rules, regulations, and requirements, including those pertaining to early dismissal or checkout, are observed; and

f. Other rules and regulations that may be developed by the Superintendent and approved by the Board.

6.10 Equal Educational Opportunities

No student will be unlawfully excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status.

6.11 Title IX

6.11.1 Prohibition – 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 U.S. Department of Education, or both. Sexual harassment complaints should be filed and reviewed under the Board's student sexual harassment policy. All other complaints under Title IX will be filed and reviewed according to the Board's general complaint and grievance procedures.

6.11.2 Title IX Coordinator – 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 regulations.

6.12 Student Sexual Harassment

6.12.1 Sexual Harassment Prohibited – Sexual harassment in any form that is directed toward students is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action.

6.12.2 Definition – For purposes of this policy, sexual harassment means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or third parties, when:

a. Submission to the conduct is made explicitly or implicitly a term or condition of the student's education, including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education;

b. Submission to or rejection of the conduct is used as the basis for decisions affecting the student's academic performance, participation in school-sponsored activities, or any other aspect of the student's education;

c. The conduct has the purpose and effect of unreasonably interfering with a student's academic performance or participation in school-sponsored activities or creating an intimidating, hostile, or offensive education environment.

The following are examples of conduct that may constitute sexual harassment, depending on the circumstances:

a. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;

b. Repeated unwelcome solicitations of sexual activity or sexual contact;

c. Unwelcome, inappropriate sexual touchings;

d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to the student's educational status.

6.12.3 Sexual Harassment of Students

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

b. *Sexual Harassment Defined* – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic progress or completion of a school-related activity, or

2. Submission to or rejection of such conduct is used as a basis in evaluating the student's performance in a course of study or other school-related activity, or

3. Such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive working environment.

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

d. *Designation of Reporting Officer* – The Board hereby directs the Superintendent to appoint annually, prior to the beginning of the school year, an administrative employee to serve as the reporting officer for all complaints of sexual harassment involving students of the School System.

e. *Reporting Incidents of Sexual Harassment* – A student who feels that he/she has been sexually harassed should report the incident to the school principal and the designated reporting officer. Such report shall be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence.

Students are urged to make such report no later than ten (10) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made to the principal in person or may be made in writing, signed by the complainant, and then delivered to the reporting officer. If such report is first made verbally then it will be the responsibility of the complainant to reduce the same to writing and to sign the written complaint. Upon delivery of the written complaint to the reporting officer, he/she shall forthwith commence an investigation of such written complaint. Nothing herein shall relieve the principal or other school personnel from reporting wrongful acts against students to the Department of Human Resources as required by law.

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

6.12.4 Sexual Harassment Complaint Procedures Authorized – The Superintendent is authorized and directed to establish, implement and revise more detailed sexual

harassment complaint procedures that are designed to provide students who believe that they are victims of unlawful sexual harassment with a thorough, discreet, and prompt internal procedure for investigating and resolving sexual harassment complaints. The procedures will be drafted so as to facilitate the gathering of relevant facts and evidence, permit timely assessment of the merits of the complaint, provide an opportunity for informal resolution of complaint where appropriate, eliminate any harassment that is established by the investigation, and prevent any retaliation based upon the filing of the complaint. The procedures will reflect due regard for the legal rights and interests of all persons involved in the complaint, and will be drafted, explained, and implemented so as to be understandable and accessible to all student population groups and ages.

6.12.5 Initial Confrontation of Accused Harasser Not Required – A student who invokes the harassment complaint procedure will not be required to present the complaint to the accused or suspected harasser for resolution. Students will be permitted to report allegations of suspected harassment to any appropriate Board administrator, teacher, counselor, or employee, and such persons have a duty to promptly refer such allegations to the Superintendent or to take such action as may be required by the procedures established under "Sexual Harassment Complaint Procedures Authorized" (6.8.3) above. In no case will any employee who is the subject of a complaint be permitted to conduct, review, or otherwise exercise decisionmaking responsibility in connection with the processing of the complaint.

6.12.6 Notice of Policy to be Promulgated – The Superintendent will promulgate and disseminate this policy and the complaint procedures to the schools and will take such other steps and measures as may be reasonably available and expedient for informing the school community of the conduct prohibited by this policy and the recourse available to students who believe that they have been subjected to sexual harassment.

6.13 Protection of Pupil Rights Amendment

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

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

b. Mental or psychological problems of the student or student's family;

c. Sexual behavior or attitudes;

d. Illegal, anti-social, self-incriminating, or demeaning behavior;

e. Critical appraisals of others with whom respondents have close family relationships;

f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

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

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

6.13.2 Notice and Option to Opt Out – Parents will be provided notice and an opportunity to opt a student out of any of the following:

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

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

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

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

a. Protected information surveys of students;

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

c. Instructional material used as part of the educational curriculum.

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

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

[Reference: 20 U.S.C. §1232h; 34 CFR Part 98]

6.13.6 Voluntary Religious Expression – The Clarke County Board of Education does not discriminate against any student or parent on the basis of a religious viewpoint or religious expression in its public schools.

Students may express their religious beliefs in all phases of their schoolwork without penalty or reward based on the religious nature or content of such expression. Schoolwork is evaluated according to the academic standards and pedagogical objectives that otherwise apply to the work or activity in question. These standards and objectives include but are not limited to acquisition and/or mastery of factual information; development of analytical, problem solving, learning, critical thinking, communication, organizational, and social skills; college preparatory and career readiness training; proficiency in and appreciation of the performing arts; and the development of personal skills that are designed to facilitate attainment of the foregoing objectives, future academic success, and employability. The scholastic work of the system's students will be evaluated in light of the foregoing standards and objectives, academic and curricular guidelines and criteria established or approved by the Board and/or the State Board of Education, and determined by evaluation, achievement, assessment, and testing materials, instruments, methods, and measures that have been generally recognized as appropriate for such purposes within the educational community and applied successfully in public school settings.

Students may organize and participate in religious activities before, during, and after school and have access to school facilities to the same extent students are permitted to organize and participate in other noncurricular activities to the extent that such access to or use of board facilities does not constitute a constitutionally impermissible endorsement or sponsorship of the organization or violate any right established or imposed by either the Alabama or United States Constitution.

[Reference: ALA. CODE 16-1-20.5]

6.14 Student Records

6.14.1 Access to Records. Educational records as defined by law or Board policy will be available for examination and review by authorized persons in the manner prescribed and to the extent required by law. Except where the context requires otherwise, the term "educational records" has the meaning given in 20 U.S.C. 1232g(a)(4). Copies of such records may likewise be provided to the extent required and under circumstances specified by applicable law or regulation. The Superintendent is authorized to establish administrative standards and procedures respecting access to such records, including a schedule of reasonable charges for the reproduction thereof. Parents will be provided required annual notification regarding educational records through the student handbook or by other appropriate means.

[Reference: 20 U.S.C. §1232g(a)(4); 34 C.FR. §99.3]

6.14.2 Procedures for Safeguarding Student Records – The following statements are taken from Accreditation Standards for Alabama Elementary and Secondary Schools and are based on Public Law 93-380. The statements that follow shall govern the use of student cumulative folders in all schools of the School System:

a. No funds shall be made available to any educational agency which denies parents of students the right to inspect and review all official records, files, and data directly relating to their children, including their cumulative record folder.

b. Each agency shall establish appropriate procedures for granting parents' request for access to such records within a reasonable period of time but in no case more than 45 days after the request.

c. Parents may request and must be granted a hearing to challenge the content of such records.

d. No grant recipient may release personal identifiable information of students without the written consent of parents, except for the following reasons:

1. Other local school officials who have legitimate educational interest.

2. Officials of other schools in which the student intends to enroll; however, parents must be informed of such release, receive a copy of the record if requested, and have an opportunity for a hearing to challenge the content of the records.

3. Authorized representatives of the following:

i. Comptroller General of the U.S.

ii. The Secretary of the Office of Education

iii. An administrative head of an educational agency

iv. Any state education agency

4. Such persons necessary in connection with a student's application for, or receipt of, financial aid.

e. Anyone desiring access to student records shall be required to sign a written form which shall be kept permanently with the file of the student. Such form shall be available to parents and to the school official responsible for record maintenance.

f. Whenever a student has attained 18 years of age or is attending a post-secondary education institution, the permission or consent required of and the rights accorded to the parents shall thereafter only be required of and accorded to the student.

g. Education agencies are required to inform parents and students who are 18 years old of their rights relative to this section.

6.15 Student Health Services

The Board may offer limited student health services that are designed to address minor medical issues that may arise during the school day or to assist with special or chronic health problems. In cases of acute or contagious illnesses, parents or guardians may be notified and required to pick up the student. If a parent or guardian is not available, the principal or school nurse may contact the Department of Public Health.
School officials are authorized to take reasonable and appropriate steps to provide or arrange for the provision of emergency medical services to students who require immediate medical attention. In case of illness or accidental injury not requiring immediate medical attention, standard first aid procedures may be followed. The Superintendent is authorized to develop and promulgate procedures, rules, and regulations concerning the taking, administration, and handling of medication at school consistent with state law and appropriate health standards.

6.16 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. Corporal punishment shall be administered by the Principal/Assistant Principal with a witness or a teacher with the Principal/Assistant Principal as the witness.

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

a. 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 sides of the situation. Based upon all facts, if the situation warrants it, corporal punishment may then be administered without delay.

b. A teacher with the Principal or Assistant Principal as a witness or Principal/Assistant Principal with a witness may punish corporally.

c. Corporal punishment should not include more than three (3) licks administered to the buttocks.

d. The person administering the corporal punishment will document it and submit the documentation to the Principal.

e. School Principals/Assistant Principals or teachers who have administered corporal punishment shall provide the student's parents or guardians, upon request, a written explanation of the reason(s) and the name of the witness upon request.

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

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

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

i. If a special education student's behavior warrants corporal punishment, said student's IEP committee shall be convened to determine if the offense is related to the student's disability; if not, the student may be corporally punished as any other student.

[Reference: ALA. CODE §16-28A-2 (1975)]

6.17 Student Conduct

6.17.1 Student Conduct.

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

Student conduct shall reflect respect and consideration for the personal and property rights and privileges of others. Student conduct shall also reflect respect for the school equipment and facilities. The responsibility of the professional staff shall be to see that the code of conduct of the school is implemented in a consistent manner, which projects to the student a feeling of fairness, honesty, and genuine concern for the individual.

All students of the School System shall have the policies of the Board and administrative rules and regulations to which they are subject made available to them in written form at the opening of school each year. These policies, rules and regulations, shall be developed cooperatively by the Board and school personnel who shall consider

any suggestions made by students. Said policies must be adopted by the Board. All rules and regulations must be approved by the Superintendent.

6.17.2 Student Code of Conduct

a. *Classification of Violations* – Violations of the Code of Conduct are grouped into the three classifications of minor, intermediate, and major offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

b. *Procedures for the Administration of Formal Disciplinary Action* – In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

c. *Requirements to Distribute Code of Conduct to Parents* – In accordance with Legislative Acts 94-782 and 94-784, the Board requires that this Code of Conduct be printed annually in local school student/parent handbooks for distribution to parents and students.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action by making a personal call to the parent(s) or guardian(s) when feasible and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the principal or designee. Failure to bring notebook, pencil, books, or required materials and equipment to class; refusal to do homework, or refusal to work in class are not cause for disciplinary referrals. Parents or guardians of students who consistently exhibit poor work habits should be notified by school personnel.

MINOR OFFENSES-CLASS I

1.1 Excessive distraction of other students -Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction. Examples: talking excessively, interrupting class functions, provoking other students.

1.2 Illegal Organizations -Any participation in fraternities, sororities, and secret societies.

1. 3 Threat, harassment, or intimidation of a student -The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such harm is likely.

1.4 Gambling - Any participation in games of chance for money and/or other things of a value.

1.5 Tardiness - Reporting late to school or class.

1.6 Use of profane or obscene language

1.7 Non-conformity to dress code (CITE)

1.8 Minor disruption on a school bus.

1.9 Inappropriate public display of affection - Is interpreted as any physical contact such as hand holding, arms around waists, etc.

1.10 Unauthorized absence from class or school

1.11 Intentionally providing false information to a Board employee. Including, but not limited to, forgery of parent's (s') name(s); intentionally providing false information to parents, such as changing grades.

1.12 Repeated refusal to complete class assignments and failure to bring required instructional materials to class.

1.13 Vehicular violations.

1.14 Any other violation which the principal may deem reasonable to fall within this category

ADMINISTRATIVE RESPONSES-CLASS I

Administrative responses for Class I violations include but are not limited to the following:

- student conference
- parent contact(s)/conference(s)
- after-school detention
- suspension from school/bus
- out-of-school suspension not to exceed three (3) days (not to exceed a and cumulative total of 10 days per semester for non-special education students and 10 days per academic year for special education students)
- corporal punishment
- assignment to in-school suspension or Saturday school (alternative to suspension)

INTERMEDIATE OFFENSES CLASS II

2.1 Defiance of Board employee's authority. Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board employee.

2.2 Possession, control, or use of tobacco products. The use of any tobacco products while under school jurisdiction.

2.3 Battery upon students. The actual and intentional pushing or striking another student against the will of the other or the intentional causing of bodily harm to an individual.

2.4 Fighting. Any physical conflict between two or more individuals.

2.5 Vandalism. Intentional and deliberate action resulting in injury or damages of less than $200 to public property or the real or personal property of another.

2.6 Stealing – Larceny - Petty Theft. The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than $100.00 belonging to or in the lawful possession or custody of another.

2.7 Possession of stolen property with the knowledge that it is stolen

2.9 Threats – Extortion. The verbal or by a written or printed communication, malicious threatening of injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will. NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.

2.10 Trespassing. The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.

2.11 Possession of fireworks or firecrackers.

2.12 Offensive touching of another person.

2.13 Written or verbal propositions to promote sexual acts.

2.14 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.

2 .15 Directing obscene or profane language to a Board employee or visitor. Verbal assault upon a Board employee or visitor.

2.16 Leaving premises without permission.

2.17 Cheating –serious of repeated violations

2.18 Any other offense which the principal may reasonably deem to fall within this category.

ADMINISTRATIVE RESPONSES-CLASS II

Administrative responses for Class II violations include but are not limited to the following:

- parent contact(s)/conference(s)
- corporal punishment
- out-of-school suspension
- assignment to Alternative School
- assignment to in-school suspension

MAJOR OFFENSES -CLASS III

3.1 Drugs and alcohol. Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.

3.2 Arson. The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).

3.3 Battery Upon Board Employee. The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.

3.4 Robbery. The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.

3.5 Stealing – Larceny - Grand Theft. The intentional unlawful taking and/or carrying away of property valued at $100 or more belonging to or in the lawful possession or custody of another.

3.6 Burglary of School Property. The breaking in to, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.

3.7 Criminal Mischief. Willful and malicious injury or damages at or in excess of $200 to public property, or real property belonging to another.

3.8 Possession of firearms. Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. 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.

3.9 Discharging of any pistol, rifle, shotgun, airgun, pellet gun or BB gun, or any other devise on school property.

3.10 Possession of any weapons. Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. 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. Any student who brings a weapon to school must be reported by the principal of the school in which the student attends to the Superintendent and to the Juvenile Delinquency System.

3.11 Bomb threats. Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.

3.12 Explosives. Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.

3.13 Sexual Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.

3.14 Aggravated Battery Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.

3.15 Inciting or participating in major student disorder. Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property; personal injury to participants or others.

3.16 Unjustified activation of a fire alarm system.

3.17 Igniting fireworks and/or firecrackers.

3.18 Other offenses reasonably likely to cause great harm to person or property or seriously disrupt the educational process including, but not limited to the following:

A. Aggravated fighting involving two (2) or more participants under any of the following circumstances: (All parties involved in a fight are subject to disciplinary action).

    1. when fight has reasonable potential to cause injury to those other than the participants:

    2. which is premeditated by one of more of the participants;

    3. which occurs in congested areas, during class changes, or where other students, employees, parents or the public are subjected to potential harm as a result of the fight;

    4. which occurs in a classroom or during instructional time;

    5. which continues despite specific contemporaneous instructions to cease by a teacher or other adult acting in an official capacity; or

    6. which occurs on a school bus while the school bus is in motion.

B. Participating in an incident that is gang related, gang motivated, or that gang activity participation or motivation is a contributing factor to the incident that puts student learning or participation in school activities at risk.

C. Any act on a school bus that has the potential to cause great harm to the passengers, driver or property surrounding the bus.

D. Students trespassing on another school campus.

E. Any other violation which the principal may reasonably deem falls in this category.

ADMINISTRATIVE RESPONSES- CLASS III

Administrative responses for Class III violations include but are not limited to the following:

- notification of law enforcement
- out-of-school suspension
- expulsion
- legal action

- assignment to Alternative School

This policy must be distributed annually at the beginning of the academic year to each parent, guardian, or other person who has control or custody of a child; and secure the signature of the student and parent, guardian, or other person having control or custody of the child to document receipt of the policy.

[Reference: ALA. CODE §§16-28-12, 16-28A-1 to 3 (1975); Ala. Admin. Code 290-3-1-.02, 290-8-9-.09]

6.17.3. Mandatory Uniform Dress Policy

a. *Statement and Type of Policy*. Each school will determine the appropriate uniform, and programs for financial assistance to promote compliance. In implementing the school uniform dress policy, the Board expects the principal(s) and faculty of the school to work very closely with students and members of the total community to structure open communication to be responsive to the students and parents specific needs.

Each school shall submit in writing their proposed uniform dress code to the Board for approval by the 1st of March each year for the next school year.

After Board approval of uniform dress code, each school shall notify parents prior to the last day of the school year.

b. *Commencement of Uniform Dress Policy* – The mandatory uniform dress policy shall be in compliance the first day of school for students. Each school shall decide what 10 days during the school year that you will give your students the opportunity of not wearing uniforms. These 10 days will not include student participants wearing "special" uniforms for school activities during the regular school day. For example: choir, band, athletics, etc.

c. Information Dissemination

1. It is the responsibility of each school to adequately communicate to parents information common to all school sites, including general guidelines for enforcement of the uniform dress policy.

2. Each school shall communicate to parents information specific to the individual school sites, including:

(i) Types and colors of uniform

(ii) Requirements for jackets/outer garments

(iii) Compliance measures to be employed

(iv) The availability of any financial support/clothes bank or any other form of assistance

(v) Methods to facilitate recycling of uniform within the school community

(vi) Notice of uniform sales and lists of competitive prices from vendors of uniform articles.

3. The means by which this information is communicated shall include one or more of the following:

(i) System wide newsletters

(ii) School newsletters

(iii) Parent forums

(iv) Telephone notification or through use of a telephone hotline

(v) PTA meetings and newsletters

(vi) Parent advisory meetings

(vii) Television, radio, and/or newspaper announcements

(viii) Posters displayed at school and in the community

(ix) Registration materials

d. Compliance Measures – Disciplinary action will be taken to enforce compliance with policy. Reasonable accommodation will be made for religious beliefs if such accommodation will not unduly interfere with the effective functioning of the school day.

Compliance Component of the Uniform Dress Policy

1st Violation (K-12)

Warning -Student receives verbal warning and the parent /guardian will be notified of infraction.

2nd Violation: (K-12)

The parent/guardian will be asked to come to the school with the child for a conference with the principal or the principal's designee.

3rd Violation: Elementary (K-6)

The student, dressed in compliance of uniform policy, must return to school accompanied by parent/guardian. At this time, parent/guardian must attend a conference with the principal or principal's designee

If the child does not return to school in proper uniform within three consecutive days, on the third day the student and parent(s)/guardian names will be given to the juvenile probation officer for further investigation.

High School (7-12)

The parent/guardian will be notified of the violation and the student will be placed in alternative school for two days. The parent/ guardian must come to the school for a conference with the principal or the principal's designee at the end of the alternative school.

4th Violation: (K -12)

The parent/guardian will be notified to come to the school for a conference concerning the above violations. The student will be given a mandatory three day at home suspension.

5th Violation: (K -12)

The case will be referred to the Clarke County Board of Education for a student/parent hearing.

6.18 Student Discipline

Each classroom teacher will deal with general classroom discipline by taking in-class action, by telephoning the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective, or the violation is severe, should the student be referred to the principal or his/her designee. In no case shall a student have his/her grade lowered or be assigned "line writing' as a method of discipline/punishment.

6.18.1 Seclusion & Restrain for ALL Students – Clarke County Schools shall prohibit the use of Seclusion – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving.

Seclusion does not include, so Clarke County Schools shall allow, the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; in-school suspension; alternative

school; detention; or a student-requested break in a different location in the room or in a separate room.

Time-Out – A behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.

2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out shall not exceed 60 minutes.

3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student while in time-out.

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

Clarke County Schools shall prohibit the use of **Prone Restraint** – a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student's body that restricts the flow of air into the student's lungs.

Clarke County Schools shall prohibit the use of **Chemical Restraint** – any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not prescribed treatment for the student's medical or psychiatric condition.

Clarke County Schools shall prohibit the use of **Mechanical Restraint** – the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student.

Mechanical Restraint *does not include*, so Clarke County Schools shall allow, an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

Clarke County Schools shall prohibit the use of **Physical Restraint** – direct physical contact from an adult that prevents or significantly restricts a student's movement except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. *Physical restraint shall not be used as a form of discipline or punishment.*

Physical Restraint *does not include*, so Clarke County Schools shall allow, limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

Clarke County Schools shall utilize the following procedures for use of Physical Restraint:

a. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress.

b. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint.

c. Annual staff and faculty training on the use of physical restraint as well as the Clarke County Schools Seclusion and Restraint Policy,

    1. Use of physical restraint
    2. Techniques to prevent the need to use physical restraint
    3. De-escalation techniques
    4. Positive behavioral intervention strategies
    5. Maintain written or electronic documentation on training provided and a list of participants for each training.

d. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint.
e. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
f. Annual report to the Clarke County Board of Education for:

    1. Use and documentation of restraint
    2. Any prohibited use of seclusion, chemical, mechanical, or physical restraint

Nothing in this policy shall be construed to prohibit an employee of Clarke County Schools, any of its schools, or any of its program employees, from any of the following:

a. Use of any classroom management techniques or approaches, including a student's removal from the classroom that is not specifically addressed in this policy
b. The rights of school personnel to use reasonable force as permitted under the *Code of Alabama*, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the *Code of Alabama*, 1975, §16-28-12.
c. Reasonable actions to diffuse or break up a student fight or altercation

d. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student
e. Discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Clarke County Schools, or program, or its agents, or employees.
f. In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

This policy adheres to the Alabama Administrative Code 290-3-1-.02(1)(f) for seclusion and restraint for all students.

6.19 Searches (Students)

a. *Board Property* – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.

b. *Personal Property* – Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and personal electronic devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community, provided that the nature and extent of the search shall be reasonably related and limited to the suspected violation..

c. *Personal Searches* – Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the

same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.

d. *Use of Recovered Items* – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

6.20 Due Process Procedures

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

(a) The student shall be given oral or written notice of the charge(s) against him/her.
(b) The evidence supporting the charge(s) shall be explained to the student.
(c) The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

The disciplining authority (principal or teacher, etc.) may impose appropriate disciplinary measures immediately following the informal due process hearing stated above. When a student is facing possible long-term suspension (more than 10 school days) or expulsion, the Board shall ensure that the following formal due process procedures are accorded the student:

(a) The right to a hearing.
(b) The right to be represented by counsel.
(c) The right to cross-examine witnesses.
(d) The right to a written record of the hearing.
(e) The right to a written record of the Board's decision.

Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (IDEA) and implementing regulations.

6.21 Out of School Suspension

The Board recognizes its authority to maintain good order and discipline within the schools of the School System. Therefore, the Board gives the school principal the authority to suspend a student for a period of one to five days. The suspension may be lengthened with approval of the Superintendent.

The principal shall make an immediate effort (same day) to contact the student's parents or guardians about the suspension. No suspended student shall be allowed to leave the school premises during the school day until the student's parent, guardian, or

proper school authorities assume responsibility for him/her. When a student's parent, guardian, or other designated individual(s) cannot be notified, the student must remain on the school premises until the end of the school day. At the end of the school day, the student will return home via normal transportation methods.

Student Suspension (including Students with Disabilities) -To maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected viola on of school or school system rules, standards, or policies, principals may temporarily suspend a student pending any disciplinary hearing required by law or the Board's Code of Conduct and a final disciplinary decision. Suspension may also be imposed as a disciplinary measure as provided in the Code of Student Conduct. Suspensions will be counted as excused absences. Make-up work will be permitted for such absences unless permitting such work under the circumstances would be impractical or impossible, would serve no purpose, would place school personnel at risk of harm, or would be unreasonable in light of the grounds for the suspension. Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act ("IDEA") and its implementing regulations.

a. Procedures and Regulations

1. First suspension -Suspension until conference with parent/guardian can be held. The conference should be held as quickly as possible; however, if parent/guardian fails to come in, the procedure of 1-5 days shall be followed.

2. Second or Subsequent Suspension – Suspend one to five days.

3. Indefinite Suspension -Maximum of 10 days suspension pending Board hearing. Failure of Board to meet within 10 days shall cause the student to be readmitted to school until the Board meets.

b. Notification

Prior to suspension, the student will be made aware of the charges and supporting evidence, and given an opportunity to respond to them. The local school principal shall make an immediate effort to contact the student's parent/guardian notifying them of the suspension. To confirm the suspension a written notice of suspension shall be mailed to the parent/guardian.

Immediate removal of the student from school premises is justified when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational process. When immediate removal is necessary, the parents/guardians must be notified by phone or personally by the attendance supervisor or other school official. In extreme emergencies, principals are given the authority to call upon law enforcement agencies to remove such students. The Superintendent will be notified of such removals.

c. Terms

1. While suspended, out of school or in-school suspension, a student may not attend or participate in functions or enter school property for any reason during or after the school day.

2. When a student is suspended, his/her teachers and bus driver must be notified immediately concerning the date and duration of the suspension. Teachers shall not give make-up work to students who are suspended from school unless promotion/graduation depends upon completion of work and/or examinations.

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

d. Special Education Students

Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (IDEA) and implementing regulations.

e. Readmission

When a student returns to school after the first suspension in an academic year, the readmission must be preceded by a conference with the principal or designee. The conference must include the parents or guardians, unless otherwise approved by the principal.

The student is readmitted on approval of the principal or designee and is given a readmission or absentee slip notice to return to class.

f. Parents Responsible for Damages to School Property –

In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren). Act 94-784 amends 16-1-24.1 of the Code of Alabama excludes the following persons from this responsibility: (a) foster parents,
(b) parents whose parental control has been terminated by the courts, and (c) parents of exceptional children when the damage sustained is determined to be a result of the impairment(s).

Parents, guardians, custodians, or persons responsible for the care or control of a minor child (excluding foster parent) enrolled in a school are required to attend a discipline conference regarding destructive acts of the child against school property or persons when summoned by appropriate school officials.

Parents, guardians, or other persons having care or control of a minor child under the age of 18 years and with whom the minor is living and who has custody of the minor shall be limited to the financial liability of $1,000.00 for all damages proximately caused by the injury to or destruction of any property by the malicious, willful, or intentional acts of the minor. Foster parents approved by the Alabama Department of Human Resources are excluded from this liability.

6.22 Expulsion

The Board may expel a student from school when, in its judgment, a student has engaged in a serious rule violation(s). The authority to expel shall be retained solely by the Board. The principal shall make the recommendation to the Superintendent for the expulsion of a student(s) who has violated rules which could warrant such action. Upon conferring with the principal, the Superintendent or designee shall consider the recommendation and render a decision to accept the principal's recommendation or to require alternative measures. The principal may suspend a student pending the outcome of the Superintendent's decision regarding expulsion. If the Superintendent concurs with the principal's recommendation to expel, the recommendation will be forwarded to the Board by the Superintendent.

All due process criteria specified in Board policy shall be strictly observed in any expulsion proceedings as well as any preliminary steps prior to the hearing.

a. Procedures and Regulations

1. Responsibilities of the Principal

i. Immediately following an incident or violation of school regulations which may result in a recommendation for expulsion by the principal, the principal, upon verbal approval of the Superintendent, is authorized to suspend the student for a maximum of ten (10) school days pending a recommendation of expulsion by the Superintendent at a subsequent Board hearing.

ii. The principal shall contact the Superintendent personally or by phone to discuss the suspension and the facts which substantiate a recommendation for expulsion. Such facts should be based upon a thorough investigation by the principal. The Superintendent shall inform the principal of his/her concurrence or non-concurrence with the proposed expulsion recommendation. If the Superintendent does not concur with the principal's recommendations, the student shall be readmitted after the prescribed suspension period or before, based upon mutual agreement of the Superintendent and principal. When there is agreement by both administrators that expulsion proceedings should be initiated, the Superintendent and the principal shall be responsible for notifying the student and parents or guardians of their decision to present the matter to the Board.

iii. The principal will immediately notify the student(s) and his/her parents or guardians of the recommendation to present the matter to the Board and the reasons for this action. A reasonable attempt will be made to personally explain to the parents or guardians the circumstances surrounding the recommendation. The principal will confirm the personal notice within forty-eight (48) hours by certified or registered letter. The letter should contain statements regarding the offense, the date, and location of the alleged rule violation(s).

b. Responsibilities of the Superintendent

1. The Superintendent may concur or reject the recommendation of the principal. If the Superintendent rejects the recommendation, the student

shall be readmitted to school upon completion of the prescribed suspension period or before, based upon mutual agreement of the Superintendent and principal. The superintendent shall request an immediate conference with the parents or guardians and the student. In such case, the school principal or designee shall attend such conference. Prior to the conference, the Superintendent shall personally notify the school principal, the student and parents or guardians about the conference and confirm the notification by registered or certified mail. The personal and written notification shall inform them of the rule violation(s) which could cause possible expulsion and to request the student and parents or guardians to attend the conference within forty-eight (48) hours of the suspension.

2. During the conference, the Superintendent may discuss with the student and parents or guardians whether a mutually agreeable alternative to expulsion is appropriate.

3. Following such conference, if it is deemed by the superintendent that expulsion proceedings should continue, he/she shall be responsible for implementing and following the student due process procedures.

c. Terms

1. Expelled students will lose academic credit if passing grades are not maintained; based on the combined judgments of the teacher(s) and principal.

2. A student cannot request makeup work if expelled from school.

3. A student may not participate in extra-curricular or other school activities during the period of the expulsion.

d. Special Education Students

Provided a special education student with a disability(ies) commits an offense which warrants expulsion, said student's I.E.P. Committee shall be convened to determine if the offense is related to the disability(ies); if not, the student may be expelled but shall be provided an alternative educational program by the School System. Expulsion constitutes a change of placement, which requires due process through IEP committee action.

Expulsion of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act ("IDEA") and its implementing regulations.

Student Expulsion (including Students with Disabilities) Students may be expelled from school for offenses serious enough to warrant such ac on as provided in the Code of Student Conduct or other Board disciplinary policies. Students who are recommended for expulsion may be suspended pending any disciplinary hearing required by law or the Board's Code of Conduct and a final disciplinary decision. Reasonable notice of the proposed action, the reasons therefore, and an opportunity to be heard will be afforded to the student and the student's parent or guardian prior to a final decision. The Superintendent will notify the student or the student's parent or guardian, in writing, of any ac on taken by the Board. The term of an expulsion may extend to the maximum permitted by law. The Board may impose such reasonable limitations on the student's right to re-enroll in the school system following expiration of expulsion as may be permitted by law. A student who withdraws from school prior to the Board's consideration of a proposed expulsion may not re-enroll in the school system un l the Board holds a hearing or other appropriate proceedings regarding the recommended expulsion. Expulsion of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act ("IDEA") and its implementing regulations.

6.23 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;
- Bluetooth headphones; 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. Additional Procedures Authorized – The Superintendent or designee is authorized to develop any additional rules necessary to carry out this policy.

F. Disciplinary Action –Any violations of this policy can result in disciplinary action as outlined below.

First Offense: *Wireless Communication Device returned only to parent/guardian.

Second Offense: *Wireless Communication Device confiscated and returned to parent/guardian on the last day of the term. Student assigned to In-School Suspension for three days.

Third Offense: *Wireless Communication Device confiscated and returned to parent/guardian on the last day of the semester. Student suspended from school for one day. Subsequent Offenses: * Wireless Communication Device confiscated and returned to parent/guardian on the last day of the semester. Three days out of school suspension.

* It is the responsibility of the parent/guardian to schedule a time with the school administration to retrieve confiscated Wireless Communication Devices.

[Reference: Ala. Act 2025-386]

6.24 Student Attendance: Driver's License/Learner's Permit

6.24.1 Purpose of Act – School attendance by persons 16-19 years of age is a prerequisite for the issuance of a driver's license/learner's permit by the state of Alabama for the operation of a motor vehicle. School attendance standards may be met by enrollment in a school or General Educational Development (GED) program or job training program approved by the State Superintendent of Education.

6.24.2 Penalty Provisions of the Act

a. *Enrollment, Schooling, Employment Provisions* – Section I of the Act states – "The Department of Public Safety shall deny the issuance of a driver's license/learner's permit or the renewal of a driver's license to

operate a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation from a secondary high school or documentation that the person

1. is enrolled in a secondary school, or

2. is enrolled and making satisfactory progress toward the GED certificate, or

3. is participating in an approved job training program approved by the State Superintendent of Education, or

4. is gainfully and substantially employed, or

5. is a parent with care and custody of a minor or unborn child, or

6. has a physician's statement that the parents of the person depends on his/her as their sole source of transportation, or

7. is exempt from this requirement based on statute 16-28-1 of The Code of Alabama.

b. *Suspension of Current Driver's License/Learner's Permits* – Further, persons 16 years and older who have a driver's license/learner's permit who withdraw or who are absent from school for 10 consecutive days or 15 days total for unexcused reasons during a semester shall be reported by the school authorities to the Department of Public Safety. The Department of Public Safety shall notify persons that their driver's licenses/learner's permits will be suspended on the 30th day following notification unless reenrollment occurs or one of the other conditions is documented.

c. Operational Procedures

1. Principals' Responsibilities

i. Principals or designees shall provide students with information relative to the Act and procedures for compliance.

ii. Principals or designees shall complete Part I, Section 1 of the "Student Enrollment/Exclusion Status Form" at the request of students enrolled in their schools. Principals or designees should provide students with information relative to completing Part I, Section 2, and Part 2 sections of the form; however, it is the responsibility of the student and his/her parent or guardian to secure signatures,

documentation statements, etc. for the GED and Exclusion Status Sections.

iii. Principals or designees shall complete and transmit the "Department of Public Safety Notification Form" on each student who drops out or is absent from school for 10 consecutive days or 15 days total for unexcused reasons during a semester.

2. *Students' Responsibilities*

i. Students, 15-19 years of age, who are enrolled in a school of the School System and desire to get their driver's license/learner's permit should pick-up a "Student Enrollment/Exclusion Status Form" at the office of the school where they are enrolled prior to going to the Courthouse, Department of Public Safety Department. Students should complete the name, address, etc. Section and request the principal or designee to complete Section 1 of the form.

ii. Persons, 15-19 years of age, who are not enrolled in a school of the School System and desire to get their driver's license/learner's permit should pick-up a "Student Enrollment/Exclusion Status Form" at the office of the school they previously attended or at the Central Office prior to going to the Courthouse, Department of Public Safety Department. Such persons should complete the name, address~ etc. portion of the Form, request the principal of the school previously attended to complete Section I of the Form, and contact the appropriate agency/individual to complete other applicable sections.

d. *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 licenses suspended for the possession of a pistol on school premises.

e. *Exemption* – Students may be exempted or excused from otherwise applicable statutory requirements if their withdrawal or nonattendance is caused by circumstances beyond the control of the student. Circumstances beyond the control of the student may be found with respect to:

1. Students who are mentally or physically unable to attend school;

2. Students who are regularly and legally employed in compliance with the provisions of the Child Labor Law; and

3. Students who, because of the lack of public transportation, are compelled to walk more than two miles to attend a public school.

f. *Appeal* – Students who are denied a driver's license by virtue of their nonenrollment may appeal a decision affecting the student's eligibility for a driver's license to the Superintendent. The appeal should be in writing and filed with the school principal within 15 days of the decision from which the appeal is taken, and should set forth the reasons on which the appeal is based. An appeal should be promptly forwarded to the Superintendent for review and final decision.

[Reference: ALA. CODE §16-28-40, *et seq.* (1975)]

6.25 Student Parking Privileges – Substance Abuse Policy

In order to promote the safety and welfare of students and others who work on or visit school campuses, to encourage the development of safe and responsible driving practices, and to serve the general purposes of maintaining a drug and alcohol-free school environment, students will be granted the privilege of driving and parking on school property only if they are free of the effects of alcohol or other illegal or controlled substances. Accordingly, any student who desires to drive a vehicle on school property or park on school property may be required to submit to periodically or randomly administered sobriety or drug tests as a condition to issuance of a permit authorizing the operation or parking of a motor vehicle on school grounds. Principals may impose reasonable additional conditions or requirements for the privilege of driving or parking a vehicle on school property including, for example, conditions relating to maintenance of academic and attendance standards and the payment of fees. Principals may also establish priorities for issuance and assignment of parking permits. The Board reserves the right to require that sobriety or drug tests or screenings be passed as a condition to maintaining parking or vehicle permits, or privileges relating to use of a motor vehicle. Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws, and procedures that are developed by the Superintendent for approval by the Board.

6.26 Student Competitive Extracurricular Activity Substance Abuse Policy

In order to promote the safety and welfare of students who participate in competitive extracurricular activities, to insure that such participation is neither impaired nor any risk of injury exacerbated, to provide incentives to students to maintain safe and healthful practices, and to promote a school environment that is free of alcohol and illegal drugs or controlled substances, the Board reserves the right to require any student who participates in extracurricular competitive programs or activities to submit to sobriety

tests or screening for illegal drugs or controlled substances prior to, during, or following a competitive event, practice, competition, or at any other time while the student is under the supervision of the school system. Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws, and procedures that are developed by the Superintendent for approval by the Board.

6.27 Opt-In for Mental Health Services by Parent or Legal Guardian

Opt In for Mental Health Services by Parent or Legal Guardian - No student under the age of sixteen (16) 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 gran ng permission for the student to participate; or (2) there is an imminent threat to the health of the student or others; suspected abuse, neglect, or exploitation; or an immediate necessity for immediate grief counseling.

This policy is not applicable to any school counseling services or "mental health services" contained in a student's PST, IEP, or §504 plan. Consent for those services will be obtained in accordance the specific procedures required by federal and/or state law, and information regarding any mental health services will be provided in the pertinent plan.

A. Written Notification– At least annually, the school system shall provide parents and legal guardians a written notification regarding school provided or sponsored mental health services. The notification will include the purpose and general description of each of the mental health services available; information regarding ways parents may review materials to be used in guidance and counseling programs available to students; and information regarding ways parents may a low, limit, or prevent their student's participation in the programs.

The written notification on 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 me 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 circumstances 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. *Exceptions to Opt In Requirement* – If a parent or legal guardian has not opted in to mental health services, a student may be provided mental health services due to: an imminent threat to the health of the student or others; suspected abuse, neglect, or exploitation; or an immediate necessity for immediate grief counseling. School employees may determine in their discretion whether the above circumstances exist 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 sha l 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. Nothing in this Opt In for Mental Health Services shall be construed to limit the fundamental rights of parents to direct the care, custody, and control of their children.

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 records 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).

[Reference: Ala. Act 2022-442]

6.28 Jamari Terrell Williams Student Bullying Prevention Act Policy

6.28.1 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 Student Code of Conduct and applicable law, subject to the investigating school administrator's authority and decision.

6.28.2 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:

1. Place a student in reasonable fear of harm to his or her person or damage to his or her property;

2. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;

3. Have the effect of substantially disrupting or interfering with the orderly operation of the school whether the conduct occurs on or off school property, online, or electronically;

4. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; or

5. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

b. "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 the Clarke County School System.

6.28.3 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 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. 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:

1. The student's race;

2. The student's sex;

3. The student's religion;

4. The student's national origin;

5. The student's disability.

6.28.4 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.

6.28.5 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.

6.28.6 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.

6.28.7 Construction of Policy – This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on bullying, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow bullying, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of bullying, violence, threats of violence or intimidation not specifically listed herein. Students who engage in bullying, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

[Reference: Ala. Code §16-28B-1, *et seq.* (1975)]

6.29 Concussion Policy/Student - Athlete

Any student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be removed from the contest and shall not return to play until a medical release is issued by a medical doctor.

Any health care professional or AHSAA certified coach may identify concussive signs, symptoms, or behaviors of a student athlete during any type of athletic activity. Once concussive signs are identified, only a medical doctor can clear the athlete to return to play.

An online NFHS Concussion Course is required for all certified coaches (faculty and nonfaculty). Schools will have on file all documentation required annually by the AHSAA for each student athlete.

6.30 Service Animals

The School system will comply with all state and federal laws, regulations, and rules governing the use of service animals by people with disabilities.

6.31 Suicide Awareness and Prevention

6.31.1 Program Authorized - To the extent that the Legislature appropriates funds or the Board provides funds from other sources, the Superintendent is authorized to develop a program to implement the following statutory requirements of the Jason Flatt Act in an effort to prevent student suicide:

a. Foster individual, family, and group counseling services related to suicide prevention.

b. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.

c. Foster training for school personnel who are responsible for counseling and supervising students.

d. Increase student awareness of the relationship between drug and alcohol use and suicide.

e. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.

f. Inform students of available community suicide prevention services.

g. Promote cooperative efforts between school personnel and community suicide prevention program personnel.

h. Foster school-based or community-based, or both, alternative programs outside of the classroom.

i. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.

j. Engage in any other program or activity which the Board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.

k. Provide training for school employees and volunteers who have significant contact with students on the Board policies to prevent harassment, intimidation, and threats of violence.

l. Develop a process for discussing local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence with students.

m. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by the school system.

Students may be required to participate in curricular activities developed to implement the statutory requirements of the Jason Flatt Act and are encouraged to participate in any other activities or strategies developed by the Board for that purpose.

6.31.2 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.

[Reference: Ala. Code §16-28B-8 (1975)]

6.32 Student Safety Plan – Suicide Protocol

6.32.1 Teacher Protocol

If a student expresses harm to himself or others, teachers must initiate the suicide prevention protocol.

a. If a student expresses harm to himself or others, notify the counselor immediately. If the counselor is not available notify the nurse. If the nurse is not available notify the principal/assistant principal.

b. Complete the **Emergency Guidance Referral Form** and give to the counselor/nurse.

c. Escort the student to the counselor/nurse. Do not leave them unattended.

d. The counselor/nurse/principal/assistant principal will complete the **Suicide Safety Plan Protocol.**

6.32.2 Student Safety Plan Suicide Protocol

Request for Assistance

- Once a student has expressed harm to self and/or others ideation, the counselor will be notified immediately.
- If the counselor is not available, the nurse will be contacted to complete the **Student Safety Plan Protocol.**
- The counselor/nurse notifies the Principal/Principal's Designee IMMEDIATELY. If the Principal is not available, it is the Principal's Designee's responsibility to notify the Principal.
- All school campus administrators will be trained to complete the Student Safety Plan Protocol in the event that the counselor/nurse is unavailable. District social workers/personnel will be contacted ONLY if no one is available at the school to complete an assessment or if additional assistance is needed.

- All emergencies that require 911 assistance should be called in immediately to the Central Office at 251-250-2155.

Any serious injuries should be reported to the school nurse as soon as possible.

Parental Notification

Note: The counselor/nurse/principal/principal's designee will remain with the student until the parent/guardian arrives.

1. The counselor/nurse/principal/principal's designee will contact and meet with the parent/guardian immediately. The purpose of the emergency conference is to discuss the student's immediate psychological and safety needs, including supervision. Topics to be discussed should include:

   a. current status of student

   b. student's exact reference to harm self and/or others

   c. importance of parental role in providing supervision

   d. steps to be taken to supervise the student (to ensure safety): line of sight supervision, removing all means of harm (e.g. removal of weapons, pills, knives, belts, shoe strings, etc.) from the student's access, importance of continuous observation, etc.

   e. assist the student/family in seeking medical/mental health services as needed

2. If the counselor/nurse/principal's designee cannot reach a parent/guardian by phone, they will call the emergency contacts that were provided by the parent/guardian. If the parent/guardian is unable to be located, the counselor/nurse/principal/principal's designee will call 251-246-4484 (Jackson) or 251-275-3112(Grove Hill) (non-emergency police or Sherriff department) for assistance with locating parent/guardian.

3. If the student is taken to the hospital, the counselor/nurse/principal/principal's designee will accompany the child. Once the parent/guardian arrives, the counselor/nurse/principal/principal's designee may choose to remain but is no longer required.

4. Counselor/Nurse/Principal/Principal's Designee will ONLY provide the parent/guardian with a copy of the Student Safety Notice and the Notice of Emergency Conference Form. The parent/guardian will be advised that it is in the best interest of the student to be evaluated/assessed by a medical doctor/mental health professional

before returning to school to ensure that he/she is no longer at risk of harming self or others.

5. If a student does not live with his/her legal guardian, the primary caregiver and/or adult in the household must also be contacted, notified of the student's status and asked to assist the student in seeking medical/mental health assistance.

6. The parent/guardian will be asked to sign the Student Safety Notice and the Notice of Emergency Conference Form. The parent/guardian will also be asked to indicate whether they will seek medical/mental health assistance for their child. This form acknowledges that the parent/guardian has been notified of his/her child's behaviors and the recommendations for treatment options. The form will be kept in a confidential file separate from the student's cumulative folder.

7. If the parent/guardian agrees to seek medical/mental health assistance, the counselor/nurse/principal/principal's designee will assist parent/guardian with making an appointment BEFORE the student and parent/guardian leave the school campus. In addition, student and parent/guardian will be notified that the student must participate in a mandatory readmit conference upon return to school.

8. If a student expresses thoughts of harm to self and/or others, and cannot be located in class or on campus, the counselor/nurse/principal/principal's designee will immediately be notified, and will make every effort to locate the student. The principal/available administrator and parent/guardian will, also, be notified immediately.

9. All phone calls/conferences/attempts to notify are to be documented on the Student Safety Plan Disposition Form.

10. When the student returns to school, the counselor/nurse/principal/principal's designee will conduct a mandatory readmit conference with the student and parent/guardian. At that time, appropriate clearance documentation (i.e., discharge form, doctor's note, mental health clearance form, etc.) will be collected from the parent/guardian. A copy of this documentation should be attached to the school's copy of the Student Safety Plan Protocol and be sent to Central Office, Student Support Services, Guidance Department, Attention: **SUPPORT SERVICES** in an envelope marked **"CONFIDENTIAL".**

Assessment

1. The student will be informed that their thoughts cannot be treated as confidential AND will be shared with student's parent/guardian and selected authorities.
2. Counselor/nurse/principal/principal's designee will complete the Student Safety Plan Assessment Interview Form.

3. The Notice of Emergency Conference Form and the Student Safety Notice will be completed and reviewed with the student and the parent/guardian. Provide the parent/guardian with a copy of both of these forms.
4. A copy of the Student Safety Plan Assessment Interview Form can be sent directly to the mental health provider, if requested. However, please do NOT give this assessment interview form to the parent/guardian.

Follow-up

1. The counselor/nurse/principal/principal's designee will send a copy of the completed packet (including clearance documentation) to Central Office, Student Support Services, Guidance Department, Attention: **SUPPORT SERVICES** in an envelope marked "**CONFIDENTIAL**".
2. During the mandatory readmit conference with the parent/guardian, the counselor/nurse/principal/principal's designee needs to obtain a copy of the release/discharge paperwork/medical clearance document showing that the student has been assessed by a medical/mental health provider.
3. If a designee, rather than the counselor, meets with the student and parent/guardian in the mandatory readmit conference, the counselor will conduct a follow-up conference with the student as soon as the counselor returns to campus.
4. The counselor will continue to monitor the student once a week for four weeks and as needed through contact with the student/teacher and/or observation.

Suicidal Warning Signs

- Gives away personal items
- Is very moody
- Family problems
- Physical/sexual abuse
- Loss of energy
- Peer rejection
- Drug abuse
- Neglect of appearance
- Sudden change (in anything)
- Asks legal questions about death
- Talks of life after death
- Ends a relationship
- Death of friend/family member

Major Warning Signs

- Previous suicide attempt
- Current talk of suicide or making a plan
- Strong wish to die, preoccupation with death
- Recent suicide attempt by a friend/family member
- Impulsiveness and taking unnecessary risks

Ways to Respond:

DO

- Listen (non-lecture). Listening will decrease the probability of going through with suicide.
- Assess suicide potential. Ask specific questions.
- Do you have a plan?
- Are the means available?
- Have you attempted suicide in the past? How? What happened?
- How do you see yourself in the future? (shows hope)
- Be supportive. Let student know you care and help can be sought.
- Talk openly and honestly about any statements the student has made.

DON'T

- Ignore the problem (it won't just "go away")
- Keep the information secret. Verbal threats and plans are signals for help.
- Believe that suicide is talked of, the threat won't be carried out. Suicide is very often talked about before it is committed.
- Be judgmental.
- Laugh it off.

STUDENT SAFETY PLAN
EMERGENCY GUIDANCE REFERRAL
CLARKE COUNTY SCHOOLS

GENERAL INFORMATION	
Student Name:	Birthdate:
School Name:	Grade:
Referring Person:	Title/Position:
Referral Date:	Referral Time:

NATURE OF REFERRAL

- ◻ Verbal threat of intent to harm self and/or others
- ◻ Written threat of intent to harm self and/or others
- ◻ Graphic (drawing)/Pictorial of intent to harm self and/or others

COMMENTS

OTHER WARNING SIGNS (Check ALL that APPLY)

- ◻ Gives away all personal items
- ◻ Is very moody
- ◻ Family problems
- ◻ Physical/sexual abuse
- ◻ Loss of energy
- ◻ Peer rejection
- ◻ Drug use abuse
- ◻ Neglect of appearance
- ◻ Sudden change (in anything)
- ◻ Asks legal questions about death
- ◻ Poor grades
- ◻ Talks of life after death
- ◻ Ends a relationship
- ◻ Death of a friend/family member

ACKNOWLEDGEMENT OF RECEIPT

Referral Received by:	Date Received:	Time Received:

STUDENT SAFETY NOTICE
CLARKE COUNTY SCHOOLS

STUDENT NAME

PERSONAL RESOURCES	
If I am having thoughts of harming myself and/or others, I will get assistance from a trusted adult(s). Please provide names and phone numbers for two adults you trust:	
Name of Trusted Adult:	Phone Number:
Name of Trusted Adult:	Phone Number:

AGENCY RESOURCES

AGENCIES THAT PROVIDE ASSISTANCE:

Agency Name:	Agency Telephone Number:
Southwest Alabama Mental Health	**251-275-8661**
Community Resources	**Dial 211 for local community resources**
National Suicide Prevention Lifeline	**1-800-273-TALK (8255)**
Grove Hill Memorial Hospital	**251-275-3191**
Jackson Medical Center	**251-246-9021**

SIGNATURES OF AGREEMENT

I acknowledge that I have received the names and phone numbers of professional organizations that can be reached 24 hours a day.

Student Signature (Grades 6-12):	Date:	Time:
Parent/Guardian Signature:	Date:	Time:
Counselor/Nurse/Principal Designee Signature:	Date:	Time:

DOCUMENTATION OF REFUSAL TO SIGN SAFETY PLAN AGREEMENT (If applicable)

□ **Student** refused to sign Student Safety Notice (Grades 6-12)
□ Parent refused to sign and/or allow student to sign Student Safety Notice

STUDENT SAFETY PLAN DISPOSITION FORM

CLARKE COUNTY SCHOOLS

GENERAL INFORMATION		
Student Name:	Date:	Time:
School Name:	Referred By:	
Parent/Guardian Name:	Home Phone Number:	Cell Phone Number:
Counselor/Nurse/Principal's Designee:		
State the nature of the student's threat to harm self and/or others:		

DISPOSITION OF SERVICES

Check all of the procedures used in this crisis situation:

□ Police/Sherriff contacted (as needed- in case of dire emergency)
□ Teacher/Counselor/Administrator was with the student at all times (i.e. line-of-sight supervision
□ **Student is not to be sent to the office or left alone**
□ Student was interviewed privately (**Student Safety Plan Assessment Interview Form)**
□ Student signs **Student Safety Notice** (Grades 6-12)
□ Principal, Counselor, and other appropriate school/district personnel were contacted and consulted as needed
□ Attempts to contact parent/guardian by telephone was (circle one) successful/unsuccessful
□ Request made for parent/guardian to come to school to participate in Emergency Conference
□ Home visit conducted to notify parent/guardian
□ Contacted non-emergency law enforcement agency for parental/guardian notification
□ Parent/guardian advised that their child exhibits at risk personal behavior
□ Parent/guardian signs and is given a copy of the **Notice of Emergency Conference Form & Student Safety Notice**
□ Professional therapy for student advised and parent/guardian assisted in making arrangements for prompt assessment of student prior to student and parent/guardian leaving campus
□ Referral made to outside agency or hospital – Agency or hospital name_____
□ **Student Safety Plan Assessment Interview Form** sent to outside agency or hospital
□ Agency alerted to expect arrival of parent/guardian and student
□ Follow-up call was made to agency/hospital to verify arrival of parent/guardian and student to facility
□ Follow-up call was made to parent/guardian to determine disposition of services provided
Date of call/outcome_____
□ Date **mandatory** re-admit conference held_____
□ Copy of entire **STUDENT SAFETY PLAN PROTOCOL Package** sent to Central Office (Guidance Department)
Attention: **SUPPORT SERVICES** Date sent: _____
□ Other_____

DOCUMENTATION: An effort was made to contact the parent/guardian by phone at the following times:

Date:	Time:	Results: (Please check one)
		□ No answer □ Left Message □ Contacted Parent/Guardian
		□ No answer □ Left Message □ Contacted Parent/Guardian
		□ No answer □ Left Message □ Contacted Parent/Guardian

_____ _____
Counselor/Nurse/Principal's Signature Date

STUDENT SAFETY PLAN
NOTICE OF EMERGENCY CONFERENCE
CLARKE COUNTY SCHOOLS

I,_____, the parent/guardian of_____ attended a conference with school personnel on (date)_____.

I have been notified that based on the available information, my child appears to pose the risk of harm to self and/or others.

I have been further advised that I should seek medical/mental health consultation immediately from community agencies. I understand that the school district is not responsible for the provision of these services, but is alerting me to this emergency just as they would inform me of any other health issue. School personnel have clarified the school district's response and role. I have been told that the school will follow-up with my child after the mandatory re-admit conference to support his/her transition back to the classroom. I have been given an opportunity to ask questions regarding my child's needs and the types of support/resources available for my child from community agencies.

_____	_____	_____
Parent/Guardian	Counselor/Nurse/Principal's Designee	Date

Parent/Guardian refused to sign (check if applicable) _____

DOCUMENTATION OF PARENT/GUARDIAN CONTACT:

An effort was made to contact the parent/emergency contact by phone at the following times:

Date:	Time:	Results: (Please check one)
		□ No answer □ Left Message □ Contacted Parent/Guardian
		□ No answer □ Left Message □ Contacted Parent/Guardian
		□ No answer □ Left Message □ Contacted Parent/Guardian

The emergency conference could not be conducted because parent/guardian could not be reached OR refused to come get his/her student. The student was not allowed to leave or go home unescorted and the following action was taken:

(Check the appropriate option)
□ Conducted home visit to notify parent/guardian
□ Contacted law enforcement agency _____
□ Contacted emergency services (e.g. mental health, hospital, paramedics)

Student Safety Plan Assessment
Interview Form

Student Name: First: Last:		Date:
School:		Time:
Grade:	Date of Birth:	Age:

****Introduce yourself, your role, and reason for meeting with the student****

"I'm (Name)_____ and I was asked to talk with you because things might not be going well for you. I was told (summarized reason for referral)

- ***Would you tell me in your own way what is going on or what happened?***

- ***Do you think things will get better or are you worried/afraid things will stay the same or get worse?***

  What makes you say that?

- ***What, if anything,***

  --could make the situation better?

  --would make it worse?

6.33 Supervision of Low Risk Juvenile Sex Offenders

Pursuant to Annalyn's Law, the Superintendent shall be notified 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.

6.33.1 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 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.

6.33.2 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 or in writing brief the principal of the new school regarding the original Plan and the transferring Student's status and circumstances. Regardless, the principal of the prior school must provide the Student's records and Safety Plan to the principal of the new school as soon as practicable.

The new principal should review the Plan and meet with the Student, the Student's parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the Student's circumstances.

d. *School Staff Changes* - In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student's status and Plan. The Student, his parent or guardian, and other members of the Supervision Team should be notified of changes to the Supervision Team within a reasonable timeframe.

6.33.3 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 10 school days or as soon as practicable. In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction.

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team.

The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as

deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

6.33.4 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 discrete and unobtrusive.

6.33.5 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.

6.33.6 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.

6.33.7 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.

6.33.8 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.

6.33.9 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. Mistreatment of any student may be cause for discipline.

6.33.10 Procedures - The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

[Reference: Ala. Act No. 2018-528, Ala. Code § 16-1-51.1 (1975)].

VII. Instructional Program

7.1 Curriculum

The Superintendent will coordinate the design and development of a comprehensive curriculum plan in accordance with state law and any requirements of the State Department of Education for approval by the Board.

7.1.1 Educational Philosophy

The Board recognizes that no one philosophy of education can express the total sentiments or beliefs of all teaching personnel. Generally, education is perceived as a process of growth and includes the mental, moral, emotional, physical, and spiritual aspects of the individual. Each student is seen as a unique person who possesses certain potentials, needs, aspirations, and interests. As each student is different, it is the purpose of education to provide him/her with appropriate experiences in school which enhances maximum achievement potential so that he/she may be a useful and productive member of society.

It is understood though all students will not learn all things equally well, all should have an equal opportunity in the pursuit of education; thus, the Board will make every attempt to balance its program to provide for the varied interests and needs of the students and to provide the appropriate courses required by law and State Board of Education policies and resolutions.

The Board accepts the conclusion that education is a comprehensive program which must be undertaken in cooperation with other institutions and agencies and appropriate community programs

7.1.2 Goals and Objections – The Board has established the following broad goals and objectives for each student:

a. *Intellectual Discipline* -- Knowledge of the basic skills in reading, writing, and arithmetic in the early elementary grades, accompanied by the study of mathematics, science, history, English and other required disciplines in the higher grades.

   Development of the skills of logical analysis, evaluation, and problem solving.

   Development of skills, knowledge, and attitudes necessary for effective communication, including listening, speaking, reading, and writing.

b. *Economic and Occupational Competence* -- Knowledge of the fundamental economic structure and processes of the American system and the opportunities for the individual citizen in the system.

Development of skills and associated knowledge and attitudes necessary for making intelligent choices for entering in the world of work.

Competence in the application of economic knowledge to such practical functions as handling personal finances and participating in community economic affairs.

c. *Citizenship and Self-Understanding* -- Knowledge of comparative political systems with emphasis on the democratic process.

Develop and practice skills in participating political process and the understanding of how political decisions are made.

Development of skills, knowledge, and attitudes necessary for becoming a responsible citizen and understanding values as they relate to society.

History and appreciation of our nation's past; and some basic knowledge of the world (geography, history, anthropology, etc.).

d. *Physical and Environmental Health and Ecological Balance* -- Development of skills and knowledge of the requirements for personal hygiene, nutrition, and physical exercise to maintain personal health.

Knowledge of the dangers of addiction to harmful practices or consumption of harmful materials.

Knowledge and understanding of the physical world and the relationship of the individual to it.

Competence in recognizing and preventing environmental and ecological problems.

e. *Creativity and the Arts*. Knowledge and appreciation of the fine arts.

f. *Community and Life-Time Education* -- Commitment to education for the entire community to provide means for economic improvement, cultural development, and enrichment of personal and family lives.

Encouragement of citizens to participate in school activities on a community-wide basis.

Appropriate physical education and recreational athletic opportunities aimed at physical fitness and participation in life-time sports.

7.1.3 Curriculum Development – The Board maintains that curriculum development should be a continuous process always reflecting the assessed needs of the students in the School System. The Superintendent and his/her staff shall periodically conduct curriculum review and analysis and report the findings to the Board.

The Superintendent will coordinate and maintain 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.

a. Curriculum Consistency – Course offerings will be available to students on a consistent basis to permit them to pursue a course of study or diploma approved by the SDE and for which they qualify.

b. Major Changes – The Board believes that the needs of students change from time to time and therefore the curriculum should change to reflect such needs. However, major changes in curriculum should be made only after appropriate study by the Superintendent, appropriate committees and approval by the Board.

c. Procedures for Major Curriculum Changes -- Major changes in the curriculum initiated at the local school level and/or at the central office level:

1. Central Office Level

i. Major curriculum changes initiated at the Central Office level may be proposed by any professional Central Office or school employee to the Superintendent. The Superintendent may consider an employee's idea(s) for change and if such is approved by the Superintendent, he/she may submit the proposed change(s) to staff and appropriate system-wide curriculum committee for study and/or development of plan and procedure for implementation.

ii. Upon completion of the committee's plan and suggested procedure for implementation and approval of said plan and procedure by the Superintendent, the proposed changes shall be submitted to other professional employees in the School System for their input.

iii. Every effort shall be made by the Superintendent of Schools to develop some consensus for as much acceptance of the plan as possible.

iv. The Superintendent shall submit the proposed changes to the Board for approval.

2. *Local School Level*

i. Major curriculum changes initiated at the local school level may be proposed by a professional central office or school employee to the principal of the school.

ii. The principal of the school may consider such ideas for change and present such ideas to the appropriate local school committee(s)for consideration.

iii. The principal shall receive reports from the appropriate committee and if he/she wishes may request said committee(s) to develop a plan and possible implementation procedures to be presented to the Superintendent of schools for consideration.

iv. Once the Superintendent receives the proposed changes in curriculum from the principal and the local school committee, he/she may initiate procedures outlined above.

7.1.4 Teaching Methods – The Board strongly encourages teachers to use a variety of teaching methods and materials in their classrooms which are consistent with sound principles of learning and with an understanding of students and their needs. Adequate provisions should be made for students to do independent research as well as to engage in small and large group activities and experiences.

All teaching methods used should be designed to encourage all students to perform at the highest level individually possible.

7.2 Textbooks

Textbooks will be purchased and distributed in accordance with State Department of Education regulations. Only textbooks recommended by the local textbook committee will be approved by the Board, upon the recommendation of the Superintendent. The local textbook committee will be appointed by the Board and will consist of eleven (11) members, including parents, who will serve a term of one year. Students are loaned textbooks for the duration of the course that requires the textbook and are responsible for the care of the textbook. Students must reimburse the Board for the cost of any textbooks that are lost or damaged beyond reasonable wear and tear.

[Reference: ALA. CODE §16-36-62 (1975)]

7.3 Evaluation of Instructional Program

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

7.4 Academic Standards

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified.

7.4.1 General Grade Scale – Grades for academic course work will be awarded according to the following scale:

Letter Grade	*Numerical Grade (100-point scale)*	*Grade Point Average Points (4-point scale)*
A	90 – 100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	Below 60	0.00

7.4.2 Advanced Placement and Honors Grade Scale – Numerical grades in Advanced Placement (AP) courses—approved by the College Board—and Honors courses —approved by the Board—will be weighted using an added value multiplier. Grades earned in Honors courses will be multiplied by 1.1, while grades in Advanced Placement courses will be multiplied by 1.2.

7.4.3 Special Education Grading Standards – Students who are receiving special educational services may be graded according to an individualized educational plan, and nothing in Board policy or procedure prohibits the extension of appropriate academic modifications or accommodations to students who may be eligible for such modifications or accommodations under provisions of state and federal law.

7.4.4 Report Cards – Report cards reflecting student progress will be provided to the parents or legal guardians of students on a regularly scheduled basis.

7.4.5 Promotion – Students are promoted from grade to grade on the basis of academic credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board and in accordance with applicable law. Students who are eligible for promotion from grade to grade may nevertheless be retained by agreement of the parents and appropriate school officials. Students will be retained under the following circumstances.

[ALA. ACT. 2019-523]

a. *Elementary School* – Each case of retention in the elementary school shall be considered on an individual basis, and the best interests of the child should be given primary importance. It is necessary to rely upon the wisdom and integrity of the classroom teacher, and other professional staff

that work with the student, to make decisions based on the best information available. The guidelines, which follow, are provided to assist in making decisions regarding the promotion/retention of a student:

1. Students not mastering the required skills shall be referred to the Problem Solving Committee which is aligned with the Response to Instruction Plan.

2. Parents must be notified in WRITING immediately that a student is not mastering the required skills and retention is possible. At this time a conference must be scheduled. Notification shall also indicate that while promotion is doubtful at that time, adequate progress during the remainder of the school year could lead to promotion.

3. The decision to promote or retain a child is the responsibility of the classroom teacher with input and support from the promotion/retention team. This team includes the classroom teacher and other professional staff, which provide special classes and services to the student. Parent conferences are required in all cases under consideration for retention.

4. The principal or his/her designee may provide more detailed guidelines on promotion and retention, but such guidelines must be within the framework of this policy and approved by the Clarke County Board of Education.

5. If a student is retained, individual schools must provide an intervention plan for that student's next school year.

b. *Kindergarten*: Kindergarten students who are not developmentally ready for first grade may be considered for retention. Children will be promoted to first grade unless sound documentation exists indicating that retention in Kindergarten is warranted and in the best interest of the student's future academic success.

c. Yearly averages will be based on grade level materials.

1. First grade: Students are expected to have at least a 70 yearly average in reading and in math.

2. Second grade: Students are expected to have at least a 70 yearly average in reading and in math.

3. Third grade: Students are expected to have at least a 60 yearly average in reading and in math.

4. Fourth grade: Students are expected to have at least a 60 yearly average in reading and in math.

5. Fifth grade: Students are expected to have at least a 60 yearly average in reading and in math.

6. Sixth grade: Students are expected to have at least a 60 yearly average in ELA (English Language Arts) and in math.

7. Seventh grade: Any student failing two or more academic subjects may be retained.

8. Eighth grade: Any student failing two or more academic subjects may be retained.

9. K-8 retention decisions will be made on an individual basis. No child will be retained more than a total of two times at the K -8 level.

10. EXCEPTIONAL CHILDREN: Among the factors to consider in the promotion/retention of a child receiving special education services, are the student's failure to meet the objectives stated in the IEP and the grade earned in each reporting period.

d. *Attendance* – Students K-8 must be in attendance at least 160 days. Students in grades 9-12 must not accumulate more than five absences in each class per term. Allowance will be made for a student with extended absences due to medical reasons. In such cases it will be the responsibility of the parents to get a physician to verify the absences. It is also the responsibility of the PARENT/STUDENT to request make -up work from the teacher.

7.4.6 Semester/ Term Examinations

Semester/term examinations shall be given to each student in grades 7-12 for each course in which the student is enrolled, except those students who meet the requirements for exemption.

7.4.7 Graduation Requirements - Block Schedule High Schools

a. Promotion Policy:
   1. Credits needed to move to 10th Grade — 7
   2. Credits needed to move to 11th Grade — 14
   3. Credits needed to move to 12th Grade — 20
   4. Carnegie Units required to graduate — 28

High school students in Clarke County are generally required to complete a minimum of 28 Carnegie Units to receive the Alabama High School Diploma due to the block schedule structure used within the district.

b. COURSE REQUIREMENTS – The Alabama courses of study shall be followed in determining minimum required content in each discipline. Students seeking the Alabama High School Diploma with Advanced Academic Endorsement shall complete advanced level work in the core curriculum.

COURSE REQUIREMENTS	Alabama High School Diploma: College Pathway (Standard)	Alabama High School Diploma: College Pathway (Advanced)	Alabama High School Diploma: Workforce Pathway (Option B)
ENGLISH (4)	English 9 - 12	English 9 - 12	English 9 - 12
MATH	Geometry Algebra I Algebra II 1 more math course	4 Honor Level Credits Must Include: (3 Honor Level Credits if placed directly into Algebra II Hon) Geometry Hon Algebra II Hon Pre Cal Hon	At Minimum, 2 credits must include: Geometry Algebra I
SOCIAL STUDIES (4)	World History US History I US History II Govt/Econ	World History Hon US History I Hon US History II Hon Govt/Econ Hon	World History US History I US History II Govt/Econ
SCIENCE	4 Science to Include: Biology Physical Science	4 Honor Level Science to Include: Biology Hon Chemistry Hon	At Minimum, 2 credits must include: Biology Physical Science
OTHER ELECTIVES	Minimum 9.5 Credits to Include at least 3 from CTE, foreign language, and/or fine art	Minimum 9.5 Credits to Include at least 3 from CTE, foreign language, and/or fine art	Minimum 13.5 Credits to Include at least 3 credits from the same CTE Program with a final grade of "C" or greater
1 PHYCICAL EDUCATION CREDIT	Beginning Kinesiology	Beginning Kinesiology	Beginning Kinesiology
½ HEALTH CREDIT	Required	Required	Required
1 CAREER PREPAREDNESS CREDIT	Required	Required	Required
MINIMUM CREDITS REQUIRED	28	28	28

*Students with disabilities may follow the ALSDE- approved substitute course sequence to earn a diploma.

c. *Early Graduation Exception: Superintendent Authority to Approve Graduation with 24 Credits* – In rare and exceptional circumstances, the Superintendent is authorized to approve a student to graduate with a minimum of 24 Carnegie Units, which is the minimum required by the Alabama State Department of Education to receive a high school diploma.

To be eligible for this exception, a student must meet all the following conditions:

1. Have completed all required core coursework as outlined in the Alabama High School Diploma criteria (including English, Math, Science, Social Studies, Physical Education, Health, and Career Preparedness).

2. Have earned no fewer than 24 total Carnegie Units.

3. Meet one of the following additional criteria:

   a. The student is enrolled and accepted to begin postsecondary education (e.g., college or university) in the spring semester of their senior year, or has been accepted into a specialized workforce training opportunity (e.g., trade or technical school) that begins prior to the scheduled end of the regular academic year and is not available through the school system's current offerings; OR
   b. The student demonstrates individual needs or circumstances indicating that early graduation is in their best interest or the best interest of the school system. This may include, but is not limited to, students who have reached the age of majority, who have chronic attendance or discipline issues that impede continued academic progress, or who face economic hardship or homelessness requiring entry into the workforce. The Superintendent may consider additional factors indicating that continued enrollment is no longer educationally beneficial or developmentally appropriate.

This option is intended to serve a limited number of students whose unique educational, personal, or career circumstances require flexibility. Each request must be submitted to the Superintendent with appropriate documentation (e.g., college acceptance letter, proof of employment, counselor or principal recommendation, or evidence of hardship), and final approval rests solely with the Superintendent or their designee.

All other students must meet the full 28-credit graduation requirement.

7.4.8 High School Diploma Options

Clarke County Schools will implement Option B, as required by state law, beginning with the 2025-2026 school year. All eligible student cohorts may pursue this diploma pathway. The Alabama High School Diploma remains the single diploma option, regardless of the student's chosen pathway (Option A or B).There is only one **Alabama High School Diploma**. The Alabama High School Diploma is available with various endorsements.

a. *The Alabama High School Diploma –*
A student must Pass All Sections ofany and all State-Mandated Examination(s).

Endorsement	Requirements
Advanced Academic Endorsement	Requires passing all standard coursework, taking the 4 required core academic courses per year at the Honors or college level (minimum of 3 Honors math courses if placed directly into Alg II), and passing all state-mandated examinations.
Career and Technical Endorsement	Requires passing all standards coursework, including at least three Career and Technical courses (2 of 3 must be in sequence) and any and all state-mandated examination(s).
No Endorsement	Requires passing all standard coursework and any and all state-mandated examination(s).

7.4.9 Class Rankings – Beginning with the ninth grade of high school, all students will be ranked based on the four-point grade point average scale (GPA) (calculated and weighted as described herein). The GPA calculation will be carried out four decimal places and rounded off.

7.4.10 High School Credit Recovery – In accordance with the guidelines of the Alabama Department of Education, the Clarke County Board of Education will offer high school students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply for credit recovery. Eligibility requirements will be established by the Principal and Director of Instruction.

[Reference: Ala. Admin. Code 290-3-1-.02(12)]

7.5 Testing

The Superintendent is authorized to develop and implement a standardized testing program that will include, at a minimum, all testing required under state and federal law. All standardized tests are to be conducted in accordance with the appropriate test administration manual guidelines and any rules or regulations that are intended to ensure their security and validity. Teachers are authorized to conduct tests for their courses in order to determine their students' abilities, knowledge and skills, and to use in calculating a student's grade.

7.6 Exemption Policy

Students in grades 9-12 in the Clarke County School System may be exempt from an end-of-term exam if the following criteria are met in the course:

a. An average of 90

b. No more than two (2) excused absences in the course

c. No unexcused absences in the course.

These are minimum standards. A school can adopt standards that exceed the criteria in this policy, including requiring every student to take an end-of-term exam.

7.7 Summer School Operations

A "summer school" program may be implemented in compliance with regulations promulgated by the State Department of Education. Summer school is provided as a service by the Board and is separate and distinct from the regular academic year. The Superintendent is authorized to develop and maintain rules and regulations for the operation of summer school, including requirements for enrollment, attendance, transportation, and tuition, which will be subject to approval by the Board.

[Reference: Ala. Admin. Code 290-3-1-.02(6)]

7.8 Non-Traditional Learning

7.8.1 Dual Enrollment – Upon recommendation of the Superintendent, the Board may establish guidelines in accordance with the regulations of the State Department of Education by which qualified high school students are allowed to take post-secondary college courses for high school credit.

[Reference: Ala. Admin. Code 290-3-1-.02(11)]

7.8.2 Correspondence Study

a. *General* – The Board approves the use of appropriate correspondence study courses in the schools of the School System provided the following guidelines are met:

1. Such courses are arranged on an individual basis.

2. Such courses are offered through institutions recognized by the State Department of Education or from institutions accredited by the National Home Study Council. The school principal gives prior written approval for each correspondence study course on an individual basis after consultation with appropriate faculty members.

3. The school principal identifies and approves a qualified local school faculty member to serve as the cooperating teacher.

b. *Student Eligibility* – The above and following guidelines are applicable for a student to be approved to take and apply earned credit (Carnegie Unit) toward meeting School System requirements for promotion or graduation:

1. A course required for graduation may not be taken by correspondence study unless:

   i. The student has previously attempted and failed the course(s),

   ii. The student's unique circumstance warrants the need to enroll in a correspondence course for credit advancement. Such circumstances must be approved by the parent, principal, and superintendent,

   iii. It is necessary that the course(s) which is part of the student's approved program of study be taken by correspondence in order for the student to take another course during the regular scholastic year, or

   iv. If the student's age is projected to be at least twenty-one (21) years at the time he/she would graduate, then special permission may be granted by the principal.

2. Enrichment/elective courses for credit must have the prior written approval of the school principal.

3. All requirements and guidelines imposed by the institution(s) offering the course must be met.

4. Not more than one-fourth of the total units required for graduation may be taken by correspondence.

5. Not more than one Carnegie Unit may be earned through correspondence study during a regular academic year.

c. *Costs* – All costs associated with the correspondence course must be borne by the student.

d. *Credit Deadlines* – To apply credit earned through correspondence study, the following guidelines must be met:

1. A student and his/her parent(s) or guardian(s) must assume the responsibility for having the correspondence institution send an official grade report to the school. Grades/Carnegie Units earned through correspondence study cannot be applied to a student's records until the official grade report is received.

2. A candidate for graduation must have any applicable correspondence study grade reports on file with the school on or before the date set for the beginning of candidate's final examination period in order to participate in graduation exercises.

[Reference: Ala. Admin. Code 290-3-1-.02(12, 13)]

7.8.3 Foreign Exchange Programs – The Superintendent is authorized to develop guidelines and procedures, to be approved by the Board, under which foreign exchange students may attend Clarke County Schools. A foreign exchange student may not receive academic credit for course work.

7.9 Special Education

The Board authorizes the Superintendent to prepare and maintain a comprehensive plan for the development and implementation of individual instructional programs for all children with disabilities residing within the School system who are in need of and qualify for specialized assistance pursuant to the Individuals with Disabilities Education Act.

The Superintendent shall be instructed to include within his plan procedures regarding (1) identification; (2) testing procedures relative to assignment; (3) actual assignment and instruction; and (4) other legal aspects concerning children with disabilities.

All development and implementation procedures shall comply with specified state and federal statutes concerning education programs for children with disabilities.

7.10 Admission Policy for Homeless, Migrant, Immigrant, and English Learner Students and Children in Foster Care

a. *Admission Policy for Homeless, Migratory, Immigrant, and Limited English Proficient Students* - All homeless, migrant, and immigrant students, children in foster care, and English language learners will have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth and 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.

The enrollment of homeless, migrant, and immigrant students, children in foster care, and limited English proficient children and youth shall not be denied or delayed due to any barriers that are specifically prohibited by applicable law, which may include the following:

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

b. *Homeless Students –*

(i) *Enrollment*. Homeless students will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Homeless students may also be entitled to other accommodations under federal law.

Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for the remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

(ii) *Dispute Resolution.* When a dispute arises regarding school placement, the system will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the placement decision. The principal of the school will notify the Board's Homeless Liaison of the dispute.

(iii) The Homeless Liaison will expeditiously carry out the system's dispute resolution procedures as detailed in the Board's homeless student plan.

c. *Students in Foster Care* - A student in foster care will enroll or remain in the student's school of origin, unless it is determined that remaining in the school of origin is not in such student's best interest.

If it is not in a student's best interest to stay in the school of origin, a student in foster care may be enrolled in any school in the system that serves the attendance area in which the student is living, even if the student is unable to produce records normally required for enrollment. The school system will immediately contact the school last attended by the student to obtain relevant academic and other records.

[Reference: 20 U.S.C. §§6311(g)(1)(E)]

7.11 Extended Programs: Community Education

Upon their approval by the Board, the Superintendent is authorized to implement programs and projects designed to meet the needs of the community served by the school system in accordance with any laws or regulations governing such programs. Such programs may include the Grandparent Support Group, the Single Parent Project, Adopt-A-School Program, Extended Day Enrichment Program, Summer Enrichment, Night Enrichment, Adult Education, and other such offerings as may be approved by the Board.

[Reference: Ala. Admin. Code 290-8-5-.01]

7.12 Outside Presenters/Lecturers

The Board requires that classroom or assembly program presenters/lecturers have prior approval of the school principal.

7.13 Graduation, Certificate of Completion, and Commencement

In order for twelfth-grade students to participate in graduation ceremonies, all of the following requirements must be met:

a. Pass all required portions of state-mandated examinations
b. Meet the minimum attendance requirements
c. Successfully complete all coursework and achieve college and career readiness status

Parents and/or guardians of students who may be in danger of not meeting the above requirements will be notified no later than the end of the first term of his/her senior year.

Student participation in graduation ceremonies and related graduation activities will be subject to the principal's approval and payment of outstanding financial obligations. Participation in a graduation-related ceremony may be prohibited by the principal if the student violates disciplinary standards or if, in the judgment of the principal, the student's participation could lead or contribute to disorder or disruption of the ceremony or activity.

Special education students shall follow the objectives set out for them at the annual IEP meeting by the IEP Committee in reference to state-mandated examination(s). If the committee, after examining all pertinent data, decides that the student is not capable of

attempting and/or passing the state-mandated examination(s) and that his/her time should be directed toward other objectives, then the senior student will be issued the graduation certificate instead of the State-approved diploma for having pursued those goals set out by the IEP Committee. The student will have the same opportunities to participate in all other activities associated with graduation from high school.

If the IEP Committee, after reviewing all pertinent data, decides that the student should attempt state-mandated examination(s), then he/she will receive the same opportunities, including remediation, as any other student taking the examination(s).

7.13.1 Honor Graduates – Students who meet the following requirements shall be classified as honor graduates at high school commencement ceremonies:

a. Enrolled in the school system for a minimum of one full academic term prior to the date of graduation;

b. Successful completion and passing of state-mandated examination(s) and other requirements for graduation set forth by the Board; and

c. Member in good standing of National Beta Club or National Honor Society or National Technical Honor Society (school approved national honor society)

7.13.2 Criteria for Valedictorian/Salutatorian

To be eligible for valedictorian and salutatorian recognition, a student must have been enrolled at the school for the entire academic year preceding their senior year. Exceptions may be made in the cases of a bona fide change of residence or other exceptional circumstances, as determined by the administration.

a. The criteria in determining who may be eligible for Valedictorian and Salutatorian are as follows:

ALL COURSES ARE WEIGHTED - ALL GRADES ARE WEIGHTED

ALL AP AND DUAL ENROLLMENT COURSES…..... Weight 1.2

SPECIFIC AND/OR HONORS COURSES…..... Weight 1.1

Specific Courses are as follows:

Pre-Calculus	Algebra I Honors	Anatomy & Physiology Honors
Calculus Algebra II w/Trig	Chemistry	English 9-12 Honors
Geometry Honors	Honors Physics	All other Honors courses
	Honors Biology Honors	

REQUIRED COURSES-Basic and/or Elective…..... Weight 1.0

This category includes all General academic classes and Career and Technical Education classes.

b. *Procedure for Determination of Candidates*

Grades earned in credit bearing classes from the first term 8th grade through the 3rd quarter of 12th grade will be used in calculations. The grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit attempted.

No credit will be given for teacher aide beginning with the 2014-15 school year.

*A computer program comparable to the numerical system stated above may be used to determine averages.

c. *Grade Conversion* – Where letter grades are present on a candidate's transcript from a previously attended school, the candidate must have the respective school(s) submit the grades in numerical form. If school officials of the school the student previously attended cannot or will not convert the letter grades to numerical grades, the letter grades will be converted to numerical grades as follows:

A+ = 99	B+ = 89	C+ = 79	D+ = 69	F = 55
A = 95	B = 85	C = 75	D = 65	
A- = 90	B- = 80	C- = 70	D- = 60	

Issues or uncertainties regarding eligibility or grade calculation will be resolved by the school principal in consultation with the Superintendent.

d. *District Level Committee*- A County Committee to be established by the Superintendent will review top candidates from each high school before final determination of Valedictorian and Salutatorian is made.

7.13.3 Fifth Year Seniors – Upon the recommendation of the counselor and approval of the principal, a student who has completed four full academic years of high school but who has not completed the required course work for graduation will be allowed to attend the number of class periods necessary to complete the courses required for graduation.

7.13.4 Early Graduation - Subject to and in accordance with the implementing procedures, the Clarke County Board of Education authorizes early graduation from high school of senior students who have successfully met the system's graduation requirements. With parental consent, qualifying students may elect to exit high school at the end of the first term of their senior year, provided that the following criteria are satisfied:

a. The student must complete and have on file an early graduation application before the start of their senior year.

b. The student must meet all graduation requirements

c. The student must have completed all course work through one or a combination of the following methods:
    1. Dual enrollment with an approved institution
    2. Credit recovery programs permitted by the LEA
    3. Courses on the high school campus during the regular school day

d. The student must provide to the counselor one of the following documents before exiting high school:

    1. Letter of acceptance to a postsecondary institution
    2. Letter of acceptance to the military
    3. Letter from employer verifying employment
    4. Other as approved by the principal and superintendent

7.14 School Wellness

The Board is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the plan of the Clarke County School District that:

a. The Board will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

b. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

c. Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans* and the restrictions as implemented by the Alabama State Board of Education.

d. Qualified child nutrition professionals will meet the professional standards for school nutrition professionals set forth by the USDA. Students will be provided with access to a variety of affordable, nutritious and appealing foods that meet their health and nutritional needs. Meals will be provided in a clean and safe setting with adequate time for students to eat. Meal plans will consider the preferences and variety of the student body and include local Farm to School options when available.

e. All schools in our district will participate in the School Breakfast Program, National School Lunch Program and other federal school meal programs based on need and availability.

f. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education and school meal programs, with related community services.

7.14.1 Wellness committee

a. The Board will form a committee consisting of:
   1. Superintendent or Designee
   2. Child Nutrition Director (cannot chair the committee)
   3. (2) Principals
   4. (1) School Nurse
   5. (3) Teachers to include at least (1) Physical Education Teacher
   6. (1) CNP Manager

7. (2) Student Representatives, (1) from each high school
8. At least (1) Parent Representative

b. The committee will meet annually during the month of December to:

1. Update the Board Policy
2. Assess the effectiveness of the policy
3. Offer suggestions to increase the effectiveness of the policy

7.14.2 Meal Service

a. During each school day the food service program shall offer breakfast and lunch under the nutritional guidelines of the USDA's National School Lunch and Breakfast Program. Each school should encourage all students to participate in these meal opportunities. The district shall make efforts to ensure that families are aware of the Community Eligibility Program and need-based programs for free and reduced-price meals and that eligible families are encouraged to apply.

b. During the summer, the Clarke County Board of Education may participate in the Summer Food Service Program or Seamless Summer Program to meet students' nutritional needs when school is not in session. The district will inform students and the public about the availability of sites that participate in these programs.

c. Students and staff shall have adequate space to eat meals in pleasant surroundings and shall have adequate time to eat. Students will be encouraged to eat lunch at school in the cafeteria. After being seated with their meal, students must have a minimum of 15-20 minutes to consume their meal. Safe drinking water and convenient access to facilities for hand washing and oral hygiene must be available during all meal periods.

d. Rewards and incentives for academic performance should be given careful consideration as to the messages they send to students receiving them. If food is included in recognition of academic performance, it should be used in the general celebration of the achievement not as the reward.

e. Food shall not be withheld from students as punishment.

7.14.3 Nutrition Education

a. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through twelfth. The nutrition education program shall focus on students' eating behaviors, be based on theories and methods proven

effective by published research, and be consistent with the state's/district's health education standards/guidelines/framework. Nutrition education shall be designed to help students learn:

1. Nutritional knowledge, including but not limited to the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements and safe food preparations, handling and storage;
2. Nutrition-related skills, including but not limited to planning a healthy meal, understanding and using food labels, and critically evaluating nutrition information, misinformation, and commercial food advertising; and
3. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.
4. Nutrition education instructional activities shall stress the appealing aspects of healthy eating and be participatory, developmentally appropriate, and enjoyable. The program shall engage families as partners in their children's education.

b. Staff as Role Models. School staffs are encouraged to model healthy eating behaviors. Schools should offer wellness programs that include personalized instruction about healthy eating and physical activity.

7.14.4 Physical Activity

a. Schools are encouraged to integrate physical activity across curricula and throughout the school day.
b. Physical education courses will be the environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
c. Physical activity participation will take into consideration the "balancing equation" of food intake and physical activity.
d. Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
e. The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted.
f. Schools will follow Alabama Course of Study for Physical Education requirements.

7.14.5 Community/Family Involvement

a. Information will be provided to families to help them incorporate physical activity into their student's lives.
b. Schools are encouraged to develop relationships with community programs

and to allow those programs to use the school's physical activity facilities outside of the normal school day with proper authorization.

c. Schools shall encourage families and community members to institute programs that support physical activity.

7.14.6 Nutrition Guidelines for all Foods on Campus

a. The School Environment

1. Food providers will be sensitive to the school environment in displaying their logos and trademarks on school grounds.
2. Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment goals of the school.
3. Advertising of foods or beverages in the areas accessible to students during meal times must be consistent with established nutrition environment standards.
4. Food items and beverages sold or served after a normal school day do not have to meet the Alabama State Department of Education Nutrition Policies. School Day means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day.

b. Nutritious Food Choices

1. Every school shall ensure that all foods sold in vending machines, school stores, and cafeterias are in compliance with the USDA Smart Snacks in Schools standards. Healthy products must be priced at a level that encourages students to purchase them.
2. Foods and beverages sold or served during a normal school day shall meet nutritional standards and other guidelines set by the current Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities Policy effective July 1, 2015. Link to Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities: http://www.alsde.edu/sec/cnp/Regulations/Smart%20Snack%20and%20Fundraiser%20Guidance%20and%20Implementation.pdf#search=smart%20snack
3. Food items in competition with the CNP scheduled meal time may not be sold or provided free of charge to students. These include but are not limited to food items purchased through school organizations and those donated from outside sources.
4. Classroom snacks feature healthy choices.

c. Vending Machines

1. The guidelines for foods sold in vending machines shall meet

nutritional standards and other guidelines set by the Alabama State Department of Education Nutrition Policies. Foods and beverages sold in vending machines must be in compliance with the USDA Smart Snacks in Schools standards. Vending machines may not be used during school breakfast and lunch periods.

2. Beverage contracts should include those vendors that will offer water, non-carbonated calorie-free flavored water, fruit juices with 100% fruit juice, sports drinks, 1% fat or skim milk. The advertisement on vending machines shall only display healthy choices.
3. Nutrition information for products sold at vending machines and school stores is readily available.
4. Families, teachers, students and school officials are engaged in choosing the competitive food selections for their local schools.

d. Fundraisers

1. All fund-raising activities shall comply with the Alabama Implementation USDA Smart Snacks in School and Fundraising Activities Policy. Schools should be encouraged to sell healthy foods and non-food items, to demonstrate publicly the school's commitment to promoting healthy behaviors among students, families and the communities, while helping schools meet their financial needs.
2. Promotional activities will be limited to programs that are requested by school officials to support teaching and learning. All promotional activities in school will be connected to activities that encourage physical activity, academic achievement or positive youth development and are in compliance with local guidelines.
3. Nutrition education is incorporated during classroom snack times, not just during meals. Foods and beverages sold as fundraisers include healthy choices and provide age appropriate selections for elementary schools, middle schools and high schools.

e. Exempt Fundraiser Definition

1. An exempt food fundraiser is defined as the sale of food items that do not meet the USDA Smart Snacks in School standards and are sold during the school day. A school may sponsor up to and not to exceed 30 exempt fundraisers per year, for no more than one (1) day each in length. Exempt fundraiser food is prohibited from being sold as a la carte item, in vending machines or in school stores, or before school on school campus.
2. Food sold as part of exempt fundraisers may not be sold one (1) hour before or after meal periods. Example: If lunch ends at 12:30 p.m. then the fundraiser could not start until 1:30 p.m.
3. Exempt Food Fundraiser Procedure:
    a. School Principal
        i. Alabama's Implementation of USDA Smart Snacks in

School and Exempt Fundraisers Form.

ii. Complete, approve, and sign form

iii. Provide a copy to CNP Director

iv. Provide documentation of approval upon request by Alabama State Department of Education (ALSDE) for audit review.

b. Superintendent

i. Attestation of Compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.

ii. Complete and sign the attestation document

iii. Provide to CNP Directors to support the annual online application renewal.

c. Child Nutrition Director

i. Place a copy of the Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraiser Form (signed by the school principal) in the wellness plan file.

ii. Provide documentation of approval upon request by ALSDE.

4. Semi-annual due dates are: July 1 and January 1 of each school year. The completed Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form is required to be signed and on file as described above before exempt food fundraisers commence.

7.14.7 Monitoring and Policy Review

a. District: The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies.
b. School: The principal or designee at each school will ensure compliance with nutrition and physical activity policies in his/her school and will report on the school's compliance to the superintendent or designee on an annual basis.
c. Food Service: The food service staff at each school will ensure compliance with nutrition policies within the school food service areas. The Child Nutrition Director will observe and document compliance during an on-site visit to each school at least once a year.

7.15 Selection of Instructional Materials and Materials for the School Libraries

The Superintendent is authorized to develop criteria for approval by the Board for selection of materials (other than textbooks) that are used in conjunction with student instruction and for circulation in school libraries. The Superintendent is further

authorized to develop a procedure for review of objections to instructional and library materials.

7.16 ***Parental and Family Engagement*** In order to comply with the requirements of section 1116 of Every Student Succeeds Act ("ESSA"), the Board will comply with the following requirements:

7.16.1 Joint Development of Required Plans - The school system will involve parents and family members in jointly developing the Board's Title I, Part A plan, and the development of school support and improvement plans as required by the ESSA.

7.16.2 Coordination of Activities within the School System –The school system will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school system in planning and implementing effective parent and family involvement activities designed to improve student academic achievement and school performance. Such coordination may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

7.16.3 Coordination with other Laws and Programs – The school system will coordinate and integrate parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.

7.16.4 Annual Evaluation – The school system will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying =

a. Barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);

b. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

c. Strategies to support successful school and family interactions.

The school system will use the findings of the annual evaluation to design evidence-based strategies for more effective parental and family

engagement, and to revise, if necessary, the parent and family engagement policies described in this section.

7.16.5 Involvement of Parents/Family Members – The school system will involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school system to adequately represent the needs of the population. This advisory board will help develop, revise, and review the parent and family engagement policy.

[Reference: 20 U.S.C.A.§ 6318(a)(2)]

7.17 Classroom Instructional Support Funds

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

a. Each Clarke County School shall form a committee to develop a budget for library enhancement, classroom materials and supplies, professional development, technology and any other classroom instructional support funds allocated to the school.
    1. The composition and procedures used by such committee will follow Alabama statutes and guidelines.
    2. The proposed budget shall outline common purchases, specify the common items which may be purchased and designate a specific allotment per teacher.
    3. The proposed budget will be consistent with the plans developed for the school and the Clarke County School System.
    4. The proposed budget will be submitted for approval by the teachers at each school prior to September 1st.

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

c. Funds should be made available to each teacher on October 1st. Unused funds will revert to the School System and/or state.

7.18 Career and Technical Education Programs

7.18.1 Work-Based Learning Experience – A work-based learning experience provides students with educational opportunities in a work setting that typically cannot be obtained in a classroom and may include, but is not limited to, cooperative education,

internships, clinical experiences, and other related opportunities. The Superintendent is authorized to develop guidelines and procedures in accordance with the regulations of the Alabama State Department of Education for work-based learning experiences to be conducted in the school system, including, but not limited to, guidelines for decision making and protocol for solving problems at the workplace and school. Specific information regarding work-based learning operations and procedures may be found in the Work-Based Learning Internship/Apprenticeship Manual.

[Reference: Ala. Admin. Code 290-6-1-.04]

7.18.2 Live Work – Live work consists of work conducted by students that relates to the knowledge and skills taught as part of a CTE program of study, but is presented from outside the classroom. The Superintendent is authorized to develop for Board approval guidelines and procedures in accordance with the regulations of the Alabama State Department of Education and any applicable Business/Industry Certification requirements for live work to be conducted in the school system, including, but not limited to, a systematic method for managing live work, work requests and orders, and procedures for approval of where and for whom work may be conducted, school liability, and restrictions on live work. Any money collected for live work will be accounted for in accordance with the Board's Finance Manual. Specific information regarding CTE operations and procedures may be found in the CTE Policy Manual.

7.18.3 Safety –To the extent practicable, reasonable safety procedures will be implemented in the Career and Technical Education program in accordance with Alabama State Department of Education regulations and any applicable Business/Industry Certification requirements.

[Reference: Ala. Admin. Code 290-6-1-.04]

7.19 Virtual School Option

7.19.1 Scope and Delivery of Services – The school system provides a virtual school option to full-time students in grades 9-12 who meet its enrollment requirements which will include, at a minimum, all courses that are required to obtain a high school diploma. Such courses will be delivered through the Alabama State Department of Education's ACCESS program. Benefits include instruction from Alabama-certified teachers with no tuition and minimal fees. Students may receive an accredited diploma upon satisfying all requirements for graduation with flexibility and personalized learning experiences. The program offers individualized academic and career preparation plan with self-pacing and opportunity for accelerated advancement and early graduation option upon meeting eligibility criteria.

7.19.2 Student Eligibility Criteria – Students must meet any eligibility requirements of the Alabama State Department of Education's ACCESS program, if applicable. In addition, students must meet school system enrollment requirements for the course in question including, but not limited to, those contained in the school system's curriculum guide.

Students must also maintain a modern, up-to-date computer at the students' expense as well as consistent internet access also at the students' expense. Students must adhere to the Academic Integrity Contract and remain in good standing as a student in the Clarke County School District. Students with discipline infractions resulting in suspension or expulsion will immediately be removed from Clarke County Virtual School.

The school system reserves the right to develop specific eligibility criteria for virtual courses. Students may be transitioned back to a traditional day program if 1) the student's participation in the virtual program is impeding the student's academic progress; 2) the student fails to meet virtual course attendance requirements; or 3) the student repeatedly violates school system policies, procedures, rules or regulations, including, but not limited to, the school system's rules governing the use of its technology resources. Students are required to progress through online courses at a rate comparable to the progression of a traditional class. Students are permitted to work ahead of the standard course progression and finish courses early. Students who fall behind comparable course progress will be subject to Academic Probation.

Academic Probation – Intervention Strategy
Through mid-quarterly and quarterly grade monitoring, students are expected to maintain a 60% overall average in their courses. When students fall below this overall average, they will be placed on Academic Probation which required the following:

a. Attendance will be taken two days a week by being physically present at the Clarke County Technical Center in Grove Hill, AL as long as they are on Academic Probation.
b. Weekly grading counseling with the virtual school staff.
c. Students remain on Academic Probation until the next grade monitoring, approximately four and a half weeks later.
d. Students who achieve an overall average at or above 60% at the next grade monitoring will be removed from Academic Probation.
e. Students who do not achieve an average at or above 60% at the next grade monitoring will be removed from the Virtual School designation and will attend classes at the student's home school within Clarke County School District.

Notwithstanding any policy to the contrary, nonresident students are not eligible to participate in the school system's virtual school program.

7.19.3 Monitoring Performance and Testing Requirements – Individual student performance will be monitored pursuant to the school system's traditional academic credit requirements and grade scale. Students utilizing the virtual school option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests that are applicable to students enrolled in the traditional day program. Students must maintain appropriate course progression as measured by the completion of weekly assignments, quizzes and/or tests. All tests, exams and Alabama mandated tests must be taken in the presence of a proctor at the Clarke County Technical Center. Students are responsible for scheduling testing appointments with the virtual school staff. Scores earned on exams that are not taken at

an approved testing site with a proctor are subject to invalidation. Students must provide their own transportation to the testing site.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual school students. The school system reserves the right to require students utilizing the virtual school option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

7.19.4 Attendance – Students participating in the virtual school option are required to be active and submitting assignments in order to remain enrolled in the program.

The school system reserves the right to set specific attendance requirements for each virtual course. The Superintendent or his designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class or a charge of truancy, if appropriate. Students must adhere to the Clarke County Board of Education's attendance policy and must not accumulate more than 10 unexcused, full-day absences during the current year, and attend class daily in accordance with the Clarke County School's calendar. Attendance requirement is satisfied by logging into ACCESS courses daily.

7.19.5 Extracurricular Activities – Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program, including, but not limited to, any applicable Alabama High School Athletic Association ("AHSAA") requirements. Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines.

7.19.6 Additional Procedures Authorized - The Superintendent or his designee is authorized to develop such procedures as he deems necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for informing students and parents of the virtual program's requirements and rules, and a process for making determinations regarding a student's continued eligibility.

[*Reference: Ala. Code § 16-46A-1, et. seq.]*

7.20 Instructional Program

7.20.1 Released Time Credit- ALABAMA RELEASED TIME CREDIT ACT POLICY

A. Alabama Released Time Credit Act

Pursuant to the Alabama Released Time Credit Act, school systems may offer released time classes and, in grades where credit is earned, award students elective credit for classes taken during the school day in approved released time programs.

"Released time" is defined by the Act as a period of time during the school day when a student is allowed to participate in an approved elective course in religious instruction, conducted off school

district property, by a sponsoring entity, defined as a church or other local community-based organization.

B. Student Participation and Earned Credits

1. A student may participate in released time elective courses if all requirements of the LEA's Released Time Program and all the following are satisfied:
   a. The parent or guardian of the student gives written consent, and completes the local board of education's standard checkout process;
   b. The sponsoring entity maintains attendance records and makes them available to the public school the student attends;
   c. The sponsoring entity makes provisions for and assumes liability for the student who is excused from school to attend religious release time;
   d. No public funds are expended other than de minimis administrative costs;
   e. No public school personnel are involved in providing the religious instruction; and
   f. The sponsoring entity conducts criminal history background checks for all employees or contractors of the entity who are likely to have direct, ongoing contact with a student who is excused from school to attend religious release time.
2. Elective course credit may be earned if the course content and curriculum are approved by the local board in accordance with the Alabama Administrative Code and other ALSDE guidelines.

C. Attendance

1. No student may be excused from the minimum instructional time for any course or subject as prescribed by the State Board of Education, or from any student intervention required under state or federal law, to attend released time.
2. Student attendance in released time shall be calculated as part of the school day and subject to all normal attendance rules.
3. The student shall assume responsibility for completing any school work missed as a result of participation in released time.

D. Transportation

Transportation to and from the place of released time, including transportation for any student with disabilities, is the complete responsibility of the sponsoring entity, parent, guardian, or student and may not be arranged, coordinated, or provided for by public school personnel.

[*Reference: Ala. Act No. 2026-376*]

VIII. Transportation

8.1 Student Transportation Organization and Administration

Transporting students safely to and from school is of critical importance. The following organization and administration will help to ensure that:

a. The School System operates under the supervision and authority of the Board.

b. Student transportation is the responsibility of the Superintendent.

c. The Transportation Supervisor is responsible for all phases of the program. Student discipline is the responsibility of the principal, except for serious matters which may be referred to the Supervisor.

d. The Transportation Supervisor administers the student transportation program with the help of his/her staff and bus drivers.

8.2 General Transportation Policies

The following general policies are applicable within the School System:

a. School buses may be used only as directed by the Board and by the Superintendent of Schools.

b. No school bus shall be driven by persons other than regularly employed drivers, approved substitutes, or personnel from the Transportation supervisor's staff and properly licensed personnel approved by the Transportation Supervisor.

c. Only students and school officials may ride the school buses on regularly scheduled routes. Teachers and other school personnel must have special permission.

d. Tuberculin skin tests are required by the State Board of Health for all Board employees. Persons who are known positive reactors to the skin test are to follow special instructions from the Health Department or their personal physician.

8.3 Student Suspension from the Bus

It is a privilege to ride the school buses; therefore, those who abuse this privilege may receive the following penalties:

a. Students may be suspended from riding the bus and/or attending school for misconduct on school buses.

b. Students who are guilty of destroying or damaging school bus equipment may be placed on immediate suspension from the bus and will be charged for cost of replacement and/or repairs. Restitution must be made before permission can be

granted to resume riding the bus.

c. Students who are guilty of misconduct involving firearms and weapons as described previously, may be placed on immediate suspension. In addition, authorities may be notified.

THE ABOVE CHARGES MUST BE REFERRED TO THE TRANSPORTATION SUPERVISOR.

If students are fighting on the school bus on the way home from school, the parent is responsible for transporting the student to school the next day. The parent is responsible for transporting the student until a conference with the parent, principal and/or assistant principal and transportation supervisor is conducted and the issue is resolved.

If students are fighting on the bus on the way to school or students riding the same bus and are fighting during the school day, students will not be allowed to ride the bus home at the end of the school day. Every effort will be made by school officials to contact parents. If this cannot be done, the school administrator is responsible for getting the students home. Students will not be allowed to ride the bus until a conference is held with the parent, principal and/or assistant principal and transportation supervisor is conducted and the issue is resolved. The parent will be responsible for transporting the student to school.

8.4 Bus Route Regulations

Regulations governing bus routes shall include but not be limited to the following:

a. Students are required to attend schools in the school zones in which they live. Individual cases that deviate from the school zone policy must be reviewed by the Superintendent and principal.

b. Transportation shall be furnished for all students who live two or more miles from their assigned school.

c. Special routing shall not be scheduled for students living less than two miles from their assigned schools unless they are physically handicapped. However, students living less than two miles from school may be transported on the school bus if the students meet this bus along its regularly scheduled route and the bus is not overcrowded. A waiver of this rule can be obtained from the State Transportation Department.

d. School bus stops shall be located so that drivers will have an unobstructed view for a minimum distance of 100 yards in both directions. Stops shall not be less than 200 yards apart and located in such a manner as to serve all students as nearly alike as possible. Additional stops are permissible for handicapped students.

e. All bridges on bus routes must be of sufficient tonnage rate to assure safety in crossing for loaded buses. When a question arises as to the safety of a bridge, the decision will be governed by the recommendations of the state engineer assigned to the county road system.

f. Buses shall not be routed over roads that are hazardous. This includes roads covered by high water, severely eroded roads with washouts, and roads having turns, curves, grades, or any other feature that would be unsafe for the bus to travel.

g. Buses will not be routed over roads that are not maintained by the Federal, State, County, or City governments or that are not open to the public, unless properly maintained by property owners.

h. The driver must adhere strictly to designated and approved routes and make no changes without the approval of the Transportation Supervisor.

8.5 Student Entitled to Public Transportation

The following laws are in effect and should be maintained:

a. In determining the amount to be allotted for transportation no allowance shall be made for transporting students who live less than two miles from the school they are attending unless such students can be shown to be physically handicapped and to require transportation, unless a waiver is obtained from the State Transportation Office.

b. Students are exempt from attending public school where, because of the distance they reside from the school and the lack of public transportation, such a child would be compelled to walk over two and a half miles to attend a public school.

c. No provisions are made for subsistence in lieu of transportation.

d. Road Conditions. No student or parent may demand services if road conditions are judged by the Transportation Supervisor to be impassable or hazardous.

8.6 Safety Inspection of School Buses

The legislation for school bus safety inspection is as follows:

a. A safety inspection of each school bus or other vehicle used for transportation of students shall be made by State Department of Education authorized personnel identified as official school bus inspectors. An inspection of each bus shall be made at least once each year and more often when, in the judgment of the State Superintendent of Education, such inspections should be made. The state Department of Education shall advise and consult with the State Director of Public Safety relative to the type and manner of inspection to be made. The official school bus inspectors shall report immediately to the appropriate local

board of education, junior colleges, or trade school official any safety deficiencies found in a vehicle as revealed by the inspection. Any vehicle found to be unsafe for operation shall not be used to transport students until appropriate repairs have been made. Any restrictions placed on a school bus by an official school bus inspector can be lifted only (1) when a follow-up inspection reveals that the deficiency has been removed, or (2) when the local superintendent of education, junior college president, or trade school director certifies to the State Department of Education that the prescribed repairs or corrections have been made.

b. Records and reports relative to such inspections and corrections shall be made on forms prescribed by the State Department of Education. Such records and reports shall be maintained on file by the local board of education for a minimum of one year.

c. Each local board of education, junior college, and trade school that provides transportation services for students shall have safety inspections made of all vehicles at least once each month. All inspections made at local levels shall be made by experienced mechanics. This regulation pertains to both public and privately-owned vehicles.

d. Forms prescribed by the State Department of Education shall be used for the recording of inspections required of local boards of education, junior colleges and trade schools. Records of these inspections shall be kept on file at the local level for a minimum of three years.

8.7 Teachers as Bus Drivers

Regular full-time teachers may be hired as bus drivers as determined by the Board.

8.8 Training, Testing, and Licensing of School Bus Drivers

8.8.1 Training and Testing. To be eligible to drive a school bus or other vehicle used to transport students to and from school or school-related activities the school bus driver must hold a valid regular Alabama driver's license and must comply with regulations as follows:

a. Complete twelve clock hours of approved instruction in safe school bus driving given by State Department of Education authorized personnel.

b. Pass a written examination designed by the state Department of Education and the State Director of Public Safety. This examination shall be given by the Department of Public Safety. The road test shall be given by the state Department of Education.

c. Pass a driver performance test given by a representative of the State Department of Education.

8.8.2 Special School Bus Driver Licensing. Requirements are as follows:

a. When the State Superintendent of Education receives evidence that the applicant has satisfactorily passed the written examination and driver performance test, he/she will issue a special school bus driver's license to the applicant. This license shall be valid for one year from the date of issuance. The special license may be renewed each successive year when the applicant attends and completes a school bus course consisting of four (4) clock hours. The training course shall be planned and conducted in such a manner as prescribed by the State Superintendent of Education.

8.9 School Bus Drivers Included in the Teacher Retirement System

All fully budgeted school bus drivers, (excluding students), mechanics, and maintenance workers, not now covered by the Teachers' Retirement of System of Alabama or Employees' Retirement System of Alabama, who are employed by any county or city board of education or the governing board of any public school in Alabama regardless of the source from which and the manner in which their salaries are paid, must become members of the Teachers' Retirement System of Alabama.

8.10 Seat Belts for Drivers

The following regulations are required for all bus drivers: "Effective September 1, 1970, each publicly owned school bus used for the purpose of transporting students to and from school related activities shall be equipped with a seat belt for the driver. Each contract between a board of education, junior college, or trade school and a school bus contract operator shall contain a clause requiring the driver to wear properly fastened seat belts when the bus is being used for the transporting of students on a public street, highway or elsewhere. Failure of any driver to comply with this requirement shall constitute a breach of contract on the part of the contract operator."

8.11 Purchase of Liability Insurance by Local Boards of Education

The Board requires liability insurance on all vehicles owned or operated by School System and for the protection of school board members from errors or acts of omission and approves the purchase of such insurance from Board funds. Liability insurance may be obtained for Board members which also includes an omnibus clause or extended coverage which covers its servants, agents, and employees using the vehicle with permission.

8.12 Job Descriptions

8.12.1 Transportation Supervisor - Responsible to Superintendent of Schools

a. Qualifications: The Transportation Supervisor shall have the proper qualifications based on education and/or experience to perform all of the duties and responsibilities assigned to or associated with the job assignment. In addition, the Transportation supervisor shall engage in an approved program of in-service/ professional development and keep abreast of the current trends in education.

1. A minimum of three years successful teaching experience (K-12).

2. Demonstrated leadership, administrative, and supervisory qualities.

3. Effective skills in human relations.

4. Proficiency in verbal and written communication skills.

b. Duties and Responsibilities:

1. Supervise training and recertification of regular bus drivers.

2. Assist in the recruitment, screening, training, and evaluating of transportation employees.

3. Check bus routes.

4. Work with principals, when requested, on extreme bus discipline problems.

5. Approve all field trips.

6. Responsible for monthly transportation reports.

7. Responsible for monthly reports on school bus mileage, gasoline, and number of transported and non-transported students.

8. Supervise monthly school bus inspections.

9. Supervise the purchase of all buses.

10. Supervise the disposal of scrap materials.

11. Interpret school transportation zones to the public and school personnel.

12. Ensure good public relations as related to student transportation.

13. Organize, delegate and supervise any duties related to transportation.

14. Assume and perform any other duties as assigned by the Superintendent of Schools.

8.12.2 Bus Shop Mechanic Foreman. Responsible to Transportation Supervisor/ Superintendent.

a. Qualifications:

1. Demonstrated success in performing a wide variety of tasks requiring an understanding of and proficiency at automotive mechanical repair.

2. Three checked and verified references.

3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

b. Duties and Responsibilities:

1. Supervise the diagnosing, assigning, and repairing of district automotive equipment.

2. Maintain a current inventory of supplies and equipment.

3. Establish an efficient and effective system of routine automotive maintenance and preventive care.

4. Set up and supervise a system for the receipt and issuance of parts and supplies and the keeping of records and inventories.

5. Plans, assigns, supervises, and inspects the work of the mechanics in the overhaul and repair of district automotive equipment.

6. Promote high standards of safety and good housekeeping methods in all work-connected areas.

7. Verify time sheets of garage workers.

8. Perform any other duties assigned by the Transportation Supervisor and the Superintendent of Schools.

8.12.3 Bus Shop Mechanic. Responsible to Transportation Supervisor/ Superintendent and Bus Shop Mechanic Foreman.

a. Qualifications:

1. Demonstrated success in performing a wide variety of tasks requiring an understanding of and proficiency at automotive mechanical repair.
2. Three checked and verified references.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

b. Duties and Responsibilities:

1. Receiving and carrying out work orders issued by the head mechanic.

2. Performing the assigned maintenance orders and procedures as thoroughly as possible and advising the head mechanic of other mechanical conditions that should be attended to.

3. Making records of the parts and supplies used and the services performed.

4. Double-checking all work before releasing the vehicle back to the driver.

5. Being familiar with the changes that occur in newly purchased equipment and understanding the maintenance procedures recommended by the manufacturer.

6. Repair, service, and maintain system automotive equipment as directed by the Transportation Supervisor and/or Bus Shop Foreman.

7. Acquire supplies, equipment, and parts through Transportation Supervisor or Bus Shop Foreman.

8. Follow routine automotive maintenance and preventive care policies.

9. Maintain high standards of safety in repairs, servicing, and maintaining of system automotive equipment.

10. Perform any other duties assigned by the Superintendent, Transportation Supervisor, or Bus Shop Foreman.

8.12.4 Bus Driver. Responsible to Transportation Supervisor/Superintendent

a. Qualifications:

1. Valid license to drive a school bus.

2. Such additional health and age requirements as the Board may require.

b. Duties and Responsibilities:

1. Obey all traffic laws.

2. Observe all mandatory safety regulations for school buses.

3. Maintain discipline when students are on the bus.

4. Report undisciplined students to the proper authority.

5. Keep assigned bus clean.

6. Keep assigned schedule.

7. Check bus before each operation for mechanical defects.

8. Notify the proper authority in case of mechanical failure or lateness.

9. Discharge students only at authorized stops.

10. Exercise responsible leadership when on out-of-district school trips.

11. Transport only authorized students.

12. Report all accidents and complete required reports.

13. Enforce regulations against smoking and eating on the bus.

14. Provide safe and efficient transportation.

15. Perform other bus-related duties as assigned by the Transportation Supervisor and/or Superintendent.

16. Be able to expedite required trip tickets.

c. Driver's Operational Responsibilities: The bus driver has many duties to perform in order to assure that the bus is maintained and that records and reports are accurate. The following duties listed below should be followed by all bus drivers.

1. Keep the interior of the bus clean.

2. Never allow stickers or decals to be placed on any part of the bus.

3. Keep the rear glass clean and the rear-view mirrors properly adjusted.

4. Report to the Transportation Supervisor any cases of vandalism related to the bus.

5. Keep accurate attendance records and all other reports required by the transportation office.

6. Inform the Transportation Supervisor as early as possible when arrangements must be made for a substitute driver. It is the regular driver's responsibility to maintain communications with the transportation office regarding the length of absence and when the driver can be expected to be back on his/her route.

8.13 Grounds for Termination of Drivers

Bus drivers will be terminated from employment in accordance with State law. Specific violations which may be used to terminate bus drivers include, but are not limited, to the following:

a. Violation of the rules governing railroad grade crossings.

b. Drinking intoxicants while on the job or being charged with the possession and/or use of illegal drugs.

c. Reckless driving.

d. Failure to report an accident.

e. Use of indecent or profane language in the presence of students.

f. Failure to fasten seat belts while operating the bus.

g. Immoral conduct in the presence of students.

8.14 The School Bus Driver Trainer

School bus drivers in Alabama are required by law to have a special school bus operator's license. New prospective drivers are usually trained on the local level by experienced school bus drivers who have a thorough knowledge of the skills needed to be proficient and safe drivers, and who are thoroughly familiar with the transportation policies of the Board. When the prospective driver has undergone a total of four hours of training and has demonstrated the ability to drive correctly and proficiently, the driver trainer recommends that the person be issued a temporary permit.

The driver trainer must cover the following subjects during the four hours of training that a person must take to qualify for a temporary license:

a. General school board regulations applying to school bus transportation.

b. School bus route, schedule, and stops.

c. Loading, unloading and use of special signal devices.

d. Emergency evacuation.

e. Student conduct and discipline.

f. Traffic ordinances, rules of the road and general driving procedures.

g. Pre-emergency plan for hazardous weather conditions.

h. Behind the wheel training which includes:

1. Steering
2. Using the clutch
3. Shifting
4. Understanding automatic transmissions
5. Turning
6. Backing
7. Starting
8. Stopping
9. Parking
10. Passing
11. Following
12. Signaling

At certain times during the year, the instructors from the state Department of Education come into the county to conduct the courses that all drivers must take to qualify for the permanent license, they are then ready to take the performance test. In cases where prospective drivers have completed the twelve-hour classroom instruction course and have not been assigned to a bus or had behind the wheel training, it is the responsibility of the driver trainer to work with them in order to prepare them for the examination.

The driver trainer is responsible for keeping the training records on each driver up to date and keeping the Transportation Supervisor informed on the training status of all prospective, temporarily licensed and permanently licensed drivers.

8.15 Criteria for Employing Substitute Bus Drivers

In order to qualify for employment as a substitute bus driver in the School System, the following criteria must be met:

a. Complete an employment application and place it on file in the Central Office,

b. Meet the selection standards which are the same as those for regular drivers,

c. Complete the prescribed course of training and hold a license issued by the State Department of Education.

d. Complete background check.

e. Complete pre-employment drug test.

8.16 Principal

The principal of the school plays a very important role in school transportation and has certain definite responsibilities. Some of which are as follows:

a. Working with the Transportation Supervisor in problems that arise relating to:

   1. Student-driver relationships,

   2. Attitudes of parents toward transportation

   3. Bus stops

b. Handling discipline problems of transported students.

c. Designating loading, unloading, and parking areas for buses.

d. Working with the Transportation Supervisor in scheduling the arrival and departure time of the buses.

e. Assigning teachers to supervise loading and unloading of school buses.

f. Observing the daily operation of buses around the school and when possible out in the transported zones.

g. Reporting incidents considered to be unsafe and/or not in compliance with the policies and regulations in the manual.

h. Including school bus safety in the instructional program.

8.17 Teacher

No public-school transportation system can function as smoothly or be as thorough in its safety education program as it should without the aid of the classroom teachers. They have many responsibilities toward transportation such as:

a. Keeping accurate records of attendance of transported students.

b. Learning the rules, regulations and policies of the Board related to the transportation system so as to be able to assist and advise students or parents with questions or problems.

c. Assisting the principal in carrying out his/her responsibilities related to transportation upon his/her request.

d. Seeing that students who ride school buses are familiar with the rules, regulations, and policies of concern to them and report to proper authorities any violations by either drivers or students.

e. Recognizing and accepting the fact that student transportation is a vital part of public education and that a school bus is a rolling classroom. Allocating time to instruct students on bus safety. Understanding that riding a school bus affords opportunities for students to learn such things as safety, courtesy, cooperation, respect for the rights of others, and worthwhile training in that it can be more than just transportation to and from school.

8.18 General Regulations Governing Student Conduct and Safety

It is imperative that students follow a prescribed code of conduct in order to maintain safety while on the bus. Rules include the following:

a. Conduct and/or language which causes excessive noise and is distracting to the driver is prohibited.

b. Students transported by buses operated by the School System are under the jurisdiction of school officials at all times. Proper conduct on buses is required and must not endanger the safety and welfare of others.

c. If a student who rides a bus is required to remain after school hours, the school must have on file a signed statement by the parent or guardian showing that notification to this effect has been received from the teacher and that the parent will make arrangements for the child's transportation on this date.

d. Students will not be permitted to ride a school bus to a school where they are not enrolled unless they have the permission of both principals and the bus driver has been officially informed in advance.

e. Students using school buses shall board and depart from vehicles only at regularly scheduled stops nearest their homes unless approved by the principal. Students are to board buses for the return trip only at the school where they are enrolled.

f. Students who live in a non-transported area with one parent will not be allowed to ride the bus to the home of the other parent unless permission is obtained, in writing, from the legal guardian and the request is approved by the principal with driver notification. This regulation also applies to students who want to ride a different bus to another area to visit parents.

g. Refusal to identify self -It is suggested that students carry with them at all times some form of identification. All persons must on request identify themselves to school authorities in school buildings, on school grounds or on school buses. A person who refuses to identify self upon request of school officials will be considered trespassing.

h. Firearms and weapons –It shall be a clear violation of rules for any student, at any time and at any place on a school bus to have in his/her possession, or display any firearms. It is also a violation to use or threaten to use any item which has been designed or devised for use or possible use as a weapon of any form. Items

forbidden shall include, but will not be 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, chains, and items which may be used as clubs made of any material and any length designed for use as weapons. Students who are found in violation of the above rule may be placed on immediate suspension from the bus. In addition, police authorities may be notified for legal action.

8.19 Transportation Inventory

The Board requires that a perpetual inventory be kept to determine the status of items owned/purchased by the Board/State. Such inventories shall be under the direction of the Superintendent, with the responsibility delegated to the Transportation Supervisor. Such inventories shall be on forms approved by the Board and shall be in accordance with the following guidelines:

PROCEDURE -Perpetual inventories shall be kept based on the following guidelines and procedures:

a. All stocked items purchased with local/state funds, shall be inventoried, (also radiators, air compressors, cast brake drums) and;

b. Commonly used items shall be inventoried (such as alternators, batteries, tires, antifreeze, starters, etc.).

c. Invoices shall show the Bus # or Vehicle Tag # for which items/parts were purchased.

d. Invoices are to be signed by the person receiving or unpacking merchandise when possible. The Transportation Supervisor should sign when available, if not able, the secretary or foreman will sign.

e. Purchase order section dealing with receipt of merchandise should be signed, if possible, by the person receiving the merchandise. Should this not be possible, the name of the person receiving the merchandise should be signed by the secretary and initialed to indicate such.

f. Inventoried items are to be stored in a secure area (Example: Room that has a door with a lock). Locked areas include: Parts room, and Transportation Office.

ANY UNAUTHORIZED ENTRANCE INTO STORAGE-SECURE AREA SHALL BE CONSIDERED ILLEGAL AND SHALL BE DEALT WITH ACCORDINGLY.

8.20 Field Trips

The Board, recognizing that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, delegates to the Superintendent of Schools the responsibility for development of administrative criteria governing

field trips. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time, except where the school is engaged in an activity, competition or contest that requires use of school time.

8.20.1 General Criteria. The following general criteria shall apply:

a. All field trips and travel associated with athletic contests must receive prior approval by the Superintendent of Schools Transportation Director and the local school principal.

b. Requests for approval of all field trips, and travel associated with athletic contest must be submitted to the local school principal. The local school principal upon his/her approval shall submit the Field Trip Request Form to the Superintendent or his designee for approval. All out of-state and overnight field trips must also be approved by the Board.

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

8.20.2 Field Trip Transportation-School Owned Buses:

a. Field trip or activity buses, when available, shall be operated on the terms and conditions of Board Policies that apply specifically to such buses. Reservations must be made through the local school principal to the Transportation Director, with the principal preparing the trip transportation request.

b. At least one teacher or principal must ride the bus, and accept responsibility for seeing that all rules and regulations governing field trips are followed.

c. All field trip participants must be enrolled in school, be an employee of the School System, or be designated as chaperone by the school principal.

d. The principal of each school is responsible for handling the scheduling of field trips.

e. Mileage for trips will be computed by the transportation director at the rate prescribed by the State Transportation Office. This shall apply to all field trips - (athletic and non-athletic).

f. Drivers will be paid by the school or group. Only adult drivers with a school bus driver's license are permitted to drive activity buses. Drivers will be compensated at an approved hourly rate.

g. The principal is responsible for employing the driver, arranging for the bus, and making the arrangements for the trips.

h. The bus driver must not stop on a highway to load or unload passengers after dark.

i. A clean-up fee will be charged to the school or group unless the bus is returned to the driver in a clean condition.

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

8.20.3 Field Trip-Private Vehicles. Transportation for all field trips shall normally be restricted to school-owned vehicles. With prior approval of the principal, adult (21 years and older) driven vehicles may be used when the number of students is small enough not to justify the use of a school bus. If a parent/guardian wishes to take their child with them in a private vehicle following a field trip, they must sign a release form. (revised 8/4/2011)

8.20.4 Field Trip Sponsor's Responsibility. Teachers and other staff members sponsoring student field trips, excursions, etc., shall be responsible for the following:

a. Planning, organizing, and conducting all educational, social, etc., components of the trip.

b. Completing the Field Trip Request Form and submitting it to the principal on a timely basis.

c. Arranging for an adequate number of chaperones for the trip.

d. Arranging for procurement of the financial resources to pay all costs associated with the trip.

e. Communication with parent about the trip and securing a Parental Permission Form for each student participating in the activity.

f. All overnight and/or out-of-state trips must be approved in advance by the Board.

IX Forms

CLARKE COUNTY SCHOOLS NON-CERTIFIED EMPLOYEE PERFORMANCE EVALUATION FORM

NAME_____ JOB TITLE _____

SCHOOL_____ TIME PERIOD: Begin_____ End _____

Area Assessed	Above Standard	At Standard	Below Standard
1.Quality of Work Accuracy, Completeness, and frequency of errors	Consistently exhibits superior quality of work, accurate and thorough	Work quality is acceptable-Errors and mistakes are minimal	Inconsistent quality of work that negatively impacts job performance
Comments/Recommendations:			
2. Job Knowledge Information concerning work duties which employee should know for satisfactory job performance	Consistently exhibits a high level of work-related knowledge and skills	Has sufficient knowledge and skills to perform work duties	Does not have sufficient knowledge and/or skills to perform job duties satisfactorily
Comments/Recommendations:			
3. Dependability	Requires little supervision – is very reliable	Completes tasks with reasonable promptness – is usually reliable	Employee's lack of dependability interferes with successful job completion
Comments/Recommendations:			
4. Initiative Independent effort to improve quality of work and work output	Employee accepts responsibility and completes work with little or no supervision	Employee accepts most responsibilities and completes work with little supervision	At times employee does not accept responsibility and/or requires supervision – Job performance suffers
Comments/Recommendations:			

5. Job Relationships Degree to which employee gets along with others	Appropriate, and respectful in all employment related communications	Appropriately will all stakeholders	Communication difficulties that contribute to poor job performance
Comments/Recommendations:			
6. Job Attitude Enthusiastic and positive commitment to performing duties and responsibilities	Employee is always positive and enthusiastic about school and school community, promotes school in a positive manner	Employee is generally positive about school and school community	Employee is negative about job, co-workers, school, and community to the detriment of the school climate
Comments/Recommendations:			
7. Attendance/Promptness Reporting to work on the designated time and days, includes staying for entire work day	Is rarely, if ever absent - is always on time	Is seldom absent or late – Rare absences, late arrivals, or leave earlies do not interfere with job performance	Employee's absences and/or late arrivals/leave earlies interfere with job performance
Comments/Recommendations:			
8. Loyalty/Discretion Degree to which employee is loyal and discrete	Employee is loyal and discrete in all school and district related manners	Employee's level of loyalty and discretion are acceptable	Employee has difficulty with loyalty and discretion which interferes with job performance and/or negatively impacts climate
Comments/Recommendations:			
9. Self-Improvement Independent effort to expand	Employee is positive, has taken advantage of many career development opportunities	Employee communicates, has taken advantage of required career development opportunities	Employee has professional knowledge, does not take advantage of career development opportunities
Comment/Recommendations:			

10. Work Habits			
Attribute	**Above Standard**	**At Standard**	**Below Standard**
10.1 Appropriately groomed for work requirements			
10.2 Adheres to Clarke County School District Board policies and school regulations			
10.3 Cross-trained, can perform duties associated with other positions than his/her own			
Comments/Recommendations:			

Evaluator's Summary Comments: _____

_____

_____

_____

Employee's Comments: _____

_____

_____

_____

Employee Signature:_____Date: _____

Evaluator's Signature:_____Date: _____

Evaluator's Title: _____

CLARKE COUNTY CHILD NUTRITION PROGRAM PERSONNEL EVALUATION

CNP Assistant
Performance Evaluation

_____ _____
Name of Employee Date of Evaluation

_____ _____
School Cafeteria / Position Evaluator

Each employee is to be evaluated on the factors listed below. Please rate according to the scale below based upon the employee's level of performance.

5 – excellent 4 – good 3 – satisfactory 2 – needs improvement 1 - unsatisfactory

1. **Food Preparation:**
    1. Follows daily menu requirements. ____
    2. Follows Recipes. ____
    3. Begins food preparation at the proper time. ____
    4. Properly Stores prepared food before serving. ____
    5. Adequately prepares assigned dishes. ____
    6. Follows closely the daily food preparation schedule. ____
    7. Does not neglect breakfast in order to begin lunch preparation. ____
    8. Does not neglect lunch duties in order to finish before 2:00pm. ____
    9. Follows job from beginning through clean up. ____
    10. Responsible for own prep work. ____

2. **Food Storage:**
    1. Assures that food is stored at appropriate temperatures. ____
    2. Maintains a "first in first out" procedure for removing food from storage. _
    3. Maintains a record of food taken from storage. _
    4. Labels and dates food stored. ____
    5. Properly stores meats for thawing. ____
    6. Willingly helps in storage of grocery deliveries. ____

3. **Serving Line Responsibilities:**
    1. Serves students and staff in a friendly manner. ____
    2. Serves only prescribed portions to all customers. ____
    3. Serves a neat and attractive tray. ____
    4. Maintains a clean serving line. ____
    5. Protects food between serving periods. ____
    6. Does not rely on others to restock the serving line. ___

4. **Personal Responsibilities:**
    1. Maintains a high standard of personal hygiene. ___
    2. Follows assignments given by manager. ___
    3. Maintains a friendly attitude toward co-workers and customers. ___
    4. Completes work assignments on time. ___
    5. Reports to work on time. ___
    6. Willingly accepts duties assigned by manager. ___
    7. Follows dress code which consists of uniform approved by CNP Manager, approved shoes, and hair net. No jewelry except watch and wedding rings. No long or false fingernails. ___
    8. Follows all local, state, and federal requirements and procedures regarding the operation of a child feeding program. ___
    9. Conducts personal business after 2:00pm. ___
    10. Reasonable phone calls and visits. ___
    11. Assists substitutes willingly. ___
    12. Comes to work consistently. ___

Days missed this year: _____

Suggestions for Improvement: _____

_____

Comment by Principal/Supervising Administrator: _____

_____

Comment by Employee: _____

This report has been discussed with employee:_____yes _____no

_____ _____

Principal/CNP Manager/CNP Director Date

I am familiar with the contents of this report:_____yes_____no

_____ _____

Employee Date

Please send a copy of the evaluation to CNP Director, Clarke County Board of Education.