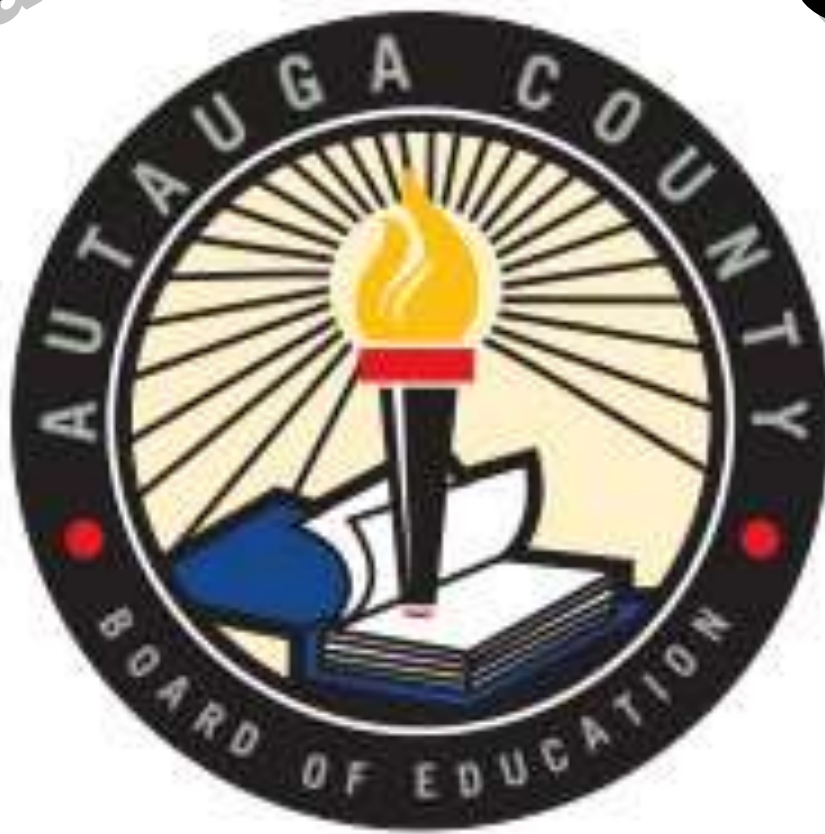


Autauga County Public Schools



POLICY MANUAL

AUTAUGA COUNTY BOARD OF EDUCATION

153 West Fourth Street

Prattville, Alabama 36067

Spence Agee, Superintendent

AUTAUGA COUNTY BOARD OF
EDUCATION
POLICY MANUAL

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Old: BABB

New: 1.1

GOALS AND OBJECTIVES

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

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

1. Educational opportunities must be provided for all the children of all the people.
2. Educational offerings must be provided for the varying abilities and needs of the students.
3. Education must be concerned with the life needs of the students. It contributes to their all around growth which includes the physical, mental, social, vocational and spiritual development.
4. Public education is obligated to contribute to the maintenance and improvement of all the finer and more wholesome facets of American life.
5. The main objective of the Board is to provide all students the best educational opportunities within available resources.

Source: Autauga County Board of Education

Adopted: August 1, 1986

Revised: June 24, 2010

Old: BABF
New: 1.2

BOARD MEMBER QUALIFICATIONS

A person is legally qualified to become a member of the Board provided:

1. The person resides in and is a qualified voter in the county and in the district he/she represents.
2. The person is not an employee of the Board.
3. The person is of good character with at least a fair elementary education, of good standing in his respective community, and known for their honesty, business ability, public spirit, and interest in the good of public education.
4. The person has no financial contractual interest in Board business matters.

Source: Autauga County Board of Education
Adopted: August 1, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-8-1; § 41-16-60

Old: BABD
New: 1.3

ELECTION OF BOARD MEMBERS

The Board shall be composed of five members. The members of the Board shall be elected by the qualified electors of the county, with each of the five (5) Board Members being elected from five single member specifically defined districts located within the geographic boundaries of Autauga County.

Source: Autauga County Board of Education
Adopted: December 29, 1994
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-8-1

Old: BABG

New: 1.4

TERMS OF OFFICE AND VACANCIES

Members of the Board shall be elected to six (6) year terms. Said members of the Board shall hold office until their successors have been qualified and elected.

A Board vacancy shall be filled by appointment by a majority of the remaining members of the Board. The appointee shall hold the office for the remainder of unexpired term. In the event the vacancy is not filled by the remaining board members within thirty (30) days, the State Superintendent of Education shall fill such vacancy by appointment. The District Superintendent shall notify the State Superintendent of Education when a vacancy in the office of a member of the county board of education has not been filled within thirty (30) days.

Source: Autauga County Board of Education

Adopted: December 29, 1994

Revised: June 24, 2010

Legal Ref: *Code of Alabama* §§ 16-8-2; 16-8-6

Old: BBA, BABA, BBBA, BBABA, BBABB, BBABC
New: 1.5

BOARD OFFICERS

GENERAL

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

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

DUTIES OF THE PRESIDENT

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

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

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

DUTIES OF THE VICE PRESIDENT

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

New: 1.5

BOARD OFFICERS

DUTIES OF THE SUPERINTENDENT/SECRETARY

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

1. To keep full and accurate minutes of the proceedings of the Board;
2. To send out notices of Board meetings;
3. To keep Board members' policy manuals current;
4. To advise the Board of policies previously adopted which affect items on the agenda requiring policy consideration;
5. To, at the regular November Board meeting, call the meeting to order and conduct the election of the Board;
6. To, in the absence of the President and Vice President, call the Board meeting to order and conduct the election of a President pro tem; and
7. To conduct all correspondence in the name of the Board.

DUTIES OF THE BOARD MEMBER

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

1. To endeavor to attend all meetings;
2. To become familiar with the state school laws, State Department of Education rules and regulations, Board policies and District rules and regulations;
3. To have a general knowledge of educational aims and objectives of the District;
4. To vote and act in the Board meetings for the good of the District;
5. To accept the will of the majority vote and give wholehearted support to the resulting policy or decision;
6. To represent the Board in such a way that promotes public interest and support; and
7. To refer complaints to the Superintendent and to abstain from individual counsel and action.

New: 1.5

BOARD OFFICERS

DUTIES AND POWERS OF THE BOARD

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

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

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

1. To adopt and modify the Board policies, practices or procedures so as to ensure a safe school environment free of illegal drugs, alcohol or weapons;
2. To develop and implement Board policies and procedures requiring the expulsion of students for a period of one (1) year who are determined to have brought to school or to have in their possession a firearm in a school building, on school grounds or school buses, or at other school-sponsored functions;
3. To determine and establish a written educational policy for the Board and its employees and prescribe rules and regulations for the conduct and management of the schools;
4. To adopt written Reduction-in-Force policy consistent with *Ala. Code* § 16-1-30;
5. To suspend or dismiss for immorality, misconduct in office, insubordination, incompetence, or willful neglect of duty, principals, teachers or other employees or appointees of the board when such action is in the best interest of the District;
6. To provide for leaves of absence and vacation by employees of the board and for payment from public funds to the employees of the board for leaves of absence or vacation, or both;
7. To enact written policies providing for uniform administration of personal leave consistent with *Ala. Code* § 16-1-30, and to determine whether the personal leave is to be with partial pay, full pay, or without pay;
8. To approve, upon the written recommendation of the superintendent, courses of study for the schools as prescribed by the State Department of Education;
9. To fix a date each year for the opening of schools in the District;
10. To arrange the county into one or more appropriate and convenient compulsory school attendance districts, keep full and complete records of the boundaries for each attendance district and see that the compulsory attendance law is enforced;

New: 1.5

BOARD OFFICERS

11. To prescribe conditions upon which pupils in elementary schools may be admitted to junior high schools and conditions upon which pupils in junior high schools may be admitted to senior high school;
12. To see that every school building in the District title is vested in the state District and is insured for its insurable value;
13. To provide sanitary, hygienic, suitable and convenient restrooms for the children for the public schools and adopt/make provisions for keeping said restrooms in a clean, comfortable, sanitary, and hygienic condition;
14. To adopt policies or regulations which will provide for deductions from salaries of Board employees or groups of employees whenever a request is presented to the Board by employees or groups;
15. To establish and maintain a personnel file on each employee;
16. To establish educational programs to inform parents of school children of their education related responsibilities to their children in accordance with *Ala. Code* § 16-28-2.2; and
17. To adopt a written policy for its standards on school behavior.
18. To select architects and act upon all building needs for new buildings, additions or alterations to existing buildings.
19. To approve the purchase or sale of all school lands.

Source: Autauga County Board of Education

Adopted: August 1, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* §§ 16-1-24.1; 16-1-24.3; 16-1-30; 16-1-33; 16-8-4; 16-8-7; 16-8-8; 16-8-9; 16-8-11; 16-8-23; 16-8-25; 16-8-26; 16-8-28; 16-8-29; 16-8-30; 16-8-34; 16-8-35; 16-8-42; 16-8-43; 16-22-14; 16-28-2.2; 16-28-12

Old: BBBE

New: 1.6

BOARD COMPENSATION

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

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

Source: Autauga County Board of Education

Adopted: August 1, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* § 16-1-26

Old: BCBB, BCAB, BCAC, BCBA
New: 1.7

NOTIFICATION OF MEETINGS

REGULAR MONTHLY MEETINGS

The Superintendent shall post notice of the Board meeting on a bulletin board at a convenient place to the public in the Central Office of the Board at least four calendar days prior to the meeting. Additionally, the Superintendent shall provide direct notification of a meeting to any member of the public or news media who has requested to receive notification of Board meetings. Such notification may be transmitted by using electronic mail, telephone, facsimile, the United States Postal Service, or any other method reasonably likely to provide the requested notice. All notices shall contain the time, date and place of the meeting.

SPECIAL CALLED MEETINGS

For special called meetings of the Board, notice shall be posted as soon as practical after the meeting is called and, in no event, less than twenty-four (24) hours before the meeting is scheduled to begin, unless such notice (i) is prevented by emergency circumstances requiring immediate action to avoid physical injury to persons or damage to property; or (ii) relates to a meeting to be held solely to accept the resignation of a public official or employee. Special meetings where twenty-four (24) hours notice cannot be given, notice shall be given as soon as practical, but in no case, less than one (1) hour before the meeting is to begin and special notice shall be directed to any person who has registered to receive direct notice.

INDIVIDUAL REQUESTS FOR NOTICE

Individuals may request notice of Board meetings in accordance with established administrative procedures.

NOTIFICATION TO BOARD MEMBERS

The Board shall direct the Superintendent to notify or cause to be notified all members of the Board at least forty-eight (48) hours prior to regular Board meetings. If possible, the Superintendent shall notify all Board members at least forty-eight (48) hours prior to special meetings of the Board.

Source: Autauga County Board of Education
Adopted: August 1, 1986, December 29, 1997
Revised: November 22, 1988, August 9, 1997, June 24, 2010
Legal Ref: *Ala. Code* § 36-25A-3

Old: BCBF
New: 1.8

RULES OF ORDER

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

Source: Autauga County Board of Education
Adopted: August 1, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* §§ 36-25A-5; 16-8-4

Old: BCBK

New: 1.9

EXECUTIVE SESSIONS

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

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

1. General reputation and character/job performance for specified employees
2. Formal hearings
3. Discussion with an attorney about litigation *
4. Security plans and measures
5. Criminal investigation/disclose the identify of an undercover agent or informer *
6. Negotiations to buy, sell, or lease real property
7. Preliminary negotiations in trade competition *
8. Negotiations between body and group of public employees *
9. Quasi-Judicial role

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

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

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

Source: Autauga County Board of Education

Adopted: August 1, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* § 36-25A-7

Old: BCBD
New: 1.10

BOARD MEETING AGENDA

The Board shall direct the Superintendent to prepare or cause to be prepared an agenda for regular Board meetings. The Superintendent shall provide each Board member an agenda along with back-up data and other supporting information at least three calendar days prior to the next Board meeting date. Agenda items and supporting data not received by Board members at least three days in advance of the next Board meeting may not receive Board action until a future meeting.

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

School patrons and citizens wishing to address the Board who have not submitted a written request to the Superintendent to be on the agenda as outlined in this policy must register with the Superintendent prior to the beginning of the meeting. Pertinent information regarding the identity of the person and the nature of the address must be completed on the registration form provided. At the appropriate time the Board president will recognize persons whose names appear on the agenda or have registered their intent to speak and will require them to make all remarks from the lectern provided. Individuals will be allowed three minutes for their statements. Delegations should designate one spokesperson who will be allowed five minutes for a statement. The Board will listen intently to all speakers but may not engage in a discussion or take action unless the speaker is addressing an agenda item.

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

All persons in attendance of Board meetings shall be expected to exercise decorum. Any person who behaves in a loud, abusive or otherwise inappropriate manner will be ejected from the meeting and/or subject to legal prosecution.

Source: Autauga County Board of Education
Adopted: August 1, 1986
Revised: January 28, 1999; June 24, 2010

Old: BC, BCAB, BCAC, BCBA, BCBFA
New: 1.11

BOARD MEETINGS

GENERAL

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

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

ANNUAL MEETING

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

REGULAR MEETINGS

Regular meeting dates are as follows:

1. A regular November meeting to reconstitute the Board.
2. The second Thursday of each month.

SPECIAL MEETINGS

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

TIME AND PLACE

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

Normally, the regular Board meetings are held in the board room of the Central Office of the Board of Education, located at 153 West Fourth Street in Prattville, Alabama, on the second Thursday of each month at 5:30 p.m. Such meetings are open to the public.

Source: Autauga County Board of Education

Adopted: August 1, 1986; December 29, 1997

Revised: November 22, 1988, August 9, 1997; June 24, 2010, March 31, 2011, January 12, 2017

Legal Ref: *Ala. Code* § 16-8-4

Old: BCBG
New: 1.12

METHOD OF VOTING

Any matter requiring a vote of the Board shall be voted by a show of hands.

Source: Autauga County Board of Education
Adopted: August 1, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-11-9

Old: BCBH
New: 1.13

MINUTES OF THE BOARD

Minutes will be taken at Board meetings during which action is proposed or taken. All motions and votes will be recorded. At each regular Board meeting, the minutes of the preceding meeting will be approved by the Board.

A record of each Board meeting will be prepared by the Superintendent.

Both minutes and records of meetings will include the date, time, place members present and absent and the action taken.

The official minutes and records of the meetings will be kept in bound volumes at the office of the Board

Source: Autauga County Board of Education
Adopted: August 1, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 36-25A-4

New: 1.14

BOARD MEMBER AUTHORITY

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

Source: Autauga County Board of Education
Adopted: June 24, 2010
Legal Ref: *Ala. Code* § 16-8-4

Old: BBBB, BBBC
New: 1.15

BOARD MEMBER DEVELOPMENT

GENERAL

The Board encourages individual and collective memberships in educational organizations. Board members are encouraged to attend workshops presented by the state and national school boards associations.

NEW MEMBER ORIENTATION

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

- Workshops for new Board members conducted by state and national school boards associations.
- Discussions and visits with the Superintendent and other members of the school staff.
- Materials on the District, Board policies and procedures.

Source: Autauga County Board of Education
Adopted: August 1, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-1-6

Old: BG
New: 1.16

BOARD MEMBER ETHICS

The Board adopts the following statement of ethics to guide members:

1. As a member of the Board, representing all the citizens of the entire School District, I recognize the following:
 - a. My fellow citizens have entrusted me with the educational development of the children and youth of this community.
 - b. The public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
 - c. The future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
 - d. My fellow Board members and I must take the initiative in helping all the people of this community to have all of the pertinent facts all of the time about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
 - e. Legally, the authority of the Board is derived from the state, which ultimately controls the organization and operation of the School District and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local authority.
 - f. I must neither neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.
2. In view of the foregoing consideration, my constant endeavor shall be the following:
 - a. I shall devote time, thought, and study to the duties and responsibilities as a Board member so that I may render effective and creditable service.
 - b. I shall work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate of points at issue.
 - c. I shall base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter to abide by and to uphold the final majority decision of the Board.

New: 1.16

BOARD MEMBER ETHICS

- d. I shall remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with school staff, the local citizenry, and all media to communication on the basis of this fact.
- e. I shall resist every temptation and outside pressure to use my position as a Board member to benefit either myself or any other individual or agency apart from the total interest of the School District.
- f. I shall recognize that it is as important for the Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.
- g. I shall bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed superintendent of schools and his professional and nonprofessional staff.
- h. I shall welcome and encourage active cooperation by citizens, organizations and the media of communication in the district with respect to established policy on current school operation and proposed future development.
- i. I shall support my state and national school boards associations.
- j. Finally, I shall strive step by step toward ideal conditions for most effective school board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

Source: Autauga County Board of Education

Adopted: August 1, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* §§ 36-25-1; 36-25-5; 36-25-6; 36-25-7; 36-25-8; 36-25-10; 36-25-11; 36-25-14; 36-25-15; 36-25-16; 36-25-27

Old: BABJ
New: 1.17

IMPEACHMENT OF BOARD MEMBER

Board of education members may be impeached and removed from office for the following causes:

1. Willful neglect of duty;
2. Corruption in office;
3. Incompetency;
4. Intemperance in the use of intoxicating liquors or narcotics to such an extent in view of the dignity of the office and importance of its duties as unfits the officer for the discharge of such duties; or
5. Any offense involving moral turpitude while in office or committed under color thereof or connected therewith.

The procedures as set forth in *Ala. Code* § 36-11-4, *et seq.* shall be followed to effect the impeachment of a board member.

Old: BABI
New: 1.18

RESIGNATION FROM OFFICE

A member of the Board may resign from the Board by submitting a letter stating such intent to the Chairman of the Board. Additionally, the office of any Board member is considered resigned when he or she ceases to be a resident of the District from which he was elected.

Source: Autauga County Board of Education
Adopted: August 1, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* §§ 36-9-1, 16-8-1, *Baker v. Conway*, 108 So. 18 (1926)

Old: BFCBB

New: 1.19

SCHOOL DAY

The school day for all schools of the District shall meet the minimum set forth in the *Code of Alabama* and State Board of Education rules and regulations. The *Code of Alabama* states that a school day shall include six hours (360 minutes) of actual teaching time exclusive of all breaks, recesses and intermissions.

Source: Autauga County Board of Education

Adopted: August 1, 1986

Legal Ref: *Ala. Code* § 16-1-1

Old: BFCB
New: 1.20

SCHOOL YEAR

The school year shall meet the minimum standards set forth in the *Code of Alabama* and State Board of Education rules and regulations. The scholastic school year shall annually begin on July 1 and end on June 30. The instructional year and teacher contract year shall consist of a time period established by the State Superintendent of Education.

Source: Autauga County Board of Education
Adopted: August 1, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-1-1

Old: BFCC
New: 1.21

SCHOOL CALENDAR

The Superintendent, upon the advice and input from school personnel, shall prepare or cause to be prepared a yearly calendar for the District. Said calendar shall be reviewed and be subject to approval by the Board not later than the regular April Board meeting.

Source: Autauga County Board of Education
Adopted: August 1, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-8-30

New: 1.22

SCHOOL BOARDS ASSOCIATION MEMBERSHIP

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

Source: Autauga County Board of Education
Adopted: June 24, 2010
Legal Ref: *Ala. Code* § 16-1-6

Old: BDE
New: 1.23

POLICY REVIEW

A cooperatively developed Board policy manual is sound educational practice and fundamental to good Board-Staff relationships. The Board's written policies shall be revised regularly by the Superintendent and the Board, made accessible to all interested persons and used consistently by the Board as a basis for its actions.

Source: Autauga County Board of Education
Adopted: August 1, 1986
Revised: June 24, 2010

New: 1.24

CHIEF SCHOOL FINANCIAL OFFICER

In consultation with the Superintendent, the Board shall appoint a Chief School Financial Officer.

Source: Autauga County Board of Education
Adopted: June 24, 2010
Legal Ref: *Ala. Code* § 16-13A-4

New: 1.25

BOARD MEMBER TRAINING

GENERAL

Board members will pursue ongoing training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations. Training will include participation in:

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

SOURCE OF TRAINING AND REPORT

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

BOARD SELF EVALUATION

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

New:1.26

**AUTAUGA COUNTY BOARD OF EDUCATION
SCHOOL BOARD MEMBERS CODE OF CONDUCT
AND CERTIFICATE OF AFFIRMATION**

In compliance with the Local School Board Governance Rule cited in the Code of Alabama §16-1-14.1, the Autauga County Board of Education adopts the School Board Members Code of Conduct. Each member of the Board shall complete a Certificate of Affirmation of School Board Member, and each Certificate of Affirmation shall be recorded in the minutes of the Board. The superintendent will ensure each member is in compliance with this process.

Source: Autauga County Board of Education
Adopted: February 6, 2014
Legal Ref: *Ala. Code* §16-1-41.1

New: 1.26

AUTAUGA COUNTY BOARD OF EDUCATION SCHOOL BOARD MEMBERS CODE OF CONDUCT

The Autauga County Board of Education desires to operate with the highest possible standards of stewardship and principles of public service. Each member of this public governing board will operate as provided herein.

I. CONDUCT OF INDIVIDUALS

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

II. CONDUCT OF INDIVIDUALS AT BOARD MEETINGS

1. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
2. Take actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.
3. Make decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish educational goals and comply with the *School Fiscal Accountability Act*.
4. Abide by and support all majority decisions of the board.

New:1.26

5. Act on personnel recommendations of the superintendent in a timely manner, particularly when there are financial implications of such decisions.
6. Approve operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.
7. Honor and protect the confidentiality of all discussions during executive session of the board.

III. CONDUCT OF THE BOARD AS A WHOLE

1. Recognize that the superintendent serves as the chief executive officer and secretary to the board and should be present at all meetings of the board except when his or her contract, salary, or performance is under consideration.
2. Honor the superintendent's authority for the day-to-day administration of the school system.
3. In concert with the superintendent, regularly and systematically communicate board actions and decisions to students, staff, and the community.
4. Review and evaluate the effectiveness of policies and programs to improve system performance.
5. Develop, in concert with the superintendent, the vision and goals for the school system to address student needs, advance student performance, and monitor the implementation of policies and programs.
6. Provide opportunities for all members to express opinions prior to board action.

New:1.26

**AUTAUGA COUNTY BOARD OF EDUCATION
SCHOOL BOARD MEMBERS CODE OF CONDUCT
CERTIFICATE OF AFFIRMATION**

As required by the School Board Governance Improvement Act of 2012, I do hereby affirm all of the following principals of educational governance:

1. That each decision, action and vote I take or make as a member of the school board shall be based solely on the needs and interests of students or the system.
2. That I will take or make no decision, action or vote to serve or promote my personal, political, or pecuniary interests.
3. That each decision, action and vote I take or make shall be based on the educational interests of the school system as a whole.
4. That I will consider the views of all members of the board and the superintendent before making a decision or taking as action on any measure of proposal before the board.
5. That, except to the extent otherwise provided by law, I shall take formal action only upon the written recommendation of and in consultation with the superintendent, and that I may not individually or jointly attempt to direct or corrupt the operations of the school system in a manner inconsistent with the discharge of the statutory functions and responsibilities of the superintendent.
6. That I shall actively promote public support for the school system and a sound statewide system of public education, and shall endorse ideas, initiatives and programs that are designed to improve the quality of public education for all students.
7. That I shall attend scheduled meetings and actively participate in school system functions, activities and training programs that promote quality boardsmanship unless good cause is shown.

Affirmed on this _____ day of _____, 20____

By: _____ (signature)

(printed name)

Source: Autauga County Board of Education

Adopted: February 6, 2014

Legal Ref: *Ala. Code* §16-1-41.1

Old: IA
New: 2.1

AUTAUGA COUNTY EDUCATIONAL PHILOSOPHY

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

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

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

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

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

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

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

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

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

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

New: 2.1

AUTAUGA COUNTY EDUCATIONAL PHILOSOPHY

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

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

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

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

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

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

New: 2.2

NONDISCRIMINATION

The Board is committed to a policy of nondiscrimination on the basis of race, color, sex, age, religion, disability, and national origin. The Board is also committed to providing equal access to the Boy Scouts and other designated youth groups. This idea shall prevail in all of its policies concerning employees, students, educational programs and services, and individuals with whom the Board does business. The Board employees shall establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living, including:

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

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

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

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

Old: CD
New: 2.3

LINE AND STAFF RELATIONS

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

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

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

School principals shall be required to supervise and direct the programs in the school of their assignment. Principals shall work under the direction of the Superintendent to whom they are professionally and administratively responsible.

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

Old: CEA, CE

New: 2.4

SUPERINTENDENT SELECTION AND QUALIFICATIONS

The Superintendent is elected by popular vote to a four-year term, as provided by state law.

However, the Superintendent shall possess the following minimum qualifications:

1. Holds a degree from a recognized four-year college or university;
2. Holds an Alabama certificate in administration and supervision based upon requirements established by the State Board of Education for such certificate;
3. Has three years of successful educational experience as a teacher, principal, supervisor, educational administrator or superintendent during the five years next preceding his election;
4. Has five years of administrative experience, preferably a broad range of elementary and secondary experience;
5. Has demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests;
6. Has the ability to view all aspects of issues and deal fairly when views differ from his own;
7. Has demonstrated knowledge of school finance;
8. Has demonstrated knowledge of educational research and methods of research;
9. Has the ability to delegate authority; and
10. Possesses good character, high moral standing and integrity.

Source: Autauga County Board of Education

Adopted: December 14, 1987

Revised: June 24, 2010

Legal Ref: *Ala. Code* § 16-9-2

Old: CEB, CD, CE, CEG

New: 2.5

SUPERINTENDENT DUTIES

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

1. Implement all policies, rules and regulations adopted by the Board;
2. Provide professional leadership for the educational program of the District;
3. Attend and participate in local, state, regional and national professional conferences as authorized by the Board as part of his official duties;
4. Participate in educational activities that will foster professional growth and development;
5. Continually seek to keep abreast of new and innovative concepts and practices in the educational field;
6. Assume overall financial responsibility for Board operations;
7. Prepare reports on the Board's financial status;
8. Develop plans for the maintenance, improvement or expansion of buildings and property needed to provide an adequate educational program;
9. Recommend all candidates for employment for Board approval;
10. Assume responsibility for assignment of personnel;
11. Recommend teachers' salary schedule;
12. Temporarily fill job vacancies, pending final approval by the Board;

New: 2.5

SUPERINTENDENT DUTIES

13. Employ and assign substitute teachers as needed, with the assistance of principals;
14. Formulate a means of evaluating staff members and report such evaluation to the Board when necessary;
15. Hold the power to suspend students from school;
16. Prepare and submit required reports to the Board;
17. Attend all meetings of the Board, except when his employment is discussed, and have the right to speak, but not vote, on all matters;
18. Become ex-officio member of all committees of the Board;
19. Be responsible for all minutes of the Board and other records pertaining to the District, including distribution to school principals;
20. Plan means to keep the community informed about school matters;
21. Bring such matters before the Board as may seem to him necessary for the general welfare of the schools; and
22. Keep decisions in line with Board policies, and in all matters where duties are not definitively defined, exercise appropriate discretion.

Source: Autauga County Board of Education, Prattville, Alabama

Adopted: December 14, 1987

Revised: August 16, 1995, June 24, 2010

Legal Ref: See generally *Ala. Code* §16-9-12

Old: CEE, CEF

New: 2.6

SUPERINTENDENT COMPENSATION, BENEFITS AND EXPENSES

The Board shall determine the salary, fringe benefits and leave entitlements of the Superintendent.

The Board will review and set the salary of the Superintendent prior to each term of office and at other times as the Board may deem appropriate. However, it is the policy of the Board not to decrease the Superintendent's salary during the term of office. The actual amount of the compensation and expenses may be found in Board minutes which reflect the last official actions of the Board setting such compensation and expenses.

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

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

Source: Autauga County Board of Education

Adopted: December 14, 1987

Revised: June 29, 1989, June 24, 2010

Legal Ref: *Ala. Code* § 16-9-12

Old: CEK

New: 2.7

RESIGNATION

In the event the Superintendent wishes to resign from his position prior to that time established by law, the Board must approve the resignation of the Superintendent. The Superintendent shall submit his resignation in written form to the Board at least forty-five days prior to the effective resignation date unless otherwise agreed upon by the Board and the Superintendent.

Source: Autauga County Board of Education

Adopted: December 14, 1987

Revised: June 24, 2010

Old: CG
New: 2.8

ADMINISTRATIVE PERSONNEL

The Board shall, upon the recommendation of the Superintendent, employ such administrative or supervisory personnel, including but not limited to professional, clerical, accounting and statistical assistants, as needed to carry out the policies and regulations of the Board. The Board shall recruit and employ administrative personnel without regard to sex, color, creed, religion, national origin, race, age or disability and in accordance with all applicable laws, resolutions and court orders.

Before any new administrative or supervisory position is established, the Board must approve a job description for the position, as presented by the Superintendent, which specifies the qualifications and the duties for the position. The Superintendent shall maintain a comprehensive set of job descriptions for all administrative and supervisory positions in the District.

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

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

Source: Autauga County Board of Education

Adopted: December 14, 1987

Revised: June 24, 2010

Legal Ref: United States Constitution amend. XIV, §1; 42 U.S.C. §1981, 42 U.S.C. §2000e *et seq.*, 20 U.S.C. §1681, 29 U.S.C. §794, 29 U.S.C. §621, Ala. Code §16-22-15

Old: BCBM, BCBL

New: 2.9

BOARD'S ATTORNEY AND CONSULTANTS

The Board shall have the right to retain and utilize legal counsel. The Board may also make use of professional consultants from state departments of education, colleges, universities and other resource units when consultative services may be helpful to the District. All consultants must be approved by the Superintendent prior to entering into a contract with the District or its schools. The services of consultants may be secured without competitive bids.

Source: Autauga County Board of Education

Adopted: August 1, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* §41-16-51

Old: BD

New: 2.10

POLICY DEVELOPMENT

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

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

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

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

Source: Autauga County Board of Education

Adopted: August 1, 1986

Adopted: June 24, 2010

Legal Ref: *Ala. Code* §16-1-30

Old: BDC

New: 2.11

POLICY ADOPTION

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

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

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

Source: Autauga County Board of Education

Adopted: August 1, 1986

Revised: June 24, 2010

Old: BDD
New: 2.12

POLICY DISSEMINATION

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

Board policies and administrative rules and regulations shall be made accessible to all employees of the District directly or indirectly affected by those policies. Board policies shall also be made accessible to members of the Board, students, and members of the community served by the District by placing same in individual school libraries as well as Central Office.

Source: Autauga County Board of Education
Adopted: August 1, 1986
Revised: June 24, 2010

Old: CM
New: 2.13

POLICY IMPLEMENTATION

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

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

No Board policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to which are conferred and mandated by express statutory provision or written contract.

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

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

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

New: 2.14

POLICY REVIEW

The Board shall periodically direct the systematic review of its policies.

The Superintendent shall appropriately involve representative groups of administrators, teachers, supervisors, students, support personnel and lay persons relative to policies affecting each group.

Selection of the members of policy review committees shall be neither discriminatory nor arbitrary in nature.

All policy review committee recommendations shall be forwarded to the Superintendent for review. The Superintendent may present the recommendations, or modifications thereof, to the Board for review following committee approval.

Old: CMB

New: 2.15

ADMINISTRATION IN POLICY ABSENCE: SUSPENSION OF POLICIES

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

Administrative actions of the Superintendent shall be subject to review by the Board at its regular meetings. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the resultant need for policy.

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

Source: Autauga County Board of Education

Adopted: August 1, 1986

Revised: December 14, 1987, June 24, 2010

Old: CMA
New: 2.16

ADMINISTRATIVE RULES

The Board shall delegate to the Superintendent the function of specifying required administrative actions and designing the detailed arrangements under which the schools will be operated. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. The Board itself shall formulate and adopt administrative regulations only when specific state laws, strong community attitudes or probable staff reaction require the Board to do so.

Source: Autauga County Board of Education
Adopted: December 14, 1987
Revised: June 24, 2010
Legal Ref: *Ala. Code* §§ 16-8-9, 16-9-13

Old: CO
New: 2.17

ADMINISTRATIVE REPORTS

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

The Board or its designee shall investigate any report that inaccurate records have been or are being filed in, with or by the District. Intentional falsification of records or reports shall be a basis for dismissal by the Board.

Source: Autauga County Board of Education
Adopted: December 14, 1987
Revised: June 24, 2010
Legal Ref: *Ala. Code* §16-8-38, § 16-8-39

Old: CN
New: 2.18

ADMINISTRATIVE RECORDS

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

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

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

Copies of public Board records may be obtained by making a request to the lawful custodian of the records. Copies of District records will be made at the expense of the requestor, except when required by appropriate official agencies. Charges for copies of public records will be 25 cents per page. Copies shall be made by the appropriate staff members and reproduced at a time which does not interfere with the normal work duty. No official records are to leave the school or District premises unless it be for official school business.

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

The parents of any students who are or have been in attendance at a school within the District shall have the right to inspect and review educational records of their children or themselves. Written permission must be obtained from the parents for the release of any educational records except directory information to any individual or agency as outlined in federal law.

The administration of the District shall maintain a record which will indicate all individuals or agencies who have made a request to see education records and the relationship or interest of the requestor. This record shall be available only to the parents or school officials responsible for such records, or parties authorized to audit operations of the District.

Source: Autauga County Board of Education

Adopted: December 14, 1987

Revised: June 24, 2010

Legal Ref: 20 U.S.C. §1232; *Ala. Code* §16-1-3-5; §16-8-7; §36-12-40; *Talladega Water and Sewer Board v. Consolidated Publishing, Inc.*, 892 So.2d 859 (Ala. 2004); Ala. Att'y Gen. Op. 96-0003.

Old: DHI
New: 2.19

RECORDS RETENTION SCHEDULE

All Board records which are required to be kept by law shall be maintained by the Superintendent. Such records, documents, papers, books, etc., may be kept in original form, as photographic reproductions, or in laser disc form. No record or other writing shall be destroyed, however, until the original has been checked against the copy for accuracy.

In accordance with the Alabama State Records Commission Schedule number 917 for the State Department of Education, the Board approves the following records retention schedule for the District:

FINANCIAL RECORDS

1. Budgets	Current + 10 years
2. Financial Reports	Current + 10 years
3. Monthly School Financial Reports	Current + 1 year
4. Yearly School Financial Reports	Current + 10 years
5. Cancelled Checks	6 years after audit
6. Bank Deposit Slips	6 years
7. Bank Statements	6 years after audit
8. Check Reconciliations	6 years after audit
9. Check Registers	6 years after audit
10. Audit Reports	6 years after audit
11. Payroll Records	Current + 10 years
12. Coupons and Bonds paid on sinking funds bonds	7 years after cancellation
13. General Ledgers	Permanently
14. Bank Records Ledger	6 years after audit
15. Accounts Payable Ledger	6 years after audit
16. Journals	Permanently
17. Disbursement Sheets for Revenue Received	Permanently
18. Social Security Reports	7 years
19. Teacher Retirement Reports	7 years
20. Federal Income Tax Reports	7 years
21. State Income Tax Reports	7 years
22. Federal Money Reports – Copy to SDE	7 years
23. Purchase Orders and Requisition Forms	Current + 6 years
24. Paid Bills, Invoices or Vouchers	6 years after audit

STUDENT RECORDS

1. Attendance Reports to SDE (four months)	Current + 10 years
2. Attendance Reports to SDE (final)	Current + 10 years
3. Attendance Reports from Schools (monthly)	Current + 10 years
4. Attendance Reports from Schools (final)	Current + 10 years
5. Student Records (closed)	Permanently

New: 2.19

RECORDS RETENTION SCHEDULE

PERSONNEL RECORDS

- | | |
|----------------------|-------------|
| 1. Personnel Records | Permanently |
| 2. Earnings Reports | Permanently |

BOARD RECORDS

- | | |
|------------------|-------------|
| 1. Board Minutes | Permanently |
| 2. Policies | Permanently |

OTHER

- | | |
|---------------------------------------|------------------|
| 1. SDE Correspondence | Current + 1 year |
| 2. Teachers Retirement Correspondence | Current + 1 year |
| 3. Social Security Correspondence | Current + 1 year |
| 4. Federal Funds Correspondence | Current + 1 year |

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24 , 2010

Legal Ref: *Ala. Code* §16-1-3 to -5; §36-12-2 to 41

Old: CGE
New: 2.20

CAMPUS SUPERVISION

The principal shall be present in his/her respective school building at least one hour prior to the time for the opening of school unless decided otherwise by the Superintendent.

The principal shall assign campus supervision to a professional colleague or colleagues who must be at school when the first bus arrives and who must remain at school until all students have been picked up by parents or school buses or otherwise vacated campus.

The principal or his authorized representative must be at all school sponsored events. In the absence of the principal, the authorized representative should be a professional colleague reasonably qualified to represent the school and the District.

Old: IFAB
New: 2.21

PROGRAM AND FACILITY SAFETY

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

Source: Autauga County Board of Education

Adopted: January 31, 2002

Revised: June 24, 2010

Legal Ref: State Board of Education Mandatory Safety Regulations, Policies and Actions.

Old: JGFA

New: 2.22

EMERGENCY PLANS AND SAFETY DRILLS

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

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

EMERGENCY DRILLS

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

EMERGENCY PLANS

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

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

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

Source: Autauga County Board of Education

Adopted: May 15, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* § 36-19-10

Old: IKKAB, JDBB

New: 2.23

INTERNET USE, BRING YOUR OWN DEVICE (BYOD), AND SAFETY POLICY

The District seeks to (1) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (2) prevent unauthorized access and other unlawful online activity; (3) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (4) comply with the Children's Internet Protection Act.

The provisions of this policy apply to District employees (administrative, certified, and support staff), students, and visitors. All students and employees and visitors must take responsibility for appropriate and lawful use of this Internet access. Students and employees of the District must understand that one user's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the District's teachers and other employees will make every effort to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students and employees are reminded that computer network and Internet access is a privilege, not a right.

This policy applies to any device used on school property, whether school/district owned devices or personal devices; whether connected to a school/district network/Internet connection or a personal account. This policy also applies to any school/district owned devices used on or off school property.

Attached to this policy is an Internet Acceptable Use Agreement. By reviewing, signing, and returning this Agreement as directed, each student or employee agrees to follow the policy.

Listed below are the provisions of the Agreement regarding computer network and Internet use. Students should direct any questions about the provisions of the policy or Agreement to the school principal. Employees should direct their questions to the Coordinator of Operations. If any user violates this policy, the student's or employee's access may be denied or withdrawn and he or she may be subject to additional disciplinary action.

PERSONAL RESPONSIBILITY

By signing the Agreement, the Internet user agrees not only to follow the guidelines of the policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violation of the policy or any other use that is not included in the policy but has the effect of harming another or his property. Unless otherwise directed, students should report misuse of the network to the classroom teacher or principal of their school. Employees should report misuse to the building principal or Coordinator of Operations.

TERM OF THE PERMITTED USE

A student who submits to the school, as directed, a properly signed Agreement and follows the policy to which he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Agreement each year during the time they are students in the District before they are given an access account. The District, in its discretion, may withdraw or revoke Internet access at any time and for any reason.

An employee who submits to the school, as directed, a properly signed Agreement and follows the policy to which he has agreed will have available computer network and Internet access. Employees will be asked to sign a new Agreement each year during the time they are employed by the District before being given an access account. The District, in its discretion, may withdraw or revoke Internet access at any time and for any reason.

A visitor, defined as a person who visits the district for academic purposes (i. e. guest speaker, military recruiter, and/or college recruiter) and who must use Internet to fulfill his/her purpose on campus, who submits to the school, as directed, a properly signed Agreement and follows the policy to which he has agreed will have available computer network and Internet access. Visitors will be asked to sign an Agreement form by the District during the time they are on a school campus before being given an access account. The District, in its discretion, may withdraw or revoke Internet access at any time and for any reason.

ACCEPTABLE USES

A. Educational Purposes Only

The District is providing access to its computer networks and the Internet for educational purposes only. Students, parents or guardians may consult with a classroom teacher, librarian and/or school principal or assistant principal and/or the Coordinator of Operations to determine if a use is appropriate as to whether a contemplated activity is educational.

B. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. Examples of such use include, but are not limited to: transmission of offensive or harassing messages; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials; and plagiarizing academic work. Even if materials on the network are not marked with the copyright symbol, students and employees should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. Examples of such use include, but are not limited to: defamation; the creation and/or uploading of “worms,” “viruses,” “Trojan horses,” “time bombs” or any other harmful form of programming or vandalism; and participation in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. Examples of such include the use of proxies to get around network filters. Students and employees should not disclose or share their password with others or use another password.
4. Buying and selling. Students may not sell or buy anything over the District Internet. Employees may not sell or buy anything over the District Internet without prior approval. Students and employees should not publish or share private information about themselves or others, including credit card numbers and social security numbers. In its discretion, the District may approve the limited use of the Internet and email for District related commercial activities, such as fund-raising activities related to education and/or employment.

C. Digital Citizenship

All users must abide by Digital Citizenship rules, which include, but are not limited to the following:

1. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and other uses such as graphic images, which may be offensive to other users. Do not make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of electronic mail is giving his permission to forward or redistribute the message to third parties or to give his electronic mail address to third parties. This should only be done with the sender’s permission.
4. Be considerate when sending attachments with electronic mail. Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format that the recipient can open.

INTERNET SAFETY

A. Individual Responsibility of Parents and Internet Users

All users and their parent/guardian are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his use of the computer network and Internet and avoid those sites. If a user finds that other users are visiting offensive or harmful sites, he should report such use to the classroom teacher, school principal and/or the superintendent’s designee.

B. Personal Safety

In using the computer network and Internet, users must not reveal personal information such as their home address or telephone number. Students should not use last names or any other information that might reveal their identity or location without the permission of a supervising teacher. Students must not arrange a face-to-face meeting with someone they “meet” on the computer network or Internet without their parent/guardians’ permission. No user should ever agree to meet a person they have only communicated with on the Internet in a secluded place or in a private setting.

C. “Hacking” and Other Illegal Activities

It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A system administrator may authorize the release of directory information, as defined by Alabama law and the Family Educational Right to Privacy Act, for internal administrative purposes or approved educational projects and activities. Public notice of any such release of information shall be given, and parents shall be allowed a reasonable time to object to the release of information.

E. Active Restriction Measures

The District utilizes filtering software to protect against access to visual depictions that are obscene, display child pornography, or are otherwise harmful to minors. The school and/or District will also, periodically and to the fullest extent practical, monitor the online activities of students and employees, through direct observation and/or technological means, to attempt to prevent students from accessing such depictions or any other material which is inappropriate for minors. While the school and/or District will use their best efforts to prevent such access by students, it is impossible to guarantee that students will be prevented from accessing such materials, by evading or defeating the filters or this policy. The school and District rely on the cooperation and assistance of all users to report unauthorized access or other violations of the policy. Further, filtering may be disabled for the purpose of bona fide research or other lawful purposes, in the discretion of any administrator, supervisor, or other person authorized by the District.

PRIVACY

Computer network and Internet access is provided as a tool for the education and employment-related activities of the District’s students and employees. The District reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of the computer network and Internet access to any and all information transmitted or received in connection with District and no user shall have any expectation of privacy regarding such materials.

FAILURE TO FOLLOW POLICY

Students' and employees' use of the computer network and Internet is a privilege, not a right. A user who violates this policy, or any other applicable Board policy, or any federal or state law, shall, at a minimum, have his access to the computer network and Internet terminated. The user may also be subject to other disciplinary action, up to and including termination of enrollment or employment. A user violates this policy by his own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he permits another to use his account or password to access the computer network and Internet. The District may also take other disciplinary and/or legal action.

WARRANTIES/INDEMNIFICATION

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his parent/guardian(s) arising out of the use of its computer networks or the Internet under this policy. By signing this policy, users have full responsibility for his use, if the user is 18 years of age or older, or, in the case of a user under 18 years of age, the parent/guardian(s) are agreeing to indemnify and hold the school, the District, and all of its administrators, teachers, and employees harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent/guardian(s) agree(s) to cooperate with the school in the event of the school's initiating an investigation of a user's access to the computer network and Internet, whether that use is on a school computer or on another computer outside the District's network. The District is not responsible for the cost of data usage incurred if a student, employee, or visitor uses their own 3G or 4G account on any device, personal or school/district owned.

BRING YOUR OWN DEVICE (BYOD)/TECHNOLOGY

Autauga County Board of Education is considering a policy to allow students and employees to bring their own technology device in order to enhance learning using 21st Century available resources and to support instruction and learning. Students and employees will be using the wireless connection provided by the schools and in order to bring their devices and use the provided wireless connections, they must agree to the Autauga County Acceptable Use Policy. Students and employees will be expected to uphold their agreement and the county will comply with the Children's Internet Protection Act (CIPA) in filtering content that is available through the school/district wireless connections.

The Autauga County School district or employees of the district will not be responsible for theft or damages of the device or the content of the device. Each student or employee should label their device with their name and should use proper discretion in keeping their device in a secure location when not being used, this includes having the proper protection for the device such as a cover. It is also the responsibility of the student to have his/her device fully charged at the beginning of each day.

The Autauga County School district or employees of the District will not be responsible for any fees incurred by the devices for texting or Internet access; it is the sole responsibility of the student. Each teacher will decide when devices should be used for instruction or learning purposes. Devices should be on silent unless otherwise directed by the teacher for classroom instruction/learning purposes.

Video or audio recording or picture taking is not permitted without proper permission of the instructor and persons involved.

Use of the device other than that instructed by the teacher and/or which causes disruption in the classroom and impedes the learning of other students will result in disciplinary action, including the device being taken from the student until the parent/guardian comes to the school for a conference with the teacher or administrator.

BYOD STUDENT AGREEMENT POLICY

1. The student is responsible for keeping his or her device in their possession and properly securing it, at all times. School or District personnel are not responsible for the security, or condition of student's personal devices.
2. The student or parent is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device. This includes having the device fully charged before coming to school.
3. The school or District reserves the right to confiscate and/or inspect personal technology devices if there is reason to believe that it was used to violate school or District policies, administrative procedures, or for general misconduct.
4. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.
5. The student must comply with the District or School personnel's request to refrain from using a device, verify/display the authentication login screen, or to power down (turn off) the device.
6. The student may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a district faculty member.
7. The student should only use personal technology devices with consent and under the direct supervision of a school/district faculty member.
8. All users are required to have approved antivirus installed on their devices.

UPDATES

Users and the user's parent/guardian(s), may be asked from time to time to provide new or additional registration and account information or to sign a new Agreement to reflect developments in the law or technology. Such new or additional registration and account information must be provided by the user or his parent/guardian(s) and a new Agreement must be signed if the user wishes to continue to receive service. Students and employees must notify the person designated by the school if some or all of the information they have provided on the Agreement changes.

**INTERNET USE, BRING YOUR OWN DEVICE (BYOD), AND SAFETY POLICY
STUDENT AGREEMENT**

Every student, regardless of age, must read and sign below.

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

Student Name _____
(PRINT CLEARLY)

Home Phone _____

Home Address _____

Student Signature _____

Date _____

Place an "X" in the correct blank:
I am 18 or older _____.
I am under 18 _____.

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

**INTERNET USE, BRING YOUR OWN DEVICE (BYOD), AND SAFETY POLICY
PARENT(S)/GUARDIAN(S) AGREEMENT**

To be read and signed by parent(s) or guardian(s) of students who are under the age of eighteen.

Student Name _____
(PRINT CLEARLY)

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

Parent(s)/Guardian(s) Name _____

(PRINT CLEARLY)

Home Phone _____

Home Address _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

**INTERNET USE, BRING YOUR OWN DEVICE, AND SAFETY POLICY
EMPLOYEE AGREEMENT**

Every employee must read and sign below:

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

Employee Name _____

(PRINT CLEARLY)

Position _____

Home Phone _____

Home Address _____

Employee Signature _____

Date _____

**INTERNET USE, BRING YOUR OWN DEVICE, AND SAFETY POLICY
VISITOR AGREEMENT**

Every Visitor, defined as a person who visits the district for academic purposes (i.e. guest speaker, military recruiter, and/or college recruiter) who must use the Internet to fulfill his/her purpose on campus must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Internet Use, Bring Your Own Device (BYOD), and Safety Policy. Should I commit any violation or in any way misuse my access to the Autauga County School District's computer network and the Internet, I understand and agree that my access privilege may be revoked.

Visitor Name _____
(PRINT CLEARLY)

Purpose for Using Network _____

Home Phone _____

Home Address _____

Visitor Signature _____

Date _____

Old: ICBB
New: 2.24

SCHOOL CLUBS AND ORGANIZATIONS

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

GENERAL PROVISIONS

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

A. Definitions

1. School Clubs

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

2. School Organizations

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

B. Approval of School Clubs and Organizations

1. Every school club and organization shall have a constitution approved by the principal of the school. Each school's administrative office shall have the Constitution of each school club and organization at that school and should be updated during the school year. The District's central office should also have the information regarding each school club and student organization, as defined above.
2. The Constitution of each school club and organization shall contain the following information:
 - a. Name of the school club or organization;
 - b. Mission or purpose of the school club or organization. Said mission or purpose shall not be contrary to the welfare of the students or the school, or in conflict with the authority or responsibilities of the District.

New: 2.24

SCHOOL CLUBS AND ORGANIZATIONS

- c. A statement that all members must be students who are presently enrolled in the school of sponsorship.
- d. Qualifications for membership.
- e. A statement that there is no affiliation with any political, religious, or other organization which denies membership on the basis of race, gender, creed, national origin, handicap, or disability.
- f. A statement of the purposes of the club. The purposes shall not be contrary to the welfare of the students or the school, or in conflict with the authority or responsibilities of the District.
- g. A statement that the collection or disbursement of school-sponsored club funds shall be in accordance with the regulations set forth by the school and District.
- h. A statement recognizing that speakers who are not members of the student body, faculty, or administration of the school must have prior approval of the sponsor and the school principal.
- i. A description of past and planned activities.

C. Parent/Guardian Consent

1. Parents/guardians may decline permission for their child (under the age of 18) to participate in any school club by completing the appropriate form and returning the form to the principal or his designee.
2. The parent/guardian must submit written permission to the principal or designee specifically stating that his child (under the age of 18) may participate in a newly formed school club started during the current school year.

GUIDELINES

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

A. Hazing

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

New: 2.24

SCHOOL CLUBS AND ORGANIZATIONS

B. Sponsors

1. The principal shall assign faculty members to sponsor and coordinate activities of school clubs and organizations.
2. Non-school persons may not direct, conduct, control, or regularly attend activities of student organizations or school clubs.

C. Privileges

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

1. Use of school rooms for meetings and activities;
2. Posting of notices concerning the school club or organization on designated school bulletin boards, if such boards exist. Materials which are to be posted on the designated bulletin board must be approved by the principal or his designee to ensure that the materials are not libelous, obscene or disruptive, and that the materials do not advocate, promote or depict illegal substances or activities. The principal or his designee must either approve or reject the materials within 7 days of receipt;
3. Use of public address systems for announcements concerning meetings and activities. The use of the public address systems for philosophical or advocacy statements shall not be allowed;
4. Coverage in school newspapers and yearbooks;
5. These privileges shall not include access to any other signs or display areas inside or outside the school building; and
6. Except as specifically provided by other policies, nothing in this policy shall be construed to give any group that is not a school club or organization additional access to the school facilities.

D. Denial or Revocation of Privileges

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

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

New: 2.24

SCHOOL CLUBS AND ORGANIZATIONS

2. The school club or organization participates in, advocates, aids or knowingly permits activities by its members, or others subject to its direction and control, which is contrary to the constitution of the school club or organization which has been approved by the principal of the school; or
 3. The school club or organization fails to comply with the District policies or rules and regulations of the school.
- E. Literature

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

F. Social Fraternities and Sororities

Social fraternities and sororities for students shall not be permitted in District schools, nor shall activities or initiations connected with such groups be allowed in the schools. Teacher sponsorship of such organizations is prohibited.

New: 2.25

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

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

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

1. The meeting occurs during non-instructional time and is attended by a school employee who shall provide general supervision.
2. The meeting is voluntary and student-initiated. Only students enrolled in the school may request the meeting.
3. The meeting is not sponsored by the school, the Board or employees thereof.
4. The presence of school authorities or Board employees at any religious meeting is non-participatory in nature. The presence of school employees is for observation only.
5. The meeting does not interfere with regular instructional activities of the school.
6. The meeting shall not be directed, conducted, controlled or regularly attended by school personnel.
7. The non-curriculum related student group should not use the school name, school mascot name or any name that might imply school sponsorship.

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

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

1. The name of the organization;
2. A general statement of the purpose of the organization;
3. A description of the qualifications for membership, if any;

New: 2.25

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

4. A statement that the student organization understands and agrees to comply with this policy; and
5. A proposed schedule of meetings and activities.

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

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

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

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

1. Influence the form or content of any prayer or other religious activity;
2. Require students or District employees to participate in prayer or other religious activity or to attend a student-initiated meeting if the content of the meeting is contrary to their beliefs;
3. Use public funds beyond the incidental cost of providing space for the student-initiated meetings; or
4. Sanction meetings that are otherwise unlawful.

Source: Autauga County Board of Education

Adopted: June 24, 2010

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

Old: DMB
New: 2.26

SCHOOL USE POLICY (OUTSIDE ORGANIZATIONS)

The Board authorizes the use of school facilities for educational, cultural, civic, and recreational purposes by groups that have historically provided meaningful educational programs and activities for the community as a whole. The Board shall seek to provide such groups use of school facilities when such use will not conflict with nor handicap the school programs sponsored by the schools of the District. The use of such identified facilities shall be in compliance with the following guidelines and procedures:

LIMITATIONS

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

1. Promulgating any theory or doctrine contrary to the laws of the United States or any political sub-division thereof;
2. Partisan political meetings;
3. Any activity that violates the standards of good morals, manners, or customs subscribed to by the citizens of the community;
4. Public dances other than those sponsored by the schools or public recreation organization.; or
5. Conducting gambling, raffles, lotteries or games of chance.

RESTRICTIONS

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

1. No organization shall be eligible to use school facilities unless the majority of its membership lives in the county.
2. The right of the school to operate concessions at any event held on or in school property shall be reserved to the school where such facility use occurs.

ELIGIBILITY

Use of school facilities shall be based on the following classifications:

1. Groups such as PTA's, PTO's, athletic and band boosters, study groups, school sponsored scouting activities, etc. shall be eligible to use school facilities at no cost, unless custodial help is required or additional utility costs are incurred.

New: 2.26

SCHOOL USE POLICY (OUTSIDE ORGANIZATIONS)

2. Groups with non-commercial educational, community-oriented purposes shall pay general use fees based on the attached schedule.
3. All other groups shall be charged general use fees based on a commercial or entrepreneurial rate.

APPLICATION PROCEDURES

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

1. An application form for use of school facilities shall be submitted directly to the school principal or the school where facility use is desired. The application form must be completed and submitted at least three weeks prior to the intended use date.
2. Groups holding regular meetings throughout the school year need only submit one application. Facility use permits expire automatically on June 30 each year.
3. If a use fee charge is applicable, one-half of the total applicable charge must accompany the application form. The group or organization will be billed for the remainder of the charge immediately after use by the local school principal.
4. Cancellation must be made directly to the school principal and must be made at least 24 hours in advance. If costs are incurred by the school due to such cancellation within the 24 hour notice, such costs shall be withheld from the deposition fee and/or billed to the group or organization.
5. Groups or organizations given the privilege of using school facilities shall not transfer or sublet such rights to other groups.
6. Application forms from groups where eligibility is not readily discernible shall be referred to the Superintendent or his designee for final determination.
7. The District reserves the right to cancel any agreement by giving reasonable notice.

SERVICES PROVIDED

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

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

New: 2.26

SCHOOL USE POLICY (OUTSIDE ORGANIZATIONS)

2. District employees are not expected to assume any direct responsibility for crowd control or general control. When warranted, groups and organizations using school facilities are to assume responsibility for securing adequate police and crowd control personnel.
3. Overtime custodial and administrative charges will be assessed for facility use during evening or non-school hours and on Saturday, Sunday, or a holiday.

Property Damages – Groups and organizations using school facilities shall be financially responsible for any damages to school property during such use. Any group or organization that fails to respond to damage charges shall be denied all further use of school facilities.

Source: Autauga County Board of Education
Adopted: October 9, 1986
Revised: June 24, 2010

New: 2.27

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS

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

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

RELATIONSHIP WITH BOOSTER ORGANIZATIONS

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

- Provide the Superintendent and Principal with a copy of the bylaws describing the purpose of the organization and the general rules and procedures by which it will operate, the names and addresses of its officers and other pertinent information as may be required by the Superintendent and Principal.
- Obtain prior approval from the Principal for (1) any fund-raising event, (2) any purchase for the school, (3) any function involving participation of students or (4) any event which is likely to adversely reflect upon the school or District.
- Obtain an employer identification number from the IRS.
- Maintain a mailing address separate from the school.
- Provide a report of the annual audit of the organization to the Principal.
- Make its financial records available to the State/school's auditors and authorized Board/school employees upon request.
- Provide required financial reports.
- Recommend proof of a fidelity bond for the treasurer.
- No District employee will serve/hold a leadership position in the organization, lead fund-raising activities or maintain accounting records.
- The organization will not directly or indirectly supplement pay or benefits of band directors, coaches, advisors, or any other school employee (or family member of a school employee) in violation of the State Ethics Law.
- Agrees to adhere to all Board policies and administrative procedures.
- Acknowledges the Board's legal obligations to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede the organization's recommendation for money given to the school.
- Equipment purchased by the organization and donated to the school/ Board becomes the property of the District.

New: 2.28

RELATIONSHIP WITH BOOSTER ORGANIZATIONS

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

Source: Autauga County Board of Education

Adopted: June 24, 2010

Legal Ref: Advisory Opinion No. 96-121 State of Alabama Ethics Commission

New: 2.29

ACCESS TO MILITARY RECRUITERS

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

New: 2.30

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

Literature or materials which originate from non-District sources shall be approved by the Superintendent or his designee prior to distribution to District students.

The principal shall prohibit all forms of canvassing or soliciting of employees or students on District premises during school hours from non-District sources. No literature or materials from non-District sources shall be distributed to homes by students without the approval of the non-District Superintendent or his designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee prior to distribution.

Source: Autauga County Board of Education

Adopted: June 24, 2010

Legal Ref: *Ala.* Code § 16-1-30; §16-8-8

Old: KJ

New: 2.31

COMMERCIAL ADVERTISING IN THE SCHOOLS

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

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

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

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: June 24, 2010

Old: GAIA, GAIB
New: 2.32

SOLICITATIONS

SOLICITATIONS BY STAFF MEMBERS

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

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

Employees shall not sell school-related supplies and/or equipment or reference books for personal gain in the attendance area served by his school.

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

SOLICITATION OF STAFF MEMBERS

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

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

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

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

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* §36-25-1 et seq.

Old: GAJA, GAJB
New: 2.33

GIFTS — EMPLOYEES & STUDENTS

GIFTS BY EMPLOYEES

To Students

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

To Other Employees

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

GIFTS BY STUDENTS

To Students

Students may present gifts to other students, as long as they are given on a voluntary basis. Employees may not use school funds encumbered for specific purposes to purchase gifts for students.

To Employees

Employees may accept gifts from students on special occasions, provided the gift is not unduly elaborate or expensive. Employees should always use good taste and adhere to the code of professional ethics when accepting gifts from students.

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

To the School or District

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

GIFTS BY OUTSIDE AGENCIES OR INDIVIDUALS

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

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 36-25-1

Old: KH

New: 2.34

GIFTS AND BEQUESTS TO THE DISTRICT AND SCHOOLS

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

1. The educational value to the District;
2. The financial value to and/or financial obligation to the District;
3. The donor's conditions under which the gift or bequest is being offered; and
4. The District's financial liability associated with acceptance of the gift or bequests.

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

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

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

1. Equipment contributed to the schools becomes the property of the District and is subject to the same controls and regulations that govern the use of other school-owned property.
2. Contributions of equipment or services that may involve major costs for installation of maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent to the Board for consideration and approval.
3. Individuals or organizations desiring to contribute supplies or equipment will consult with school officials regarding the acceptability of such contributions in advance of the contribution.
4. A list of supplies and equipment contributed primarily for school use shall be reported to the Board by the Superintendent at least annually.

New: 2.34

GIFTS AND BEQUESTS TO THE DISTRICT AND SCHOOLS

5. All administrators in a position to receive gifts or bequests in the name of a school or the District shall apply a test of reasonableness to the gift. "Reasonableness" may be defined as anything that might not be construed to influence the decision-makers in the purchase of school-related goods and services.
6. Any contributions or gifts given to an athletic club or organization may require evaluation in consideration of *Title IX - Education Amendments of 1972*.

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

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* §16-3-30; §16-10-6

Old: GBRAAA

New: 2.35

TOBACCO PROHIBITION

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

For the purposes of this policy, “tobacco” is defined to include, but not be limited to, any lighted or unlighted cigarette, cigar, pipe, clove cigarette, spit tobacco, also known as smokeless tobacco, dip, chew or snuff, in any form and any other smoking product.

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

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

EMPLOYEES

Employees shall not smoke or otherwise use any tobacco product at any time while on either duty or school property. Employees who violate this policy will be subject to disciplinary action administered according to appropriate due process. Employee disciplinary action may include verbal warnings by the immediate supervisor, written warning by the immediate supervisor, written warning by the Superintendent, and/or dismissal by the Board. The following suggests a typical disciplinary procedure; however, a supervisor may choose a different procedure under certain conditions.

1st Offense: immediate supervisor will initiate and conduct a conference with the employee and remind the employee of policy requirements. A written record of the conference shall be made.

2nd Offense: Direct supervisor will write a letter of reprimand, with a copy given to the employee and the original to the employee’s personnel folder at the Central Office.

3rd Offense: Referral to Superintendent for consideration of Board discipline. Discipline may include but is not limited to recommendation of termination.

STUDENTS

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

New: 2.35

TOBACCO PROHIBITION

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

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

VISITORS

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

Source: Autauga County Board of Education

Adopted: May 27, 1993

Revised: January 25, 1996, June 24, 2010

Legal Ref: *Ala. Code* § 16-1-18.1

New 2.36

DATA GOVERNANCE AND USE POLICY

The Superintendent is authorized to establish, implement, and maintain data security measures. Procedures to be established include a method of establishing data security classifications, implementing procedural and electronic security controls, and maintaining records regarding security access. The data security measures will apply to Board employees and all Board operations. Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual, may result in appropriate disciplinary action, which may include a recommendation for termination and other legal action.

New: 2.37

CAREER AND TECHNICAL EDUCATION SAFETY POLICY

Students participating in a Career/Technical Education classroom/lab must be given instructions in safety. The CTE teacher or LEA appointed designee shall provide supervision for all students. Each student is required to practice safety in every activity in which he/she may engage. Safety shall be included in each CTE course of study as an important phase of training. Students shall achieve 100% proficiency in the application of safety procedures prior to participating in laboratory work, work-based learning, and other times, as needed, using locally designed safety assessments that address the unique needs of the program. Disregarding appropriate safety requirements and/or procedures may be grounds for student dismissal from the CTE program.

Programs shall be operated in compliance with federal, state, and local health and safety requirements. All Work-based Learning or Live Work experiences must adhere to child labor laws. To the extent practicable, reasonable safety procedures shall be implemented in the Career and Technical Education program in accordance with ALSDE regulations and any applicable Business/Industry Certification requirements.

It is recommended that all students who participate in CTE courses, which include lab activities, be encouraged to maintain an accident insurance policy for his/her protection. Health Science students assigned to clinical experiences shall be protected from malpractice liability through a contractual agreement between the Autauga County Board of Education and health agency practitioners or through student malpractice insurance policies.

Supplies and equipment shall be used and stored systematically and safely. Protection from such dangers as fire, natural disasters, mechanical, electrical malfunction, and other hazards shall be provided. The Career and Technical Education Administrator shall make periodic evaluative reports concerning their adequacy in terms of student care and safety.

Safety instruction, to include accident prevention, safety drills, and disaster procedures, shall be stressed at all grade levels. Expertise of fire prevention experts, health officials, and other community services shall be incorporated into the total safety program. Special emphasis shall be placed upon supervision within classrooms and on requirements concerning safety precautions in the lab area.

Source: Autauga County Board of Education

Adopted: September 28, 2017

Legal Reference: *Alabama Administrative Code* § 290-6-1

Old: DCB
New: 3.1

FISCAL YEAR

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

Old: DC
New: 3.2

ANNUAL OPERATING BUDGET

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

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

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

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

The proposed budget shall reflect the total amount of resources available to the Board from all funding and revenue sources. The projected enrollment and the total proposed expenditure by each Board and for each school shall be available at the public hearings. The proposed budget shall clearly delineate the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each school. The proposed budget shall clearly list the operating costs by category or function at each school. The proposed budget shall delineate by school those operating resources earned, including, but not necessarily limited to, those items contained in the Instructional Support Program of the Foundation Program, designating the amount of funds earned at each school per item based on average daily membership. After at least two public hearings have been held, the local board and superintendent shall cause a final budget to be developed consistent with the laws of this state, and shall make copies of the final budget available to the public upon request. Copies of the budget and other financial documents may be secured from the superintendent at a cost not to exceed the cost of production of the document.

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* §§ 16-4-8, 16-13-140, 16-13-143, 16-13-144

Old: DCCA

New: 3.3

BUDGET DEADLINES AND SCHEDULES

The Superintendent shall direct that a tentative budget be prepared for presentation to the Board for review and discussion during the month of July each year. After final estimates of revenues and expenditures are available and input from the Board has been received, the Superintendent shall direct that the tentative budget be put in final form and ready for presentation to the Board for adoption by the date specified annually by the State Department of Education personnel.

The Board shall submit the adopted budget to the State Department of Education on or before the date specified by State Department personnel in a format prescribed by statutes and State Board of Education rules and regulations.

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: September 25, 2001, June 24, 2010

Old: DCHA

New: 3.4

PERIODIC BUDGET AMENDMENTS

The Board authorizes the Superintendent to review and analyze the District budget for needed changes and adjustments during the fiscal year. Such needed changes shall be recommended to the Board for review and consideration. Any recommended changes shall be made only after a determination is made that the change will not create deficits or violate State Board of Education policy or state law.

Source: Autauga County Board of Education

Adopted: October 9, 1986

Legal Ref: *Ala. Code* §16-13-143(c)

Old: DE
New: 3.5

DEBT LIMITATIONS

BONDED INDEBTEDNESS

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

CURRENT INDEBTEDNESS

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

The Board shall not spend or obligate to spend more money in any fiscal year than the income received during that year, plus the balance on hand at the beginning of said year.

New: 3.6

FISCAL MANAGEMENT

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

New: 3.7

FISCAL ACCOUNTABILITY

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

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

All financial records are public records.

Old: DCH

New: 3.8

MONTHLY FINANCIAL RECONCILIATION

All Central Office financial records shall be reconciled with corresponding bank statements each month by the Superintendent or his designee. A financial report showing the budgetary appropriations, expenditures and balances shall be presented to the Board monthly. All reconciliations and financial reports shall be signed by the person(s) preparing said reports and the Superintendent.

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

Old: DIB
New: 3.9

FINANCIAL REPORTS

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

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

ANNUAL BUDGET

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

ANNUAL FINANCIAL REPORT PUBLISHED

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

OUTSTANDING INDEBTEDNESS REPORT PUBLISHED

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

DISTRICT MONTHLY FINANCIAL REPORTS

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

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

New: 3.9

FINANCIAL REPORTS

SCHOOL MONTHLY AND ANNUAL FINANCIAL REPORTS

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

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* §§ 16-8-39; 16-13A-6

Old: DID
New: 3.10

AUDITS

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

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

Source: Autauga County Board of Education
Adopted: October 9, 1986
Revised: September 25, 2001, June 24, 2010
Legal Ref: *Ala. Code* §§ 16-13A-7, 41-5-14

Old: DFD
New: 3.11

BOND SALES

All bonds issued by the Board shall be in accordance with all applicable laws.

TAX ANTICIPATION BONDS

Tax anticipation bonds shall be issued in accordance with *Ala. Code* §§ 16-30-70 through §16-13-77.

SPECIAL COUNTY AND DISTRICT TAX BONDS

Bonds issued against any special county or district taxes shall be issued in accordance with *Ala. Code* §§ 16-13-90 through § 16-13-109.

SPECIAL LICENSE, PRIVILEGE OR EXCISE TAX BONDS

Bonds issued against any special license, privilege or excise taxes, shall be issued in accordance with *Ala. Code* §§ 16-13-120 through § 16-13-122.

All proposed bond issues for the District shall be recommended by the Superintendent and approved by the Board and State Superintendent of Education prior to offer for sale.

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* §§16-13-70 to -77, §§16-13-90 to -109; §§16-13-120 to -122

Old: DFE

New: 3.12

SHORT TERM NOTES

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

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

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* §§ 16-13-145 to -146; *Harman v. Alabama College*, 177 So.747 (1937)

Old: DF
New: 3.13

LOCAL TAX REVENUES

The local tax structure for support of the District is presently set at a four mill county tax, a three mill district tax and a one and one-half cent sales tax.

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

Source: Autauga County Board of Education
Adopted: October 9, 1986
Revised: August 16, 1995, June 24, 2010
Legal Ref: *Ala. Code* §§ 16-13-180 to -183, 16-13-230

Old: DJA
New: 3.14

CENTRAL OFFICE BANK ACCOUNTS

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

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

The District shall establish a checking account(s) with a banking establishment approved by the Board to serve as the depository of various school funds. All checks in the name of the Board shall be drawn upon such account(s). Said banking establishments shall be located in Autauga County and shall be members of the Federal Deposit Insurance Commission.

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

All checks used will be prenumbered. Checks drawn on Board funds may be signed and processed by electronic means, under the direction of the Chief School Financial Officer or Superintendent.

Source: Autauga County Board of Education
Adopted: October 9, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-13A-8

Old: DJEJ

New: 3.15

INVOICE PAYMENT PROCEDURES

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

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

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

Old: DH
New: 3.16

BONDED EMPLOYEES

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

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

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

Source: Autauga County Board of Education
Adopted: October 9, 1986
Revised: September 25, 2001, June 24, 2010
Legal Ref: *Ala. Code* §§ 16-13-8 to -9, 16-13A-5, 16-13A-12

Old: DJFA

New: 3.17

CONTRACTS WITH INDIVIDUALS OR AGENCIES

In the event that specialized goods and/or services are needed or desired, the Board may enter into contracts with external individuals or agencies. All contractual arrangements should include, but not be limited to, the following:

1. Name and address of the individual or agency
2. Applicable social security numbers
3. Description of work to be performed
4. Fees and/or travel expenses
5. Work term

The contract shall be in writing and shall be filed with the financial office in the Board's administrative office. The contract shall be signed by the contractor and the Superintendent. The Board shall approve any contract in excess of \$15,000.

Source: Autauga County Board of Education

Adopted: February 25, 1999

Revised: June 24, 2010

Legal Ref: *Ala. Code* §41-16-51

Old: DFGB

New: 3.18

VENDOR RELATIONS AND RECEIPT OF GIFTS

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

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

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

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* §36-26-5 to -7

Old: DJF

New:

3.19

CAPITAL OUTLAY PURCHASING

All equipment purchases and capital outlay improvements must have the approval of the Superintendent and items which cost \$3,500 or more, and not previously approved in the budget, must be approved by the Board.

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010, November 17, 2016

PROCUREMENT POLICY

It is the policy of the Board that expenditures of public school monies in excess of \$15,000 made by the Board for labor, services, work, the purchase or lease of materials, equipment supplies or any other personal property with limited exception will follow state laws for the procurement of property and services. The primary state procurement laws for Alabama School Boards are:

- ALABAMA COMPETITIVE BID LAWS (Chapter 13B of Title 16, Code of Alabama 1975)
- Joint Information Technology Purchasing Agreement (Chapter 13B of Title 16, Code of Alabama 1975) and
- Public Works Law (Title 39, Code of Alabama 1975)

Local Purchasing

The Board will purchase locally provided products of equal quality that are readily available from local suppliers at prices equal to other non-local vendors whenever legally possible or otherwise permitted. Pursuant to state law, the Board, when purchasing personal property or contractual services, shall give preference to commodities produced in Alabama or sold by Alabama persons, firms or corporations.

The Board shall not be limited to making purchases within the local community or the State of Alabama when such local purchases do not meet the quality of competitive price of goods or services available from vendors outside the local community or State of Alabama.

Preference may be given a local vendor having a place of business in the county or municipality for the purchase of personal property, when a bid submitted by such resident bidder is no more than three percent greater than the bid of the lowest responsible bidder.

The Board shall stress purchasing procedures which are most conducive to securing the best possible quality of merchandise and/or services at lowest cost. Whenever possible and practical, cooperative purchasing among all schools shall be considered a reasonable means for achieving high product efficiency at lowest possible cost.

No purchases shall be made which obligate the income of a subsequent school year. In addition, no purchases shall be made which encumber any District or local school fund or account beyond the available resources of that fund or account or cannot be paid off by the close of the school year without Board approval. Purchases shall not be made without approval of the Board, except as budget allocations have provided for them.

The Superintendent shall be responsible for establishing and maintaining efficient procedures for purchasing from the Central Office as well as the schools of the District. All requisitions for instructional materials within the schools shall require prior approval of the principal before any payment is to be made. In no case shall any payment be made by the board unless purchase orders have been properly issued, and where bids have been taken as required by law.

New: 3.20

PROCUREMENT POLICY

All purchases from Board funds shall be approved by the Superintendent or his designee. They shall conform to policies and procedures of the Board and all applicable state and federal laws and/or regulations. To the extent allowed by state laws, the board will utilize state, local, regional and national purchasing agreements where appropriate for the procurement or use of goods and services. All procurement transactions are subject to the board's *Conflict of Interest Policy* and the procurement decisions of the board will:

- Avoid acquisition of unnecessary or duplicative goods and service
- Use the most economical and efficient approach for acquisitions
- Award acquisition contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement
- Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources prior to awarding procurement contract
- Maintain records sufficient to document the history of the procurement conduct procurement transactions in a manner that provides full and open competition

Procurement transactions that are not subject to the state procurement laws, but exceed the aggregate amount of the aggregate amount of the federal micro- purchase threshold*, will be obtained by utilizing price or rate quotes from two or more qualified sources. State procurement laws include requirements that comply with the Uniform Administrative Requirements for procurement of property and services.

- **Micro-purchases:** The micro purchase procurement method is utilized for purchases up to and including \$3500. These purchases do not require competitive quotes from potential bidders if the final price is considered reasonable. Micro-purchases shall be distributed equitably among qualified suppliers to the extent practicable.
- **Small purchases:** This procurement method is used for purchases from the micro-purchase amount (\$3500) up to \$15,000. Product, equipment, and supply specifications and service, labor, and work requirements must be established and provided to an adequate number of qualified sources.
- **Formal sealed bid purchases:** This procurement method is required for purchases with a projected total cost greater than \$15,000.

Old: DJFB

New: 3.21

PROJECT ADMINISTRATION

The Board delegates responsibility for project administration to the Superintendent. The construction of the building shall remain the responsibility of the architects and contractor within the plans and specifications of the building. The Superintendent shall keep abreast of the construction project and periodically apprise the Board of construction progress. A brief written report shall be presented to the Board at the end of each month of construction, outlining the progress that transpired that month. This will enable the Board to assess the overall efficiency of the project upon completion.

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

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

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

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

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

Source: Autauga County Board of Education

Adopted: February 25, 1999

Revised: June 24, 2010

Legal Ref: *Ala. Code* §§16-1-2, 39-1-1 *et seq.*

Old: DFN
New: 3.22

PROPERTY SALES AND DISPOSAL PROCEDURES

REAL PROPERTY

The Board is authorized to sell real property (land and buildings) owned by the Board which is no longer used at school or work sites for an adequate consideration where such action is in the best interests of the District. Such sales are to be in accordance with state law.

The sale of school property shall be by competitive bid or auction. Such sales shall be conducted through the Central Office, to include Board property located at local schools and shall be advertised in the appropriate manner. In the event all bids received are less than the estimated market value, the Board may reject all bids and re-advertise or sell by negotiated sale, provided the price received through negotiated sale is higher than the highest bid received.

PERSONAL PROPERTY

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

1. All equipment and furniture that is obsolete, unsafe, inoperable, or no longer educationally functional at a school or, in the transportation department, maintenance department, Central Office, or school food service department shall be listed by the principal or departmental supervisor and submitted in writing to the Superintendent requesting it be declared "surplus". The Superintendent, with Board approval, has the authority and responsibility to declare such listed property surplus. (Surplus property may be used as trade-in on the purchase of other new equipment.)
2. If such equipment can be utilized in another school, it shall be marked, transferred, delivered and entered on that school's inventory unless the Superintendent authorizes an on-site sale. Notification of the transfer shall be made in writing to the Superintendent's office in order to keep school and Central Office inventories in balance.
3. Public sales will be held at such times as determined appropriate by the Superintendent. Notice of public sale will be advertised appropriately. Surplus personal property shall be sold for "fair value". Disposal of personal property will be accomplished in accordance with guidelines and procedures established by Examination of Public Accounts.

New: 3.22

PROPERTY SALES AND DISPOSAL PROCEDURES

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

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* §16-8-40; §16-20-8 through -9

Old: DFM
New: 3.23

EQUIPMENT AND SUPPLY SALES

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

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

Source: Autauga County Board of Education
Adopted: October 9, 1986
Revised: September 25, 2001, June 24, 2010

Old: DIC
New: 3.24

EQUIPMENT INVENTORIES

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

An annual inventory shall be taken to determine the status of equipment owned by the Board. Such inventories shall be under the direction of the Superintendent, with the assistance of school principals and department supervisors. Such inventories shall be on forms approved by the State Department of Education and shall be accomplished in accordance with the following guidelines:

DEADLINES

Equipment inventories shall be completed and a copy submitted to the Central Office on or before May 31 of each year. An inventory report shall be prepared by and signed by the responsible principal or supervisor at each school or work site.

PROCEDURES

1. Equipment purchased by the Board or schools within the District must be added to the equipment inventory list at the respective schools or work sites.
2. All equipment, over \$500, shall have an inventory number assigned by the Central Office Inventory Clerk with said number shown in item number column on the equipment inventory list. Items with a value of less than \$500 will be assigned an inventory number by the school principal and such items will be shown on inventory lists for the school.
3. The local school principal or his designee shall be responsible for attaching the inventory number to the equipment in a permanent manner.
4. Equipment is defined as:
 - a. Any apparatus with a life expectancy of one year or more; and/or
 - b. Any apparatus more conducive to repair than to replacement.

VERIFICATION OF INVENTORY REPORTS

The current year's inventory will be verified with the prior year's inventory report to ensure the following:

New: 3.24

EQUIPMENT INVENTORIES

1. All equipment that should exist on the inventory report has been inventoried and properly accounted for.
2. All current year acquisitions of equipment have been included on the inventory.
3. All current year deletions of equipment have been properly deleted.

Any variances occurring must be reconciled, properly documented, and made a part of the annual inventory report.

DISPOSAL OR DELETION PROCEDURE

The following procedure shall be followed when equipment is to be disposed of and deleted from the equipment inventory:

1. The Superintendent or his designee must be notified prior to the disposing of equipment owned by the Board (the sale of all Board owned property will be handled through the Central Office to ensure compliance with all legal requirements).
2. The disposal and deletion of equipment shall be recorded on the equipment inventory as one of the following:
 - a. The sale of equipment
 - b. A trade-in on other equipment
 - c. Removal due to obsolescence or wearing out
 - d. Damaged beyond repair
 - e. Loss due to disaster or theft

ASSIGNMENT

1. School principals and work site supervisors are responsible for keeping equipment inventories current and in proper form.
2. School principals and work site supervisors shall keep a current copy of the inventory forms on file in their offices.

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: September 25, 2001, June 24, 2010

Legal Ref: *Ala. Code* § 16-8-37 to -39; §16-9-27 to -28; §41-5-23

Old: DMAA

New: 3.25

USE OF BOARD VEHICLES

Some employees at the bus garage and at the maintenance department are on call twenty-four hours a day and will drive a Board-owned vehicle home. These employees will be identified by their supervisor, and approved will be granted by the Superintendent. This request will be made in writing to the Superintendent. Any other circumstances that would require a Board-owned vehicle to be taken home must be approved by the Superintendent.

Board-owned vehicles will be used for official school business only. All other Board vehicles will remain at the assigned location when not being used for official school business. If any vandalism occurs, each case will be addressed on an individual basis.

Board-owned vehicles which are driven home by those on twenty-four hour call will be subject to the IRS regulations found in Section 1.61-215S (Commuting Valuation Rule).

Source: Autauga County Board of Education, Prattville, Alabama

Adopted: October 9, 1986

Revised: June 24, 2010, June 18, 2012

Old: DN

New: 3.26

LOCAL SCHOOL ACCOUNTING AND REPORTING SYSTEM

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

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

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

Old: DOC, DOCA, DOCB

New: 3.27

LOCAL SCHOOL BANK ACCOUNTS

The Board requires local school principals to select a bank located in Autauga County as a depository of school funds. Said bank shall be a member of the Federal Deposit Insurance Commission. Principals shall notify the Board prior to changing their school's current depository of school funds.

Local school principals shall establish a checking account(s) with a banking establishment located in Autauga County. Said bank shall be a member of the Federal Deposit Insurance Commission. All checks in the name of the school shall be drawn upon such account(s).

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

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

Old: DN-R

New: 3.28

LOCAL SCHOOL FINANCES

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

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

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

1. money collected for lunches;
2. money collected through the sale of merchandise in a school store;
3. money collected as an admission fee to a public performance; and
4. money collected daily for small items such as juice and snacks which may be noted on a class roster, totaled and signed by the teacher.

Teachers who serve as faculty sponsors of clubs or subsidiary accounts shall receive a monthly activity statement. The teacher should review the activity statement monthly. If a discrepancy is found, it should be reported to the bookkeeper immediately. At the end of the fiscal year, the teacher will sign acknowledging the activity is correct and in balance. The balance is the responsibility of the teacher. No activity is allowed to run in the red.

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

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

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

Invoices shall not be paid until they have been signed by the person receiving the goods or services and by the principal authorizing payment.

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

School funds shall be deposited in a bank located in Autauga County and insured by the Federal Deposit Insurance Corporation. Money should be deposited as soon as possible, daily if feasible.

New: 3.28

LOCAL SCHOOL FINANCES

When possible, funds should be deposited in interest bearing savings accounts or certificates of deposit at a bank located in Autauga County and insured by Federal Deposit Insurance Corporation.

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

Disbursements shall only be made by checks signed by the principal and made payable to a person or company. No checks should be issued payable to "Cash." Blank checks should never be signed.

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

Funds shall not be transferred from one account to another by borrowing or otherwise, except as authorized in writing by the principal, faculty sponsor, and student representative if applicable.

All school instructional fees, charges, donations, and deposits shall be collected and spent only as authorized by the principal and not contrary to the established policies of the Board. At no time may any local school declare "cash only" for payments of instructional fees, or miscellaneous charges such as lockers, parking passes, athletics or fundraisers.

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

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

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

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

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

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

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010, December 17, 2012, August 10, 2017

Legal Ref: *Ala. Code*, §§ 16-13-11, 16-13-13, 16-13-14

Old: DFF, DFG

New: 3.29

STUDENT FEES

GENERAL

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

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

CONSISTENCY

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

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

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: September 25, 2001, June 24, 2010

Legal Ref: *Ala. Code* § 16-10-6

Old: IFAC

New: 3.30

SCHOOL MATERIAL SELECTION AND PURCHASING

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

1. A local school purchase order must be completed and signed by the principal prior to a purchase being made from school funds.
2. Prior to approving the purchase, the principal shall make a review to determine the availability of funds for said purchase.
3. A District purchase order must be completed and signed by the principal prior to any purchase to be paid from Central Office funds.

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: June 24, 2010

New: 3.31

FINANCIAL ACCOUNTING FOR SCHOOL CLUBS AND ORGANIZATIONS

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

This regulation is stated as follows:

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

In-School Clubs and Organizations

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

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

School Related Clubs and/or Booster Organizations

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

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

- (a) The organization has obtained an employer identification number from the IRSS.
- (b) The organization provides an annual financial report of the organization to the school and system CFO by December 1 of each year.
- (c) The organization makes its financial records available to the school's auditors and authorized Board employees upon request.

New: 3.31

FINANCIAL ACCOUNTING FOR SCHOOL CLUBS AND ORGANIZATIONS

- (d) The organization provides required financial reports.
- (e) The organization provides proof of a fidelity bond for the treasurer.
- (f) The organization will not provide any payment or benefit to a school employee (or family member of a school employee) in violation of the State Ethics Law.

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

Donations by Clubs and/or Organizations to the School

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

Concession Sales in School Activities

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

Source: Autauga County Board of Education,

Adopted: October 9, 1986

Revised: June 24, 2010, December 17, 2012

Legal Ref: *Ala.* Code §16-8-7; §16-13A-8; State Department of Education Guidelines for School Related Organizations.

Old: DFGA

New: 3.32

ADMISSIONS AND CONCESSION FEES

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

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

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

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: September 25, 2001, June 24, 2010

Legal Ref: *Ala. Code* § 16-13-8

New: 3.33

MAINTENANCE, REPAIR, UPDATING AND REPLACEMENT OF CAREER TECHNICAL EQUIPMENT

To ensure that skills taught in career technical education courses and the Autauga County Technology Center are consistent with prevailing business and industrial standards, the procedures for maintenance, repair, updating and replacing of equipment the following are:

EQUIPMENT MAINTENANCE AND REPAIR

Each instructor shall, as needed, submit an equipment maintenance or repair request form stating the item and an estimate of cost for parts and service, if known, to the Director of the Career Technical departments. The Director shall determine who will make the repairs and shall proceed to get the repairs completed.

If applicable, each instructor shall develop a periodic maintenance performance schedule for cleaning, greasing, and oiling equipment, changing filters, draining water from compressors, etc., and follow it.

The Director or his designee shall periodically inspect shops and classrooms to determine if tools and supplies are properly stored, equipment is kept in good repair and properly used, safety requirements met, etc. It is the responsibility of the Director and each instructor to work to see that facilities equipment and instructional materials are kept in good working order and in safe condition.

EQUIPMENT UPDATING AND REPLACEMENT PROCEDURES

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

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

Purchase orders shall be prepared for all goods and/or services purchased in the name of the Board's career technical education departments. A separate purchase order shall be prepared for each vendor and shall be signed by the appropriate person. The Superintendent has the final responsibility for approving or disapproving all purchases and/or services. However, approval or disapproval must be made in terms of budgetary, allocation, need, disability and contribution to the program.

New: 3.33

MAINTENANCE, REPAIR, UPDATING AND REPLACEMENT OF CAREER TECHNICAL EQUIPMENT

Instructors shall report facility maintenance needs on a building maintenance request form to the building principal. The principal will forward the request to the Board's maintenance supervisor who shall implement the repairs as expeditiously as possible. Requests for major repairs, building modification, or additions shall be submitted by the Director to the superintendent and/or Board. The Superintendent must approve minor alterations which involve changing the original building plans.

CARE OF FACILITIES AND EQUIPMENT

The Director and each instructor shall ensure care and protection of the school property. Abuse and misuse of school furniture and property will not be tolerated. All personnel will be supported in measures taken to achieve this.

WILLFUL DAMAGE TO SCHOOL AND PERSONAL PROPERTY

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

Source: Autauga County Board of Education

Adopted: December 17, 2002

Revised: June 24, 2010

Legal Ref: *Alabama Administrative Code* R.10(3)

Old: DOB

New: 3.34

LOCAL SCHOOL MONTHLY FINANCIAL RECORD RECONCILIATION

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

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

Old: DN-R

New: 3.35

LOCAL SCHOOL PAYROLL REPORTING

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

Total days absent should be noted beside the employee's name, with a distribution of absences showing number of days to be charged to sick leave, personal leave, or unpaid leave. Absences reported to the Central Office should be supported by written documentation kept on file in the school office.

A form to report days worked by substitutes will be provided by Central Office. The substitutes' names shall be listed exactly as shown on the List of Approved Substitutes provided by the Central Office. Beside the name shall be listed the total number of days worked and a breakdown of sick leave, personal leave, or special contract days. Beneath the substitute's name shall be listed the name of each employee for whom the substitute worked, the total days worked for that employee and a breakdown of sick leave days, personal leave days or special contract days worked for that employee. Documentation supporting substitute work shall be kept on file in the school office.

The total number of days paid to substitutes must be equal to or less than the number of days of absences reported on the regular employees' payroll.

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

The payroll reporting period shall be from the 21st day of the month through the 20th day of the following month.

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: June 24, 2010

LOCAL SCHOOL FUND RAISING

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

On-Campus

1. All on-campus fundraising activities sponsored by the school shall be approved in advance by the local school principal.
2. All on-campus fundraising activities including contracted service providers must be under the direction of a certified employee approved by the local school principal.
3. All on-campus fundraising activities involving student solicitations must be conducted during non-instructional time.
4. All on-campus fundraising activities must be conducted in a financially sound manner, i.e., all funds must be accounted for through the approved local school financial accounting and reporting procedure.
5. The local school principal shall coordinate and monitor the number of on-campus fundraising activities conducted by teachers and groups at the school.
6. On-Campus, school-wide fundraising activities shall be limited to two (2) per school year.

Off-Campus

1. All off-campus fundraising activities sponsored by the school shall be approved in advance by the local school principal and advance notification given to the Superintendent.
2. All off-campus fundraising activities including contracted service providers must be under the direction of a certified employee approved by the local school principal.
3. All off-campus fundraising activities involving student solicitations must be conducted during non-instructional time.
4. All off-campus fundraising activities must be conducted in a financially sound manner, i.e., all funds must be accounted for through the approved local school financial accounting and reporting procedure.

New: 3.36

LOCAL SCHOOL FUND RAISING

5. The local school principal shall coordinate and monitor the number of off-campus fundraising activities conducted by teachers and groups at the school.
6. Off-campus fundraising activities conducted by student clubs shall be limited to one per school year.

Source: Autauga County Board of Education
Adopted: June 24, 2010
Legal Ref: AG OP – Public Monies 2001-124

New: 3.37

WORTHLESS CHECKS

Checks issued to schools in the District for goods and/or services provided or to be provided by the school(s) are accepted with the understanding and belief that the bank account for which checks are written is current and sufficient funds exist in the account to cover the bank draft or check written on the account.

The Board of Education authorizes the Superintendent to charge a fee for worthless checks and to implement procedures for collection of worthless checks written to the District, including referring the matter to the district attorney for prosecution.

Persons who consistently give bad checks to the school(s) may be required to make future payments in case for any goods and/or services provided by the school(s) prior to receiving such goods and services, i.e. lunches, school pictures, etc.

All uncollected charged meals and uncollected bad checks shall be satisfied by using non-public funds. Uncollected fund balances in the Child Nutrition Program will not be carried over from one fiscal year to the next. Monies will be taken from non-public funds at the end of the fiscal year to cover the amount of the worthless checks. When worthless check fees are received, such funds will be deposited into the non-public fund account.

New: 3.38

MANDATORY DIRECT DEPOSIT PAYROLL

For the best interest of the Autauga County Board of Education and its employees, all payroll checks shall be paid through mandatory direct deposit due to financial and administrative reasons. Direct deposit provides a number of benefits for the employee and employer such as minimization of a lost payroll check, reduced potential for theft or forgery, efficiency of funds deposited in employee's accounts on payday, and reduction of cost. With mandatory direct deposit, funds shall be available to employees regardless of catastrophic events, employee's work attendance, or holidays.

All employees of the Autauga County School System shall be paid electronically in the form of direct bank deposit on the last day of each month. If the last day of the month falls on a Saturday, Sunday or legal holiday, payment shall be made the last working day of the month.

This policy is to take effect for all employees with the payment issued to them for the August 2013 to be paid on August 30, 2013. Any employees not currently using direct deposit must complete the Direct Deposit Enrollment Form no later than August 16, 2013 to allow timely processing of his or her information.

As a condition of employment, all newly hired or rehired employees on or after August 1, 2013 shall be required to enroll in the direct deposit feature within thirty days of the hire or rehire date with the Autauga County School System.

If an employee is unable to obtain a bank account from a financial institution or elects to decline direct deposit, the Autauga County Board of Education shall offer a Skylight Pay Card in which the employee's pay shall be loaded on a plastic card similar to that of a debit card. There are fees associated with this payroll option which are the responsibility of the employee. To enroll in the Skylight Pay Card payroll option, employee shall complete a Direct Deposit Enrollment Form no later than August 16, 2013 to allow timely processing of his or her information.

To ensure proper and timely processing of payroll, bank changes shall be reported immediately by the employee by completing the Direct Deposit Change Form.

The only circumstances for which an exemption from this policy will be considered is the cancellation or re-write of an employee payroll check. Exemptions must be authorized by the Chief School Financial Officer of the Autauga County Board of Education.

Source: Autauga County Board of Education

Adopted: August 1, 2013

New: 3.39

PAYROLL DEDUCTION

- A. Mandatory salary deductions, including federal income tax, state income tax, retirement, etc., shall be made in accordance with applicable laws and regulations. Employees are required to complete and submit all forms and provide such information as may be required or reasonably required for such purpose.
- B. Voluntary deductions shall be made as a service to employees upon written request of the individual employee to the extent permitted by law by fifteen percent (15%) of the employees and approved by the Superintendent. Such deductions may include, but are not limited to, supplemental benefits, legally-allowed political contributions, and dues for membership to the national, state, and local educational association representing the majority of employees. Payroll deductions will begin once membership approval has been received by payroll.
- C. Membership lists for voluntary deductions other than Section 125, shall be provided to the Board by the organization in CSV format no later than the 10th of the month. Such membership lists will be corrected, updated, and returned to the organization on a monthly basis. Such deductions shall remain in effect until cancelled in writing by the employee on or before September 10th of each year.
- D. Section 125 (“cafeteria plans”) deductions shall be completed on or before September 10th and become effective October 1st of each year. Outside of open enrollment, employees may only change his or her elections related to accident and health coverage and group term life insurance upon the occurrence of any of the following events:
 - 1. Change in status (employee’s legal marital status, number of dependents, employment status – including change in worksite location, dependent satisfies eligibility requirements, change in residence, commencement/termination of adoption proceedings)
 - 2. Significant cost increase
 - 3. Significant curtailment of coverage
 - 4. Addition or elimination of benefit package option
 - 5. Change in coverage of spouse or dependent under other employer’s plan
 - 6. FMLA leave
 - 7. COBRA event
 - 8. Judgment, decree or court order
 - 9. Medicare or Medicaid entitlement
- E. Upon termination, resignation, or retirement of employment, any amounts owed under the terms of an employee authorization shall be deducted from the employee’s final pay.
- F. The Board shall not be liable for any good faith error made in implementing a salary deduction that has been authorized by the employee.

Source: Autauga County Board of Education

Adopted: August 1, 2013, April 25, 2016, July 13, 2017

VISA PURCHASING CARD POLICY

CARDHOLDER LIABILITY

The Purchasing Card is a corporate charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Purchasing Card Program Procedures as well as this policy. Failure to comply with the Visa Purchasing Card Program Policy and Guidelines may result in reimbursement of expenditures by the employee, permanent revocation of the card, termination of employment, and/or criminal prosecution.

CARDHOLDER PURCHASE LIMITS

Cardholder's annual purchase limits shall be determined by the Superintendent and Chief School Financial Officer based on the budget allocation for each cardholder.

CARD SECURITY

Each department shall determine how to secure its cards. The sixteen (16) digits on the Purchasing Card shall be protected as would any blanket or department purchase order number. The individual's name that appears on the card bears the responsibility for all purchases made with that particular card.

LOST, MISPLACED OR STOLEN CARDS

Cardholders are required to immediately report any lost or stolen Purchasing Card to Regions Bank by calling toll-free at 1-800-934-1087 (24 hours a day, 365 days a year). The Cardholder shall also immediately notify the Purchasing Card Administrator of the lost or stolen card at the first opportunity during normal business hours.

UNAUTHORIZED AND/OR INAPPROPRIATE USE

The Cardholder shall only make purchases within his/her established limits and levels of authority as determined by the Superintendent and Chief School Financial Officer. The Visa Purchasing Card shall not be used for:

- personal use or for non-district purposes, even if the Cardholder intends to reimburse the District.
- the purchase of meals.

Meals are to be paid to the employee on a reimbursement basis in accordance with the District's Travel and Reimbursement Guidelines.

New: 3.40

- the split a purchase to circumvent the State of Alabama Bid Law or the limitations of the Purchasing Card.
- In any manner to circumvent purchase limits and/or authority levels or the limitations of the Purchasing Card.

ACCEPTABLE DOCUMENTATION

Each transaction on the Purchasing Card shall be represented by an itemized receipt or other acceptable forms of documentation that verifies the date of purchase, the vendor or vendor name, each item purchased, and the price of each item.

CARDHOLDER TERMINATION/CANCELING AN ACCOUNT

The Purchasing Card Administrator is required to close an account if a Cardholder: (a) loses his/her Purchasing Card privileges, (b) transfers to a different department, or (c) terminates employment.

RENEWAL OF EXISTING PURCHASING CARDS

A new Purchasing Card will automatically be sent to the Purchasing Card Administrator at least thirty (30) days prior to the current card's expiration date. Renewed cards will be distributed by the Purchasing Card Administrator to existing cardholders.

BOOSTER AND ASSOCIATION OF PARENT-TEACHER ORGANIZATION

PROJECT MATCH

The ACBOE considers booster clubs and Association of Parent Teacher Organizations (“APT”) to be vital to the overall educational process in Autauga County. These organizations provide supplemental funds/services not provided through normal funding channels. They provide services, events, or projects that would not be available to schools without their effort.

It is the goal of the ACBOE to encourage the different organizations to be visionary in their supplementation for the different schools and organizations. To encourage this the ACBOE will consider partnering with organizations and schools. The ACBOE will consider contributions of up to 15%, or max of \$10,000, for qualifying projects, if funding is available.

The superintendent, CSFO, and board chair will meet with the organization and school principal to consider a proposal. If the project meets the required criteria match and is a project for which public funds can be expended, then the project will be presented to the entire board. If the board agrees the project qualifies and funds are available, then the project will be placed on the Consider for Approval Consent Agenda at the following Board meeting. It will be the responsibility of the project school to consolidate funds for the project, and the local school bookkeeper will serve as the custodian of funds for the project.

CASH MANAGEMENT FOR FEDERAL FUNDS

The Board will minimize the time between the receipt of federal funds from the United States Treasury, the Alabama Department of Education, or other pass-through entity, and the disbursement of the federal funds. Federal funds will only be requested to meet immediate cash needs as follows:

- Reimbursement not covered by prior receipts and;
- Anticipated disbursements that are generally fixed, such as monthly program salaries and benefits; or,
- Disbursements will be made within in fifteen business days after receipt of funds.
- The Chief School Financial Officer will maintain financial records that account for the receipt, obligation, and expenditure of each federal program fund.
- Cash balances for each federal program fund and for the aggregate of all federal program funds will be monitored daily by the Chief School Financial Officer or designee.

Board procedures to minimize the cash balances in federal program funds are expected to prevent the aggregate cash balances of federal program funds from earning \$500 or more for the fiscal year if maintained in interest-bearing accounts. The federal program funds, with the exception of Child Nutrition Program funds, will not be maintained in an interest-bearing bank account if the Chief School Financial Officer determines that banking requirements for minimum or average balances are so high that an interest-bearing account would not be feasible. Federal program funds will be maintained in insured checking accounts that are subject to the state requirements for public deposits under the SAFE program.

Determination of Allowable Costs

Before instituting a financial transaction that will require the expenditure of federal funds the federal program director and the chief financial officer or designee will determine that the proposed transaction meets the requirements for allowable costs for the federal program.

Actions to determine allowable costs will assure that:

- The proposed expenditure is included in the federal program budget;
- The proposed expenditure is reasonable and necessary for the federal program;
- The proposed expenditure is consistent with procedures for financial transactions of the board including:
 - Purchase order approval procedures;
 - Contract review and approval procedures;
 - Applicable competitive purchasing procedures and;
 - Documentation supports allowability of transaction.

Before payments are made from federal funds the federal program director and the chief financial officer or designee will determine that the federal program expenditure complies with generally accepted accounting principles and complies with state, local, and federal laws, rules, and regulations.

Travel Policy

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

New: 4.1

EMPLOYMENT

The Superintendent shall nominate in writing for appointment by the Board all employees and shall assign them to their positions, transfer them as the needs of the District require, recommend them for promotion, suspend them for cause and recommend them for dismissal, subject to the provisions of the *Code of Alabama*.

The process of staff selection or promotion shall be free from pressures considered detrimental to the best conduct of the public schools.

All persons nominated for teaching or supervisory positions shall hold valid certificates issued by the State Board of Education.

Upon recommendation of the Superintendent, the Board shall employ such professional, clerical, accounting and statistical assistants as in the judgment of the Board are necessary.

The Superintendent shall recommend employment of one or more attendance officers, subject to the rules of the Board, and shall see to it that the provisions of the law for school attendance are enforced.

Old: GAAA
New: 4.2

EQUAL OPPORTUNITY FOR EMPLOYMENT

The Board recognizes that an effective educational program in the District depends on the quality of the personnel employed in the system and therefore will make every effort to employ the most qualified personnel available.

It is the policy of the Board to prohibit discrimination on the basis of religion, race, ethnicity, national origin, color, sex, marital status, age, parental status or disability in all employment practices. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

The Board will immediately investigate any claim of discrimination in its employment practices and will take any remedial measures necessary. The grievance procedure established in Policy 4.13 shall be utilized to make a complaint of discrimination pursuant to this policy. The Board will not tolerate retaliation against any person making a good faith report of discrimination pursuant to this policy nor will retaliation against any individual who participates in an investigation or provides information regarding a claim of discrimination be tolerated.

To assist the Board in monitoring implementation of this policy, the Superintendent shall appoint a coordinator to maintain records pursuant to EEOC Guidelines and make reports as necessary regarding workforce information to the Board.

Source: Autauga County Board of Education

Adopted: March 5, 1986

Revised: June 24, 2010

Legal Ref: *Title VII of the Civil Rights Act of 1964* and amendments, *Americans with Disabilities Act*, and *Age Discrimination Employment Act*.

Old: GAB
New: 4.3

RECRUITMENT OF PERSONNEL / JOB VACANCIES

The following procedures will be components of the recruitment program in the District:

1. When a vacancy occurs in a new or existing certified or noncertified employment position, such vacancy shall be advertised in appropriate publications with appropriate organizations, agencies or institutions. There shall also be a posting of the job vacancy at all schools and worksites as well as central office. The job vacancy shall be posted for at least fourteen days before the position is to be filled.
2. In emergency circumstances, where it is impossible for the board to hold a vacancy open for the minimum fourteen days, the Board shall make every effort to hold the position open for a seven day period in accordance with state law unless it is an extreme emergency situation and a classroom teacher needs to be employed promptly to protect the educational interests of the students. In such circumstances, the Board shall post notice of the job and hold the position open for as long as practical. If a teacher is hired in such a circumstance, that teacher will be non-renewed at the end of the school year and reconsidered for employment in the position with other applicants for the following school year, complying with all application requirements established by separate Board policy. Under no circumstances shall an emergency hire gain an advantage over the other applicants for a particular position by virtue of the emergency employment.
3. The notice of the job vacancy shall include but not be limited to the following information:
 - a. job description and title,
 - b. required qualifications,
 - c. salary schedule and amount,
 - d. information on where to submit an application,
 - e. information on any deadlines for applying, and
 - f. any other relevant information.
4. Applications are available on line at <https://ats1.searchsoft.net/app-login>. Application requirements will be set out in Policy 4.4.
5. All completed applications shall be considered to fill any vacant positions. The Superintendent, principal, site supervisor (or a representative designee of those individuals) shall conduct interviews as he/she deems necessary and appropriate in order to make a final recommendation for a particular vacant position.
6. All background checks required by state law will be completed.

New: 4.3

RECRUITMENT OF PERSONNEL / JOB VACANCIES

In an effort to recruit and employ personnel judged to be the best qualified for all employment positions, the Board encourages all employees to assist in the recruitment effort by referring outstanding persons for consideration for employment.

Source: Autauga County Board of Education
Adopted: September 18, 1995
Revised: January 27, 2000, June 24, 2010, July 13, 2017
Legal Ref: §§16-9-23, 16-9-24, 16-22-15

Old: GAKBA

New: 4.4

APPLICATIONS FOR EMPLOYMENT

All certified and noncertified personnel seeking employment with the District must complete an online application at https://atsl.searchsoft.net/app_login. Applications must be completed in full with resume and three professional references attached. 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.

The following items are required upon employment:

1. Official transcript(s) of all college/university academic work for certified personnel and a high school or college/university transcript for noncertified personnel. The transcript is waived for bus drivers and child nutrition program workers.
2. For certified positions, proof of application for an Alabama Professional Educator Certificate if this is not already on file with the Alabama State Department of Education.
3. Copy of applicant's driver's license and social security card.
4. Alabama Department of Human Resources' Request for Clearance of State Central Registry on Child Abuse/Neglect which will be mailed to the Alabama Department of Human Resources who will send the completed form directly to Autauga County Schools Personnel Office.
5. Statement of Conditional Employment regarding satisfactory criminal history investigation report which must be signed, dated and witnessed.

Applicants are responsible for all costs associated with providing required documentation, to include but not limited to, transcripts, background checks and certificates.

Current employees of the Autauga County Board of Education interested in applying for a vacancy must submit a letter of interest and a CURRENT resume to the Supervisor/Principal where the vacancy exists and the Department of Human Resources.

Source: Autauga County Board of Education

Adopted: June 18, 1990

Revised: January 27, 2000, June 24, 2010, July 13, 2017

Old: GAAB
New: 4.5

CRITERIA FOR EMPLOYMENT

The following objective criteria shall be used in selecting new personnel for employment:

CERTIFIED PERSONNEL

Persons employed by the Board who are regularly certified by the teacher certifying authority of the State of Alabama.

- Degree Held
- College Transcript
- Type of teaching certificate and area of endorsement on certification
- Class of teaching certificate
- Number of years of teaching experience within the District
- Number of years of teaching experience in public elementary or secondary education
- Grades, subjects or positions in which professional experience has been gained
- Background checks by ABI, FBI and Department of Human Resources
- Effective communication skills

SUPPORT PERSONNEL

Persons employed full-time by the Board in the positions of special education aide, bus driver, lunchroom worker, custodian/janitor, maintenance, secretary, clerical, and other personnel not otherwise certified by the State Board of Education.

- High School graduation or equivalent
- Appropriate transcripts (waived for bus drivers and CNP workers)
- Hours completed in apprenticeship or training program if applicable
- Job related courses or training
- Number of years worked within the District
- Number of years of successful job-related work experience
- Background checks by ABI, FBI and Department of Human Resources

For all prospective employees, after the use of objective criteria, a subjective evaluation in each of the following categories shall be made to determine:

- Past Performance
- Character
- Ability
- Leadership

New: 4.5

CRITERIA FOR EMPLOYMENT

The subjective evaluation shall be based upon a personal interview and information obtained in individual references. Only applicants seriously considered for employment based on application data and/or other information available to the interviewer shall be interviewed. Political and social favoritism shall not be a part of the employment process.

Source: Autauga County Board of Education

Adopted: March 5, 1986

Revised: January 27, 2000, June 24, 2010, July 13, 2017

Old: GBBA
New: 4.6

PROFESSIONAL PERSONNEL QUALIFICATIONS

Professional personnel are defined as persons employed by the Board who are regularly certified by the teacher certifying authority of the state.

All professional teaching personnel employed by the Board shall meet all certification requirements, as set forth by *The Code of Alabama* and State Board of Education rules and regulations. All teaching certificates must be valid and in every possible case appropriate for grade level and subject to be taught.

All professional personnel are responsible for providing and maintaining all required credentials during the course of their employment with the Board. The Board shall not be obligated to pay for securing employment credentials necessary for the continuation of employment for any group or class of employees.

Old: GAMA
New: 4.7

TUBERCULOSIS EXAMINATION

Pursuant to Alabama State Law, the District shall not employ teachers, janitors, food handlers or bus drivers who have tuberculosis in an infectious stage. The Board requires a physical exam for tuberculosis of all such employees at least once every three years. A tuberculosis exam can be administered by the County Health Department or by a duly licensed physician at the employee's own expense.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-22-3

Old: GAKD
New: 4.8

JOB DESCRIPTIONS

It shall be the duty of the Superintendent and representative personnel to prepare or cause to be prepared job descriptions for all certified and noncertified personnel employed by the Board. The Superintendent or his designee shall periodically review and update job descriptions. Superintendent or his designee shall familiarize said personnel with their duties and responsibilities as defined by job descriptions.

In developing job descriptions, the following should be considered: position title, chain of command, required qualifications, and essential functions of the position.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010, July 13, 2017
Legal Ref: *Ala. Code* §16-22-15

New: 4.9

ETHICS AND CONDUCT

The Board expects employees to conduct themselves in such a way as to promote an appropriate school atmosphere. In dress, conduct and interpersonal relationships, employees should recognize that they are continuously being observed by students and that their actions and demeanor will be reflected in the conduct of the students. Profanity and lewd or obscene language, whether spoken, written, or by gesture, are unsuitable and prohibited in the school setting.

Employees who intentionally strike, improperly restrain or otherwise physically or verbally abuse students are subject to discipline, including termination, and possible action by law enforcement.

Employees should be judicious in the dissemination and discussion of sensitive student information, particularly confidential materials. Inappropriate disclosure of any confidential material may result in termination.

Source: Autauga County Board of Education

Adopted: June 24, 2010

Legal Ref: *Ala. Code* §§ 36-25-1, 36-25-5 through-8; see also State Bd. of Educ. Resolution July 12, 2005; Code of Ethics for Professional Educator

Old: GBRBB
New: 4.10

AMERICANS WITH DISABILITIES ACT (“ADA”)

The Board is committed to ensuring equal opportunity and access *to all employees* in accordance with §503-505 of the *Rehabilitation Act of 1973* and the *American with Disabilities Act of 1990* (“ADA”). The Board prohibits discrimination against any employee or applicant on the basis of physical or mental, or perceived disability. The Board will provide reasonable and appropriate accommodations to enable employees to participate in the educational process and other school activities of the District, unless the requested accommodations cause extreme or undue hardship to the District. The Board shall always engage in a good faith exchange with any employee who is requesting accommodation for a disability that is qualified under the Act. The Board will always strive to meet the accommodation needs of any of its employees but will also stay mindful that what may be a successful accommodation in one setting may not be appropriate or required in another and will always maintain the fundamental methods of ensuring a sound education and successful completion of any academic program.

Pursuant to the regulations established for implementing ADA compliance for public entities with 50 or more employees, the Board will appoint an ADA specialist or coordinator who will work with any qualified disabled employee requesting an accommodation and/or who will receive any complaints from any individual who believes they have been discriminated against on the basis of a disability in violation of the ADA.

The Board at all times shall comply with applicable statutes and regulations related to the ADA in regard to determining whether an individual is a qualified disabled person under the Act, providing reasonable accommodations, investigating and promptly responding to complaints, and in all other matters, actions or issues related to the ADA.

The ADA Specialist shall maintain all files and records of the Board relating to complaints filed pursuant to this policy.

Source: Autauga County Board of Education

Adopted: July 1, 1994

Revised: June 24, 2010

Legal Ref: *The Americans with Disabilities Act of 1990*, 42 U.S.C. §12132

Old: GBNAB

New: 4.11

HARASSMENT

The Board is dedicated to maintaining a work environment that is free from sexual or any other kind of harassment or intimidation, whether committed by or against employees, including managers and supervisors, customers, tenants, vendors and/or visitors. Any form of harassment is a strict violation of *Title VII of the Civil Rights Act of 1964*. The Board will not tolerate any form of harassment based on the following factors:

Race, sex, color, creed, religion, national origin, citizenship, age, disability, marital status, sexual orientation, ancestry, veteran status, socioeconomic status or any characteristic that is protected by law.

Examples of “**harassment**” that is covered by this policy include: offensive language, jokes, or other physical, verbal, written, or pictorial conduct relating to an individual’s race, sex, color, national origin, age disability, religion, sexual orientation, ancestry, veteran status, or any other characteristic protected by the law that would make a reasonable person feel uncomfortable or would interfere with the person’s work performance.

The examples above are not intended to be an all-inclusive list. It is impossible to list every type of behavior that could be considered harassment in violation of this policy. In general, any conduct based on these traits that could interfere with an individual’s work performance or could create an offensive environment will be considered harassment in violation of this policy.

SEXUAL HARASSMENT

Sexual harassment is illegal workplace harassment that occurs due to the sex or gender of the victim. Employees shall not engage in conduct constituting sexual harassment. Sexual harassment can consist of unwelcome sexual advances, requests for sexual favors, demands for sexual favors or other verbal or physical acts of sexual or gender-based nature, such as repeated offensive flirting, touching, graphic comments about an individual’s dress or body. Sexual harassment is illegal and is strictly prohibited. The Board will not tolerate any form of sexual harassment.

A. Examples of Prohibited Conduct

The following are examples of the types of behavior that may be considered sexual harassment in violation of this policy. These are examples and are not intended to exclude other actions that may constitute prohibited harassment.

- ! “Sexist” comments or behavior (conduct that demeans other individuals because of their sex, even if not vulgar, lewd, or sexually provocative)
- ! Unwelcome sexual advances -- whether they involve physical touching or not

New: 4.11

HARASSMENT

- ! Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
- ! Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- ! Inquiries into one's sexual experiences
- ! Discussion of one's sexual activities
- ! Promising favorable treatment or threatening unfavorable treatment based on an individual's response to sexual demands
- ! Displays of sexually oriented reading materials or pictures, including electronic materials
- ! Punishing an employee for complaining about sexual harassment, including but not limited to, any of the above

HARASSMENT BASED ON RACE, NATIONAL ORIGIN, AGE, DISABILITY, RELIGION, OR SEXUAL ORIENTATION

Harassment based on race, national origin, age, disability, sexual orientation or religion deserves special mention and is also strictly prohibited. Examples of the types of behavior that will be considered harassment based on these characteristics include but are not limited to:

- ! Jokes, slurs, innuendo, epithets, words that degrade an individual or negative comments about these characteristics
- ! Displays of reading materials, cartoons, drawings, pinups, greeting cards posters, calendars, images or pictures containing negative material about these characteristics, including electronic materials
- ! Vandalism or "pranks" based on these characteristics
- ! Name-calling based on these characteristics
- ! Punishing an associate for complaining about these types of harassment

New: 4.11

HARASSMENT

Special note regarding religion: It is not a violation of this policy for one to discuss religion or to read or view religious materials, at work during non-working time. However, those who do so, should be sensitive to and respectful of the difference beliefs (or lack of beliefs) of others.

HARASSING USE OF COMPANY COMPUTER, INTERNET AND VOICE MAIL SYSTEMS

Use of company computer or Internet system and voice mail system for any harassing purpose (as defined above) will be treated as a violation of this policy.

YOUR RESPONSIBILITY

The Board cannot resolve matters that it does not know about. Anyone who believes that he or she has experienced or witnessed sexual harassment or retaliation should promptly report such behavior in writing to their principal, immediate supervisor, Superintendent or Personnel Director. The employee should document all incidents of harassment in order to provide the fullest basis for investigation should it subsequently become necessary. That is true whether the alleged harasser is an employee, supervisor or even a non-employee who the employee has contact with while at work. No employee alleging harassment shall be required to present the matter to the person who is the subject of the complaint.

INVESTIGATIONS OF HARASSMENT

The supervisor receiving the complaint shall promptly start an investigation of the allegation. The Superintendent should be contacted. The Superintendent and legal counsel will review the completed investigation for prompt and appropriate action to be taken, if warranted. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed, the District will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

New: 4.11

HARASSMENT

NO RETALIATION FOR GOOD-FAITH COMPLAINTS

Employees will not be punished for bringing a good faith report of harassment to the District's attention or for cooperating in an investigation. If an employee believes he has been retaliated against for making a good-faith complaint of harassment or participating in a harassment investigation, he should contact his supervisor, principal, Personnel Director or Superintendent immediately.

DISTRICT'S COMMITMENT TO AN EFFECTIVE HARASSMENT POLICY

An effective Harassment Policy depends on all employees working together to address this very important subject. The District will strive to nurture a climate that encourages all of us to contribute our best to the accomplishment of the school system – by respecting each other's dignity, recognizing each other's merit and providing equal opportunity for employment, development and advancement.

Source: Autauga County Board of Education

Adopted: July 1, 1994

Revised: June 24, 2010

Old: GBIA
New: 4.12

TEACHER RIGHTS AND RESPONSIBILITIES FREEDOM OF EXPRESSION

Freedom of speech is a constitutional right guaranteed to all citizens. The Board shall make every effort to provide for the free expression of ideals by teachers unless this substantially disrupts the operation of the school or educational process.

All teachers shall be free to express their points of view in an orderly manner in keeping with democratic ideals.

All teachers shall have the freedom to exercise the right of free speech and to protest the deprivation thereof, through proper channels, providing that such protection does not substantially disrupt the operation of the school or result in harm to other individuals.

All teachers shall have the responsibility to grant the same rights and responsibilities to other individuals, to develop tolerance for the viewpoints or opinions of others, and to recognize the right of other individuals to form or hold different points of view.

Source: Autauga County Board of Education

Adopted: March 5, 1986

Revised: June 24, 2010

Legal Ref: U.S. Const. Amend. 1; U.S. Const. Amend. XIV I; *Tinker v. Des Moines Independent Community School District*, 89 S.Ct. 733 (1969)

Old: GAE
New: 4.13

EMPLOYEE GRIEVANCES

It is the policy of the Board to reduce, as much as possible, the potential areas of grievances; to assure each Employee the opportunity for an orderly presentation and review of grievances; to establish and maintain appropriate channels of communication between the administration and employees; and to resolve each grievance at the most immediate level of administration.

It shall be understood that the Board is the final authority in all matters pertaining to grievances unless an employee should desire to exercise proper redress through the courts or utilize appeal procedures, if allowed by law.

With the ultimate objectives of serving the educational welfare of our students, the following grievance procedure is designed to accomplish an equitable and expeditious resolution of grievances:

DEFINITIONS

“Grievance” - A “grievance” is a complaint by an employee based upon alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the District. The term “grievance” should not apply to any matter in which the method of review is prescribed by law. “Grievances” are objections to a specific act or condition. Dismissals, terminations, transfers and any other procedures already established by law, as well as performance appraisals, including assessments, observations and evaluations are not subject to the grievance procedures herein described.

“Grievant” - Any employee of this District.

INFORMAL PROCEDURE

The most desirable method of improving differences is for the aggrieved employee to discuss the matter with his immediate supervisor and reach an amiable solution without resorting to the written grievance procedure.

Employees

The District encourages all employees to engage in objective, simple, honest dialogue with the principal (or immediate supervisor) and/or Superintendent when attempting to resolve a grievance. If an employee feels a problem or complaint cannot be resolved through informal discussions with his supervisor/principal, then the employee must follow the Formal Procedures listed below.

New: 4.13

GRIEVANCES

FORMAL PROCEDURE

1. File written grievance with principal or immediate supervisor that is signed by the employee (hereinafter "grievant"). The grievance shall be as detailed as possible, providing times, dates, names and specifics, where applicable.
2. A mutually agreeable time and place shall be established to discuss the grievance. This meeting should occur as soon as is reasonable and/or practical.
3. The principal/supervisor should gather all necessary information from the meeting and necessary sources and inform the grievant in writing what resolution or decision has been reached regarding the grievance within six working days of the meeting/hearing. In the alternative, if more time is necessary, the principal/ supervisor shall inform the grievant within six working days of the meeting/hearing that additional time is need in which to render a decision and inform the grievant when he can expect a decision.
4. If the grievant is unsatisfied with the decision, an appeal shall be filed with the Superintendent within six working days of the grievant receiving a written decision from the principal/supervisor. The appeal shall be in writing and signed by the grievant. The grievant must provide a copy of the initial grievance, the principal/supervisor's decision, and any other relevant documentation should be provided to the Superintendent or his designee.
5. The Superintendent shall review all information presented and if necessary conduct, or appoint someone to conduct an investigation. The Superintendent or his designee may conduct a meeting with the grievant and any other necessary parties to render a decision regarding the grievance.
6. The Superintendent shall then render a written decision regarding the grievance within eleven working days of receiving the appeal. In the alternative, if more time is necessary, the Superintendent shall inform the grievant within eleven working days of receipt that additional time is needed in which to render a decision.
7. If the grievant is still unsatisfied, the grievant may appeal to the Board within six working days of the date of the Superintendent's written decision. The grievant shall send the appeal notice to the Superintendent with a copy of all materials previously submitted or received. The Superintendent shall set the matter on the agenda for the next board meeting (provided time constraints per Board policy are met for inclusion).
8. The Board shall review the original grievance and all materials related thereto. The Board at its discretion may hear directly from any individuals regarding the matters of the grievance.

New: 4.13

GRIEVANCES

9. The Board may uphold the Superintendent's decision or require the District to take some other action in response to the grievance.

RULES REGARDING PROCEDURES

1. Meetings or hearings shall be scheduled by mutual consent of the individuals involved. In the event a meeting needs to be rescheduled, the grievant shall be so informed as soon as possible.
2. Any employee grievant shall be permitted to be joined by spouse or other representative, but the grievant must always be present to discuss the grievance.
3. This policy is not intended to deprive any individual of his right to file a discrimination or harassment charge with the Equal Employment Opportunity Commission (EEOC), file a complaint with the Office of Civil Rights (OCR) or any other federal or state agency, court or tribunal that regulates employment relations.

Source: Autauga County Board of Education

Adopted: March 5, 1986

Revised: June 24, 2010

Old: GAK
New: 4.14

PERSONNEL RECORDS

The Board shall require complete and current personnel records for each employee.

Each employee shall have a right to review his local school or Central Office personnel file, except application references, during normal business hours. Employees shall be notified of any entry to be placed in their file. No anonymous letters or materials shall be placed in personnel files. Each employee may have included in his personnel file a written response to any material contained within the file.

Any employee may request to review his personnel file at any time that is mutually agreeable with the Personnel Director and when the employee is not engaged in fulfilling employment-related duties. The Personnel Director or his designee must be present during the review. A log shall be maintained documenting any such review.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-22-14

Old: GBI, GBFBA, GCMA
New: 4.15

EVALUATIONS

The Superintendent shall establish and maintain a continuous program for the evaluation of the performance of all personnel. The evaluation process for certified personnel will meet all the requirements of the State Department of Education ("SDE").

For certified personnel, the Board shall follow the evaluation instrument mandated by the SDE. All non-tenured, certified personnel will be evaluated pursuant to the SDE-mandated evaluation instrument each year. All certified, tenured employees will be placed in rotation and evaluated every three (3) years.

All noncertified personnel will be evaluated each semester. The Superintendent may, after consultation with the appropriate personnel, choose to revise the evaluation instruments used for noncertified personnel. The Board shall maintain final approval of any evaluation instrument.

Copies of the forms to be used in the evaluation will be made available to all employees prior to the initiation of the evaluation process. Completed evaluation forms shall be maintained in the employee's personnel file.

The immediate supervisor or his designee of any employee may choose to evaluate personnel on a more frequent basis.

Each employee shall be afforded an opportunity to review the results of each evaluation. The employee will be provided an opportunity to submit a written response that shall accompany the evaluation and be maintained in the employee's file. Completed evaluation forms shall be maintained in the employee's personnel file.

Old: GBRBC
New: 4.16

SCHEDULES AND OVERTIME

Principals or supervisors will establish schedules for teachers and other personnel working under their supervision at the direction of the Superintendent. Employees are expected to observe and conform to such schedules which may begin before or extend beyond the regular school day.

Professional personnel are to hold parent-student conferences as needed during their planning and conference periods and/or after school as determined necessary by the principal.

For purposes of determining eligibility for overtime, employees will be designated "exempt" or "non-exempt" consistent with the *Fair Labor Standards Act*. The work week will be considered to begin Sunday at 12 a.m. and extend through the following Saturday at 11:59 p.m.

Supervisors will establish a method for maintaining a daily record of time worked by individual employees.

Supervisors of non-exempt employees will secure an agreement or understanding with the employees regarding the form of compensation for overtime (wages or time off) prior to accruing the overtime in accordance with the *Fair Labor Standards Act*. The supervisor will maintain a record of such agreement or understanding.

Supervisors are authorized to grant a non-exempt employee who works beyond his regular workday, permission to adjust the employee's schedule during the same work week by the equivalent amount of time such that the total number of hours worked does not exceed 40 hours in that week.

A non-exempt employee is prohibited from working overtime without the prior knowledge and express approval of his supervisor.

Source: Autauga County Board of Education
Adopted: April 24, 1986
Revised: June 24, 2010
Legal Ref: *Fair Labor Standards Act*

Old: GBRD
New: 4.17

STAFF MEETINGS

All professional personnel are required to attend staff meetings as may be called by the Superintendent and/or immediate supervisor, except that, when said personnel are exempted by the Superintendent and/or immediate supervisor.

Source: Autauga County Board of Education
Adopted: March 5, 1986

Old: GBRDA
New: 4.18

INSTITUTE DAY

Institute day is a part of the school term for which all personnel are paid and the attendance of all personnel are required. The Superintendent shall have power to excuse such employees from Institute attendance. Persons so excused shall be deemed to have met all requirements of attendance and shall be entitled to pay. The employee must take leave for that day if he is not in attendance.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-23-7

Old: GBFB
New: 4.19

INSERVICE PLAN

GENERAL

The days designated as inservice days are part of the school term for which all professional personnel are paid and attendance at such is required. Absences from inservice days must be charged to the employees as sick leave, personal leave or on a reduced salary basis provided the employee does not have accrued sick leave or personal days.

COUNTY-WIDE PROFESSIONAL DEVELOPMENT PROGRAM

Each professional employee is expected to participate in professional development programs at the local school level. These programs are to be planned and evaluated as a total inservice program for each school. Therefore, participation at the local school will complete that part of the State Department of Education's requirement. The following requirements must be met:

1. The program for professional development must include provisions for all professional personnel. The program must be designed to meet objectives which were based on the needs of the District and individual schools..
2. When activities are designed specifically to achieve stated objectives, the activities may be whatever the District deems necessary and should include a variety of methods.
3. The program for professional employees must include provisions for continuous and periodic development at the system, school, and individual employee levels.
4. Per the State Department of Education, formal course work is acceptable for meeting professional development obligations.
5. Particular attention should be given to individual plans for independent study. The objectives of these plans must be specific and measurable and relate to professional development objectives.
6. The District is required to conduct inservice programs for all employees on a system-wide basis.
7. Each school is required to conduct inservice programs at the school level and such programs should relate to the District program.
8. Each professional employee is required to engage in professional development programs above and beyond the District-wide and local school levels.
9. Professional development must be based on the "Twelve Standards for Effective Professional Development" adopted by the Alabama State Department of Education.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010

Old: GBRB
New: 4.20

ASSIGNMENTS AND WORK LOADS

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

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

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010

Old: GBRE

New: 4.21

EXTRA DUTIES

Extra duties may be assigned to and/or requested by professional personnel employed by the Board. When extra duties are assigned to said personnel, the following provisions shall be followed:

1. Extra duties shall not be assigned during regular school hours that require professional teaching personnel to be removed, on a continuing basis, from teaching responsibilities.
2. Extra duties for professional teaching personnel shall not be compensated for by the assignment to positions which take teachers out of the classrooms.
3. Extra duties that are assigned shall be made on a fair and equitable basis.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010

Old: GBAA
New: 4.22

SALARY SCHEDULES AND LETTERS OF APPOINTMENT

The Superintendent and/or his designee shall prepare or cause to be prepared salary schedules for all employees employed by the District and approved annually.

LETTERS OF APPOINTMENT FOR NEW FULL-TIME AND PART-TIME PERSONNEL

The Superintendent shall issue letters of appointment each school year to all new professional personnel in accordance with the Students First Act. A letter of appointment does not constitute a contract of employment. The employment relationship is governed by the provisions of the Student First Act.

OTHER

No tenured teacher can resign his employment during the 30 day window before the first day of classes without the Board's consent. Thereafter the teacher may resign with five days' notice. Any teacher who resigns in any other manner than provided here shall be deemed guilty of unprofessional conduct, and the State Superintendent of Education may revoke or suspend the certificate of such teacher.

All classified employees who do not plan to be in service the subsequent year should give written notice to the Superintendent as soon as possible, but not later than June 15, so that the best replacement can be found.

The District shall notify, in writing, non-tenured professional personnel according to the provisions set-forth in the Students First Act.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010, July 13, 2017
Legal Ref: *Ala. Code* §§ 16-13-147, 16-22-11, 16-24-4, 16-24-11

New: 4.23

RECOVERY OF OVERPAYMENTS

When school funds have been paid disbursed or released to employees in error, the District will notify the employee of such overpayment(s) and reach an agreement with the employee, if possible, regarding the amount and terms of repayment. Repayment will be in the form of withholding from the employee's subsequent paychecks unless the employee chooses to repay the funds directly in a lump sum. The employee may review any documents or other evidence supporting the claimed overpayment and may object in person or in writing to the amount or manner of the proposed withholding or to provide an alternate plan of repayment. Unless the District's ability to recover the funds in question could be jeopardized by doing so, the District will arrange a reasonable schedule of repayment so as to avoid undue hardship to the employee.

If no objection to the proposed withholding is received, monies may be retained in the manner and to the extent described in the notification. If the employee objects to the proposed withholding, the Superintendent or his designee may, upon consideration of the objection and information and argument (if any) submitted in connection therewith, take such action as may be warranted under the circumstances and inform the employee in writing of the decision. If the employee is dissatisfied, he or she may contest the decision through the District's grievance procedure. Monies may be withheld by the District pending completion of the grievance process, provided that, should the District later remit to the employee monies that have been retained under this policy, such payment(s) shall reflect all appropriate deductions and shall include accrued interest from the date of withholding at the rate specified by the then-effective rate applicable to interest on unpaid judgments under Alabama law.

If, after exhausting reasonable efforts to do so, the District is unable to contact the employee, the District may retain or withhold from compensation or other payments due the employee an amount sufficient to satisfy the indebtedness; provided that any such retention or withholding shall be subject to review and reconsideration at the request of the employee.

The District reserves the right to require repayment of any outstanding indebtedness as a condition to re-employment of any former employee.

New: 4.24

**EMPLOYMENT ACTION
CONTRACT PRINCIPALS**

The Board will at all times follow the state laws and regulations regarding all hiring, firing, disciplinary action and employment actions during an individual's employment. For reference, the following is provided:

NONRENEWALS

Nonrenewal of a contract principal shall be in compliance with *Ala. Code* § 16-24(B)-3.

TERMINATIONS

Termination of a contract principal shall be in compliance with *Ala. Code* § 16-24(B)-3.

Old: GBM, GBMA, GBN
New: 4.25

EMPLOYMENT ACTION CERTIFIED PERSONNEL

The Board will at all times follow the state laws and regulations regarding all hiring, firing, disciplinary action and employment actions during a certified employee's employment. For reference, the following is provided:

TRANSFERS

Transfers for certified personnel shall be in compliance with the following state laws:

Ala. Code § 16-24-5
Ala. Code § 16-24-6
Ala. Code § 16-24-7

SUSPENSIONS

Suspensions for all certified personnel shall be in compliance with the following state laws:

Ala. Code § 16-24-14
Ala. Code § 16-24-15
Ala. Code § 16-24-16
Ala. Code § 16-24-17
Ala. Code § 16-24-18
Ala. Code § 16-24-19
Ala. Code § 16-24-20

TERMINATIONS

Terminations for all certified personnel shall be in compliance with the following state laws:

Ala. Code § 16-24-8
Ala. Code § 16-24-9
Ala. Code § 16-24-20
Alabama Code §16-24-21

Source: Autauga County Board of Education
Adopted: July 1, 1994
Revised: June 24, 2010
Legal Ref: *Ala. Code §§ 16-24-5 -21*

Old: GCN, GCM
New: 4.26

EMPLOYMENT ACTION CLASSIFIED PERSONNEL

The Board will at all times follow the state laws and regulations regarding all hiring, firing, disciplinary action and employment actions during a classified employee's employment. For reference, the following is provided:

TRANSFERS

Transfers for classified personnel shall be in compliance with the following state laws:

Ala. Code § 36-26-105
Ala. Code § 36-26-106
Ala. Code § 36-26-107

REPRIMANDS

Reprimands for all classified personnel shall be in compliance with the following state laws:

Ala. Code § 36-26-111
Ala. Code § 36-26-112
Ala. Code § 36-26-113
Ala. Code § 36-26-114
Ala. Code § 36-26-115

SUSPENSIONS

Suspensions for all classified personnel shall be in compliance with the following state laws:

Ala. Code § 36-26-108
Ala. Code § 36-26-109
Ala. Code § 36-26-110
Ala. Code § 36-26-111
Ala. Code § 36-26-112
Ala. Code § 36-26-113
Ala. Code § 36-26-114
Ala. Code § 36-26-115

New: 4.26

**EMPLOYMENT ACTION
CLASSIFIED PERSONNEL**

TERMINATIONS

Terminations for all classified personnel shall be in compliance with the following state laws:

Ala. Code § 36-26-103

Ala. Code § 36-26-104

Ala. Code § 36-26-114

Ala. Code § 36-26-115

Source: Autauga County Board of Education
Adopted: July 1, 1994
Revised: June 24, 2010
Legal Ref: *Ala. Code* §§ 36-26-103 through -115

Old: GBQ, GCQ, GCQ-R
New: 4.27

RETIREMENT

All employees shall participate in the Teacher's Retirement System as prescribed by *Ala. Code* Chapter 25 if said personnel is defined as a teacher or support personnel pursuant to *Ala. Code* § 16-25-1(3) to (4). The Board shall make the appropriate deductions for retirement contribution for said personnel. Employees participating in the retirement system shall retire pursuant to the rules and regulations as established in *Ala. Code* Chapter 25.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* Chapter 25.

Old: GBRJ
New: 4.28

SUBSTITUTE AND TEMPORARY POSITIONS

NOT ELIGIBLE FOR BENEFITS

Substitute and temporary employees are not eligible for benefits and privileges available to regular, part-time and full-time employees.

REQUIREMENTS/QUALIFICATIONS

Substitute teachers must be licensed by the State Department of Education as a substitute teacher and must be secured from the District's current approved roster (AESOP Program).

The Superintendent or his designee will maintain a current roster of approved substitute teachers who have completed required training.

RULES AND RESPONSIBILITIES

It is the responsibility of the principal or the regular teacher who needs a substitute teacher to provide relevant information to the substitute teacher. The substitute will report to the regular teacher. Substitute teachers will be paid at a rate set by the Board.

The Superintendent and principal may employ an extended substitute if it is necessary to maintain an instructional program in the classroom. An extended substitute is responsible for all planning, instruction, reporting and will follow the same work schedule as contracted teachers. Extended substitutes will be paid on a per diem basis according to the approved substitute teacher salary schedule. Substitute teachers will not be eligible for benefits except as provided by law.

By law, professional personnel shall under no circumstances be permitted to personally pay for a substitute teacher to assume their duties for any length of time. All days that professional personnel are away from their jobs be reported by the local principal and charged to respective employees as sick leave, personal leave, etc.

All substitute teachers will receive guidelines for substitute teachers immediately upon signing in at each school office. These guidelines will be signed, dated and returned to the school secretary. (One copy should be given to the substitute and the signed copy will be retained in the school office).

New: 4.28

SUBSTITUTE AND TEMPORARY POSITIONS

MISCONDUCT BY SUBSTITUTE TEACHER

If there is a problem with the substitute teacher or allegations of inappropriate behavior, that information should be reported immediately to the principal. The principal shall investigate the problem and notify the Superintendent's office if assistance is needed in determining whether the substitute teacher should be relieved of his duties. If there are allegations of inappropriate sexual misconduct on the part of a substitute teacher, the following procedures should be followed:

1. Allegations should be immediately reported to the principal and then the Superintendent.
2. The substitute teacher should immediately be relieved of his or her duty.
3. The principal, Superintendent or a designee should contact the Department of Human Resources and law enforcement authorities as otherwise dictated by Policy 4.45.
4. The Superintendent will notify the Board attorney of these actions.
5. The Personnel Director will immediately ensure that the individual's name is removed from the AESOP Program.

NOTE: Each principal has the responsibility of ensuring that those individuals contacted to be substitute teachers are on the current approved teacher/substitute roster.

6. The Superintendent or his designee will notify the Teacher Certification Office at the State Department of Education of the matter.

Source: Autauga County Board of Education

Adopted: March 5, 1986

Revised: June 24, 2010

Legal Ref: *Alabama Administrative Code* § 290-3-2-.5(1)(b)

New: 4.29

WORK PERIODS

The work periods for personnel shall conform to the following schedule:

1. Nine month personnel's work period shall encompass 187 work days and shall begin each year on the date set for Institute Day. All work shall be in accordance with the Annual School Calendar approved by the Board.
2. Ten month personnel's work period shall encompass 202 work days and normally shall begin ten work days prior to the date set for Institute Day. Based upon the needs of the District, the Superintendent shall be authorized to establish work periods for ten month personnel.
3. Eleven month personnel's work period shall encompass 220 work days. Based upon the needs of the District, the Superintendent shall be authorized to establish work periods for eleven month personnel.
4. Twelve month personnel's work period shall begin on July 1 of each year and conclude on June 30, with provisions for ten days vacation as approved by the Superintendent.

The work period for noncertified personnel shall be based on job descriptions and contractual agreements at the time of employment and/or reassignments made in accordance with law.

All work periods will be in compliance with state laws and regulations.

Old: GBNA
New: 4.30

REDUCTION IN FORCE

A reduction in force may take place when the Board determines that a financial exigency, program change, serious natural disaster or other legitimate business reason requires the reduction of personnel through contract termination and approves acting under this policy. Such a determination constitutes the necessary cause for dismissal subject to any applicable statutory and constitutional limitations, such as procedural protection as set forth by applicable state and federal statutes.

Prior to the implementation of a reduction in force, the Board will determine, upon the recommendation of the Superintendent, the organizational levels/areas to be reduced. The Board should determine whether organizational levels/areas (i.e., elementary, food service) are to be considered distinct categories. The personnel within these levels may be considered separately (i.e., elementary and secondary, physical education, music, etc.). For the purpose of reduction in force the following terms are defined:

Grade level - kindergarten, elementary grades 1-6, secondary grades 7-12, administration and supervision, special education, counseling and guidance, vocational programs, and federal programs.

Discipline Area - certificate endorsement area(s) and current major teaching or administration/supervisory assignment(s) within the District.

In addition, the Superintendent will, to the extent possible, use attrition and non-renewal to achieve staff reduction.

The Superintendent's recommendation will address the organizational areas(s) or level(s) to be reduced, the level of employees to be affected and the particular employees to be terminated.

Irrespective of a reduction in force, if a non-tenured or probationary employee is non-renewed in accordance with state law, this policy does not apply to those individuals and in such circumstances there will be no right to recall pursuant to this policy.

CERTIFIED EMPLOYEES

Non-tenured employees will be reassigned or terminated prior to tenured employees except non-tenured employees will be retained when a tenured employee is terminated only if the tenured employee is not legally qualified (based on state certification and federal highly qualified standards) to teach in the position the non-tenured employee occupies.

If more than one legally qualified tenured employee is being considered for dismissal, the following criteria, in the order stated, will be used to determine which will be retained:

New: 4.30

REDUCTION IN FORCE

1. Highly qualified status. A tenured employee who is highly qualified for the position under federal guidelines will be given consideration over a tenured employee who is not highly qualified for the position.
2. Certification in a teaching position which is being retained and is open. A tenured employee with regular (non-provisional) certification for the retained position will be given consideration over a tenured employee with a provisional certification.
3. Seniority in continuous, uninterrupted, full-time certified employment with the board, beginning on the date employed.
4. Effectiveness as reflected by the three most recent performance evaluations.
5. Professional education and work experience related to the current or projected assignment.

If, based upon these factors, two or more tenured faculty are equally qualified for the position, then lots will be drawn.

Any tenured employee terminated or demoted pursuant to this policy shall have a one-time recall right to a position for which he or she is certified and legally qualified for two calendar years from the effective date of his or her termination or demotion. If a former employee refuses any offer of employment pursuant to this provision, his or her right of recall is forfeited.

SUPPORT EMPLOYEES

Probationary employees will be reassigned or terminated prior to non-probationary employees except probationary employees will be retained when a non-probationary employee is terminated only if the non-probationary employee is not qualified by experience and/or education to occupy the position the probationary employee occupies.

If more than one non-probationary employee is considered for dismissal, the following criteria in the order stated will be used to determine which employee will be retained:

1. Seniority in continuous, uninterrupted, full-time employment with the board beginning on the date employed.
2. Effectiveness as reflected by the three most recent performance evaluations.
3. Education and work experience related to the current or projected assignment.

If, based on these factors, two or more non-probationary employees are equally qualified for the position, then lots will be drawn.

New: 4.30

REDUCTION IN FORCE

Any non-probationary employee terminated or demoted pursuant to this policy has a one-time recall right to the position from which he or she was terminated or demoted for two calendar years from the effective date of his or her termination or demotion, in reverse order of the dismissal or demotion. If a former employee refuses any offer of employment pursuant to this provision, his or her right of recall is forfeited.

Source: Autauga County Board of Education

Adopted: June 29, 2000

Revised: June 24, 2010

Legal Ref: *Ala. Code* § 16-1-33

Old: GAL, GAL-R
New: 4.31

SALARY DEDUCTIONS / PAYROLLS

All salary deductions shall be made in compliance with state and federal law.

All voluntary deductions from salary must be approved in writing by the employee. Salary deductions will be made for absences not covered by paid leave.

Prior to vacating Board employment, whether voluntary or involuntary, employees are required to complete all records and reports required by law, the Board or the State Superintendent of Education, including but not limited to Individualized Education Plans, final grades and attendance rosters. The District may retain the employee's last paycheck until the employee completes all such required records and reports.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: August 16, 1995, June 24, 2010

Old: GBRF, GCRE, DJD-R
New: 4.32

TRAVEL EXPENSES

Employees shall be reimbursed for travel expenses incurred while performing duties related to their jobs, when such travel is at the request of or approved by the Superintendent or his designee.

The following guidelines must be followed to obtain reimbursement of expenses:

1. Prior approval for all travel must be obtained before any travel expenses can be incurred. All travel expense claims must be made on forms for reclamation of travel expenses. Such report must show at a minimum:
 - a. Date of travel
 - b. Destination
 - c. Purpose of travel (specific)
 - d. Number of miles traveled
2. Approved travel will be limited to that travel directly related to the discharge of assigned duties.
3. The mileage rates paid to persons traveling in privately owned vehicles (and engaged in official District business as approved by the Superintendent) will be reimbursed at the State rates and in accordance with State procedures.
4. Meals documented by paid itemized tickets, for actual cost, limited to three meals per day for trips requiring overnight stay.
5. Other documented expenses (individual membership dues not allowable expense).
6. All expense claims for out-of-state travel must be supported by documented receipts.
7. The cost of out-of-state travel and lodging should be shared with other employees when possible.
8. Provided a person not employed by the Board shares a room with an employee, the Board employee shall be eligible for reimbursement at single room rate only.
9. Reimbursement for personal items and entertainment will not be made.

Exclusions:

1. Travel to the Board's Central Office, Special Education Annex or Chapter One is not reimbursable.
2. Travel for the purpose of procuring a meal is not reimbursable.

Source: Autauga County Board of Education

Adopted: October 9, 1986

Revised: August 16, 1995, September 25, 2001, January 31, 2002, June 24, 2010, August 10, 2017

Old: GBRK
New: 4.33

ANNUAL LEAVE

Twelve-month employees may accrue annual leave of ten days per year. Leave must be earned before it is taken.

Annual leave may be taken at intervals during the year so long as arrangements are pre-approved by the supervising administrator.

The Board shall not make cash payments for unused vacation days.

The Board shall follow all state law guidelines pursuant to *Ala. Code* § 16-1-18.1 and §16-8-25 and shall otherwise follow all federal laws when considering leave of an employee.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-1-18.1, §16-8-25

Old: GBRIB
New: 4.34

SICK LEAVE

GENERAL

Personnel shall accumulate sick leave at the rate of one day for each month employed. Said leave may be used for the following:

1. Personal illness or doctor's quarantine;
2. Incapacitating personal injury;
3. Attendance upon an ill member of the employee's immediate family (parent, spouse, child, sibling) or an individual with a close personal tie;
4. Death in the family of the employee's immediate family (here, a parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law nephew, niece, grandchild, grandparent, uncle or aunt); or
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.

Regular sick leave days may be earned while out of service on accrued sick leave due to illness as defined above. Sick leave days cannot be used until they have been earned.

If the employee's principal or 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 may be required by the Superintendent or his designee. Abuse of sick leave may subject the employee to disciplinary action.

TRANSFER OF SICK LEAVE DAYS

An employee of the Board who has earned sick leave in another Alabama school system may transfer in all earned sick leave days. It shall be the responsibility of individual employees to request their previous employers to supply the payroll office with verification papers for days to be transferred.

JOB RELATED INJURIES

Board employees may be granted up to 90 work days of sick leave for job related injuries. Job related injuries are defined as those injuries occurring during the normal school day, at school sponsored activities when responsibility is assigned or when conducting school business at the request of supervisory personnel.

1. If physically possible, the employee shall notify the Superintendent of the injury in writing on the approved form within 24 hours of suffering the injury. If the employee is not physically able to provide such notification, the employee or his designee shall do so at the earliest possible time following the injury.

New: 4.34

SICK LEAVE

2. Additionally, the employee must specifically request on the job injury leave in writing on the approved form and provide, based on the employee's best information, the estimated length of the requested leave;
3. The Superintendent must recommend such leave and the Board must approve.
4. During such leave personnel shall not receive salary in excess of 100% of regular salary.
5. Such leave may be granted only for temporary disabilities.
6. The employee, at the discretion of the Superintendent, may be required to provide medical certification of his temporary inability to perform his duties. Additionally, the Superintendent reserves the right to require a second medical opinion to confirm the employee's temporary disability, at the expense of the Board.

Provided such leave is granted by the Board, said employee's salary shall continue as if they were performing regular duties and said sick leave days shall not be deducted from their regular accumulated sick leave days. Regular sick leave days may be earned while out of service due to job related injuries.

The 90 day provision for such leave represents a maximum, not a minimum, of leave. Additionally, this policy contemplates that such leave will be taken on consecutive days and not in increments at the will of the employee.

Employees suspected of abusing this policy may be denied the balance of such leave.

Source: Autauga County Board of Education

Adopted: March 6, 1986

Revised: January 28, 1999; July 26, 2001; June 24, 2010, July 13, 2017

Legal Ref: *Ala. Code*, Title 16, Chapter 25; §16-1-18.1

Old: GBRIB-R
New: 4.35

SICK LEAVE BANK

The Board, upon the request of ten percent of its full-time certificated and full-time support personnel, shall establish a sick leave bank plan for each of the two groups either jointly or separately. The decision whether to have joint or separate sick leave banks shall be the exclusive decision of the employees, utilizing a secret balloting process. The sick leave bank will be established pursuant to the guidelines of *Ala. Code* § 16-22-9.

The Superintendent shall cause a Sick Leave Bank Committee to be created pursuant to *Ala. Code* §§ 16-22-9(a)(5) and 16-22-9(c). The committee shall write the guidelines and administrative procedures of the sick leave bank, including guidelines for catastrophic leave. No regulation shall be adopted that conflicts with the regulations in *Ala. Code* § 16-22-9(g)(1-9).

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-22-9

Old: GBRI, GBRHA
New: 4.36

PERSONAL LEAVES AND ABSENCES

All regular, full-time employees shall be entitled to two days of non-cumulative paid personal leave days annually to be granted upon request of the employee. The following provision shall apply:

1. In order to protect the educational interest of students, it is suggested that personal leave not be taken during the first or last two weeks of school, or immediately before or after a holiday.
2. The two days granted will be paid personal leave. Such days shall be reimbursed at the rate paid regular substitute teachers in the District.
3. Employees are encouraged to notify their principal and/or supervisor in advance of taking personal leave, although it is recognized that advanced notification may not always be possible.

The Board grants to each certified teacher [and other certified staff members] in the District one personal leave day each year in addition to the two personal leave days funded by the state. The following regulations shall apply to the use of this day:

1. The personal leave day granted by the Board shall be used after the two personal leave days granted by the state have been used.
2. The cost of a regular substitute salary will be deducted from the teacher's salary when the third day is used, even if a substitute is not employed to cover the teacher's absence.
3. This personal leave day shall be used during the school year granted and shall not be cumulative to subsequent years.
4. If the third personal leave day is not used during the year for which it was granted, no reimbursement to the teacher will be made.
5. No teacher, as a condition to receive personal leave, shall be required to divulge his reasons for requesting such leave.

Any personal leave day not used by June 15 will convert to a sick leave day.

Source: Autauga County Board of Education
Adopted: March 5, 1986; January 17, 1989
Revised: July 30, 1992, June 24, 2010
Legal Ref: *Ala. Code* § 16-8-8; §16-8-25 - 26; Board Minutes, p.87

Old: GCIK
New: 4.37

PERSONNEL HALF DAY LEAVE

Personnel may be granted leave in one half day increments limited to medical appointments and medical emergencies.

Medical appointments and emergencies allowable must be for the individual or the individual's spouse, child, stepchild, parent, sibling or a child for which the individual is the legal guardian.

Source: Autauga County Board of Education
Adopted: August 28, 1997
Revised: January 31, 2002; June 24, 2010

Old: GBRH
New: 4.38

LEAVE OF ABSENCE

Upon Board approval, tenured certified staff are eligible for unpaid leave of absence for any of the reasons established in *Ala. Code* § 16-24-13 for a period of one year; said period to be extended one additional year for valid reason per § 16-24-13.

As a condition of approval of such leave, the certified employee seeking a leave of absence of one semester or more recognizes he will not necessarily return to the same position he vacated but will be assigned to a position without a loss of status; and the Board may require the leave to coincide with a grading period.

All other rules of leave will be followed pursuant to federal and state law, and other policies implemented by the Board.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-1-18.1

Old: GBRID
New: 4.39

MILITARY LEAVE

GENERAL POLICY

All employees are entitled to military leave of absence when ordered to active duty for training as members of the Alabama National Guard or any component of the U.S. Armed Forces. Professional employees who volunteer, are drafted, or are ordered to extended active duty with any component of the U.S. Armed Forces, shall be entitled to reinstatement to their former positions or comparable positions.

MILITARY LEAVE FOR TRAINING OR SHORT TERM DUTY

Employees who are required to attend annual summer training or special active duty for training shall not suffer any loss of salary during the first twenty-one days of such absence in any calendar year. Such employees who are ordered for such duty shall provide one copy of their orders to the Superintendent. Such leave will be without loss of benefits. Such arrangements shall apply to any "military callups."

REINSTATEMENT TO POSITIONS AFTER EXTENDED DUTY

Employees who volunteer, are drafted, or are called to active duty for extended periods, will be placed on "Military Leave of Absence" upon written application of such employees and be entitled to reinstatement to their former or similar positions.

Source: Autauga County Board of Education

Adopted: March 5, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* § 31-2-13, 31-12-1, 31-12-4, 31-12-5, 31-12-7; *Uniformed Services Employment and Re-employment Act of 1994*; *Attorney General's Advisory Opinion 2002-90*; *Attorney General's Advisory Opinion 2002-270*

Old: GBRIC, GCRGC
New: 4.40

MATERNITY LEAVE

An employee of the Board shall be eligible for maternity leave in accordance with the *Family Medical Leave Act*. The employee may start leave under ordinary circumstances or when an attending physician certifies that it is in the best interest of the employee to be on leave.

Leave may also be taken pursuant to the Sick Leave Policy and the Sick Leave Bank Policy. However, under no circumstances should such allowance be construed to grant an employee more than twelve (12) weeks of unpaid leave as it relates to the FMLA rights and obligations.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-8-25; *Family Medical Leave Act*

Old: GBRIA, GCRGA
New: 4.41

LEGAL SERVICE ABSENCES

JURY SERVICES

Employees will be excused without loss of pay for jury service. To be eligible for jury service leave with pay, employee must present the jury summons to their immediate supervisor as far in advance of the leave date as possible in order to secure appropriate substitutes.

COURT APPEARANCES

Employees may be excused without loss of pay for serving as a witness under a subpoena in a court of law. To be eligible for court appearance leave with pay, employees must present the subpoena to his immediate supervisor as far in advance of the leave date as possible in order to secure appropriate substitute.

Employees are not required to return to the School District the fee paid to them for jury or court service to the District.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* §12-16-8

Old: GBRIF

New: 4.42

BEREAVEMENT LEAVE

IMMEDIATE FAMILY

Professional personnel may receive leave for bereavement related to members of the employee's immediate family. Such leave will be with pay provided the employee has sufficient accrued sick leave and/or personal leave days. Such leave shall be chargeable to sick leave or personal leave.

Normally, absence for bereavement will not exceed three working days; however, additional days may be granted upon request to the Superintendent when exceptional circumstances exist. Provided said personnel has not accrued sufficient sick leave and/or paid personal leave days, said additional leave shall be without pay.

The immediate family is defined as: husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle and aunt.

NON-MEMBER OF IMMEDIATE FAMILY

If the deceased is not a member of the employee's immediate family, said employee may receive up to two days leave for bereavement with pay, but such leave is subject to the approval of the Superintendent and is chargeable to personal leave only. If said employee does not have sufficient personal days, said leave shall be without pay.

When unusually strong personal ties exist due to an employee having been supported or educated by a person other than those defined as immediate family, such relationship may be recognized for bereavement leave purposes. In each case, said employee shall file with the Superintendent a written statement of the circumstances which justify an exception to the general rule. When approved, such leave shall be chargeable to sick leave and/or personal leave.

Source: Autauga County Board of Education

Adopted: March 5, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* § 16-1-18.1

Old: GBRIE

New: 4.43

FAMILY MEDICAL LEAVE ACT

The Board complies with the *Family and Medical Leave Act*. The Act applies to all employees of the Board who have been employed for at least twelve months and who have worked for at least 1,250 hours during that twelve months of employment in the District. Under the Act, an eligible employee is entitled to twelve weeks of unpaid leave during a twelve-month period for the following reasons:

1. The birth and care of the employee's newborn child up to the age of one year;
2. The placement with the employee of an adopted or foster child; or
3. The care for one's self or an immediate family member due to a "serious health condition."

The Board may allow or require that paid leave be taken before granting unpaid leave. Unpaid leave granted in compliance with the Act, when combined with paid leave available to an employee, shall not exceed a combined total of twelve weeks.

In the instance of birth, adoption or foster placement, the entitlement to leave for child-care expires at the end of the twelve-month period beginning on the date of birth or placement. Entitlement for leave associated with illness of a child occurs only when the child is under eighteen years of age or incapable of self-care due to mental or physical disability.

In cases where both spouses are employed by the Board, the combined amount of leave for childbirth, adoption, foster placement or to care for a sick parent is limited to twelve weeks.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or for purposes of this policy, continuing treatment by a health care provider.

An "immediate family member" is the employee's spouse, child or parent.

INTERMITTENT LEAVE

If medically necessary for a serious health condition of the employee or the employee's spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions which pertain to instructional employees.¹ The Board may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absences or a part-time schedule provided the position has equivalent pay and benefits. When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least 20% of the total number of working days in the period during which the leave would extend, the Board may require the employee to take leave in a block (not intermittently) for the entire period or to

¹ Instructional employees are those whose principle function is to teach and instruct students in a class, a small group or an individual setting.

New: 4.43

FAMILY MEDICAL LEAVE ACT

transfer to an available alternative position with the District, that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

NOTIFICATION

Except where circumstances are such that reasonable advance planning is not possible, employees must provide the Superintendent at least thirty days written notice of the date when leave is to begin. With respect to foreseeable family or employee illness, the employee shall make reasonable effort to schedule treatment – including intermittent and reduced hour leave – so as not to disrupt the operation of the District.

CERTIFICATION

The Board requires that a request for leave based on the serious health condition of the employee, the employee's son, daughter, spouse, or parent be supported by a certification issued by the appropriate health care provider. The certification shall state (1) the date the serious health condition began, (2) the probable duration of the condition, (3) the necessity for the employee's leave, and (4) that the employee is unable to perform the employee's job functions. The Board reserves the right to seek additional opinions regarding the health condition as allowed by the FMLA. Upon the employee's return to work, the Board may require the employee to provide certification by the appropriate health care provider that the employee is able to resume work.

BENEFITS

Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period under the same conditions these benefits would have been provided if no leave had been taken. If an employee fails to return to work after this leave period expires, the Board may recover the health benefits premiums paid by the employer for the employee's benefits during the leave period. An employee is not entitled to an accrual of any seniority or employment benefits (sick leave, personal leave, vacation leave, etc.) that would have occurred during the leave period, if the leave is unpaid.

RESTORATION

Upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment with limited exceptions. The Board may deny restoration if such will cause substantial and grievous economic injury to the District. The Board shall follow all federal laws and statutes when considering restoration.

New: 4.43

FAMILY MEDICAL LEAVE ACT

OTHER

Providing unpaid leave will not affect an employee's status as an exempt employee under the *Fair Labor Standards Act* provisions governing overtime pay.

During the FMLA leave period the employee is not entitled to unemployment compensation, if the leave is unpaid.

The Board shall comply with the FMLA and all relevant regulations or statutes.

Source: Autauga County Board of Education

Adopted: July 1, 1994

Revised: June 24, 2010

Legal Ref: *Family Medical Leave Act*

New: 4.44

POLICY COMPLIANCE

All employees shall familiarize themselves with and abide by the board policies and administrative procedures. Failure to abide by applicable law, policy, and procedures may result in termination.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010

New: 4.45

MANDATORY REPORTING

All employees are responsible for being familiar and understanding their obligations of mandatory reporting pursuant to *Ala. Code* § 26-14-3.

To ensure that this policy is at all times followed, all employees are instructed to immediately contact the local law enforcement, the Department of Human Resources (DHR), Principal and the Superintendent's office regarding any suspected child abuse and neglect.

All employees shall at all times cooperate with any investigations handled by DHR or local law enforcement, maintaining confidentiality for the protection of the child/student, at all times.

Source: Autauga County Board of Education
Adopted: June 24, 2010
Revised: August 18, 2014
Legal Ref: *Ala. Code* § 26-14-3

Old: GAJD
New: 4.46

POLITICAL ACTIVITY

Board personnel engaging in political activity shall make it clear that their statements and actions are theirs as individuals and that they in no manner represent the views of the School District. No partisan political activity shall be permitted on the part of any school employee at any time during regular school hours.

Board personnel may participate in national, city, county or state political activities to the same extent as any other citizen, including the endorsement of candidates and contributing to political campaigns. In addition, employees of the Board shall have the same rights as any citizen to publicly support issues and circulate petitions.

Board personnel seeking public office may continue to hold their employment positions as long as all political activities are conducted on their personal time, i.e. not during the work day.

Board personnel are forbidden from soliciting funds or contributions for political purposes from subordinate employees at any time.

Old: GBOP
New: 4.47

EMPLOYEE DRUG AND ALCOHOL TESTING

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

The Board extends such testing to other employee groups under its authority deemed to be safety sensitive jobs. In addition to those added safety sensitive jobs, the Board also mandates testing for all District school administrators. This mandate includes central office administrators as well as building level administrators. All employee groups to be tested under this policy are identified in subsequent paragraphs.

This policy statement is offered to clarify the Board’s position on employee drug and alcohol use. This policy and procedure should not be construed as contractual in any nature.

EMPLOYEES TO BE TESTED

Beginning with the 2008-2009 school year, the Board will implement a drug-and alcohol-testing program for the following employees groups:

1. Bus drivers, mechanics, and other support employees in the Transportation Department of the District;
2. Any employee authorized to drive a vehicle owned by the Board or who operates their own vehicle while performing their day-to-day duties for the District. This includes maintenance employees, central office personnel, driver education instructors, coaches using grass cutting or other such machinery, etc.;
3. Central office administrators;
4. School administrators; and
5. Food service personnel.

TESTING OBJECTIVE

The Board feels it imperative that all employees of the Autauga County School District be drug- and alcohol-free as they perform their duties in the School District. As a result of this belief, the following objectives are established as related to the Drug and Alcohol Testing Program for the Autauga County School District:

New: 4.47

EMPLOYEE DRUG AND ALCOHOL TESTING

1. To create and maintain a safe, drug-free working environment for all employees;
2. To encourage any employee with a dependence on, or an addiction to, alcohol or other drugs to seek help in overcoming their individual problem;
3. To reduce problems of absenteeism, tardiness, carelessness and/or unsatisfactory matters related to job performance;
4. To reduce the likelihood of incidents of accidental personal injury and/or damages to pupil transportation, students, fellow employees, and/or property;
5. To comply with the federal regulations and requirements of 49 C.F.R. Part 40 and the *Omnibus Transportation Employee Act of 1991*, as well as promote and ensure that all employees of the Autauga County School District perform their duties in a drug- and alcohol-free environment.
6. To reduce the likelihood that school property, including vehicles, will be used for illicit drug activities; and
7. To protect the reputation of the Board and its employees as well as establish the appropriate atmosphere for the students served in the Autauga County School District.

The Board, under this policy, will enforce its Drug and Alcohol Testing Program under the following stipulations:

1. As a condition of employment, the Board reserves the right to require all current designated employees to submit to testing at any time to determine the presence of prohibited substances when said employee is on duty or at any time an employee may normally be called to be on duty. The Board is required, and will develop, implement, and enforce a drug and alcohol test for their employees as a condition of compliance with the *Omnibus Transportation Employee Testing Act of 1991*.
2. Furthermore, pursuant to Board policy and procedures, designated employees will undergo testing:
 - a. at the time of initial employment or during the application process;
 - b. when the Board or its designee has reasonable cause to believe an employee has violated its drug and alcohol policies;
 - c. on a random basis without advance notice; or
 - d. following any reportable accident involving school property or personnel or accidents that occur during school hours or at school-related activities. Employees involved in such accidents may be required to submit to alcohol

New: 4.47

EMPLOYEE DRUG AND ALCOHOL TESTING

screening within two (2) hours and to drug screening within thirty-two (32) hours of a reportable accident.

3. School property purchased with public funds shall be considered public property. Employees should not treat such property as their private property or expect that the contents thereof will remain private. The Board and/or its designee reserves the right to search desks, cabinets, tool boxes, vehicles (including personal vehicles brought on the District's property), bags, or any other property at a school, School District Facilities, or in personal vehicles. The Board may release any illegal or controlled substances, or paraphernalia to appropriate law enforcement officials.

Searches will be made under the following stipulations:

- a. when there is reasonable cause to believe that an employee has illegal drugs and/or alcohol in his possession or in one or more of the locations mentioned above;
- b. when the employee is notified, in writing, that a search is going to be made; when the search is conducted in the presence of the employee and a witness and; when, in those cases where employee refuses to be present for the search and/or refuses to cooperate by removing a lock, unlocking a vehicle, etc., to allow the search to take place, the Board's designee shall conduct the search and use those means necessary to gain access to a desk, cabinet, toolbox, vehicle, etc.
- c. an inventory is made of any items seized in the search and a copy of the inventory is given to the employee.

All searches should be coordinated with Superintendent or his designee.

4. Procedures for implementing the required drug and alcohol testing will be developed by the Superintendent.
5. The use of alcohol or illegal use of drugs is strictly forbidden in schools, on school grounds, or in any other location where activities or business of the District is being conducted. Violators shall be subject to action, including dismissal and/or prosecution by the Board and/or law enforcement officials. Personnel whose work performance is affected by alcohol or drugs shall be subject to discipline, up to and including termination. Personnel present at any activity of the District while under the influence of alcohol or the illegal use of drugs may be terminated from employment. Earned sick leave may be used for treatment of alcohol and/or drug dependency.

Furthermore, the Board requires that all employees report to work without any alcohol or illegal or mind-altering substances in their system. No employee shall report for work or remain on duty requiring the operation of a motor vehicle, other hazardous equipment, or performing job duties in a hazardous environment when the employee is using any controlled

New: 4.47

EMPLOYEE DRUG AND ALCOHOL TESTING

substances, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform in a safe manner. No employee shall consume alcohol while on duty. No employee shall perform any job-related duties within eight hours after consuming alcohol. Further, outside conduct of a substance abuse-related nature which affects an employee's work, the Board's relationship with the government or reflects badly on the Board is prohibited and may subject the employee to discipline.

Employees must inform their supervisor when they are legitimately taking medication which may affect their ability to work in order to avoid creating safety problems and violating the Drug and Alcohol Policy.

The Board also prohibits employees using, possessing, manufacturing, distributing or making arrangement to distribute illegal drugs while at work on the District property.

6. Violation of these rules, including testing positive, may subject the employee to discipline, including discharge. Refusal to cooperate with the Board in any test investigation may result in discipline, including discharge as appropriate under the applicable state and federal laws.
7. All information, interviews, reports, statements, memoranda, and test results, written or otherwise received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

Any questions should be directed to the Director of Pupil Personnel Services.

Source: Autauga County Board of Education

Adopted: January 23, 1995

Revised: June 24, 2010

Legal Ref: *OMNIBUS Transportation Employee Act of 1991*

Old: GCRAA

New: 4.48

DRUG-FREE WORKPLACE

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

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

STANDARDS OF CONDUCT

1. The possession, use, transfer, sale, or distribution of alcoholic beverages by any employee while on the job or on school premises or off campus in connection with or affection any school related activity is strictly prohibited. Violation of this policy will result in disciplinary action up to and including termination of employment and referral to the appropriate civil authorities for prosecution.
2. The Board does no differentiate between drug users or sellers. The unauthorized manufacture, possession, use, transfer, sale, or distribution of controlled substances is strictly prohibited. Any employee who violates this prohibition while on the job or off will be subject to disciplinary action, up to and including termination of employment and referral to the appropriate federal, state or local law enforcement agencies for investigation and prosecution.
3. The term "controlled substance" means any drug listed in 21 U.S.C. § 812 and other federal regulations. Generally, these are drugs which have a potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine (including "crack"), methamphetamine ("ice"), LSD, and PCP. They also include drugs which are not prescribed by a licensed physician.
4. Each employee is required to inform the Superintendent or his designee within five days after he or she is convicted of a violation of any federal or state criminal drug statute (including but not limited to DUI), where such violation occurred either on or off the premises of the District. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal, state court or municipal court.

New: 4.48

DRUG-FREE WORKPLACE

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

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

Source: Autauga County Board of Education

Adopted: October 26, 1989

Revised: January 28, 1999; December 1, 2005; June 24, 2010

Legal Ref: *Drug-Free Workplace Act of 1988; Drug-Free Schools and Communities Act Amendments of 1989* 34 C.F.R., part 85, Subpart F

Old: GAM
New: 4.49

POSSESSION OF FIREARMS BY PERSONNEL

No employee shall be permitted to have on his person a firearm on school property during regular employment hours or during any school function or activity when parents or students are present.

Parents and persons other than law enforcement are hereby prohibited from bringing firearms or other weapons on school property during regular school hours or during any school function or activity when parents, students or teachers are present.

Employees in violation of this policy will be disciplined by the Board and such disciplinary action may include but is not limited to the termination of the employee's employment by the Board.

Parents and other persons in violation of this policy will be asked to leave the campus and reported to law enforcement authorities. School officials will be expected to sign an arrest warrant for any person failing to leave the campus after being requested to do so or who uses a firearm in a threatening manner, attempts to harm or harms another individual on school property.

All persons, other than authorized law enforcement personnel, are prohibited from bringing or possessing any deadly weapon or dangerous instruments on either school property or school events.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: January 25, 1996, December 1, 2005, June 24, 2010

Old: GAMA
New: 4.50

COMMUNICABLE DISEASE EMPLOYEES

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

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

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

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

These policies and procedures for blood or body fluids precautions shall be kept up to date and distributed to all personnel of the District by the Health Services Coordinator at least once a year or as is otherwise necessary.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: December 17, 2002, June 24, 2010

New: 4.51

ELECTRONIC DEVICES PERSONNEL

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

BOARD-ISSUED COMMUNICATION DEVICES

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

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

Communication devices issued by the Board may include, for example, cellular telephones, walkie-talkies, personal digital assistants (PDA's) or laptop computers with "beaming capabilities," citizens band radios, either installed in vehicles or hand-held, and pagers/ beepers.

Employees in receipt of Board-issued communication devices shall be held responsible for the safekeeping of the equipment and exercise reasonable care to see that the equipment is not lost, stolen or damaged. Reckless or irresponsible use of Board equipment resulting in loss or damage may result in the employee having to reimburse the Board for any associated costs of replacement or repair.

Any such devices issued shall be with the expectation that they are to be used, exclusively for Board-related business purposes and are not intended for personal use, except in emergencies involving health or safety.

Board-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services or other events where there exists a reasonable expectation of quiet attentiveness unless there is a concern for personal health or safety involved.

Any Board-issued equipment is to be surrendered immediately upon request.

PERSONALLY OWNED COMMUNICATION DEVICES

Employees may carry and use personally owned cellular telephones or pagers/beepers on school property subject to the following:

Employees may possess and carry cellular telephones, pagers/beepers, and PDA's or laptops with "beaming capabilities" during the school day on school property. Personally owned hand-held citizens band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on

New: 4.51

ELECTRONIC DEVICES PERSONNEL

school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.

Cellular telephones and pagers/beepers should not be used during the employee's normal duty times to talk or to send or receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Cellular telephones or audible pagers/beepers should never be used during instructional time unless there is a legitimate emergency. Use of cellular telephones or audible pagers/beepers should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

Employees operating a school bus, or any other Board-owned or leased vehicle, are prohibited from operating the vehicle while using a cellular telephone, whether personally owned or Board-issued, except: (1) during an emergency situation, (2) to call for assistance after stopping the vehicle if there is a mechanical breakdown or other mechanical problem, (3) when the vehicle is stopped and where a cellular telephone is owned by the Board and used as a digital two-way radio, or (4) when the school bus or other vehicle is parked.

Any employee violating the above rules may be subject to disciplinary action, which could include but not be limited to further restrictions on use of the electronic device in question.

INTERACTION WITH STUDENTS

The Board recognizes that text messaging provides a convenient method of communication. However, given the potential for abuse, employees are prohibited from communicating with students via text, picture or video messaging for any reason, except in cases of a legitimate emergency that impacts the health and/or safety of the employee or student. This prohibition extends to both personally owned and Board-issued communication devices.

INAPPROPRIATE IMAGES OR VIDEOS

Employees are prohibited from possessing communication devices which contain sexual images or videos on Board property or during school-sponsored activities. In the event inappropriate images or videos are discovered in an employee's possession, disciplinary measures may be taken and, if the material is deemed to be illegal, said possession may be reported to the appropriate law enforcement agency(ies).

Source: Autauga County Board of Education
Adopted: June 24, 2010

Old: GBOA
New: 4.52

NEPOTISM

Employees shall not be assigned to a school, division, department, office or other work location if the employee will be supervised or evaluated by another employee who is related by blood or marriage as defined below. Employee assignments in the same work location prior to adoption of this policy are exempt for this prohibition. If the exempt employee subsequently moves to a different school, division, department, office or other work location, the employee is not longer exempt from these requirements.

A family member as relates to this policy shall include the following relationship:

Mother	Grandparent	Daughter-in-law
Father	Uncle/Aunt	Son-In-Law
Son	Niece/Nephew	Father-In-Law
Daughter	Sister	Mother-in-Law
Husband	Brother	First Cousin
Wife		

Applicants and employees are required to disclose any known existing relationship with other Board employees.

Source: Autauga County Board of Education
Adopted: June 29, 1999
Revised: June 24, 2010

Old: GBRG, GBRGB, GCRF
New: 4.53

NON-SCHOOL EMPLOYMENT AND TUTORING

Part-time employment which interferes with duties as assigned by the Board or negatively reflects upon the image of the District is looked upon with disfavor.

In the event the regular work of an employee suffers because of part-time employment, the employee will be requested to eliminate the part-time work. In the event the employee does not give up the part-time work, the Board will exercise its prerogative in declaring that the quality of work performed for the Board does not meet the required standards and may initiate dismissal proceedings against said employee.

Teachers tutoring for non-Board remuneration are restricted to tutoring only students who are not enrolled in their classes. Such tutoring may not occur during regular school hours or on school property.

Source: Autauga County Board of Education
Adopted: March 5, 1986
Revised: June 24, 2010

New: 4.54

CONFLICT OF INTEREST POLICY

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

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

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

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

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

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

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

Source: Autauga County Board of Education
Adopted: November 17, 2016

Old: JAA
New: 5.1

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Board that no student shall be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity in the District on the basis of sex, age, marital status, race, religion, belief, national origin, ethnic group, disability, immigrant status, non-English speaking ability, homeless status, or migrant status.

Source: Autauga County Board of Education

Adopted: December 17, 2002

Revised: June 24, 2010, April 11, 2013

Legal Ref: *Titles VI and IX of the Education Amendments of 1972*; Section 504 of the *Rehabilitation Act of 1974*

Old: JBA
New: 5.2

COMPULSORY ATTENDANCE AGES

Every student in the District between the ages of seven and seventeen shall be required to attend a school for the entire length of the school term in every scholastic year.

ADMISSION TO KINDERGARTEN

A child who is five years of age on or before September 1 shall be entitled to admission to kindergarten classes.

A child who is under five years of age on September 1 shall not be entitled to admission to kindergarten classes except that an underage child who transfers from kindergarten classes in a public school in another state may be admitted to school upon the approval of the Superintendent or his designee. Said underage children, upon successful completion of kindergarten in the District, will then be allowed admission to the first grade in the District.

ADMISSION TO FIRST GRADE

A child who is six years of age on or before December 31 shall be entitled to admission to first grade classes.

A child who is under six years of age on December 31 shall not be entitled to admission to first grade classes except that an underage child who transfers from the first grade of a public school in another state may be admitted to school upon the approval of the Superintendent or his designee.

A child who is under six years of age who has moved into Alabama having completed or graduated from a mandated public kindergarten program in another state shall be entitled to admission to first grade classes regardless of age.

Source: Autauga County Board of Education
Adopted: May 15, 1986
Revised: January 28, 1999, June 24, 2010, June 27, 2016
Legal Ref: *Alabama Code* § 16-28-3, §16-28-4

Old: JBCFF

New: 5.3

ATTENDANCE

Alabama State Law 16-28-3, Code of Alabama, 1975 requires all children between the ages of six (6) and seventeen (17) to attend school regularly. Alabama State law states that each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state. Parents or guardians having control over school age children are responsible for their children's regular attendance and proper conduct. Failure to comply with the Compulsory School Attendance Law requires the Attendance Officer to file a complaint in the Autauga County Court system.

Absences

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than **three (3) days** following return to school. The parent note will enable the child to make-up any work missed or prevent charges from being filed against the parent, guardian or legal custodian when a child is absent. **Five (5) unexcused absences** within a school year constitute a student being truant and on the **seventh (7) unexcused absences** a complaint/petition may be filed against the child and/or parent.

- Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian meets the following State guidelines:
 - illness;
 - death in the immediate family;
 - inclement weather (as determined by the principal) which would be dangerous to the life and health of the child;
 - legal quarantine;
 - emergency conditions as determined by the principal; and
 - prior permission of the principal and written consent by the parent or guardian.

The note or doctor's excuse must be sent to school **within three (3) days** of the student's return to school to be counted as an excused absence. Excuses will not be accepted after three (3) days. Please note that teachers are not obligated to provide make-up work for unexcused absences.

- A **written note from parents or guardians**, as described above, will excuse absences for up to but **not exceeding ten (10) absences during the school year**. **Further absences will require a written excuse from a medical doctor or court official.** All excuses must be presented within three (3) days of the return to school.

New: 5.3

ATTENDANCE

Tardiness

Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day. Any student arriving after that time should be accompanied to the office by a parent or guardian. **Excessive tardiness**, for any reason other than reasons for excused absences, **will result in disciplinary action**. Only an excused tardy permits class work to be made up.

- Students are required to remain at school for the entire day.

Check-Outs

Students who leave school for any reason must check-out through the school office following their school's check-out procedures. Only persons whose names appear on the school's registration form/card may check-out students, unless the school verifies permission with the parent/guardian. Written permission is to be given by the parent/guardian or "emergency person" shown on the school's registration form/card before each check-out. ***Valid picture identification is required.***

Students must attend a minimum of one-half of the instructional day to be counted present. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence. Check-outs are excused for the same reasons as absences. Written explanation for the time missed must be submitted and will follow the same guidelines for excused and unexcused absences as outlined.

Check-Ins

Students are required to report to school no later than the official beginning of school day and to be on time for all classes during the day. Each school will devise procedures that will ensure compliance with this regulation. Check-ins are excused for the same reasons as absences. Check-ins for any other reasons is unexcused and may result in disciplinary action. No make up work is allowed for unexcused check-ins.

Perfect Attendance

A student will not be eligible for a perfect attendance certificate if the student has an absence, check-in, or check-out.

Truancy Definition/Unexcused Absences

Absences for reasons other than those defined above shall be considered as unexcused. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. Forged excuses will be coded as unexcused. The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the State Department of Education's current School Attendance law. Parent/guardian shall be notified by the school principal or his/her designee of the first truancy/unexcused absence (warning) and fifth truancy/unexcused absence (conference – mandatory except in case of an emergency or prior arrangement). Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

New: 5.3

ATTENDANCE

Early Warning Truancy Program

Parents and students will be referred to the Early Warning Truancy Program on the seventh (7th) unexcused absence. Referral to the program includes the following steps:

- The parent will receive official notification by certified mail. The notice will require the parent to report to the Early Warning Meeting.
- The parent will meet with the Truancy Officer. The Truancy Officer will review the system's Attendance Policy, the State of Alabama Attendance Laws and consequences of breaking the law.
- If the parent fails to appear at the scheduled Early Warning Meeting, the parent will receive a legal notice and a court referral.
- Parents or guardians of any student having a chronic ailment, which may cause the child to miss school during the year, are required to provide the school with a doctor's statement verifying the child's condition. The statement shall reflect the nature of the child's illness, and state why the child may need to miss school from time to time due to this illness. Failure of parents/guardians to provide the school with a chronic ailment statement can result in unexcused absence accumulation and referral to the Court system.

Make-Up Work (Excused Absences)

If a student is absent for any excused reason as defined above, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. For kindergarten through sixth grade students, the teacher shall be responsible for providing the student with a written list of missed assignments within three (3) days after the absence (s). The student shall be responsible for completing all make-up assignments within a reasonable length of time, not to exceed two (2) weeks.

For seventh through twelfth grade students, the student shall be responsible for contacting the teacher or teachers immediately upon return to school to arrange a reasonable length of time, not to exceed two (2) weeks, to make up work and/or examinations. Teachers shall not be required to re-teach lessons, but students shall be given reasonable opportunity to learn lessons missed due to excused absences.

School Participation Absences

Students who are away from school due to participation in official school sponsored activities shall be marked present and shall be allowed to make up missed work.

Religious Absences

A student shall be excused on religious holidays when the student's parents/guardians come to the school in person and sign a request for the student to be absent for this purpose. When this procedure is followed, the student's absence shall be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences.

New: 5.3

ATTENDANCE

High School Credits as Related to Attendance

Parents and students should be aware of the following:

- Students in grades 9-12 must earn credit for promotion from grade to grade and to meet graduation requirements.
- Each class period represents one unit or one half of credit that may be earned by the student.
- In order to earn each class credit, the student must attend the class for the specific number of clock hours, established by the State, **and** pass the assigned course work.
- A written note from the parent or guardian, as described above, will excuse absences for up to but not exceeding ten (10) absences for any full credit course per term and not exceeding five (5) absences for any half credit course per term. Further absences will require a note from a doctor or court official in order to be considered excused.
- **Combined (excused and unexcused) absences from a class period more than ten (10) times may result in a loss of credit.**
- Students over the age of seventeen (17) who accumulate more than ten (10) days of unexcused absences during a single semester may be withdrawn from school. Parents will be notified of pending withdrawal and given one (1) week to appear before the principal or attendance officer to show cause as to why the student should not be withdrawn from school. The Attendance/Truancy Department working in cooperation with the Special Education Department must approve all withdrawals for special education students.
- In cases of prolonged absence due to illness, the parent or guardian should seek assistance from the Homebound Program.

Appeal Process

Students or parents/guardians may appeal to the school's review committee decisions rendered as it pertains to excused/unexcused or excessive absences. Suspensions **shall** count as a part of the number of excessive absences.

Parental Responsibility for Student Attendance and Behavior

It is the policy of the Board to comply with Act 93-672 as adopted by the Alabama Legislature. Parents/guardians or persons in charge of children are required to ensure that their children enroll and attend school and conduct themselves properly in accordance with written policy on school behavior adopted by the local board of education. The failure of a parent/guardian and persons in charge of children to exercise this responsibility is a crime. If convicted, said persons shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days.

School principals and the superintendent of education or his/her designee are required to report suspected violations to the district attorney within ten (10) days. Any principal or superintendent or his/her designee intentionally failing to report inform parents of school children of their education-related responsibilities.

New: 5.3

ATTENDANCE

Student School Attendance Standards and Operation of a Motor Vehicle (Pertaining to a Driver's License)

“The Department of Public Safety shall deny a driver’s license or a learner’s license for the operation of 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 issued to the person from a secondary high school of this state, or any other state, or documentation that the person:

- (1) Is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained the certificate;
- (2) Is enrolled in a secondary school of this state or any state;
- (3) Is participating in a job training program approved by the State Superintendent of Education;
- (4) Is gainfully and substantially employed;
- (5) Is a parent with the care and custody of a minor or unborn child;
- (6) Has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or
- (7) Is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter.” *Ala. Code 16-28-40(1975)*

Source: Autauga County Board of Education

Adopted: September 7, 1989

Revised: June 24, 2010, July 2, 2012

Legal Ref: Alabama Code §§ 16-28-12, 16-28-13; 16-28-15; 16-28-16; Alabama Administrative Code § 290-3-1-02(7)(c)

Old: JBAA

New: 5.4

SCHOOL ATTENDANCE ZONES

The Board enforces school attendance zones and undertakes appropriate address verification. All students in the District shall attend the school servicing the attendance area in which they actually reside. Exceptions may be considered but will be monitored for any impact on the school's building capacity and the Alabama State Department of Education's teacher/pupil ratio guidelines.

Students residing in the District must live with their parent/guardian and attend a school in the designated attendance zone in which their parent/guardian resides the major portion of the school year. Kindergarten students who attend school are required to attend classes in the attendance zone where they will be in the first grade.

Students who are currently attending a school out of zone or district must apply for renewal each year. The Superintendent or his designee will establish procedures for application and approval of transfer renewals. Bus transportation will not be provided for attendance at schools out of zone unless required by the *No Child Left Behind Act*.

The Board recognizes the following exceptions to the school attendance zone policy:

1. Approval for a twelfth grade student whose parent/guardian establishes a residence in another school zone immediately prior to or during the school year for the student.
2. Administrative reassignments for disciplinary reasons.
3. Special education students who require attendance at another school pursuant to an Individualized Educational Program.
4. Children of Board Employee.
 - a. Children of Board employees may attend the school in the attendance zone in which the parent/employee is employed.
 - b. Children of Board employees who transfer to another school under this exception to the attendance zone policy will be permitted to complete all grades offered at the school to which they transfer, even if the parent/employee retires. This provision is not applicable to resignation, contract cancellation or non-renewal.
 - c. A Board employee is defined as one whose employment with the Board is subject to the *Alabama Teacher Tenure Act*, *Teacher Accountability Act* or the *Fair Dismissal Act*.

New: 5.4

SCHOOL ATTENDANCE ZONES

- d. A child of a Board employee is defined as the employee's natural or adopted child, a child for whom the employee serves as legal guardian or a child for whom the employee has legal custody pursuant to court order or administrative authority.

5. Public School Choice under the *No Child Left Behind Act*

If a school is identified pursuant to the *No Child Left Behind Act* for school improvement, the Board shall, not later than the first day of school of the school year following such identification, provide all students enrolled in the school with the option to transfer to another school within the District. Such transfers shall be provided transportation.

6. Homeless and Migratory Students

Students who are homeless or migratory shall be permitted to attend their school of origin, or transfer to a new school pursuant to the Board's Homeless Student's Policy.

7. Victims of Violent Criminal Offenses

A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the District.

8. The District Generally Shall Not Allow Transfers to a School out of Zone Due to Hardship

Transfer requests based on hardship must be a necessity determined on an individual basis. The Superintendent or designee may request any supporting documents or information deemed necessary to make a decision.

Source: Autauga County Board of Education

Adopted: May 15, 1986

Revised: December 15, 2005, June 24, 2010

Legal Ref: *No Child Left Behind Act*; *McKinney-Vento Act*; *Alabama Administrative Code* § 290-3-1.02(3)(e)2.

Old: JSAB, IDEA

NEW: 5.5

ADMISSION OF FOREIGN EXCHANGE STUDENTS

The District recognizes the educational and cultural value of international exchange programs and foreign exchange students and authorizes the admission of a limited number of foreign exchange students to the regular educational programs offered. Students will be considered for admittance only when space is available (*i.e.*, class sizes are not significantly adversely affected).

Only foreign exchange students from approved exchange programs and students privately sponsored by district residents shall be admitted. Approved exchange programs are those designated by the United States Information Agency. Foreign exchange students admitted as part of an approved program are considered wards of the families with whom they reside.

Privately-sponsored foreign exchange students may be enrolled if an adult resident of the District has been given temporary guardianship and the student lives in the home of that guardian and if the student meets all legal requirements for a student visa.

ACADEMIC REQUIREMENTS

Students shall be at least 15 years old, and no student will be admitted who has already graduated from the equivalent of the twelfth grade or who will reach the age of 21 years on or before September 15 of that school year.

The student must have average or above-average grades from the home school and must not require special education services in order to function in the regular academic program.

It is expected that students have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting.

GENERAL REQUIREMENTS

Foreign students will be treated as regular students. They are responsible for complying with all District policies and regulations.

Foreign students are expected to pay for all lunches, books, athletic and student activity fees and other fees, yearbook costs and all other expenses normally borne by students in the District.

The eligibility requirements of the District and the Alabama High School Athletic Association will be followed. Accordingly, foreign students sponsored by an approved program may participate in organized sports, while those sponsored by a private sponsor may not.

New: 5.5

ADMISSION OF FOREIGN EXCHANGE STUDENTS

The sponsor, host family and local program representative must maintain personal contact with the school, must be available and willing to meet with school personnel when problems or circumstances require and must assume full and final responsibility for resolving problems including the early return of the student if personal, family or school difficulties cannot be resolved.

If a student's grades, attendance, conduct or discipline or deemed unsatisfactory by the school, the student may be withdrawn.

ADMISSIONS PROCESS

Approvals for admission must be obtained from the District between April 15 and July 30 for the following school year or between October 15 and December 15 for the second semester, except under unusual circumstances.

All applications will be screened by the principal of the school where admission is being requested before they are forwarded for review and approval of the Superintendent.

Upon the student's arrival in the District, the adult sponsor (host family and/or local representative of the exchange program) and student must come to the school to complete the enrollment process. Students must arrive in sufficient time for attendance on the first day of school.

Students requesting admission must submit:

1. Birth certificate;
2. Recent official transcript with English translation reflecting courses taken and grades earned;
3. Records showing required immunizations;
4. Evidence of medical insurance that will cover the student while residing in the District;
5. A letter of application written in English by the student that provides pertinent information about the student, including student's name, age, birth date, home address and phone number, level of education, reasons for wanting to attend school in the District and the projected duration of enrollment;

New: 5.5

ADMISSION OF FOREIGN EXCHANGE STUDENTS

6. The names, addresses and phone numbers of the exchange student's own parents/guardians, the host family and the local exchange program representative; and
7. Proof of English proficiency, including evidence that the student has successfully completed a minimum of two years of instruction in English and a letter of recommendation from the English language teacher documenting the level of proficiency or evidence that the student has passed a test of English language proficiency.

An "honorary" high school diploma may be given to those students who are classified as "seniors." The only exception would be that a student states at the time of enrollment that he intends to have his school records transcribed by the international clearinghouse and that he meets all necessary high school graduation requirements.

Source: Autauga County Board of Education
Adopted: October 16, 1986
Revised: June 24, 2010, July 13, 2017

Old: JBDAB

New: 5.6

HOMELESS STUDENTS

It is the Board's intent to remove any barriers to the enrollment and retention of homeless students in school.

The term "homeless children" is defined as children who:

1. Lack a fixed, regular and adequate nighttime residence;
2. Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; or are abandoned in hospitals;
3. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
4. Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
5. Are migratory and live in the circumstances described above.

The enrollment of homeless students shall not be denied or delayed due to lack of documentation or immunization records. Each homeless student shall be provided services for which the student is eligible, comparable to services provided to other students in the school, regardless of residency, including transportation services, education services, vocational and technical education programs, gifted and talented programs and school nutrition programs. The Board shall take reasonable steps to ensure that homeless students are not segregated or stigmatized and that decisions are made in the best interests of the student.

In determining school selection, homeless students may enroll in the school serving the attendance zone where the student resides or continue enrollment in the school of origin. The school the child attends shall be whichever is in the student's best interest. Efforts shall be made, to the extent feasible, to keep the student in his school of origin unless doing so is against the wishes of the parent/guardian. A homeless student who attends his or her school of origin may attend that school for the duration of homelessness or stay in the school for the remainder of the academic year if the student becomes permanently housed during the academic year. If the homeless student becomes homeless between academic years, the student may attend his or her school for the duration of homelessness.

The Superintendent shall establish dispute resolution procedures for disagreements regarding school section and enrollment of homeless students. The Superintendent shall designate at least one member of the Board's Central Office to serve as the homeless student liaison whose duties will include: identifying homeless students, ensuring enrollment and opportunities for academic success for homeless students, assisting with transportation, posting notice of rights, working with parents and homeless students and mediating school selection or enrollment disputes.

Source: Autauga County Board of Education

Adopted: December 17, 2002

Revised: June 24, 2010, June 22, 2017

Legal Ref: *Every Student Succeeds Act 2015*

Old: JBCD, JBCD-R
New: 5.7

STUDENT ADMISSIONS

The Board serves the students who are eligible to attend the District's schools.

REGISTRATION

Schools shall use a Board-approved "Student Registration Form" when registering students new to the school or for the subsequent school year.

ENROLLMENT ELIGIBILITY

The Board shall admit into its schools students who reside with a parent or legal guardian, and who meet all other qualifications of this policy. An exception may be made for homeless students pursuant to the Board's Homeless Students policy.

ENTRANCE AGE

- A. All Alabama resident students shall have attained the age of five on or before September 1 in order to be eligible for admission into the kindergarten program. (See Compulsory Attendance Ages policy 5.2).
- B. All Alabama resident students shall have attained the age of six on or before December 31 in order to be eligible for admission into the first year program (See Compulsory Attendance Ages policy 5.2).
- C. All students who are classified as special education students are eligible for enrollment in appropriate education programs from age three through age 21 unless they have received a high school or special education diploma or the equivalent.

ENROLLMENT REQUIREMENTS AND PROCEDURES

All students enrolling for the first time in the District shall receive full status as students when the following requirements are fulfilled:

- A. Health Certifications
 - 1. Certificate of Immunization must be on file. (See Immunizations policy 5.42).
- B. Proof of Birth Date

The principal or his designee shall require evidence of the individual's date of birth. Evidence shall be accepted as set forth below:

New: 5.7

STUDENT ADMISSIONS

1. Kindergarten, first year, and students new to Alabama must present proof of birth date prior to entry into the District. This shall also apply to students transferring into the District during the year.
2. Acceptable Evidence

The school will accept evidence in the order set forth below that shows the student's date of birth:

- a. A certified copy of a birth certificate, a certified hospital issued birth record or birth certificate; or
 - b. An adoption record.
3. Record Retention

Upon presentation of one of the above evidences of proof of birth date, a copy of the document shall be placed in the student's record and the original returned to the parent/guardian/person having control or charge of a student.

C. Proof of Residency

In order for a student to be admitted in the District, the person enrolling the student shall provide proof of residency within the District.

1. Proof of residency shall be provided to the principal or his designee when the student seeks initial enrollment in the District.
2. In order to verify residency within the District, two or more of the following items shall be presented to the principal or his designee. Only one of each of the following forms of documentation can be used to prove residency.
 - a. Home ownership title consisting of either a warranty deed, quit-claim deed, or security deed in the name of the parent/guardian for the location of the legal residence;
 - b. Lease or rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address and/or telephone number of the lessor;
 - c. Current utility (i.e., gas, power, and water) monthly statement which evidences the location of the legal residence;
 - d. For the current year, an Autauga County property tax statement with evidence thereupon of payment and which shows the name and address;
 - e. Current W-2 statement for the parent/guardian for the location of the legal residence.
3. In the event the student resides with the parent the majority of the time, and the required documents are in the spouse's name, a marriage certificate

New: 5.7

STUDENT ADMISSIONS

must be provided with the proofs of residence.

4. In the event none of the above documentation exists or the documentation submitted is insufficient to verify a legal residence within the District, the Principal or designee shall require the parent/guardian claiming residency to complete a statement of legal residence.
5. Any student whose parent/guardian is not residing within the District at the time the student applies for admission shall nonetheless be considered a resident for purposes of admission if:
 - a. He provides to the Principal or designee documents evidencing that he shall be a resident of the District within thirty calendar days from the date the student applied for admission.
 - b. Any student enrolled in a high school pursuant to Item a. above shall not receive performance eligibility until the high school Principal or designee is provided proof that the student is living within the geographic boundaries of the District.

D. Loss/Change of Residency

1. The parent/guardian shall notify the school immediately if any change in residence occurs.
2. Students who move to another school attendance zone within the District may be eligible to submit an application for transfer to remain with their home school for a limited time. Refer to the School Attendance Zones policy.

E. Social Security Number

1. No student shall be denied enrollment in the District for failing to provide his Social Security number or for declining to apply for a Social Security number. Providing a Social Security number is voluntary.
2. The parent/guardian will provide an official copy of the student's Social Security number. A parent/guardian who objects to the incorporation of the Social Security number into the school records of a child may waive the requirement by signing a notarized statement objecting to the requirement. This statement shall be retained in the student's permanent folder. Additionally, the school shall:
 - a. If needed, provide forms for making application for a Social Security number or for waiving the request; and
 - b. Ensure that student Social Security numbers are treated in the same confidential manner as all other records and in accordance with the *Family Educational Rights and Privacy Act* which includes withholding student Social Security numbers from the U.S. Citizenship and Immigration Services.

New: 5.7

STUDENT ADMISSIONS

- c. Assign a temporary identification number to a student who is applying for a Social Security number, or a permanent student identification number if a Social Security number will not be provided.
- F. Admission Policy for Homeless, Migratory, and Immigrant Students, Children in Foster Care, and Limited English Proficient Students –
1. 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.
 2. 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 of the following 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
 3. Students enrolling without a social security number will be assigned a temporary number by Central Office personnel.

TRANSFER RECORDS AND CREDITS

Students enrolling from other school systems shall be admitted upon presentation of a withdrawal form from the previous school and/or verification of academic status and eligibility for enrollment. They shall receive full status as students when:

1. A valid transcript of work completed is received directly from the previous school attended. An Authorization to Release Records form is to be completed at the time of enrollment.
2. Tests deemed necessary by school officials for proper grade placement have been completed.
3. Clearance of the records of the previous school is completed.

New: 5.7

STUDENT ADMISSIONS

DISCIPLINE RECORDS/STATUS

- A. Any student desiring to enter the District must be eligible to enter the school system which he or she last attended.
- B. The District may request the discipline record of any student entering the District.
- C. Any student who is enrolling in the District for the first time in grades seven or higher must provide a certified copy of his scholastic and discipline record from the school previously attended. In lieu of providing a certified copy of a discipline record and transcript, the student may be admitted on a conditional basis by submitting a properly executed release authorizing the District to obtain such information from the school previously attended.
- D. Students who have been suspended or expelled from another school system or private school in this state may be eligible for acceptance into the District only after their records have been cleared with the proper school authorities.

CUSTODIAL DOCUMENTS

The District may request proof of custody in situations involving multiple adults claiming control of the same student.

PERSON OTHER THAN A PARENT/GUARDIAN ENROLLING A STUDENT

- A. The enrolling party must have control and charge of the child, 24 hours per day and 7 days per week. The request to enroll the student cannot be primarily related to attendance at a particular school in the District, nor may the request be for the purpose of participating in athletics at a particular school, or for any other similar purpose.
- B. If the person presenting the student for enrollment is not that student's parent/guardian, the school will require the enrolling person to obtain a custody/temporary custody order from a court of competent jurisdiction.

TEMPORARY ADMISSION

Students with inadequate proof of birth date or residence will be considered for temporary admission awaiting necessary documentation. Temporary admission may be granted by the principal per the following guidelines:

- A. If granted, the temporary admission shall be for thirty calendar days from the date granted;
- B. Prior to granting the Temporary Admission, the adult enrolling the student shall provide the principal or his designee a copy of their letter to the appropriate agency requesting a birth certificate or other documentation of the student's date of birth. Parents/guardians who need information concerning local birth certificates should call the local health department the Bureau of Vital Statistics.
- C. If acceptable documentation is not submitted to the school within the thirty calendar

New: 5.7

STUDENT ADMISSIONS

day temporary admission period, the student shall be subject to withdrawal. The person who enrolled the student will be notified at least ten calendar days prior to withdrawal of the student.

- D. Provisions regarding transferal of discipline actions or felony convictions for students in grades seven and above will take precedence over any temporary admission.
- E. A person other than a parent or guardian seeking to enroll a student pursuant to this policy will be provided 30 days to obtain the necessary court order specified herein. The Superintendent or his designee may give consideration for extraordinary circumstances.

Source: Autauga County Board of Education

Adopted: May 15, 1986

Revised: June 24, 2010

Revised: October 2, 2014, June 27, 2016, September 14, 2017

Legal Ref: *Alabama Administrative Code* § 290-3-1.02(7); Op. Atty. Gen. 2000–056

ACCEPTANCE OF TRANSFER CREDITS

Old: JSAD

New: 5.8

TRANSFERS FROM NON-ACCREDITED SCHOOLS/SCHOOL SETTINGS

Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit. Core courses shall be defined as English, mathematics, science and social studies.

- A. The transfer of credits and/or appropriate placement shall be as follows:
1. Credit for elective courses shall be transferred without validation.
 2. Non-contested credit for core courses shall be transferred as follows:
 - a. Using all official records and nationally standardized tests, the principal or his designee shall determine placement and notify the student and the parent/guardian.
 - b. If the parent/guardian agrees with the placement decision, the student shall be placed.
 - c. Following placement, for any initial core course successfully completed, transfer of previous credit earned at a non-accredited school(s) in that subject area shall be accepted without further validation.
 3. Contested credit for core courses shall be transferred as follows:
 - a. If the parent/guardians disagrees with the placement decision, the principal or his designee shall supervise the administration of the school's most recent semester test for each prerequisite core course in which the parent/guardian is requesting enrollment. For each test the student passes as determined by the school's grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite courses.
 - b. For any test failed, placement shall be made as originally recommended by school officials and no credit shall be transferred for the prerequisite course(s) in that subject.

B. In the event of controversial records/transcripts or the absence of records, the student shall take placement tests consisting of the school's previous semester tests for core courses.

New: 5.8

ACCEPTANCE OF TRANSFER CREDITS

TRANSFERS FROM ACCREDITED SCHOOLS

A student transferring to a District school from a public or non-public school accredited by an accrediting agency recognized by the State Board of Education will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript(s).

HIGH SCHOOL GRADUATION EXAM/LOCAL BOARD OF EDUCATION REQUIREMENTS

All transfer students must pass the Alabama Basic Skills Exit Exam/Alabama High School Graduation Examination and meet local Board graduation requirements.

Source: Autauga County Board of Education

Adopted: September 30, 1993

Revised: June 24, 2010

Legal Ref: *Alabama Administrative Code* § 290-3-1.02(7)(k)

Old: JBCE
New: 5.9

WITHDRAWALS FROM THE SCHOOL DISTRICT

The school principal or his designee shall be responsible for complying with the following procedures when withdrawing a student from school:

1. Reasonable attempts will be made to determine the name and address of the school in which the student will be enrolling, if applicable.
2. The student's parent/guardian must come to the school to approve the withdrawal. If the student is seventeen years of age or older, the student's parent/guardian is strongly encouraged to come to the school to approve the withdrawal. Parents/guardians will be notified by the school when a student sixteen years of age or older withdraws from school without a parent/guardian.
3. All District-owned textbooks and library books must be turned in prior to withdrawal.
4. All legally permissible financial obligations must be paid prior to withdrawal.
5. The student's immunization records will be returned to the student or his parent/guardian. All other student records may be provided to persons with a legitimate educational interest pursuant to the *Family Educational Rights and Privacy Act*.
6. A District approved withdrawal form shall be completed and given to the student or parent/guardian.

Source: Autauga County Board of Education
Adopted: May 15, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-28-3

Old JQE, JQG
New: 5.10

MARITAL OR PARENTAL STATUS OF STUDENTS

The Board shall not discriminate against any student, or exclude any student from any educational programs or activities, including any class or extracurricular activity, on the basis of such student's actual or potential parental family or marital status. A student who becomes married while enrolled in school shall notify the school principal or school designee of the change in marital status to facilitate the changing of school records.

Source: Autauga County Board of Education
Adopted: May 15, 1986
Revised: June 24, 2010
Legal Ref: 20 U.S.C. § 1681; 34 C.F.R. § 106.40

Old: JQE, JQG, JQG
New: 5.11

PREGNANT STUDENTS

The Board shall not discriminate against any student, or exclude any student from any educational programs or activities, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity.

Attendance

If the pregnant student chooses to remain in school during the semester in which she expects to deliver the child, the student's attendance shall be governed by the same attendance policies, rules and regulations which govern the attendance of all other students. For pregnancy-related absences to be excused, the absences must be acceptable according to the District's attendance policy.

The pregnant student shall be able to obtain course credit only if minimum course requirements are met, as determined by the principal through consultation with the student's teachers.

Student Responsibilities

A pregnant student who remains in school should be under the direct care of a licensed physician and shall be expected to fulfill the following responsibilities:

1. Notify the school principal and counselor after the pregnancy is confirmed.
2. Obtain the written certification of a physician that the student is physically and emotionally able to continue participation in school. The certification shall also include the physician's recommendation concerning school attendance for the pregnant student and confirmation of the expected date of delivery.
3. Participate in a conference with the principal and school counselor to discuss academic options, possible services available to the student during her pregnancy, anticipated return date to school and make-up work during pregnancy related absences.
4. Consult monthly with the school counselor and school nurse.
5. Obtain the written certification from a physician for readmittance to school following the birth of the child or termination of the pregnancy.

Source: Autauga County Board of Education
Adopted: May 15, 1986
Revised: June 24, 2010
Legal Ref: 20 U.S.C. § 1681; 34 C.F.R. § 106.40

New: 5.12

ACADEMIC HONESTY

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software or unauthorized use of hard copy or software to develop one's own software.

It is the responsibility of all teachers and building administrators to monitor students' work to avoid any academic dishonesty and to administer consequences for such dishonesty. Where appropriate, parents/guardians shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent/guardian appeals of any consequences resulting from violations of this policy should be addressed to the school principal.

All teachers, beginning at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools. The Academic Honesty Policy shall be referenced in such education.

STUDENT GOVERNMENT

PHILOSOPHICAL BASIS

Effective student governments are the forums for the training and involvement of students in the democratic processes. Members of the school community share the responsibility for shaping governments into positive instruments for student involvement.

STUDENT RESPONSIBILITIES

Students participants in student government have a responsibility:

1. To become knowledgeable of Board and individual school policies governing the actions of students;
2. To conduct election campaigns in a positive, mature manner with all the respect provided opponents;
3. To vote for student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs; and
4. To attend regularly scheduled meetings, if elected as a student representative, and to exhibit appropriate conduct at all times.

STUDENT RIGHTS

Students participating in student government have a right:

1. To participate in the student government within the respective schools under the direction of a faculty advisor;
2. To have access to policies of the Board and the individual school;
3. To seek office in student government or any school organization, regardless of race, sex, color, creed or political beliefs.; and
4. To attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal.

Old: JHCC
New: 5.14

STUDENT PUBLICATIONS

PHILOSOPHICAL BASIS

Education is the process of inquiring and learning, acquiring and imparting knowledge and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects.

APPROVAL AND ADVISEMENT

All student publications shall be approved by the school principal. A professional staff member shall be appointed by the school principal to serve as the advisor and consultant to students in the preparation of all student publications.

STUDENT RESPONSIBILITIES

Student participating in student publications shall have the responsibility:

To refrain from publishing libelous or obscene materials;

To seek full information on the topic about which they write; and

To observe the accepted rules of responsible journalism under the guidance of the faculty advisor.

Old: JC
New: 5.15

STUDENT EXPRESSION AND DISTRIBUTION AND POSTING OF MATERIALS

PURPOSE

The Board respects the rights of students to express themselves in word or symbol and to distribute and post materials, when areas are designated for that purpose, as a part of that expression. The Board also recognizes that exercise of that right must be limited by the Board's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression and distribution and posting of materials that are not part of District-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the District shall be regulated as part of the Board's educational program.

DEFINITIONS

Non-school materials - Any printed or written materials meant for general distribution to others or for posting which are not prepared as part of the curricular or extracurricular program of the district. Non-school materials includes, but are not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards and personal web sites.

Distribution - Students handing non-school written materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of non-school written materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing non-school written materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, which does or is likely to materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions is also covered by this policy.

Posting - Publicly displaying non-school written materials on school property or at school-sponsored events, including but not limited to, affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored or student web sites, through other district-owned technology and the like.

Expression - Verbal, written or symbolic representation or communication.

New: 5.15

STUDENT EXPRESSION AND DISTRIBUTION AND POSTING OF MATERIALS

AUTHORITY

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with school activities, school work or discipline and order on school property or at school functions, threatens immediate harm to the welfare of the school or community; encourages unlawful activity, or is likely to or does materially or substantially interfere with another individual's rights.

Student expression that occurs while on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions.

The Board shall require that distribution and posting of non-school written materials takes place only at the places and during the times set forth in written administrative procedures. Such procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.

UNPROTECTED STUDENT EXPRESSION

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions. The Board further may discipline students for engaging in unprotected expression. Such unprotected expressions include those which:

1. Libel any specific person or persons;
2. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students;
3. Use obscene, lewd, vulgar or profane language, whether verbal, written or symbolic;
4. Incite violence; advocate use of force; or urge violation of federal, state or municipal law, Board policy or regulations;
5. Materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions; or

New: 5.15

STUDENT EXPRESSION AND DISTRIBUTION AND POSTING OF MATERIALS

6. Violate Board procedures on time, place and manner for posting and distribution of otherwise protected expression.

DISTRIBUTION OF NON-SCHOOL WRITTEN MATERIALS

The Board requires that students who wish to distribute or post non-school written materials on school property shall submit them one school day in advance of planned distribution or posting to the school principal.

If the non-school written materials contain unprotected expression as set out in this policy, the building principal or his designee shall notify the students that they may not post or distribute the materials because they violate Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with the Board's regulations on time, place and manner of posting or distribution of non-school written materials.

Students who post or distribute non-school written materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

POSTING OF NON-SCHOOL WRITTEN MATERIALS

If a school building has an area where individuals are allowed to post non-school written materials, students may post such items as well, so long as they do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be dated and the District may remove the materials within ten (10) days of the posting, or such other reasonable time as stated in the administrative procedures relating to posting.

Source: Autauga County Board of Education

Adopted: May 15, 1986

Revised: June 24, 2010

Legal Ref: *Morse v. Federick*, 127 S.Ct. 2618, 2627-28 (2007).

New: 5.16

GENDER EQUITY IN SPORTS

The Board is dedicated to providing students with an effective and safe learning environment during the school day and all school-related activities. The Board prohibits discrimination based on gender in any interscholastic or intramural athletics program offered by the District.

COMPLIANCE

The Superintendent shall designate an individual to coordinate compliance with this policy. The District shall annually notify all its students of the name, office address and office telephone number of the Superintendent's designee. The Designee shall investigate any complaint received by the District alleging noncompliance with this policy. The investigation shall be in accordance with the Board's procedures provided by this policy.

DONATIONS

The District acknowledges that it has authority to accept donations. Donations may be monetary, real or personal property or services. Any donations made to athletic programs of the District shall conform to state and federal laws and to the policies of the Board. To assist the District in maintaining compliance with this policy, any donations made to athletic programs of the District must be accompanied by either a valuation of such donation or an accounting of actual costs incurred by the donor regarding the donation.

COMPLAINT PROCEDURES

Any student, or a parent/guardian on behalf of his minor child who is a student, who feels that the student has been discriminated against based upon gender in violation of this policy may file a complaint as follows:

- A. The student or his parent/guardian must complete the Gender Equity in Sports Grievance Form and submit it to the Superintendent's designee. The Designee shall date-stamp the complaint when received.
- B. The Designee shall take reasonable steps to ascertain the essential facts regarding the circumstances surrounding the complaint. The Designee may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation. The confidentiality of any information obtained shall be maintained in accordance with federal and state law and the District's policies on confidentiality of student and employee information.
- C. The Designee shall render a decision in writing no later than thirty calendar days after receipt of the complaint and such decision shall set forth the facts and rationale for the decision.

New: 5.16

GENDER EQUITY IN SPORTS

- D. A copy of the decision shall be provided to the complainant within five calendar days of the date of the decision, by certified mail or hand delivery to the address provided by the complainant on the complaint form. Notification to the complainant of the decision shall be deemed to have been made on the date of hand delivery or on the date of deposit in the United States mail by certified mail, return receipt requested, to the address stated in the complaint.
- E. A complainant shall have the right to appeal the decision of the Designee to the Board within thirty calendar days of the date of the decision. The request for appeal must be submitted by the complainant in writing to the Superintendent. The Superintendent's office shall date-stamp the appeal when received.
- F. The Board shall render a decision in writing no later than thirty calendar days or at the next regularly scheduled Board meeting after receipt of the appeal, whichever is later, and such decision shall set forth the facts and rationale for the decision.
- G. A copy of the decision of the Board shall be provided to the complainant within five calendar days of the date of the decision, by certified mail or hand delivery to the address provided by the complainant on the complaint form. Notification to the complainant of the decision shall be deemed to have been made on the date of hand delivery or on the date of deposit in the United States mail by certified mail, return receipt requested, to the address stated in the complaint.

Source: Autauga County Board of Education

Adopted: June 24, 2010

Legal Ref: *Title IX of the Education Amendments of 1972*, 20 U.S.C. § 1681 *et seq.*; 34 C.F.R. § 106 *et seq.*

Old: JHCA
New: 5.17

EXTRACURRICULAR ACTIVITY PARTICIPATION

It is the policy of the Board that this policy be implemented for all students in grades seven through twelve in all schools under the supervision and control of the Board.

DEFINITIONS

- A. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a school which are not related to a student's academic requirements or success in a course.
- B. Regular curricular activities are defined as those that are required for satisfactory course completion.

ELIGIBILITY REQUIREMENTS

- A. Students entering grades ten through twelve must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits, in each of six subjects that total six Carnegie units of credit, including four credits from the four core subjects composed of English, science, social studies and mathematics with a composite numerical average of 70. Students entering grades eight through nine must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five subjects with a composite numerical average of 70 with all other rules applying the same as to students in grades nine through twelve. Students promoted to the seventh grade for the first time are eligible. (A semester is defined as one-half of a school year as defined by the local Board adopted school year calendar.)
- B. Physical education may count as only one unit per year.
- C. No more than two Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
- D. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the above requirements may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five school days after the beginning of the succeeding semester.¹

¹ Unit calculations for regaining edibility eligibility at the end of the first semester may not coincide exactly with units for graduation for students in schools on six or seven period days.

New: 5.17

EXTRACURRICULAR ACTIVITY PARTICIPATION

- E. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by the Board as they pertain to other extracurricular activities.
- F. Each eligible student entering grades ten through twelve must have a minimum composite numerical average of 70 and a minimum of six Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
- G. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
- H. Any student who earns more than four credits in the core curriculum in any given year or who accumulates a total in excess of the required four per year may be exempt from earning the four core courses in the succeeding year as long as that student remains on schedule for graduation with his class by earning eight core credits over any two-year span, including summer school.

PARTICIPATION REQUIREMENTS

- A. School sponsors are required to submit a request for each extracurricular activity that occurs outside the regular school day and/or school to the principal, Superintendent and the Board for approval.
- B. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, Superintendent and Board approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.
- C. Notwithstanding anything to the contrary in this regulation, activities offered by the school through math, science, band, choral music and other courses at events such as athletic events (pregame, game halftime or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings etc., are all extracurricular and students academically ineligible under this policy shall not be allowed to participate.

New: 5.17

EXTRACURRICULAR ACTIVITY PARTICIPATION

- D. Decisions on a student's participation in extracurricular activities shall be consistent with the requirements of the *Individuals with Disabilities Education Improvement Act* and its implementing regulations, both federal and state, as well as Section 504 of the *Rehabilitation Act of 1973* if the student is identified as eligible under these statutes, rules, regulations and such participation is determined to be appropriate.

Source: Autauga County Board of Education

Adopted: August 30, 2001

Revised: June 24, 2010

Legal Ref: *Alabama Administrative Code* §290-3-1-02(18)

Old: JHCAA
New: 5.18

CHEERLEADING

The District believes the purpose of cheerleading is to promote school spirit and to provide an opportunity to selected students to participate in a leadership development activity. The District approves and support activities designed to accomplish these purposes. The following procedures shall be enforced:

1. Each cheerleading squad is to be placed under the direction of a certificated Board employee. This employee will serve as the coach or sponsor of each squad.
2. Each cheerleader sponsor or coach must be in attendance and must actively direct all cheerleading squad functions, practices and performances. Any function without the direction and presence of a coach or sponsor shall not be considered a school activity.
3. Prior to participating in any cheerleading squad activity, each student must present evidence from a properly licensed physician that the student is in appropriate general physical condition to participate in cheerleading activities.
4. All students trying out for and participating in cheerleading squad activities must be insured under a catastrophic student accident policy.
5. Aerobic warm-up stretching exercises, under the direction of the sponsor, shall precede all practices and performances.
6. Each cheerleading sponsor or coach shall maintain a low impact, aerobic conditioning program for the cheerleading squad for which they are responsible.
7. Use of mini-trampolines, springboards or any height increasing apparatus by cheerleaders is prohibited.
8. Cheerleading students are limited to those types of activities which involve only a student jumping from ground level under his own power with the following exceptions: extensions requiring two bases and one spot basket tosses requiring three bases and one spot shoulder straddle requiring one base and two spots. The use of spotters for single person stunts, where appropriate, is encouraged.
9. No students will be required to perform any particular stunt while attempting to qualify for membership on a cheerleading squad.

New: 5.18

CHEERLEADING

10. All students trying out and participating in cheerleading squad activities must meet eligibility requirements set by the Alabama High School Athletic Association and the District's Extracurricular Activities Policy.

Source: Autauga County Board of Education

Adopted: June 24, 1993

Revised: June 24, 2010

Old: JCDB
New: 5.19

DRESS CODE

The policy of the Board is that good grooming and personal appearance are critical elements in the teaching and learning process. It is expected that administrators, teachers and students will dress in such a manner that will provide quality learning experiences and will ensure the health and safety of those involved.

Consistent enforcement of the Dress Code is the responsibility of the local school administrators and teachers.

Students in grades kindergarten through twelve must dress in a manner that will ensure health and safety, not be distracting to others, and non-disruptive of the program. Shoes must be worn at all times.

The following articles of clothing and other items are not allowed:

1. Strapless dresses
2. "Spaghetti straps", "tee tops" and "muscle shirts"
3. "Mini skirts and short shorts"
4. For grades K-12, shorts should not be overly tight and should be properly fitted at waist height.
Additionally for grades 5-12, shorts should be walking-type shorts, not athletic shorts with wide legs and/or slits.
Shorts should not be shorter than mid-thigh. Skirts should be no more than three inches (3") inches above the knee when standing, or at the discretion of the principal or designee for tall students. The only exception to this specific policy requirement is for certain school groups during scheduled school performances, activities and/or days as authorized by the school principal.
5. Overalls unfastened or with bibs down
6. Belts unfastened
7. Picks or combs in hair
8. Clothing with decals or slogans containing profanity, inferring obscene/indecent commentary or referring to immoral/illegal behavior
9. Over-sized clothes large enough to conceal objects or weapons
10. Bagging/sagging pants worn below the waist line
Pants should be worn at waist height with proper fit. Pants legs should reflect regular straight-legged jeans. No big bell-bottom type pants or large over-sized pants are allowed. Pants legs should not drag on the floor.
11. Exposed midriffs-short tops, low waist pants
12. Facial jewelry or large dangling earrings
Only small earrings or stud-type earrings appropriate for school are allowed.
13. Hats, caps, and sunglasses inside the school facility
14. Gloves, except when outside the building during cold weather
15. Bandannas or scarves
16. Flip-Flops or sneakers which are unlaced or untied
17. Clothing made of sheer fabric or spandex

New: 5.19

DRESS CODE

18. Clothing which is too short, too tight or too revealing causing distraction of others
19. Any and all clothing deemed inappropriate by the administrator.

Source: Autauga County Board of Education

Adopted: July 29, 1999

Revised: September 4, 2001, June 24, 2010, June 27, 2016

Old: JHD
New: 5.20

STUDENT SOCIAL EVENTS

All student social events sponsored by the school shall be under the control of the local school principal and/or his designee. All such events shall be approved by the local school principal and the Superintendent. All such events shall be held in accordance with such rules and regulations as may be developed by local school officials, the Superintendent, and the Board.

Source: Autauga County Board of Education
Adopted: May 15, 2009
Revised: June 24, 2010

New: 5.21

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

INTERACTION WITH EMPLOYEES

The Board recognizes that text messaging provides a convenient method of communication. However, given the potential for abuse, students are prohibited from communicating with Board employees via text, picture or video messaging for any reason, except in cases of a legitimate emergency that impacts the health and/or safety of the employee or student.

INAPPROPRIATE IMAGES OR VIDEOS

Students are prohibited from possessing communication devices which contain sexual images or videos on Board property or during school-sponsored activities. In the event inappropriate images or videos are discovered in a student's possession, disciplinary measures may be taken and, if the material is deemed to be illegal, said possession may be reported to the appropriate law enforcement agency(ies).

CELL PHONE OR OTHER ELECTRONIC DEVICES

Cell phones or other electronic devices including, but not limited to, digital cameras, camcorders, PDA's, MP3 players, and headphones, must not be visible during the school day and must be turned off *completely* - not on "silent" or "vibrate" mode. The use of camera cell phones for taking or disseminating pictures is strictly forbidden. Violations of this policy may be treated as intermediate or major offenses.

Any telephone communication during the instructional day will take place on school telephones with permission from office personnel. Parents should continue to call the school for any emergency situation.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or electronic device. If the cellular telephone or electronic device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that may be imposed. The school principal may also refer the matter to law enforcement if the violation involves an illegal activity. The District is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or electronic devices brought onto District property.

Source: Autauga County Board of Education

Adopted: June 24, 2010

Legal Ref: *Ala. Code* § 16-1-27

Old: JCDAC, JCDAB
New: 5.22

DRUG AND ALCOHOL USE

The Board prohibits the use, abuse, possession, or sale of drugs, drug paraphernalia, alcohol or other intoxicants at school or any activity under Board jurisdiction, including school-sponsored activities on or off District premises and in District-owned, rented or leased vehicles.

The term “drug use” shall mean the misuse or illegal use of drugs including barbiturates, central nervous system stimulants, hallucinogenics and all other drugs to which the narcotic and drug abuse laws of the United States, local municipalities and State of Alabama apply. It shall also include alcoholic and intoxicating liquors and beverages.

Students who are found in violation of this policy will be placed on immediate suspension from school, subject to a disciplinary hearing with final disciplinary action determined by the Board based on the circumstances of the offense, and possible expulsion from the District.

Law enforcement authorities will be notified of any violation of this policy. All school principals are instructed to cooperate fully with law enforcement agencies and report any and all information to support the effort of law enforcement authorities to control drug use. Cooperation shall include but not be limited to working with law enforcement agencies in developing and implementing procedures to allow law enforcement agencies to make periodic unannounced visits to any local public school to detect the presence of illegal drugs, unannounced to anyone except the local Superintendent and building Principal.

Old: JCDA
New: 5.23

GUN FREE SCHOOLS

All students and persons other than students, with the exception of law enforcement authorities, are prohibited from bringing firearms (or replicas) to school and having firearms (or replicas) in their possession in a school building, on school grounds, on school buses or at school-sponsored activities and functions. Any student who violates this policy shall be expelled for a period of one year.

The Superintendent may modify the expulsion requirement on a case-by-case basis. The Superintendent shall modify the expulsion requirement in accordance with the requirements of the *Individuals with Disabilities Education Improvement Act* and Section 504 of the *Rehabilitation Act*.

The school principal shall notify the parents/guardians of any students who violate this policy. The appropriate law enforcement authorities will also be notified of any students in violation of this policy.

For purposes of this policy the term "firearm" has the same meaning as "firearm" as defined in 18 U.S.C. § 921.

The term "firearm" means (A) any weapon (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; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means--

- (A) any explosive, incendiary, or poison gas--
 - (i) bomb,
 - (ii) grenade,
 - (iii) rocket having a propellant charge of more than four ounces,
 - (iv) missile having an explosive or incendiary charge of more than one-quarter ounce,
 - (v) mine, or
 - (vi) device similar to any of the devices described in the preceding clauses;
- (B) any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and

Old: JCDA

New: 5.23

- (C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

18 U.S.C.A. § 921 (West)

Source: Autauga County Board of Education

Adopted: September 25, 1996

Revised: December 1, 2005, June 24, 2010, June 22, 2017

Legal Ref: 20 U.S.C. § 7151; 18 U.S.C. § 921; *Alabama Code* § 16-1-24.3; *Alabama Administrative Code* § 290-3-1-.02(1)(b)3.

Old: JCAB, JCAC

New: 5.24

INTERROGATIONS, INTERVIEWS AND SEARCHES

The Board is dedicated to sound discipline practices in order to provide students in the district an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. In order to maintain a safe and orderly environment, the principal or designee of each school in the District may conduct reasonable interrogations and searches of students. Additionally, the Board recognizes concerns for the welfare of students; therefore, the Board will, to the extent permitted by law, cooperate with law enforcement and other investigating agencies in the interest of the welfare of all citizens.

INTERROGATIONS / INTERVIEWS

A. School Personnel

The principal or his designee of each school in the District is authorized to conduct reasonable interrogations and interviews of students in order to properly investigate and address student misconduct.

1. Students who are suspected of misconduct or of violating the *Student Code of Conduct* may be questioned about misconduct by school staff.
2. Students who may have been witnesses to misconduct on the part of other students, faculty and/or staff may be asked to provide oral or written statements regarding what they know about the event being investigated.
3. Principals or designees may interview or interrogate students without prior notice or permission of parents/guardians.

B. Law Enforcement or Other Governmental Investigating Agency Not Involving Child Abuse

School officials shall observe the following:

1. A student will not be interrogated or interviewed by any law enforcement or other governmental investigating agency except in private and in the presence of the principal or his designee. However, at the discretion of the principal or his designee, Probation Officers may meet with students in private and without prior notice to the student's parent/guardian if the Probation Officer provides the school with prior written parent/guardian consent. Probation Officers may also meet with students in private and without prior notice to the student's parent/guardian if a court order specifically provides for such meetings.
2. Except as provided above, the principal or his designee shall make an effort or attempt to contact a student's parent/guardian prior to the interrogation or interview by any law enforcement or other governmental investigating agency.

New: 5.24

INTERROGATIONS, INTERVIEWS AND SEARCHES

3. A student shall not be released to the custody of persons other than a parent/guardian without express permission of the parent/guardian unless placed under arrest or taken into protective custody by a law enforcement or other governmental investigating official.
4. In the event a student is removed from the school by a law enforcement or other governmental investigating official, school officials will make every reasonable effort to notify the student's parent/guardian.

LAW ENFORCEMENT OR OTHER GOVERNMENTAL INVESTIGATING AGENCY CHILD ABUSE

The student may be interviewed by law enforcement or other appropriate governmental investigating official. However, no investigation of child abuse should be conducted without the knowledge of the principal or his designee. Such investigation should occur in private. For additional guidelines refer to the Suspected Child Abuse Policy.

SEARCHES

The principal or his designee of each school in the District may conduct reasonable inspection of students' desks, school lockers, articles carried upon their persons, and vehicles in order to properly investigate and address student misconduct.

- A. Searches shall be based on a reasonable suspicion of the presence of harmful or prohibited items, including, but not limited to, bombs, handguns, clubs, bludgeons or other dangerous weapons, contraband drugs, alcohol, tobacco, stink/smoke bombs, secreted noise makers and look-alike weapons.
- B. Physical searches of a student may be conducted only by an authorized person who is of the same sex as the student, except when circumstances render it impossible. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive considering the student's age and sex and the nature of the infraction
- C. Strip searches of students are not allowed.
- D. Principals or designees of each school in which lockers are issued shall ensure that:
 1. At the time lockers are made available to students, it is clearly specified in writing that lockers are subject to inspection and search by school officials.
 2. The school administration maintains duplicate/master keys or records of all locker combinations.

New: 5.24

INTERROGATIONS, INTERVIEWS AND SEARCHES

CONFISCATED ITEMS

- A. In the event the search of a student's person, personal possessions, desk, locker, or vehicle reveals the student is concealing material, the possession of which is prohibited by federal, state or local law, the Central Office shall be notified in order to take appropriate action. Confiscated contraband including, but not limited to, illegal drugs, alcohol and weapons or other harmful items, shall be forwarded to the central office or outside law enforcement. Other items which are generally prohibited by the *Student Code of Conduct* may also be confiscated by the principal or his designee. Confiscated items must remain in the possession of a school official, unless the items are relinquished to the police or required for due process or judicial hearings.
- B. Confiscated items required for a due process or judicial hearing. Must be given to outside law enforcement (if involved) or to the authorized representative for the District.
- C. If there is no due process or judicial hearing involved, and the item is not in the possession of the Central Office or outside law enforcement, the principal or his designee shall determine the appropriate disposal procedure of the item by July 15 of each year. The principal or his designee will determine if the item will be returned to the student or given to the parent/guardian.

Source: Autauga County Board of Education

Adopted: May 15, 1986

Revised: June 24, 2010

Legal Ref: *New Jersey v. T.L.O.*, 469 U.S. 325 (1985)

Old: JSAE
New: 5.25

TITLE IX NONDISCRIMINATION AND ANTI-HARASSMENT

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. It is the policy of this District that both sexes shall be provided equal access to educational and extracurricular programs and activities. It is the intention and policy of the District to fully comply with all Title IX requirements of providing an equal and harassment free educational environment for all students.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment of students can be a form of discrimination prohibited by Title IX. The District prohibits student-on-student sexual harassment, employee-on-student (irrespective of the sex of the harasser or student) sexual harassment or sexual harassment of a student by a third party in all schools and facilities within the District. The District regards sexual harassment as improper and illegal. Such actions will not be tolerated. All students have the right to participate in all school and classroom activities in an atmosphere free from sexual harassment and have a responsibility not to engage in behaviors of a sexual nature that are unwelcome or offensive to others.

Take Action

Any student who experiences what they believe to be violations of the above nondiscrimination or anti-sexual harassment policy should report the same to his or her counselor, principal, teacher or any school official at the school of attendance. All allegations will be taken seriously and promptly investigated. Confidentiality will be maintained to the extent possible and permitted by law in concern for all parties involved. If the allegations are against another student and the conduct is found to be sexually harassing, disciplinary action, as deemed appropriate for the situation, will be taken. If allegations of sexual harassment are made by a student against an adult, within or outside of the school, law enforcement and/or Department of Human Resources shall be contacted immediately by the individual to whom the offense is made known. That individual should also immediately report the information immediately to the Superintendent's office. If the complaint regards what is perceived to be unequal treatment in the classroom, athletic events or other extracurricular activities, there will be a full investigation. If unequal treatment is determined to exist, the situation will be rectified.

No Retaliation

Under no circumstances will a student or employee who reports what he or she believes to be sexual harassment, discrimination or unequal treatment be retaliated against in any form. Retaliation of any participant in an investigation regarding claims of sexual harassment or discrimination will also not be permitted or tolerated.

Source: Autauga County Board of Education
Adopted: November 17, 2005
Revised: June 24, 2010
Legal Ref: *Title IX of the Education Amendments of 1972*

STUDENT HARASSMENT AND BULLYING

PURPOSE

The Board is committed to providing its students equal educational opportunities and a safe learning environment free from harassment, bullying, discrimination and hazing. These forms of dangerous and disrespectful behavior will not be tolerated.

DEFINITIONS

“Bullying” means any repeated and pervasive verbal, written, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events, whether on or off school property. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be, based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

“Cyberbullying” means bullying through the Internet, cell phones, instant messaging, emailing or other technical means.

“Harassment” is defined as knowingly pursuing a pattern of conduct, whether physical, verbal, written or electronic, that is intended to annoy, alarm or terrorize another person. Harassment includes, but is not limited to:

- ! verbal acts, teasing, use of sarcasm and jokes;
- ! name-calling and belittling;
- ! nonverbal behavior such as graphic or written statements; or
- ! conduct that is physically threatening, harmful or humiliating.

“Disability Harassment” means intimidation or abusive behavior towards a student that is based on the student’s disability and creates a hostile environment by interfering with or denying the student’s participation in or receipt of benefits, services or opportunities in the District.

“Racial Harassment” consists of physical, verbal, written or electronic conduct relating to an individual’s race when the conduct:

- ! has the purpose or effect of creating an intimidating, hostile or offensive academic environment;
- ! has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or

New: 5.26

STUDENT HARASSMENT AND BULLYING

- ! otherwise adversely affects an individual's academic opportunities.

“Sexual Harassment” means any unwelcome sexual advances, requests for sexual favors, or other inappropriate physical, verbal or written conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:

- ! when submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or
- ! submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- ! that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

For more specific information regarding sexual harassment refer to the Board's Title IX Nondiscrimination Policy (2.2).

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization or for any other purpose. Hazing includes, but is not limited, to:

- ! any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body;
- ! any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to unreasonable risk of harm or that adversely affects the mental or physical health of the student; or
- ! any activity that intimidates or threatens the student with ostracism, subjects the student to extreme mental stress, embarrassment, shame or humiliation, adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

NOTICE OF PROHIBITION AGAINST BULLYING AND ANTI-BULLYING INTERVENTIONS

The prohibition against bullying shall be publicized by including a statement in the *Student Code of Conduct*.

The Board will employ a variety of prevention and remediation strategies to maintain, to the extent practicable, a safe school climate conducive to learning. All Internet use at school will be monitored and supervised. District staff will be informed at the beginning of each

New: 5.26

STUDENT HARASSMENT AND BULLYING

school year about this policy and their responsibilities regarding student harassment, bullying and discrimination. A copy of the policy will be disseminated annually to all staff.

REPORTING INTIMIDATION, HARASSMENT OR BULLYING BEHAVIOR

Any student who believes he or she has been the victim of harassment, intimidation, or bullying, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying or hazing toward a student should immediately report the alleged acts.

The report may be made to any staff member. The staff member will assist the student in reporting to the principal or other appropriate personnel. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are required to promptly notify designated staff. This policy does not prevent any person from reporting directly to the office of the Superintendent.

Reports may be in writing using the Student Harassment and Bullying Complaint Form. A copy of this form will be distributed to each principal. The principal or his designee is required to accept and investigate all reports of harassment or bullying. The principal or his designee is required to notify the parent or guardian of a student who commits a verified act of harassment or bullying of the response of the school staff and consequences of the verified act and/or the consequences that may result from further acts of bullying.

Retaliation against any person who reports or is thought to have reported student harassment or bullying, files a complaint or otherwise participates in an investigation regarding student harassment or bullying is prohibited. Such retaliation shall be considered a serious violation of this policy, regardless of whether the complaint is substantiated. Knowingly false charges made maliciously shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

INVESTIGATING HARASSMENT OR BULLYING BEHAVIOR

The principal or his designee will promptly investigate all reports of harassment or bullying. In determining whether the alleged conduct constitutes harassment or bullying, the totality of circumstances, nature of the conduct, student's history and the context in which the alleged conduct occurred will be investigated or considered.

The school administrator investigating the report will make every effort to inform the parents/guardians of the complainant and individual(s) against whom the complaint was filed prior to the investigation taking place.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed and others who may have knowledge of the

New: 5.26

STUDENT HARASSMENT AND BULLYING

alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.

The investigation shall be completed not more than ten business days after the administrator investigating the report receives notice of the complaint, except for good cause shown or with consent of the parties. The principal or investigating administrator shall make a written report to the Superintendent upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy, and the proposed discipline, if any.

CONSEQUENCES FOR HARASSMENT OR BULLYING BEHAVIOR

Verified acts of harassment or bullying shall result in disciplinary action and/or corrective action reasonably calculated to end the complained of conduct, deter future conduct and protect the complainant and other similarly situated individuals. In imposing disciplinary and corrective measures, the Board shall take into account the harm the victim and other members of the school community suffered and any damage to school property. The decision of whether discipline is imposed and the nature of any disciplinary action must comply with the Board's disciplinary policies.

Source: Autauga County Board of Education

Adopted: June 24, 2010

Legal Ref: *Title IX of the Education Amendments of 1972*

Old: JCE
New: 5.27

STUDENT GRIEVANCES

It is the policy of the Board to reduce, as much as possible, the potential areas of grievances; to assure each student the opportunity for an orderly presentation and review of grievances; to establish and maintain appropriate channels of communication between the administration and students; and to resolve each grievance at the most immediate level of administration.

It shall be understood that the Board is the final authority in all matters pertaining to grievances unless a student should desire to exercise proper redress through the courts or utilize appeal procedures, if allowed by law.

With the ultimate objectives of serving the educational welfare of our students, the following grievance procedure is designed to accomplish an equitable and expeditious resolution of grievances:

DEFINITIONS

“Grievance” - A “grievance” is a complaint by a student based upon alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the District. The term “grievance” should not apply to any matter in which the method of review is prescribed by law, state regulation or Board policy. “Grievances” are objections to a specific act or condition. Other procedures already established by law, state regulation or Board policy such as IEP team decisions, 504 team decisions, and appeals of suspensions and expulsions, are not subject to the grievance procedures herein described.

“Grievant” - Any student who attends any school in this District.

INFORMAL PROCEDURE

The most desirable method of improving differences is for the aggrieved student to discuss the matter with his teacher or principal and reach an amiable solution without resorting to the written grievance procedure. The Board encourages all students to discuss any grievance with the teacher directly involved. If the nature of the grievance dictates otherwise or when a student is simply not satisfied with how the teacher handle the grievance, then the student must follow the Formal Procedures listed below.

FORMAL PROCEDURE

1. File written grievance with principal that is signed by the student (hereinafter “grievant”). The grievance shall be as detailed as possible, providing times, dates, names and specifics, where applicable.

New: 5.27

STUDENT GRIEVANCES

2. A mutually agreeable time and place shall be established to discuss the grievance. This meeting should occur as soon as is reasonable and/or practical.
3. The principal should gather all necessary information from the meeting and necessary sources and inform the grievant in writing what resolution or decision has been reached regarding the grievance within one week of the meeting/ hearing. In the alternative, if more time is necessary, the principal shall inform the grievant within one week of the meeting/hearing that additional time is need in which to render a decision and inform the grievant when he can expect a decision.
4. If the grievant is unsatisfied with the decision, an appeal shall be filed with the Superintendent within one week of the grievant receiving a written decision from the principal. The appeal shall be in writing and signed by the grievant. The grievant must provide a copy of the initial grievance, the principal's decision, and any other relevant documentation should be provided to the Superintendent.
5. The Superintendent or his designee shall review all information presented and if necessary conduct, or appoint someone to conduct an investigation. The Superintendent or his designee may conduct a meeting with the grievant and any other necessary parties to render a decision regarding the grievance.
6. The Superintendent shall then render a written decision regarding the grievance within two weeks of receiving the appeal. In the alternative, if more time is necessary, the Superintendent shall inform the grievant within two weeks of receipt that additional time is needed in which to render a decision.
7. If the grievant is still unsatisfied, the grievant may appeal to the Board within one week of the date of the Superintendent or his designee's written decision. The grievant shall send the appeal notice to the Superintendent with a copy of all materials previously submitted or received. The Superintendent shall set the matter on the agenda for the next board meeting (provided time constraints per Board policy are met for inclusion).
8. The Board shall review the original grievance and all materials related thereto. The Board at its discretion may hear directly from any individuals regarding the matters of the grievance.
9. The Board may uphold the Superintendent's decision or require the District to take some other action in response to the grievance.

New: 5.27

STUDENT GRIEVANCES

RULES REGARDING PROCEDURES

1. Meetings or hearings shall be scheduled by mutual consent of the individuals involved. In the event a meeting needs to be rescheduled, the grievant shall be so informed as soon as possible.
2. Any student grievant shall be permitted to be joined by a parent, but the grievant must always be present to discuss the grievance.
3. This policy is not intended to deprive any individual of his right to file a complaint with Office of Civil Rights (OCR) or any other federal or state agency, court or tribunal that regulates student/educational issues.

Source: Autauga County Board of Education

Adopted: March 5, 1986

Revised: June 24, 2010

Old: JDD, JDDA

New: 5.28

DISCIPLINARY ACTIONS

The following are alternative methods for disciplinary actions which may be administered to students enrolled in the District by the school principal or his designee.

In disciplining Section 504 students and special education students, the District will adhere to Section 504 of the *Rehabilitation Act*, and the *Individuals with Disabilities Education Improvement Act*.

SCHOOL BUS SUSPENSION

A student may be denied the privilege of riding a school bus because of misconduct on the bus for a reasonable and specified period of time. The parent/guardian will be notified of the student's school bus suspension.

BEFORE/AFTER-SCHOOL DETENTION

A student may be assigned to a specific room on the school campus for detention before the opening of the school day or after the closing of the school day for violation of school rules for a reasonable and specified period of time. The parent/guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent/guardian prior to the assignment of a student to detention. If the parent/guardian can be notified on the day of misbehavior, the student will be assigned on that day. If not, the student will be assigned the following day.

WORK ASSIGNMENT

A student may be assigned to supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent/guardian will be responsible for providing transportation in these cases. The parent/guardian will be notified prior to the student's placement in a work assignment.

IN-SCHOOL SUSPENSION

In-School suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting nor counted as absent during the period of in-school suspension. The principal or his designee has the authority to assign students to in-school suspension for a reasonable and specified period of time, not to exceed three consecutive days. The principal and school staff should determine the scope of in-school suspension in the schools. Students assigned to in-school suspension and/or other time-out areas must be supervised at all times by a professional educator.

New: 5.28

DISCIPLINARY ACTIONS

Parents/guardians will be notified of the disciplinary action. In-school suspension should not be considered under the out-of-school suspension guidelines.

ADMINISTRATIVE DISCIPLINARY PROBATION

Administrative disciplinary probation is a period of time specified by the principal or his designee during which a student must correct his behavior while abiding by all regulations that govern student behavior. The principal or his designee has the authority to place a student on administrative disciplinary probation for a reasonable and specified period of time. The staff member involved in the action will assist in monitoring the student's adjustment to the school environment. Parents/guardians will be required to attend a conference with the principal or his designee to conclude administrative disciplinary probation requirements.

OUT OF SCHOOL SUSPENSION

In unusual and infrequent cases, a student may be placed on out-of-school suspension by the principal or his designee. This disciplinary measure is the removal of a student from a school for violation of school policies, rules, or regulations or for otherwise causing interference with or disruption of the orderly operation of the school.

CORPORAL PUNISHMENT

See Corporal Punishment policy 5.29

INTERIM / ALTERNATIVE PROGRAM

See Interim / Alternative Program policy 6.40

EXPULSION OF STUDENTS

See Expulsion policy 5.30

Source: Autauga County Board of Education

Adopted: May 15, 1986

Revised: September 26, 1991, July 30, 1992, January 25, 1996, June 24, 2010

Legal Ref: *Ala. Code* § 16-1-14

Old: JCA
New: 5.29

CORPORAL PUNISHMENT

Subject to the terms of this policy, corporal punishment is authorized as a disciplinary tool in the District. If such punishment is required, it shall be administered with care, judgment and caution and in consideration of the student's age, size, sex and overall physical condition.

In all cases, should corporal punishment be deemed necessary and appropriate, said punishment shall be administered in accordance with the following guidelines:

1. Corporal punishment should be used only after other approaches for correcting behavior have been tried, unless the offense is serious enough to justify its use on a first offense;

2. Corporal punishment shall not be administered in anger or with malice;

3. A wooden paddle will be the only implement used to administer corporal punishment. It shall not have any holes in it. Swats are to be given on the buttocks area only. No other form of corporal punishment will be allowed;

4. A student may receive no more than three swats for one offense and no more than three swats per day;

5. Corporal punishment will be administered only in the office of the principal or assistant principal and in the presence of either the principal or assistant principal. Reasonable efforts shall be made to ensure that the person administering the corporal punishment is the same sex as the student receiving the corporal punishment;

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

7. Corporal punishment shall not be administered if it requires holding a student or struggling with a student. If a student refuses to take swats, the student will be given an appropriate out-of-school suspension;

8. Corporal punishment should be administered to special education students only if permitted by the student's IEP and pursuant to the terms of the IEP;

9. The school principal or the principal's designee who administered the corporal punishment shall send written notice to the parent or guardian of the student following the corporal punishment; and

10. If a parent/guardian would like to veto the use of corporal punishment, he or she must fill out the corporal punishment veto form provided in the Code of Conduct on an annual basis. The veto form will be kept on file in the principal's office at the school in which the student attends. Failure to return the completed veto form equates to parental consent for the administration of corporal punishment. The corporal punishment veto form should be

New: 5.29

CORPORAL PUNISHMENT

submitted within 20 days of the first day of each school year or within 20 days of the student's admission to the school.

Nothing contained herein shall be interpreted as prohibiting an employee from using the physical force necessary to repel any physical attack by a student or other persons or in the restraint of a student to prevent an attack upon another student or other persons, or to prevent acts of misconduct which are considered anti-social or disruptive in nature.

Source: Autauga County Board of Education
Adopted: May 15, 1986
Revised: January 25, 1996, June 24, 2010
Legal Ref: *Alabama Code* §13A-3-24; §11-28A-1 *et seq.*

Old: JDE
New: 5.30

EXPULSION OF STUDENTS

The Board may expel a student from school when, in its judgment, a student has engaged in a serious rule violation(s). A student's due process rights shall be strictly observed in any expulsion proceeding as well as any preliminary steps prior to the expulsion hearing.

AUTHORITY

The authority to expel a student shall be retained solely by the Board. The principal shall make a recommendation to the Superintendent or his designee for the expulsion of a student who has violated rules which would warrant such action. Upon conferring with the principal, the Superintendent or his designee shall consider the recommendation for expulsion and shall render a decision to accept or reject the principal's recommendation or to require alternative methods of discipline. The principal may suspend a student pending the outcome of the Superintendent or his designee's decision regarding expulsion. If the Superintendent or his designee concurs with the principal's recommendation to expel, the recommendation will be forwarded to the Board by the Superintendent.

RESPONSIBILITIES OF THE PRINCIPAL

The principal must adhere to the following procedures and regulations concerning expulsion:

1. Immediately following an incident or violation of school regulations which may result in a recommendation for expulsion by the principal, the principal, upon verbal approval of the Superintendent or his designee, is authorized to suspend the student for a maximum of ten school days pending a recommendation of expulsion by the Superintendent at a subsequent Board meeting.
2. The principal shall contact the Superintendent or his designee in person or by telephone to discuss the suspension and the facts substantiate a recommendation for expulsion. Such facts should be based upon a thorough investigation by the principal. The Superintendent or his designee shall inform the principal of his concurrence or non-concurrence with the proposed expulsion recommendation. If the Superintendent or his designee does not concur with the principal's recommendation, the student shall be admitted to school after the prescribed suspension or before the end of this prescribed suspension period based upon mutual agreement of the Superintendent or his designee and the principal. When there is agreement by both administrators that the expulsion proceedings should be initiated, the principal shall be responsible for notifying the student and the parents/guardians of their decision to present the matter to the Board.

New: 5.30

EXPULSION OF STUDENTS

3. The principal will immediately notify the student and his/her parents/guardians of the recommendation to present the matter of expulsion to the Board and the reasons for this action. A reasonable attempt will be made to explain to the parents/guardians in person the circumstances surrounding the recommendations. The letter concerning the recommendation should contain statements regarding the offense, the date, the location of the alleged rule violation(s). Additionally, the letter should advise the parents/guardians if they want to contest the principal's recommendation, they must provide written notification to the Superintendent or his designee within 48 hours of receipt of the letter of notification.

RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent or his designee must adhere to the following procedures and regulation concerning expulsion:

1. The Superintendent or his designee may concur with or reject the principal's recommendation. The student shall be readmitted to school upon completion of the prescribed suspension period or before the end of the prescribed suspension period based upon mutual agreement of the Superintendent or his designee and principal. If the student, parent/guardian gives notice to contest the principal's recommendation for expulsion, the Superintendent or his designee shall request an immediate conference with the parents/guardians and the student. In such case, the principal or his designee shall attend such conference. Prior to the conference the Superintendent or his designee shall personally notify the principal, the student and the parents/guardians about the conference.
2. During the conference, the Superintendent or his designee may discuss with the student and the parents/guardians whether a mutually agreeable alternative to expulsion is appropriate.
3. Following the conference, if it is deemed by the Superintendent or his designee that expulsion proceedings should continue, he shall be responsible for implementing the following notification procedures:
 - a. The Superintendent or his designee will provide written notice by registered or certified mail to the student and the parents/guardians that a student disciplinary hearing to consider expulsion has been recommended to the Board and that the hearing will be conducted by the Board. This letter should be mailed at least five school days prior to the date set for the Board hearing. The notice will state the exact time, place and date of the hearing and will advise the student and the parents/guardians that the student has a right to attend the hearing, to be represented by legal counsel, to present evidence, witnesses and testimony to the Board and to ask questions of any witness presenting evidence to the Board or about any matters at the hearing.

New: 5.30

EXPULSION OF STUDENTS

- b. The notice should inform the student and the guardians that their intention to contest the recommended expulsion must be made known to the Superintendent in writing by 4:00 p.m. the day before the hearing. The notice shall further inform the student and parent/guardian that failure to notify the Superintendent of intent to contest the expulsion shall result in waiver of the right to contest said expulsion.
3. The Superintendent shall inform each Board member in person or by letter of the recommendation to have a hearing to consider expulsion as soon as possible after the suspension.

RESPONSIBILITIES OF THE BOARD OF EDUCATION

The Board must adhere to the following procedures and regulations concerning expulsion:

1. The Board hearing shall not be open to the public unless the parent/guardian request that the hearing be open.
2. At the hearing to consider expulsion, the Board will first allow the Superintendent or his designee, the principal and any other witnesses requested by the Superintendent to present testimony relevant to the findings which resulted in the hearing. Following the testimony of the Superintendent or his designee, school officials or other witnesses, the student, parents/guardians or person representing the student will be permitted to question those who have testified concerning their statements and testimony.
3. Upon completion of the presentation by the Superintendent and the witnesses, the student will be allowed to present matters relevant to the proposed expulsion. The proceeding includes the right to testify and to call witnesses on the student's behalf.

TERMS

The terms for expulsion will be as follows:

1. The expulsion of a student will prohibit the student from attending any school in the District during the period of expulsion.
2. A student who has been expelled will lose academic credit unless mandated otherwise by the Board.
3. A student who has been expelled may not request make-up work.
4. A student who has been expelled may not participate in extracurricular or other school activities during the period of expulsion.

New: 5.30

EXPULSION OF STUDENTS

5. A student who has been expelled may attend extra-curricular activities after school hours that are described as public activities, such as football, baseball, basketball, volleyball or tennis games. Public extra-curricular activities are defined as those activities for which a fee or charge is collected. While attending such activities, the student must abide by all regulations regarding the events. Any student who is expelled from school may not visit or otherwise be in attendance on any school campus during the school day (7:30 a.m. until 4:30 p.m.) during the period of expulsion.

READMISSION

When a student has completed the specified expulsion time he may be readmitted to school. Prior to readmission, however, the student must request a conference with the principal or his designated person(s). The conference must include the parents/ guardians unless otherwise approved by the principal. The Superintendent or his designated person(s) may or may not attend the conference. The student will be given a readmission slip to return to class. The status of the student's probation will be determined by the board of education. Any further violation of school rules and regulations by the student will result in automatic expulsion of the student.

504 AND SPECIAL EDUCATION STUDENT EXPULSION

Expulsion of 504 and special education students shall be in accordance with Section 504 of the *Rehabilitation Act* and the *Individuals with Disabilities Education Improvement Act*.

Source: Autauga County Board of Education

Adopted: June 8, 1998

Revised: August 20, 1990, June 24, 2010

Old: JDEA
New: 5.31

APPEAL OF DISCIPLINARY ACTION

Positive student behavior shall be encouraged and maintained in the classrooms and schools of the District. It is expected that student disciplinary problems be properly addressed by each classroom teacher. When the teacher determines that assistance is needed with the enforcement of a student's classroom or school behavior, the student may be referred to the principal or his designee for appropriate action as determined by Board policies and the Code of Conduct provided the students and parents/guardians.

The principal has the ultimate responsibility with the assistance of those certificated employees the principal supervises for the enforcement of school rules, regulations and the policies of the Board. The decision of the principal after a fair and impartial investigation based on fact will be supported by the Superintendent and the Board. However, it is recognized that some decisions will be appealed to the Superintendent.

The Board, believing that undesirable behavior should be addressed swiftly through appropriate consequences, hereby delegates the responsibility and authority to the Superintendent or his designee at the Central Office level to make final decisions, including student appeals, regarding student discipline in all areas except expulsions and the indefinite suspension of students. The Superintendent, at his discretion, may take any student appeal regarding student discipline to the Board for a final decision.

Source: Autauga County Board of Education
Adopted: July 1, 1994
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-1-14

Old: JGG
New: 5.32

STUDENT TRANSPORTATION

Student transportation requires the cooperation of all students, parents and school personnel. School buses are considered an extension of the school campus and the rules apply when students are being transported via Board-owned buses and activity buses. The following student transportation rules are established to provide the safest, most efficient transportation possible for students in the District.

MEETING THE BUS

1. Students should be at the bus stop five minutes before the scheduled arrival time of the bus.
2. Students should respect the property rights of others and refrain from horseplay while waiting for the bus.
3. Before crossing the street to enter the bus, students must wait until the bus has come to a complete stop and the driver has given directions to cross.
4. Students should stand at least ten (10) feet from the bus and not approach the bus until it has come to a complete stop and the door is opened.
5. Students who miss the bus are not to walk or ride another bus to school. Parents are responsible for making arrangements to transport their children to school if they miss their appropriate bus.

ENTERING AND LEAVING THE BUS

1. Students should enter and leave the bus in an orderly manner.
2. Students must not enter or leave the school bus by the back door except in the case of an emergency or unless directed to do so by the bus driver.
3. Students who must cross the street after leaving the bus in the afternoon should go to a point, on the edge of the street, ten feet in front of the bus and wait until the driver has signaled for the students to cross.
4. Students who drop any object (book, paper, pencil, etc.) while leaving the bus should not attempt to retrieve the object until the bus leaves the scene and the street is clear of other vehicles.
5. Students are not to exit the bus until they reach their destination except in cases of emergency and upon written notification to the bus driver signed by the students' parents/guardians and school principal.

New: 5.32

STUDENT TRANSPORTATION

RIDING THE BUS

1. Students must ride only the bus to which they are assigned. If a student is to leave school by any means other than originally designated, written or oral permission from the parent/guardian must be submitted to the office before the child will be allowed to change his/her mode of departure. Visitors are not allowed to ride buses except when prior approval has been given by the principal.
2. Students must not distract the driver's attention or disturb other riders on the bus. Students must remain reasonably quiet on the bus.
3. Students must remain seated while the bus is in motion or stopped, except as directed by the driver.
4. Students must keep the aisles of the bus open at all times. Students' hands and feet and all personal objects must be kept from the aisles of the bus.
5. Knives, firearms, sharp objects, clubs or animals are never allowed on a school bus.

ACTIVITIES NOT PERMITTED ON THE BUS

1. Eating and drinking.
2. Chewing gum.
3. Smoking or tobacco of any form.
4. Scuffling or fighting.
5. Playing radios, tape players, or band instruments.
6. Yelling at anyone on the bus or outside.
7. Profane, indecent or abusive language.
8. Throwing paper or any other objects on the bus or outside the window.
9. Putting hands, arms, head or any part of the body outside the bus window.
10. Tampering with any of the bus safety equipment or devices.
11. Defacing any part of the bus.

New: 5.32

STUDENT TRANSPORTATION

PUNISHMENT FOR MISCONDUCT

Students are under the bus driver's supervision and must obey instructions and directions of the driver at all times. The driver will submit a written report of all violations of the bus rules and regulations to the building principal. At the principal's discretion, use of any of the following methods of dealing with misconduct, depending on the severity of the offense, is permitted:

1. Verbal reprimand;
2. Corporal punishment;
3. Phone call made to parent/guardian;
4. Conference with parent/guardian;
5. Suspension from bus;
6. Expulsion from bus;
7. In-school suspension;
8. Out-of-school suspension;
9. Expulsion from school.

VANDALISM TO BUSES

Students must exercise proper care and treatment of the bus and bus equipment at all times. The District will seek monetary compensation for deliberate damage of school buses and/or the contents of the bus from the students and his or her parent/guardian. Students may also be disciplined for vandalism to the bus or bus equipment.

Source: Autauga County Board of Education

Adopted: May 15, 1986

Revised: June 24, 2010

Old: JBAB
New: 5.33

**STUDENT SCHOOL ATTENDANCE STANDARDS
AND OPERATION OF A MOTOR VEHICLE**
(Pertaining to a Driver's License)

It is the policy of the Board to comply with Act 93-368 as adopted by the Alabama Legislature which provides for school attendance standards and the operation of motor vehicles. Any person under the age of 19 at the time of application for, or renewal or reinstatement of a driver's license or a learner's license must present documentation of graduation or school attendance or qualify for one or more of the following expectations:

1. Is enrolled and making satisfactory progress in a course leading to a general education development test (GED) from a state approved institution or organization or has obtained the certificate.
2. Is enrolled in a secondary school of this state or any other state;
3. Is participating in a job-training program approved by the State Superintendent of Education;
4. Is gainfully and substantially employed;
5. Is a parent with the care and custody of a minor or unborn child;
6. Has a physician certify that the parents of the person depend on him/her as their sole source of transportation; or
7. Is exempted from this requirement due to circumstances beyond his/her control as provided commencing with *Ala. Code* § 16-28-1.

The attendance officer of the Board or school, principal, upon request, shall provide documentation of enrollment status to any student fifteen years of age or older who is properly enrolled in a school in the District on application for, or renewal or reinstatement of a driver's license or a learner's license to operate a motor vehicle.

The Board's attendance officer or school principal shall notify the Department of Public Safety whenever a student 17 years of age or older withdraws from school. Withdrawal is defined as more than ten consecutive or fifteen total unexcused absences during a single semester. A student who is officially withdrawn from school will have his driver's license suspended by the Department of Public Safety on the 30th day following notice of withdrawal unless the student provides documentation of compliance with this Act to the Department of Public Safety before the 30th day.

Notice shall not be sent to the Department of Public Safety by school officials for students withdrawing from school if the withdrawal is for reasons by which a person may be exempt by law. However, withdrawals for the purpose of transfer to another school shall be confirmed in writing by the parent/guardian of the student.

New: 5.33

**STUDENT SCHOOL ATTENDANCE STANDARDS
AND OPERATION OF A MOTOR VEHICLE**

(Pertaining to a Driver's License)

Suspension or expulsion from school or imprisonment in a jail or penitentiary is not a circumstance beyond the control of the student as outlined in exemption number 7 of the policy. School officials shall be the sole judge of whether the withdrawal is due to circumstances beyond the control of a person.

The District shall give adequate written information to each student concerning proper guidelines and these guidelines shall be in accordance with guidelines issued by the State Department of Education. This policy and the provisions of Act 93-368 shall not be construed to deny the right of any child granted pursuant to the *Constitution of the United States* nor to the *Constitution of Alabama of 1901*.

Source: Autauga County Board of Education

Adopted: July 1, 1994

Revised: June 24, 2010

Leg Ref: *Alabama Legislative Act 93-368; Alabama Code § 16-28-40; Alabama Administrative Code 290-3-1-02(7)(b)1*

Old: JGFFA
New: 5.34

STUDENT USE OF AUTOMOBILES AND CAMPUS PARKING

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. Driving a vehicle to school and parking a vehicle on a school campus is a privilege granted by the Board and school officials. This privilege is subject to suspension or revocation when any student is in violation of such rules and regulations.

USE AND PARKING VEHICLES

Students driving automobiles, trucks or motorcycles to school must register their vehicles with the District pursuant to the following procedures:

1. The student and/or his parent/guardian shall request a registration application from the appropriate school official.
2. The student and his parent/guardian must complete the application.
3. The student must return the application with the registration fee to the appropriate school official.
4. A window decal will be issued and must be displayed if the vehicle is parked on campus.
5. Automobiles and motorcycles must be parked in appropriately designated and marked spaces.
6. Freshmen are not allowed to drive a four-wheel vehicle to school. By administrators approval only, a motorcycle can be driven, with student having a current motorcycle drivers license, and parked in designated area.
7. If a vehicle is barred from campus, the vehicle cannot be driven and parked in the surrounding vicinity or neighborhood.
8. Any student using a personal vehicle for yearbook work, school newspaper work, early release, a community service related course or an intern type course at the Technology Center must sign out in the Student Center.

VEHICLE PARKING VIOLATIONS

The parking lot will be monitored each period/block of the day. Assessment of parking violations will result if:

1. The vehicle is parked in an unauthorized parking space (e.g. handicapped space, cars not designated for student parking, reserved spaces, grass and fire lane). Excessive violations will result in the car being barred from campus. Additionally, the car may be towed at owner's expense;
2. The vehicle is not properly registered or illegally parked;
 - a. First offense - warning ticket;
 - b. Second offense - disciplinary action that may result in the vehicle being towed from campus at owner's expense and driving privileges revoked for two weeks;
 - c. Third offense - vehicle towed at owner's expense and driving privilege revoked for one (1) month;
3. Students (unauthorized to leave campus) returning to their automobiles during the school day will result in disciplinary action;
4. No student may park in the faculty parking lot or other reserved areas; and
5. The use of one's vehicle to skip school or transport other students to skip school will result in the following loss of parking privileges:
 - a. First offense - two weeks loss of driving and parking privileges;
 - b. Second offense - one month loss of driving and parking privileges; and
 - c. Third offense - loss of driving and parking privileges for the remainder of the school year.

ALL AUTOMOBILES ARE SUBJECT TO SEARCH
WHEN SCHOOL OFFICIALS HAVE REASONABLE GROUNDS TO DO SO.

SOURCE: Autauga County Board of Education
ADOPTED: June 10, 2004
REVISED: July 13, 2017

Old: JEA, JEB, JEBA

New: 5.35

STUDENT RECORDS

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

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

Source: Autauga County Board of Education

Adopted: November 17, 2005

Revised: June 24, 2010, September 28, 2017

Legal Ref: *Family Educational Rights and Privacy Act; Individuals with Disabilities Education Improvement Act; Ala. Code* § 16-1-3, §16-1-4, §16-1-5, §30-3-154

Old: GBSDE, IDAA, KCA
New: 5.36

PARENTAL AND FAMILY ENGAGEMENT

The Board believes that positive parental involvement is essential to student achievement, and thus encourages such involvement in school educational planning and operations.

In order to comply with the requirements of section 1116 of Every Student Succeeds Act (“ESSA”), the Board will comply with the following requirements:

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.
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.
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.
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.

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.

Source: Autauga County Board of Education

Adopted: January 31, 2002

Revised: September 27, 2005, June 24, 2010, August 31, 2017

Legal Ref: *Every Student Succeeds Act 2015*

New: 5.37

NON-CUSTODIAL PARENTS

The Board recognizes the important role that parents play in the education of their children. This policy specifically addresses the Board's relationship with non-custodial parents and its responsibilities to the custodial parent unless modified or restricted by court order or legally binding document.

GENERAL PROVISIONS

In instances where a court order or legally-binding document exists, it shall be the responsibility of the parent to provide a bona fide copy of the order or document to the principal or his designee.

The District reserves the right to request and review copies of custodial documents should a dispute arise.

DEFINITION OF CUSTODIAL PARENT AND NON-CUSTODIAL PARENT

1. For purposes of this policy a custodial parent is the parent who enrolled the student, unless a court order or legally-binding document is produced that states otherwise.

2. A non-custodial parent means a parent who is not awarded the right to physical custody of a child by court order.

3. In the case of a court order giving a third party such a legal guardian, grandparents or foster parents the right to physical custody of a child, both biological parents are non-custodial parents.

4. If the custodial parent gives permission for the child to reside with the non-custodial parent, the District will continue to conduct business with the custodial parent until the District receives a legally-binding document or court order changing custody of the child. The District may agree to consider the non-custodial parent as the custodial parent for purposes of this policy if documentation is provided to the District showing the parents have made every reasonable effort to change custody.

NON-CUSTODIAL PARENT'S RELATIONSHIP WITH THE DISTRICT

Removal of Students from School by Non-Custodial Parents

The District will not release a student during the day to a non-custodial parent for any reason, without the custodial parent's express consent. When a request is made by a non-custodial parent to remove a student during the school day, school officials will contact the custodial parent to obtain their consent.

New: 5.37

NON-CUSTODIAL PARENTS

In the case of a separation where neither parent has been awarded legal custody and a request is made by one of the parents to remove the child from school during school hours, the District will notify the parent who enrolled the child and placed him under the school's care and supervision that a request to remove the child from the school has been made by the child's other parent.

Student Records

A non-custodial parent may request a copy of the school records for his or her child. This request:

1. Must be placed in writing to the principal.
2. Shall be honored within forty-five calendar days, unless (1) prohibited by a court order or other legally-binding document; and (2) after the school makes an attempt to notify the custodial parent of the request for records and the school's intended compliance.

Teacher Conferences

1. The Board recognizes that upon divorce, only the custodial parent has the authority to make decisions pertaining to a child's upbringing, including the child's education.
2. The non-custodial parent, absent a court order or other legally-binding document which provides otherwise, is encouraged to attend joint conferences with the custodial parent for the purpose of clarification and interpretation of student records.
3. If either the non-custodial or custodial parent objects to attending a joint conference, either parent may request that the non-custodial parent be provided a separate time for clarification and interpretation with a staff member. This request for a separate conference shall be made in writing to the principal or designee.

School Activities

Absent a court order or other legally-binding document which provides otherwise:

1. The non-custodial parent may, by written request to the principal or his designee, obtain copies of school information given to custodial parents at the beginning of the school term. This information should include procedures for purchasing school pictures.
2. The non-custodial parent may attend any public or spectator activity involving his or her child.

New: 5.37

NON-CUSTODIAL PARENTS

3. The non-custodial parent will not be permitted to check-out or pick-up students unless proper authorization from the custodial parent is on file with the school.

At all times parents are encouraged to work cooperatively with one another and avoid involving the District, its schools or its employees in inter-family disputes.

Old: JGFC
New: 5.38

STUDENT ARRIVAL AND DISMISSAL PRECAUTIONS

Each school principal shall develop a plan for the orderly and safe arrival and dismissal of all students. This plan shall encompass provisions for (1) proper supervision of students upon their arrival and dismissal from school, (2) safe unloading and loading of students who utilize school transportation, and (3) the safety of students when motorized vehicles arrive at and departing from the school campus.

Source: Autauga County Board of Education
Adopted: May 15, 1986
Revised: June 24, 2010

Old: JBDA
New: 5.39

STUDENT DISMISSAL

The Board recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. Part of that responsibility is to assure that students are not removed from school by an unauthorized person. A student is not permitted to leave the school campus during regular school hours except in accordance with the following provisions:

1. A student shall be dismissed from school prior to the end of the school day only by one of the following methods:
 - a. The parent/guardian shall appear in person and request that the principal or his designee release the student; or
 - b. The parent/guardian shall make the request in writing, explaining the reason for requesting early dismissal and identifying and designating the person, if any, to pick up the student; or
 - c. The adult requesting the student's release shall be someone whom the student's parent/guardian has indicated on the student's registration form or emergency card as having permission to check out the student; or
 - d. If a student is placed under arrest or taken into protective custody by law enforcement, the Department of Human Resources or other governmental investigating agency, that student may be dismissed from school prior to the end of the school day.
2. The school reserves the right to require picture identification before releasing a student.
3. Students shall not leave the school grounds while school is in session without permission from the principal or his designee.
4. The principal or his designee may require verification of right of custody from anyone requesting early dismissal of a student.

Source: Autauga County Board of Education
Adopted: May 15, 1986
Revised: June 24, 2010

Old: JBF
New: 5.40

RELEASE TIME

Students may receive release time from school during the regularly scheduled school day for the purpose of participating in instructional activities co-sponsored by the school and outside agencies, for participating in educational activities not offered by the school, and for early release for hardship employment.

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

Source: Autauga County Board of Education
Adopted: May 15, 1986
Revised: June 24, 2010

Old: JGC
New: 5.41

STUDENT HEALTH SERVICES

The Board shall endeavor to provide necessary health services for all students in the District. The Board shall cooperate with all local and state health agencies to provide the most comprehensive student health services possible. The nurses employed by the Board are members of the school staff. In this capacity, they contribute to the overall educational program of the school. School nurses work closely with parents, teachers, administrators, school guidance personnel, doctors, dentists and other agencies in helping students get appropriate attention for health problems.

Students with Health Conditions

At the time of admission, parents/guardians of students who suffer from health problems that may require special attention (such as seizures, diabetes, asthma, heart problems, allergic reactions, etc.) must notify the principal or his designee. Notification must be in the form of a physician's statement that defines such health condition and any limitation placed on the student. The principal or his designee should notify each of the student's teachers of the limitations. The school nurse should also be notified in writing and by phone of any student who has a health condition and any health procedures to be performed at school

Students who become ill may be excused and parents/guardians shall be contacted for transportation home.

Administration of First Aid

All schools in the District shall store reasonable first aid supplies to administer to students while at school. Students shall report all school accidents in which they are involved to school officials. First aid shall be administered, as needed, to students who are injured or become ill during school hours. First aid is limited to comfort and protection of the student until medical evaluation and recommendation is secured. In the event of a serious injury to a student, the parent/guardian shall be notified as soon as possible. Records are to be kept on all injuries which occur while students are on school property or at school sponsored or controlled activities.

Vision and Hearing Screenings

All kindergarten, second and fourth grade students will be checked annually for vision and hearing difficulties. A parent/guardian or teacher may request a vision or hearing screening by the school nurse. Students who appear to show defects in vision or hearing may be referred for screening tests at any time during the school year. A parent/guardian will be notified if his child fails the screening.

New: 5.41

STUDENT HEALTH SERVICES

Scoliosis Screenings

State law requires that students in grades five through nine be screened annually for spinal abnormalities. The school nurse shall provide this screening. A written notification will be provided each parent/guardian of any child with a suspected spinal curve.

Emergency Medical Services

It is the school nurse's decision as to when Emergency Medical Services ("EMS")/911 is to be notified in the event of a medical emergency. When the school nurse is not on school premises, the administrator in charge shall make the decision to initiate EMS/911 notification. Do not leave the student(s) unattended. When EMS/911 personnel arrive they assume full responsibility for the care of the student(s). A parent/guardian and, if necessary, the student's emergency contacts should be notified as soon as possible. Parents/guardians are responsible for any charges that arise as a result of the involvement of EMS.

Administration of Medication

Students may need to take medication while at school. The school health services personnel recommend that, whenever possible, medication be administered before and/or after school hours under the direct supervision of a student's parent/guardian. If school attendance is dependent on taking a prescribed medication, the first dose of medication should be given at home where any reaction may be observed by the parent or guardian and reported to the student's physician. For medication to be administered to a student at school the following procedures must be followed.

1. The student's parent/guardian must complete the School Medication Prescriber/Parent Authorization Form, which is available in the school office and the Code of Conduct book. The parent, doctor, physician's assistant or nurse practitioner must sign the form. This form allows the student's physician to give the school directions on the administration of the required medication and any side effects that may occur from the medication. The student's parent or legal guardian is required to update the School Medication Prescriber/Parent Authorization Form any time the student has a change in medication and/or dosage. The completed School Medication Prescriber/Parent Authorization Form will be kept confidential.
2. Prescription medication must be in the original container with a pharmacy label and the student's name, physician's name, date of prescription, name of medication and dosage. Non-prescription medication must be in the original container with the student's name.
3. Students will be permitted to possess and self-administer prescribed asthma inhaler medication. This medication must meet the above requirements.

New: 5.41

STUDENT HEALTH SERVICES

4. A student's parent/guardian must deliver the medication to the school principal or his designee and retrieve the medication from the school principal or designee. A student should never have more than a month supply of medication at the school. Medications not picked up within 14 days after the stop date or medication left at school at the end of the school year will be discarded by the school health services personnel.

Source: Autauga County Board of Education

Adopted: May 15, 1986

Revised: September 4, 2001, June 24, 2010

Legal Ref: *Alabama Administrative Code* § 610-X-6-.06

Old: JGCB
New: 5.42

IMMUNIZATIONS

A certificate of immunization (or an approved exemption) against diseases designated by the state health officer shall be required before a student can be enrolled initially in kindergarten or first grade in schools of the District.

Provided a student transfers into the District from another District within or outside the state, a certificate of immunization as defined above shall be required before the student can be enrolled in any grade in the schools of the District.

The enrollment of homeless, migrant, and students who have a primary home language other than English shall not be denied due to the lack of immunization records. Appropriate school staff will assist these families in obtaining immunization records from the previous school of attendance or from the local health department.

Source: Autauga County Board of Education
Adopted: May 15, 1986
Revised: December 1 2005, December 15, 2005, June 24, 2010
Legal Ref: *Alabama Code* § 16-30-1, §16-30-2, §16-30-3, §16-30-4

Old: JGCA
New: 5.43

INVASIVE PROCEDURES

Certain students who attend school in Autauga County require prescribed invasive health procedures during school hours. While parents may be trained by medical personnel to perform these procedures for their own children, it is a very different issue when non-medical school employees are asked to perform such procedures. The Alabama Board of Nursing, which has legal jurisdiction to regulate nursing practice in Alabama, prohibits anyone but a licensed nurse from performing certain invasive procedures.

When providing school health services, the safety of our students is always our first priority. Therefore the following policy regarding invasive procedures will be followed:

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

Some procedures may continue to be performed by nonmedical personnel if the Alabama Board of Nursing guidelines for the performance of such procedures are strictly followed. The decision to permit such delegation for a specific child is the professional responsibility of the registered school nurse. In other words, although the delegation of a procedure may be allowable, whether it shall be delegated in any particular situation is solely the responsibility of the registered school nurse. Should the registered school nurse determine that a procedure could be appropriately delegated, he must train the nonmedical person and periodically supervise the person performing the procedure.

Source: Autauga County Board of Education
Adopted: December 17, 2002
Revised: June 24, 2010
Legal Ref: *Alabama Administrative Code* § 610-x-6-.06

Old: JGCD
New: 5.44

COMMUNICABLE DISEASES

GENERAL

It is the policy of the Board to promote a healthy, disease-free school environment and to comply with all applicable local, state and federal laws. It is the further policy of this Board to recognize and protect the rights and privileges of individuals; to protect the welfare of the school population; and to mitigate the impact of communicable disease incidents in the school setting. The Board follows established guidelines and procedures to minimize exposure to blood and bodily fluids and, in the event such exposure does occur, to respond appropriately. The guidelines and procedures will be implemented and monitored by the School Health Services Coordinator.

ROLES AND RESPONSIBILITIES

- A. Board - Establish overall policy, provide support and guidance to the Superintendent and school officials in implementing this policy; encourage public and parental awareness; work cooperatively with the Autauga County and State Health Departments.
- B. Superintendent - Establish appropriate procedures and administrative regulations; provide guidance and leadership; appoint ad hoc committee when appropriate; keep the Board apprised of major developments and problems; work cooperatively with local and state health agencies.
- C. Principals - Become familiar with this policy and other applicable procedures; maintain a permanent action file with pertinent information on communicable diseases (Regulations, procedures, telephone numbers, etc.); report incidents and cases of suspected communicable disease to the Superintendent, when required; enforce provisions of law, policy and administrative regulations.
- D. School Health Services Coordinator - Assists the Superintendent in establishing procedures and regulations; serve as focal point for information and implementation of communicable disease policy as it pertains to students.
- E. Teachers - Become and stay familiar with this policy and other applicable procedures; report incidents and cases of suspected communicable disease to the principal, when required.
- F. School Nurses - Collaborate with teachers, parents, and health care professionals to ensure compliance with communicable disease policies and immunization requirements; assist principals and teacher in establishing orientation and education programs that promote an understanding of communicable diseases; when required, conduct seminars and classes for faculty, students and support personnel in such areas as recognition, risk, standard precautions, etc.

New: 5.44

COMMUNICABLE DISEASES

- G. Students - Comply with immunization requirements; report health problems to the appropriate official; work cooperatively with school officials and public health officials to mitigate and resolve health problems that impact their educational program and the school setting.
- H. Parents - Ensure compliance with immunization requirements; report school health problems to appropriate officials; work cooperatively with school officials and public health representatives to mitigate and resolve health problems that adversely affect their children's welfare and educational opportunities.

IMMUNIZATION

- A. Students entering an Autauga County School for the first time must present an Alabama Certification of Immunization or an exemption certification before admission may be approved, and as the immunization certificate expires. Required immunizations will be as identified by local health officials and State of Alabama health regulations.
- B. The Superintendent will establish administrative procedures to ensure compliance with immunization requirements.
- C. The enrollment of homeless, migrant and students who have a primary home language other than English shall not be denied due to lack of immunization records. Appropriate school staff will assist these families in obtaining immunization records from previous schools of attendance or from the county health department.

ATTENDANCE

A. Diseases and Infections Spread by Casual Contact

The Superintendent is delegated as the authority to deny attendance or exclude any student from school when there is reasonable cause to be spread by casual contact. This is a medical determination and the Superintendent will rely on the advice of personal physicians and public health officials. Attendance or readmittance will be permitted when approved by a personal physician or public health official or the condition is no longer considered dangerous.

B. Diseases and Infections not Spread by Casual Contact

- 1. The simple presence of infections and disease that are known not to be spread by casual contact will not constitute sufficient reason for denying attendance or exclusion. This is a medical question and the decision will be made on a case by case basis. The principal and school nurse shall work closely with the

New: 5.44

COMMUNICABLE DISEASES

parent/guardian and health care provider to determine if there are accommodations necessary throughout the school day to meet the needs of the individual student. These concerns will be addressed on a case by case basis.

2. Mandatory screening for communicable diseases that are not spread by casual conduct, such as HIV, shall not be a condition for school entry or attendance. Regardless of the nature of the disease or the manner in which it is transmitted, it shall be the policy of this system to ensure the safety of persons in the school setting and to support and assist the person with the illness.

HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

A. Objective

The Board recognizes the public concern and interest in dealing with incidents of HIV/AIDS. The Board shall strive to protect the safety and health of children and youth in its care, as well as their families, its employees and the general public. All staff members shall cooperate with public health authorities to promote these goals.

B. School Attendance

1. A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activities.
2. School authorities will determine the educational placement of student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. The Superintendent and/or School Health Services Coordinator must consult with the student's physician and parent or guardian; respect the student and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services, climate and not allow physical or verbal harassment of any individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection or a person associated with someone with HIV infection.

New: 5.44

COMMUNICABLE DISEASES

C. Employment

The Board does not discriminate on the basis of HIV infection, in accordance with the *Americans with Disabilities Act of 1990*. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodations if necessary.

D. Privacy

1. Students or employees are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.
2. Every employee has a duty to treat as highly confidential any the HIV knowledge or speculation concerning status of a student or other employees. Violation of medical privacy is cause for disciplinary action, criminal prosecution and/or personal civil liability.
3. No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed and dated consent of the person with HIV infection (or the parent/guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose of the disclosure.
4. All health records, notes and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent/guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

E. Infection Control

1. All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The school principal will implement the precautions and investigate, correct and report on instances of lapse.

New: 5.44

COMMUNICABLE DISEASES

2. School employees are expected to alert a person responsible for health and safety if student's health condition or behavior presents a reasonable risk of transmitting any infection. If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent/guardian) to seek appropriate medical evaluation.

F. HIV and Athletics

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

1. All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rule books will reflect these guidelines. First aid kits must be on hand at every athletic event.
2. All physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

G. HIV Prevention Education

1. The goals of HIV prevention education are to promote healthful living and discourage the risk behaviors associated with HIV transmission. The educational program will be in accordance with the State Department of Education Alabama Course of Study for Health Education.
2. Parents/guardians will have convenient opportunities to preview all HIV prevention curricula and materials. School employees shall assist parents/guardians who ask for help in discussing HIV infection with their children.

H. Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs and to other HIV-related services as needed. Public information

New: 5.44

COMMUNICABLE DISEASES

about resources in the community will be kept available for voluntary student use.

I. Employee Development

All employees will participate in a planned HIV education program that conveys factual and current information, provides guidance on infection control procedures, informs about current law and state, District, and school policies concerning HIV; assists employees with maintaining productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

POLICY REVIEW

In accordance with the established policy review process, or at least every three years, the Superintendent shall report on the accuracy, relevance, and effectiveness of the policy and, when appropriate, provide recommendations for improving and/or updating the policy.

Source: Autauga County Board of Education

Adopted: December 14, 1987

Revised: June 24, 2010

Legal Ref: *Ala. Code* § 16-30-4

Old: JGA
New: 5.45

CURRICULAR OR EXTRA-CURRICULAR INSURANCE PROGRAM

A student in certain curricular or extra-curricular areas may be required to participate in an accident insurance program OR file with the school principal a statement from the student's parent/guardian indicating that the student is protected adequately against accidents that may occur while participating in said activities.

Source: Autauga County Board of Education
Adopted: May 15, 1986
Revised: June 24, 2010

Old: GAKAA
New: 5.46

CHARGED MEALS

The Board of Education strongly discourages the charging of a reimbursable meal to a student's meal account. Uncollected Child Nutrition Program (CNP) charges constitute a bad debt which is unallowable. CNP is a federally funded self-sustaining program.

If a charged meal occurs, it shall only be charged in case of emergency as determined by the cafeteria manager or his/her designee. Parents will be notified of charged meals immediately. This shall be done from phone calls from the cafeteria manager's office, by letter and/or by automated caller. Cafeteria personnel may begin making phone calls for debts owed as early as 6:00 a.m. and as late as 8:30 p.m. Parents who fail to pay for charged meals may be turned over to the Department of Human Resources for child neglect or abuse. Also, the privilege to charge a meal may be denied if efforts are not made to pay the debt.

If charging privileges are denied, the Cafeteria Manager must ensure that no child in grades K-3 and /or a disabled child will be denied a meal. The Principal has the right to decide if an alternative meal may be served to a student owing money and this may be done grades K-12. Although an alternative meal is served, it shall meet federal guidelines for a reimbursable meal and there will be a charge to cover the cost of the meal.

The money that is owed may be for a student whose eligibility status is paid, reduced or free. All debt must be paid by the end of the fiscal year. CNP debt not paid will remain on a student's account as that student progresses through the school system or if the student transfers to another school within the system. A student will not be allowed to participate in commencement activities or withdraw without paying uncollected CNP debt.

Meals will not be charged to adult employees or visiting adults. A la carte purchases will not be charged to a student or an adult at any time. If a student owes money, the student will not be allowed to purchase a la carte even if the student has cash in hand until the delinquent account is satisfied.

If a school elects to permit charged meals, then a nonpublic fund source must be established by the Principal to cover any uncollected charges and shall be implemented for the benefit of students, not board employees. Also, if monies posted to a closed student account has not been requested, those monies may be used to cover uncollected debt.

Source: Autauga County Board of Education
Adopted: August 28, 1997

Revised: December 17, 2002, December 1, 2005, June 24, 2010, October 20, 2016, November 17, 2016

New: 5.47

SERVICE DOGS

The Board does not discriminate on the basis of disability. Persons with disabilities have the same rights as all students to the use and enjoyment of our school. The Board strives to make reasonable accommodations for a disabled person's use of a service dog on school property. The following procedures have been established for evaluating whether and how a request to bring a service dog on school property can be implemented under the circumstances on a case-by-case basis.

The Board applies the legal standards set forth in the following:

DEFINITIONS

The Board follows the definition of a service dog as outlined in the *Americans with Disabilities Act* ("ADA").

The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If the animal meets this definition, the animal is considered a service animal under the ADA regardless of whether it has been licensed or certified by a state or local government.

Service animals perform some of the functions and tasks that the individual with a disability cannot perform for himself. Guide dogs are one type of service animal used by some individuals who are blind and this is the type of service animal with which most people are familiar. Service animals also assist persons with other kinds of disabilities in their day-to-day activities. Some examples include the following:

- Alerting persons with hearing impairments to sounds.
- Pulling wheelchairs or carrying and picking up things for persons with mobility impairments.
- Assisting persons with mobility impairments in maintaining balance.

A service animal is not a pet.

"Service dog" means a dog trained to accompany its owner or handler for the purpose of carrying items, retrieving objects, pulling a wheelchair, alerting the owner, or handler to medical conditions, or other such activities of service or support necessary to mitigate the disability.

New: 5.47

SERVICE DOGS

STANDARDS BY WHICH THE REQUEST WILL BE EVALUATED

1. The dog must be a “trained service dog.”

A “trained service dog” can be called a: A “trained service dog” is NOT called a:

- | | |
|----------------------|-------------------------|
| • hearing dog | • skilled companion dog |
| • guide dog | • therapy dog |
| • assistance dog | • social dog |
| • seizure alert dog | • facility dog |
| • mobility dog | • agility dog |
| • autism service dog | • police dog |
| | • search and rescue dog |
| | • helping dog |
| | • support dog |

2. The service dog must have a health certificate that indicates the dog is currently in good health, free from parasites, and has received all recommended vaccinations.
3. Guide dogs for totally or partially blind persons and hearing dogs for deaf or hearing impaired or otherwise disabled persons must wear a harness, backpack, or vest identifying the dog as a trained service dog.
4. The service dog and its primary handler must be certified for “public access.” Any purported service dog that is being brought into a school setting must have sufficient training to be certifiable for public access. Assistance Dogs International (ADI), Inc. uses a standardized Public Access Test that results in the dog and its handler being awarded a certificate. Having “Public Access” is an important, objective measure of the dog’s ability to behave appropriately in public and the handler’s ability to handle the dog in public. If the handler cannot produce such a certificate, either the dog must pass the ADI Public Access Test, or the handler must produce credible proof that the dog has met ADI’s “Minimum Standards for Training Service Dogs.” Costs associated with the certification are the responsibility of the parent(s).
5. Even if the service dog is certified for public access, it will be denied access to school property if at any time ADI’s “Minimum Standards For Assistance Dogs in Public” are not maintained:
 - Dog is clean, well-groomed and does not have an offensive odor.
 - Dog does not urinate or defecate in inappropriate locations.
 - Dog does not solicit attention, visit or annoy any member of the student body or school personnel.
 - Dog does not vocalize unnecessarily, i.e., barking, growling or whining.

New: 5.47

SERVICE DOGS

- Dog shows no aggression towards people or other animals.
 - Dog does not solicit or steal food or other items from the student body or school personnel.
6. The service dog must not in any other way interfere with the educational process of any student.
 7. The service dog must not pose a health or safety threat to any student, personnel or other persons.
 8. With the assistance of Special Services personnel, the principal will determine if the service dog meets the established standards.
 9. A challenge to the determination regarding the qualification of the dog may be appealed to the Special Education Director.

In the event access is granted, each school should consider and establish the following:

- a rest place for the dog (such as a crate in a quiet place).
- rest times for the dog (gym, lunch, and recess are especially difficult school periods for a service dog to successfully endure)
- emergency evacuation plan
- fire drill plan/participation
- an alternate accommodation/plan in the event the dog is not able to accompany the disabled child to school due to illness, injury or death

FAILURE TO COMPLY

If the child arrives at school with a dog without prior approval, the parents/guardians will be immediately notified and requested to come to the school to retrieve the dog until it can be determined whether the presence of the dog in school is in compliance with the law and policy. The dog will remain with the child until the parent/guardian removes the dog from school property. The dog will not be “confiscated” and taken away from the child.

Source: Autauga County Board of Education
Adopted: June 24, 2010

New: 5.48

SECLUSION AND RESTRAINT POLICY

Autauga 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*, and Autauga 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 should not exceed 45 minutes.
3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
4. The time-out space is free of objects that unreasonably expose the student or others to harm.

Autauga 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.

Autauga 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*, and Autauga 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.

Autauga County Schools shall prohibit the use of **Physical Restraint that restricts**
New: 5.48

the flow of air to the student(s) lungs - any method (face-down, face-up, or on the side) of physical restraint in which physical pressure is applied to the student(s) body that restricts the flow of air into the student(s) lungs.

Autauga 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*, and Autauga 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 location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person(s) property.

Autauga County Schools shall utilize the following procedures for use of Physical Restraint:

1. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress.
2. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint.
3. Annual staff and faculty training on the use of physical restraint as well as the Autauga County Schools Seclusion and Restraint Policy.
4. Maintain written or electronic documentation on training provided and a list of participants for each training.
5. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint.
6. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
7. Annual report submitted to the Alabama Department of Education regarding the use and documentation of restraint and any prohibited use of seclusion, chemical, mechanical or physical restraint.

Nothing in this policy shall be construed to prohibit an employee of Autauga County Schools, any of its schools, or any of its program employees, from any of the following:

New: 5.48

1. Use of any other classroom management techniques or approaches, including a student(s) removal from the classroom that is not specifically addressed in this policy.
2. The right of school personnel to use reasonable force as permitted under the *Code of Alabama*, 1975, '16-1-14 or modifies the rules and procedures governing discipline under the *Code of Alabama*, 1975, '16-28-12.
3. Reasonable actions to diffuse or break up a student fight or altercation.
4. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student.
5. 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 Autauga County Schools, or program, or its agents, or employees.
6. 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* regulation for seclusion and restraint for all students.

Source: Autauga County Board of Education
Adopted: July 18, 2013
Legal Ref: Ala. Code & 16-1-14 or 16-28

New: 5.49

FOSTER CARE STUDENTS

It is the Board's intent to ensure educational stability and remove any barriers to immediate enrollment and records transfer of students in foster care

Under the Title I, Part A foster care provisions of the *Every Student Succeeds Act*, **foster care** means 24-hour substitute care for children placed away from their parents or guardians and for whom the State agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

The enrollment of foster care students shall not be denied or delayed due to lack of documentation or immunization records. Each foster care student shall be provided services for which the student is eligible as well as comparable services provided to other students in the school, regardless of residency, including transportation services, education services, vocational and technical programs, gifted and talented programs and school nutrition programs. The Board shall take responsibility to ensure that foster care students are not segregated or stigmatized and that decisions are made in the best interest of the student.

In determining school selection, a foster care student will remain in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest. If it is not in the child's best interest to stay in her or her school of origin, the child is immediately enrolled in the new school, even if the child is unable to produce records normally required for enrollment. In such cases, the new enrolling school must immediately contact the school of origin to obtain relevant academic and other records.

The Superintendent shall establish dispute resolution procedures for disagreements regarding school selection and enrollment of foster care students. The Superintendent shall designate at least one member of the Board's Central Office to serve as the point of contact for foster care students whose duties will include: coordinating with local child welfare agencies to determine the best interest of foster care students; assisting with transportation procedures; facilitating the transfer of records and immediate enrollment; and mediating school selection or enrollment disputes.

Source: Autauga County Board of Education

Adopted: June 22, 2017

Legal Reference: Every Student Succeeds Act 2015

New: 5.50

JASON FLATT ACT – YOUTH SUICIDE AWARENESS AND PREVENTION

INTRODUCTION

Suicide is the tenth cause of death in the United States according to the Centers for Disease Control and Prevention. For youth between the ages of 10 and 24, the cause of death rankings are 2nd and 3rd in the nation, and these rankings are higher for youth in the same age brackets in the state of Alabama. The *Jason Flatt Act* was passed in order to equip education institutions and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected.

SECTION 1: PREVENTION OF SUICIDE

The *Jason Flatt Act* was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention, and postvention with students at risk, their families, and the communities who may be affected. This act, which amends 16-28B-8 of the Code of Alabama 1975, includes prevention of harassment and violence.

SECTION 2:

The Jason Flatt Act includes several elements which should be interpreted as Policy. Schools systems will:

1. Foster individual, family, and group counseling services related to suicide prevention.
2. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
3. Foster training for school personnel who are responsible for counseling and supervising students.
4. Increase student awareness of the relationship between drug and alcohol use and suicide.
5. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
6. Inform students of available community suicide prevention services.
7. Promote cooperative efforts between school personnel and community suicide prevention program personnel.
8. Foster school-based or community-based, or both, alternative programs outside of the classroom.
9. 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.

New: 5.50

JASON FLATT ACT – YOUTH SUICIDE AWARENESS AND PREVENTION

10. Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
11. Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.
12. Develop a process for discussing with students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
13. 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 local school system.

SECTION 3: DESCRIPTION OF BEHAVIOR EXPECTED OF STUDENTS

Students are expected to treat other students with courtesy, respect and dignity and comply with the Autauga County Schools Parent-Student Code of Conduct. Students are expected and required to:

1. comply with the requirements of the law, policy, regulations, and rules prohibiting harassment, violence, or intimidation and
2. comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.

SECTION 4: RESPONSIBILITY OF REPORTING

Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law.

SECTION 5: PROMULGATION OF POLICY AND RELATED PROCEDURES, RULES AND FORMS

This policy and any procedures and rules developed and approved to implement the policy will be published, disseminated, and made available to students, parents, and legal custodian, and employees by such means and methods are customarily used for such purposes, including publications on the school district's website.

Source: Autauga County Board of Education

Adopted: August 10, 2017

Legal Reference: ACT # 2016-310

Old: IDEC
New: 6.1

PARITY IN CURRICULUM OFFERINGS

The District shall endeavor to offer at Autaugaville, Billingsley and Marbury schools as broad a selection of courses as is reasonably practicable consistent with student population, student interest and preference and available teacher units. The Board will make every reasonable effort to make a desired course accessible to students at all high schools in the District by (1) adjusting schedules for such students if practicable and (2) providing free transportation where feasible or by (3) utilizing distant learning.

The District shall strive to ensure that all equipment and facilities, including libraries, science facilities and apparatus, physical education facilities and apparatus, computers and support materials essential for the educational programs of its schools are equitably allocated to each elementary school, junior high school and senior high school operated by the District.

The District will periodically receive academic reports concerning schools in the District and where appropriate may order plans for improving any school that may fall below academic clear status as measured by criteria established by the State Department of Education.

Source: Autauga County Board of Education
Adopted: January 31, 2002
Revised: June 24, 2010

Old: IC, ICA, ICB
New: 6.2

CURRICULUM DEVELOPMENT AND ADOPTION

Curriculum development in the District shall be defined as those activities involved in the identification of content and objectives for instruction in relation to the goals of the District, and the State of Alabama. The nature of the learner and the learning process as related to human growth and development shall be considered as curriculum is developed. The selection and evaluation of resources, the evaluation of student achievement and appropriate methodology shall be planned for in curriculum development.

The curriculum shall include the content found in the core curriculum, with provision for specifically named courses and/or content prescribed by State Board policy. The professional staff of the District shall be expected to continuously engage in the process of curriculum development in order that the educational program of the District can be maintained as a beneficial experience for students. Furthermore, the process of curriculum development shall be conducted according to the philosophy of the District and provide for instruction for all levels from early childhood through adult education programs.

The Board, upon recommendation of the Superintendent, shall review and approve all new or revised instructional programs offered in the District.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-8-28

New: 6.3

CURRICULUM AND COURSE GUIDES

The content for the educational program and the instructional objectives for that content shall be maintained in the official curriculum guides and course guides for the levels of instruction of the District. These documents shall include the content found in the core curriculum and be developed by teachers and other professional staff members under the coordination of central office curriculum supervisors. The curriculum guides and course guides of the District shall be published and made available to classroom teachers and shall be followed in the process of classroom instruction as the basis for each program of study offered.

Source: Autauga County Board of Education
Adopted: June 24, 2010
Legal Ref: *Ala. Code* § 16-8-28

New: 6.4

CURRICULUM MATERIALS AND INSTRUCTIONAL SUPPLIES

The District shall annually provide to schools a teaching supplies allocation based upon a per pupil allotment. This allocation shall be consistent among schools of like grade levels. Additionally, in accordance with accreditation standards of the Southern Association of Colleges and Schools, the provision of materials and supplies for media centers and programs associated with them shall be provided on an equitable basis from school to school. Special funding may be provided to schools on a selected basis for curriculum materials and supplies above the basic allotment to address unique needs in the individual schools. Through the basic allotment provided on an equitable basis to all schools and additional funding according to identified need, the District shall provide an equalized educational opportunity for all students within the resources available.

Old: IFAAA
New: 6.5

TEXTBOOKS

The Board shall approve all textbooks used in the District. A textbook committee shall be appointed by the Board upon recommendation of the Superintendent, and members shall serve for a period of three (3) years. The selection and adoption of textbooks shall be in accordance with the provisions of Alabama law.

All textbooks issued to students by the Autauga County School District are the property of the District. Students shall retain the textbooks only during the period of time students are engaged in the course of study for which the textbooks are used. Textbooks issued to students may be used in the same manner and to the same extent as though the students owned the textbooks. Students must recognize their responsibility for the proper care of books by observance of the following practices:

1. Keeping the inside and outside of the textbook clean;
2. Refraining from marking the textbook;
3. Avoiding turning down, tearing down or otherwise damaging the textbook pages; and
4. Refraining from placing the book where it may become soiled or damaged by the weather.

The parent/guardian or any other person having custody of a student to whom textbooks are issued shall be held liable for any loss, abuse or damage to the textbooks in excess of normal use. For such loss or damage, the student will be assessed the following charges:

1. Full price for textbooks which were issued in new condition.
2. Seventy five percent (75%) of full price for textbooks two years old or less.
3. Fifty percent (50%) of full price for textbooks more than two years old.

If the parent/guardian or any other person having custody of a student to whom the textbook was issued fails to pay the assessed damages within thirty (30) days after notification, the student shall not be entitled to further use of the textbooks until remittance of the amount of loss or damage has been made. Textbooks shall not be issued to any student until all charges for lost or damaged textbooks for that student have been paid. All textbooks must be returned to the issuing school by the student upon promotion, transferring to another school or termination of attendance.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010
Legal Ref: *Alabama Code* §§ 16-36-68, 16-36-69

Old: IFBE, IFDB
New: 6.6

LIBRARY MATERIAL SELECTION AND ADOPTION

INTRODUCTION

School library media programs implement, enrich and support the educational programs of our schools. It is the policy of the District to provide a wide range of library materials on all levels of difficulty.

RESPONSIBILITY FOR SELECTION OF MATERIALS

The District is responsible for all matters relating to the operation of its schools.

The selection of materials should involve many people, including library/media specialists, teachers, students, supervisors, administrators, parents and other community persons. The responsibility for coordinating and recommending the selection and purchase of library and instructional materials is delegated to the Library Media Advisory Committee chaired by the certified library/media personnel employed by the Board. However, the ultimate responsibility for selection of materials housed within the school rests with the principal in accordance with Board policy.

OBJECTIVES OF SELECTION

In order to assure that the school library media program is an integral part of the educational program of each school, the selection of materials is based on the following objectives:

1. To provide materials that will enrich and support the curriculum as well as personal needs of the clientele, taking into consideration their varied interests, abilities, maturity level, and learning styles;
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives;
4. To provide materials on opposing sides on controversial issues so that young citizens may develop with guidance the practice of critical analysis of all media;
5. To provide materials that realistically represent our pluralistic society and reflect the contributions made by all groups and individuals to our American heritage;

New: 6.6

LIBRARY MATERIAL SELECTION AND ADOPTION

6. To place principles above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure an appropriate and comprehensive media collection; and
7. To promote the enjoyment of reading as a leisure time activity.

CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS

1. Needs of the individual school based on a knowledge of the curriculum and of the existing collection are given first consideration;
2. Requests from faculty and students shall be considered;
3. Materials for purchase are considered on the basis of:
 - a. Overall purpose;
 - b. Timeliness or performance;
 - c. Importance of the subject matter ;
 - d. Quality of the writing and production;
 - e. Readability and popular appeal;
 - f. Authoritativeness;
 - g. Reputation of the publisher or producer;
 - h. Reputation and significance of the author, artist, composer, etc.; and
 - i. Format and price.

PROCEDURES AND SELECTION

It is recommended that the certified library/media personnel consult with an advisory committee and the faculty in order to facilitate the following:

1. Evaluation of the existing collection;
2. Assessment of curricular needs;
3. Solicitation of recommendations for acquisitions;
4. Review of recommendations, when appropriate, to assure that the materials are listed in a reputable, professionally prepared selection aid;
5. Viewing selection as an ongoing process which includes the removal of materials no longer appropriate and the replacement of worn/damaged materials still of educational value;

New: 6.6

LIBRARY MATERIAL SELECTION AND ADOPTION

6. Judging donations by the same criteria used in selection of materials;
7. Acquisition of multiple items of outstanding and much-in-demand media; and
8. Subscription items selected by the same criteria as used in selection of materials.

CRITERIA FOR DISCARDING MATERIALS FROM THE COLLECTION (WEEDING)

A. Justification

Maintenance of the school library media center collection should be a regular, continuous process reflecting changes in the student body and curriculum, new issues and concerns of both faculty and students and changes in the community.

Weeding is the evaluation of present holdings to determine the need to repair, replace, or remove materials from the collection. Qualified school library media personnel should supervise the weeding process. When appropriate, school staff members should be consulted to identify items valuable to the school program.

B. Standards

Libraries must meet accreditation standards imposed by the Southern Association of Colleges and Schools and the State Department of Education. Weeding should not adversely affect the library in relation to these standards.

C. Criteria

Criteria for weeding will vary, depending upon the type of library involved in the process. General criteria will include:

1. Condition;
2. Age (will vary depending on the subject area);
3. Frequency of use (watch for shelf sitters and multiple copies);
4. Currency; and
5. Accuracy.

Additional weeding considerations include the selection of new textbooks, changes in curriculum, changes in faculty, and the need for currency in specific Dewey sections (e.g., computers, science, etc). Each Dewey section, as well as Fiction and Reference, should be weeded at least once every 10 years, especially at the secondary level.

New: 6.6

LIBRARY MATERIAL SELECTION AND ADOPTION

D. Process

1. Identify items to be weeded according to established criteria, as identified in the weeding schedule/plan.
2. Request assistance from subject-area teachers in making decisions. Base the final decision on the overall school curriculum.
3. Withdraw materials from collection and computer database.
4. Physically remove materials. Options include:
 - a. overall purpose;
 - b. transfer to another school;
 - c. recycle;
 - d. donate to classrooms or other libraries;
 - e. discard; or
 - f. include weeded items in inventory/end-of-year reports.

PROCEDURES FOR FORMAL REVIEW OF MATERIALS

The District supports principals of the intellectual freedom inherent in the First Amendment of the *Constitution of the United States* and expressed in the Library Bill of Rights and the School Library Bill of Rights. The Board recognizes the right of persons to express objections to library materials that they deem inappropriate. When a request for formal review of materials is made, the following procedures should be followed:

- A. The principal and the library/media specialist shall inform the complainant of the selection procedures, request that the material in question be returned to the library and make no commitment. The complainant will complete the "Request for Review of Library Materials" form and will be given appropriate information as to the procedure to be followed.
- B. Upon receipt of the complainant's completed Request for Review of Library Materials form, the principal requests review of the challenged material by the School Media Review Committee within fifteen working days, and notifies the appropriate Director and the Superintendent that such review is being made. During the review process, the challenged material will be in the possession of the library/media personnel.
- C. The School Media Review Committee shall be appointed by the principal, with the assistance of the library/media personnel, and shall consist of the principal, the school library/media specialist, two classroom teachers, and two parents (the PTSA president and his appointee). At the middle and secondary levels, two students may be added to the committee (the student government president and the principal's

New: 6.6

LIBRARY MATERIAL SELECTION AND ADOPTION

appointee). The complainant may know the makeup of the committee but may not be a committee member.

- D. The School Media Review Committee will:
1. Read and examine materials referred to it.
 2. Check general acceptance of the materials by reading reviews of the challenged material.
 3. Weigh values and faults and form opinions based on the materials as a whole and not on passages taken out of context.
 4. Meet to discuss the material and to prepare a report on it using the appropriate review form as a guide for discussion.
 5. Recommend retention or withdrawal of challenged materials.
- E. The School Media Review Committee will notify the principal who will notify the complainant in writing of its recommendation within ten working days. A copy of the report will be included with the decision. A copy of the report will be sent to the Assistant Superintendent of Curriculum and Instruction and to the Superintendent.
- F. The decision of the School Media Review Committee may be appealed to the Superintendent. This request must be presented in writing to the Superintendent within ten working days of notification from the School Media Review Committee.
- G. The Superintendent will review the challenged material and respond in writing to the complainant within fifteen working days. A copy of the Superintendent's decision will be sent to the members of the School Media Review Committee.

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* § 16-36-60, *et seq.*

Old: IAAB
New: 6.7

ACADEMIC FREEDOM

Academic freedom is the right of teachers to encourage freedom of discussion on controversial issues in the classroom and to develop in students a love of knowledge and a desire to search for truth. Teachers shall keep in mind that academic freedom is not a political right guaranteed in the *Constitution*, but rather a necessary condition for the successful practice of the academic profession in a democratic society. Teachers shall take into account the degree of maturity of the students and the need for guidance and help in studying the issues in order to arrive at one's views.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010

Old: IAAC
New: 6.8

CONTROVERSIAL ISSUES

Teachers of the District shall refrain from using classroom instruction to influence students, or through them, their parents, regarding any one political or partisan side of an issue. This policy shall not be interpreted to mean that discussion of political or controversial issues is prohibited within the classroom or that teachers are discouraged by the Board from taking an active part in public issues and in supporting candidates of their choice. However, instructional objectivity on all issues shall be observed and balanced viewpoints of view on all issues discussed shall be presented within the classroom.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010
Legal Ref: First Amendment of the United States Constitution

Old: IKC
New: 6.9

TEACHING ABOUT RELIGIOUS BELIEFS, CUSTOMS AND HOLIDAYS

The District recognizes that one of its educational goals is to advance the students' knowledge and appreciation of the role that religion has played and continues to play in the social, cultural and historical development of civilization. The social studies course of study adopted by the State Board of Education prescribes minimum content for public school instruction in K-12 social studies. The course of study is based on the idea that, "unlike other nations, America is not united by religious, ethnic or racial likeness. Its binding heritage is a democratic vision of liberty, equality and justice." The course of study is an appropriate guide for the development of social studies instruction in the District, including instruction in religious beliefs, customs and holidays.

District practices should encourage all students and employees to appreciate and be tolerant of the religious views of others. It is understood that no religious belief or non-belief should be promoted or disparaged in the curriculum or by the school district or its employees.

To provide a guide for teachers and administrators, the following guidelines are established:

! The historical and contemporary values associated with the origin of religions may be explained in an unbiased and objective manner without sectarian indoctrination.

! Music, art and literature having religious themes or bases are permitted as part of the cultural and religious heritage studies provided they are intrinsic to the learning experience in the various fields of study.

! Presentations of religious themes during school sponsored activities and programs should be only as extensive as necessary for a balanced and comprehensive study. Such studies should never foster any particular religious tenets or demean any religious beliefs.

! Student-initiated expression to questions or assignments which reflect their beliefs about a religious theme shall be accommodated. For example, students are free to express religious beliefs or non-belief in compositions, art forms, music, speech and debate.

! The use of religious symbols such as cross, menorah, crescent, Star of David, angles, crèche, symbols of Native American religions or other symbols are permitted as teaching aides or resources provided such symbols are displayed as example of the cultural and religious heritage of the holiday and are temporary in nature.

! The baccalaureate services associated with graduation activities are traditionally religious in nature, and therefore, will be sponsored by agencies separate from the District.

New: 6.9

**TEACHING ABOUT RELIGIOUS BELIEFS,
CUSTOMS AND HOLIDAYS**

! A study of various days of religious observances may be included in instructional programs provided that such study is balanced in content and not doctrinaire in presentation.

The intent of the preceding policy and guidelines is to recognize and incorporate into the course of study the important role that religion plays in societies and cultures. The intent is to be inclusive rather than exclusive. Further, the intent of the policy and the guidelines is to foster understanding of the diversity of religions within and among societies and cultures. And, most importantly, the intent is to prescribe a course of student and related activities that provide educational experiences in these areas while not prescribing directly or indirectly a single religion, belief or observance. Thus, all students are expected to participate in approved courses of study in these areas.

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: May 11, 2004, June 24, 2010

Legal Ref: First Amendment of the United States Constitution; *Lemon v. Kurtzman*, 403 U.S. 602 (1971)

Old: IKDA
New: 6.10

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Board requires that the flag of the United States and the flag of the State of Alabama be displayed every day school is in session at a suitable place at each school building.

All students attending the elementary or secondary schools of the District shall have the opportunity to voluntarily recite the pledge of allegiance to the United States flag each school day.

At the beginning of each school day, a brief period of quiet reflection shall be provided to give students an opportunity to reflect on the anticipated activities of the day. This moment of silence is not intended to be and shall not be conducted as a religious service or exercise.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-43-1, §16-43-5, §16-1-20.4, §16-6B-3

Old: IDBD
New: 6.11

TITLE I PROGRAM

The District is committed to improving the academic achievement of the disadvantaged. Accordingly, the District provides the following Title I services:

Qualifying Schools for Title I

Title I services will be offered on a priority basis to students in grades K-12 as determined by an annual survey to determine economic deprivation. Qualifying schools will be ranked and served according to priority needs and funding regulations.

Qualifying Students for Title I

Once an individual school qualifies for Schoolwide (SW) status (above 40% poverty level an approved application), then all educationally disadvantaged students in that school are eligible for Title I services regardless of their family income. Specific services are determined by an Advisory Committee.

If a school operates under a Targeted Assistance (TA) program, students are selected to receive Title I services based upon greatest educational need as determined by a multi-criteria process (i.e., standardized testing, cumulative records, teacher recommendation, etc.).

Title I Teachers

All teachers paid from Title I funds must be highly-qualified employees of the District and are subject to the same regulations as other teachers.

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: January 25, 1996, September 27, 2005, June 24, 2010

Legal Ref: *Elementary and Secondary Education Act*, as amended by the *No Child Left Behind Act*.

Old: IDBDA
New: 6.12

NO CHILD LEFT BEHIND

The *No Child Left Behind Act of 2001* extended and reformed the foundation of the *Improving America's School Act of 1994* (IASA). In compliance with this Act, the District will provide the following:

Parents' Right to Know

The District, in accordance with § 1111(h)(6), will notify parents/guardian of each student attending a Title I participating school at the beginning of each school year that they have the right to request information regarding the qualifications of their child's teacher(s) including:

- ! whether the teacher has met State qualifications for the grade levels and the subject areas in which the teacher provides instruction;
- ! whether the teacher is teaching under emergency status; and/or
- ! the baccalaureate degree or major of the teacher and any graduate certification.

Parents/Guardian may also request information regarding:

- ! their child's level of achievement on each State assessment; and
- ! timely notice if the child is taught by a substitute for four or more consecutive weeks by a teacher who is not highly qualified.

The Board will provide the principal of each Title I participating school a letter from the Superintendent regarding a parent's right to know. The principal will assure that the letter will be distributed to parents on or before the first day of the school year and will use the appropriate format for issuing the requested information. The information will be furnished for the parents within a ten days of the date of the request.

School Choice/Supplemental Educational Services

In accordance with § 1116, the District shall provide to parents of children enrolled in schools that receive Title I funding and that are identified for "school improvement" the opportunity to transfer their children to a school that has not been so identified.

Additionally, Supplementary Educational Services, which are academic services provided outside the regular school day, shall be provided to enable children from low-income families to reach academic proficiency. This is a choice for parents of children enrolled in a school in the second year of "school improvement."

When both options are available, parents have the choice of the option they prefer for their child. The District will rely upon the *Autauga County School System Public School Choice Plan* for making decisions related to providing choice to parents of children who are enrolled in schools identified for "school improvement."

New: 6.12

NO CHILD LEFT BEHIND

Source: Autauga County Board of Education

Adopted: September 27, 2005

Legal Ref: *No Child Left Behind Act of 2001*

Old: IDBDB
New: 6.13

COMPARABILITY ANALYSIS

It shall be the practice of the District to compare resources for non-participating Title I schools with participating Title I schools to assure that Title I funding is used to supplement the educational program of participating Title I schools. Such comparison shall be made bi-annually and reported to the Superintendent.

Source: Autauga County Board of Education
Adopted: September 27, 2005
Revised: June 24, 2010
Legal Ref: *Improving America's School Act of 1994*, 20 U.S.C. § 6301, *et seq.*

Old: JBCCB

New: 6.14

ASSIGNMENT OF STUDENTS TO CLASSES

The District supports an academic environment that promotes student success as the primary focus. The classroom shall provide an academic culture so that a student has the opportunity to achieve his or her highest potential. The District shall make every effort to ensure that the composition of classes is balanced to maximize instructional opportunities and meet individual student needs. Considerations may include the following: gender, achievement levels, equitable distribution of ability, groups to reflect an inclusive school, class size, special education needs, students' social and emotional needs, learning styles, level of independence, student behavioral issues and interaction abilities. The District's goal is to establish classes that will enhance the dynamics of the classroom by bringing students together who will work as a learning team, and challenge and complement one another. The classroom provides students an opportunity to engage with one another and to develop responsible social behaviors necessary for an educated citizenry. The District shall support appreciation for diversity and shall promote among students respect, tolerance and understanding for others.

Parents may give input to the school principal regarding the placement of their children. However, the school administration shall make the final assignment decision to a class or course in keeping with the above stated District goals.

Source: Autauga County Board of Education

Adopted: May 15, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* § 16-1-13, §16-1-15

Old: IHB, JFFA
New: 6.15

HOMWORK

Homework is an assignment or activity to be completed outside the classroom that facilitates student achievement and reinforces the concepts and skills taught in the classroom. The Board believes that homework encourages individual research, self-discipline and the productive organization of time. Homework may be assigned to students to provide opportunities for students to enhance learning and skill improvement.

Student Responsibilities

Students will be expected to assume the following responsibilities when homework is assigned:

1. Complete the assignment in the specified time period;
2. Return the assignment on time; and
3. Do the best work possible when completing assignments.

Teacher Responsibilities

Teachers will be expected to assume the following responsibilities when homework is assigned:

1. Use experience and judgment when determining length and frequency of homework;
2. Identify specific objectives and assign homework that is related to in-class instructional activities;
3. Grade and/or review the homework and return it to students on a timely basis;
4. Utilize homework as an important part of student evaluation; and
5. Refrain from assigning homework as punishment for disciplinary infractions.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010

Old: IHAA
New: 6.16

SEMESTER AND FINAL EXAMINATIONS

Semester and final examinations shall be used to evaluate student achievement and conducted in a way to estimate effectively the achievement of the goals and objectives on which learning activities have been based.

All students in grades seven through twelve shall take semester and final examinations for each course in which they are enrolled. All such examinations will be administered according to the schedule outlined in the annual school calendar. No teacher shall schedule a final examination other than in accordance with the schedule outlined in the annual school calendar.

An exception to this policy for students in grades seven through twelve will be under the following guidelines:

Mid-Term Grades and Exams

Mid-term / mid-block averages will be determined as follows:

Class grades for the 9-week grading period, plus a mid-term exam grade. The mid-term exam will count as part of the first semester grade with a weight of 20%. Teachers must adhere to the following guidelines in arriving at mid-term grades.

1. Mid-term exams are required in all subject areas.
2. The mid-term exam will count as part of semester grade.

Exam Exemption Policy

Exams are required in all subjects. The exam exemption policy approved by the Autauga County Board of Education will be as follows.

Students in grades 7-12 will take midterm exams.

Students in grades 7-12 will also take all semester exams unless they are exempt utilizing one or more of the criteria listed below:

1. An "A" average in each class and not more than five (5) absences in a given class, subject and/or block at any time during the academic year.
2. A "B" average in each class and not more than three (3) absences in a given class, subject and/or block at any time during the academic year.
3. A "C" average in each class and not more than two (2) absence in a given class, subject, and/or block at any time during the academic year.

New: 6.16

SEMESTER AND FINAL EXAMINATIONS

In addition to the above criteria, students shall not be eligible for exemption if the student has been assigned in-school suspension more than two times, has been suspended from school, or assigned to the Interim / Alternative Program at anytime during the academic year.

Final Exams and Final Grades

1. Final exams are required in all subjects. The only exemption is described in the Exam Exemption Policy. There will be no open book exams and no take home exams for the mid-term and final exams.

The grades for the first semester:

1st 9-weeks = 40% 2nd 9-weeks = 40% Mid-term Exam = 20%

The grades for the second semester or 18 weeks courses will be:

3rd 9-weeks = 40% 4th 9-weeks = 40% Final Exam = 20%

Or

2. The final grade for 18 weeks courses will be:
1st/3rd 9-weeks = 40% 2nd/4th 9-weeks = 40% Final Exam = 20%
3. The grading scale to be used is as follows:
A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59-0
(Grades of 0.5 or higher will round up)

Grading Procedures for the Block Schedule or 18 weeks courses

Final grades for Block Schedules or 18-weeks courses will be determined as follows:

1. Teachers are required to administer Mid-Block /Mid-Term exams and Final Exams. The Mid-Block/Mid-Term exam will count as part of the first or third nine weeks grade (20%).

Source: Autauga County Board of Education
Adopted: November 21, 1991
Revised: June 24, 2010, July 18, 2013, July 7, 2015

Old: JGDB
New: 6.17

STUDENT TESTING PROGRAM

All students enrolled in the District will participate in the State Department of Education (SDE) Student Assessment Program in accordance with rules and regulations promulgated by the SDE. Student participation will include but not be limited to the following:

1. Students enrolled in grades Kindergarten through two will take Dynamic Indicators of Basic Early Literacy Skills mandated by the SDE or the Alabama Alternate Assessment for which the student may qualify and be permitted to take as an alternate to the regular assessment.
2. Students enrolled in grades third through eight shall take the Stanford Achievement Test (SAT) 10 and the Alabama Reading and Mathematics Test. Special education students will take the SAT-10 unless the IEP committee determines the test not to be appropriate. In cases where the SAT-10 is not appropriate, the student will be assessed with the Alabama Alternative Assessment.
3. Students in grades five through seven and 10 will be assessed with the Alabama Direct Assessment of Writing as directed by the SDE. If such tests are judged to be inappropriate for special education students, they will be assessed with an SDE approved alternate assessment or in accordance with other prevailing mandates of the SDE.
4. Students enrolled in grades ten through twelve will be assessed with the Alabama High School Graduation Examination and will be expected to pass the required parts of the assessment and pass all course work for graduation from high school in order to receive a high school diploma.

School principals shall cooperate with the local administrative staff and the SDE in scheduling and administering the State testing program. Further, all school principals and staffs shall comply with the District's test security guidelines and shall provide a program of remediation for those students whose test results reveal identifiable deficiencies.

All employees of the District who are directly involved with the administration of the State testing program shall participate in training sessions concerning:

1. Test Administration;
2. Interpretation of test results; and
3. Test security.

New: 6.17

STUDENT TESTING PROGRAM

In addition to the State testing program, the District's testing program shall consist of:

1. Individual psychological tests;
2. Individual and group screening tests;
3. Teacher-made tests; and
4. Tests accompanying the District's adopted textbook series.

Individual psychological tests may be administered by a certified psychometrist employed by the District. No student shall be given an individual psychological test unless his needs have been evaluated and he has been properly referred for testing by school personnel, with approval of his parents. Individual and group screening tests may be administered to gain additional information about a student's abilities and needs in accordance with State requirements.

All teachers shall be permitted to administer tests accompanying the District's adopted textbook series or develop their own for such purposes as:

1. Discerning students abilities, knowledge and/or skills before a unit of study is begun; and.
2. Discerning amount of gain in abilities, knowledge, and/or skills following the conclusion of a unit study.

Confidentiality of test results will be assured and information will be released only in compliance with the *Family Educational Rights and Privacy Act*.

Source: Autauga County Board of Education

Adopted: May 15, 1986

Revised: January 25, 1996, December 17, 2002, September 27, 2005, June 24, 2010

Legal Ref: *Alabama Administrative Code § 290-4-2.01 et seq.; Family Educational Rights and Privacy Act*

Old: IHAB
New: 6.18

REPORTING STUDENT PROGRESS

The District recognizes its responsibility for assuring the practice of regularly reporting the progress of students as they proceed through their formal educational experiences. Such reporting has several purposes: (1) to inform students of their progress and needs with regard to the instructional program, (2) to give parents/guardians needed insights into the teaching-learning process, (3) to provide teachers with information about the progress and needs of students in their classes, (4) to inform colleges or prospective employers of the nature and achievement of students' educational program. School grades shall not be used as punishment for misbehavior.

ACADEMIC GRADES

1. Kindergarten

Letter grades shall be based on the following scale:

E = Excellent
S = Satisfactory
P = Progressing
N = Needs Improvement

2. Grades 1-2 [pertaining to Social Studies and Science only]

Letter grades shall be based on the following scale:

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

3. Grades 1-12

Numerical grades shall be based in the following scale:

90-100	A	Excellent to Superior
80-89	B	Good
70-79	C	Fair
60-69	D	Poor
Below 60	F	Failure

DISTRIBUTION OF REPORT CARDS

1. Reports describing students' progress in grades K-8 shall be issued to parents/guardians every nine weeks.

2. Reports describing students' progress in grades 9-12 shall be issued to parents/guardians every nine weeks.

New: 6.18

REPORTING STUDENT PROGRESS

CONDUCT GRADES

Conduct grades may be included on the report cards at all grade levels for all reporting periods.

ABSENCES AND TARDIES

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

RETURN OF REPORT CARDS

Students and parents/guardians are responsible for returning report cards to school personnel within five school days after they are issued.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010

Old: JFDA

New: 6.19

PROMOTION AND RETENTION

Promotion and retention policies and guidelines have been developed to ensure that minimum academic expectations will be mastered by students at a given grade level prior to their advancing to the next grade level. Such policies also ensure that minimum educational standards are enforced by the schools. It is acknowledged that students learn at different rates by different means. Therefore, it will occasionally be beneficial to students to be retained in or at a specific grade level to receive additional instructional assistance which should enable them to master the academic skills which are necessary for them to experience success in school.

It is recommended that a student be retained a maximum of two (2) nonconsecutive years in grade one (1) through grade six (6) — preferably once in grade one (1) through grade three (3) and once in grade four (4) through grade six (6) — if not performing according to the promotion and retention policy. An administrative decision substantiated by teacher recommendation for promotion or retention may be exercised based on (1) history of attendance, (2) age of student and (3) failure to complete grade level requirements regardless of the number of previous failures.

Kindergarten

Promotion regulations for kindergarten students ensure that minimum expectations will be mastered before a student enters first grade. Proper placement of students after a year of kindergarten will be based on the following criteria:

1. Chronological age of a student;
2. Developmental age of student;
3. Attendance record of student; and
4. Mastery of reading readiness skills.

Parents/guardians, teachers and principals should work together in a cooperative effort concerning the best placement level for the child.

Grades 1 - 2

Regular education students in grades one (1) through two (2) will be retained if they do not pass both reading and mathematics in a given school year. A yearly numerical average of 60% or above constitutes a passing grade.

Grades 3 - 6

Regular education students in grades three (3) through six (6) will be retained if they fail two (2) academic subjects in a given year. A yearly numerical average of below 60% constitutes failure.

The academic subjects for grades three (3) through six (6) are:

Reading Mathematic Science Language Social Studies

New: 6.19

PROMOTION AND RETENTION

Grades 7 - 8

Regular education students in grades seven (7) through eight (8) who are on a six period schedule must pass at least four (4) units out of six (6) units per school year in order to be promoted to the next grade. Students in grades seven (7) through eight (8) who are on a seven period schedule must pass five (5) units out of seven (7) units in order to be promoted to the next grade. A semester numerical average of below 60% constitutes failure.

Special Education (Grades 1 - 8)

Special education students, who are receiving all instruction in a regular classroom for a particular subject, will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject unless otherwise specified in the student's Individual Education Program (IEP).

If a student is receiving instruction in the special education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the Individualized Education Program (IEP) developed by the IEP committee will govern promotion.

Grades 9 - 12

Regular education students in grades nine through twelve must complete the state mandated graduation requirements. Special education students must complete the course of study and the specific objectives designated in the student's Individualized Education Program (IEP). Students will need a minimum of twenty-four (24) units of credit to graduate from high school. In addition each student must take a Core Curriculum consisting of a minimum of one English, one Social Studies, one Science, and one Mathematics course each year in addition to certain specified electives to meet graduation requirements.

Procedure for Notification for Retention for All Grades

Parents/guardians will be notified of possible retention by way of District form letters. The letters will be sent to parents/guardians of students who meet the retention guidelines of this policy. In grades K-12, three letters will be sent at specified times which are (1) at the end of the first semester (second nine weeks grading period), (2) at the end of the third nine weeks grading period, and (3) at the end of the school year. This may or may not apply to grades seven through eight in Autaugaville, Billingsley and Marbury. Schools with block schedules should send at least one retention letter at mid-point of the semester and at the end of the semester. The letters will inform parents/guardians of their children's potential or definite retention. A copy of each letter sent, as well as letters returned to the school, will be filed in each student's permanent record folder. The letters of notification regarding retention will serve to bring principals and teachers together in a team effort, to inform parents/guardians and involve them as much as possible before the end of the school year, and to satisfy documentation requirements for the school. **TEACHERS AND PRINCIPALS WILL MAKE THE FINAL DECISION CONCERNING PROMOTION AND RETENTION OF A STUDENT. PARENTS/GUARDIANS WILL NOT BE ALLOWED TO REVERSE THE DECISION.**

Source: Autauga County Board of Education

Adopted: September 7, 1989

Revised: September 26, 1991, July 30, 1992, June 24, 2010, July 18, 2013, July 7, 2015

Old: IEE
New: 6.20

**PLANNED PROGRAM OF STUDIES
FOR EIGHTH GRADE STUDENTS**

Planned programs of studies for high school students should begin prior to the student entering the ninth grade. As students approach the end of the eighth grade, programs of studies shall be developed which outline the course work that will constitute each school's high school course of study. The program planning process will begin with a counselor-student conference for eighth grade students and shall be approved by the students' parents. Any subsequent changes in a student's program must be made only after consulting the student's parents.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010

Old: IKKA

New: 6.21

GRANTING EIGHTH GRADE CREDIT TOWARD GRADUATION REQUIREMENTS

The successful completion of the Algebra I course being taught in the eighth grade at Prattville Junior High School, Autaugaville School, Billingsley School or Marbury School, shall be accepted as a credit toward graduation from the District. Successful completion of the course will further reduce the number of required courses in mathematics and the number of credits toward graduation will also be reduced by one credit.

The course must be of the same curriculum content, rigor, delivery of instruction and content that is currently contained in the Alabama Course of Study for Mathematics and in senior high school Algebra I courses and instruction in senior high school classes. The prerequisites for the course, if any, must be based on objective criteria and subjective criteria may not be used to deny any student participation or be perceived as such.

NOTE: Students in grades 7 and 8 who demonstrate proficiency in high school level courses may take Algebra I in grades 7 or 8, and/or Geometry in grade 8 and receive a high school credit upon successful completion of the high school math course.

It is the intent of this policy to provide additional opportunities to deserving students, meet the needs and interest of students and to ensure parity in curriculum. Central Office personnel will work annually with school principals to monitor and to ensure success of the program and policy.

Source: Autauga County Board of Education

Adopted: December 4, 1997

Revised: January 31, 2002, June 24, 2010, June 27, 2016

Old: IHCA, JFF
New: 6.22

CRITERIA FOR VALEDICTORIAN, SALUTATORIAN AND HONOR GRADUATES

The following criteria are used in determining eligible for Valedictorian and Salutatorian in the schools of the School District:

1. The candidate must meet the requirements of an advanced academic diploma with Honors, except for those schools that offer only an advanced academic diploma.
2. All Carnegie unit and half unit designated courses offered by a high school shall be eligible for and figured into the calculations for determining the overall class standing or average, except that any course designate with an "aide" descriptor (library aide, office aide, etc.) shall not be used in calculating the overall grade point average ("GPA") of the candidates.
3. The candidates must have been enrolled at the local high school for one full school year (four (4) academic courses each semester) prior to the date of their graduation.
4. Grades in all classes shall be computed at face value.
5. The standing of the candidates shall be computed using the GPA up to and including the third quarter of the second semester of the senior year.
6. If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. If such school will not or cannot submit numerical grades, said student's letter grades will be converted to numerical grades at the mid-point of the grading scale approved for use by high schools of the School District.
7. In determining the overall GPA, all applicable final semester course grades shall be averaged. The student with the highest overall GPA for grades 9-12 shall be the Valedictorian, with the second highest being the Salutatorian. The determination for Valedictorian and Salutatorian shall be made by calculating the GPA as far as possible in place value until a discriminate value is determined that separates the first rank (Valedictorian) from the second rank (Salutatorian). Schools may have more than one Valedictorian and Salutatorian.

The local schools may establish appropriate criteria for determining eligibility standards for various honor classifications to be award at respective schools.

Students shall receive a quality point for successfully completing advanced placement classes and Dual Enrollment classes taken during the regular academic year.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010, July 18, 2013

Old: IHC, JFF
New: 6.23

CLASS RANKINGS

All high schools shall keep accurate records concerning the class rankings of students in grades 9-12. The class ranking system to be used is as follows:

1. At the end of the sophomore year, the junior year and at the end of the 3rd grade report period in the senior year, students will be ranked scholastically. The final average will be used in all subjects in which units of credits are given to calculate an average. This ranking is requested by colleges, is used to determine the eligibility for membership in the National Honor Society and is used for certain senior honors.

2. Class rank shall be computed by the final grade in all subjects. Any two or more students whose computed grade point averages are identical shall be given the same rank.

3. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her.

4. A student's grade point average and rank in class shall be entered on the student's record and shall be subject to the District's policy on release of student records. Rank in class shall be entered on the student's records and on all transcripts.

5. The grades and credits of students transferring to the high school from another school will be recognized. However, such students shall have not established class rank for purposes of graduation honors until such time as they have completed two semesters at a high school in the District.

Old: IHAD, JFAC
New: 6.24

PARENT/TEACHER CONFERENCES

The principal and employees at all schools in the District shall provide for and encourage parent/teacher conferences. The principal, after consultation with faculty members, shall notify the parents/guardians of all students in their schools that they may schedule conferences with teachers and administrators to discuss educational matters related to their child. The notification to parents/guardians should be in written form and shall identify the procedure for scheduling a parent/teacher conference.

Parent/teacher conferences must be scheduled in such a way that will not interfere with said teacher's teaching responsibilities, preferably at the close of the school day or during the teacher's preparation period. In no cases are teachers/students to be interrupted during instructional time for the purpose of parent/teacher conferences.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010

Old: ICBA
New: 6.25

LIMITED ENGLISH PROFICIENCY STUDENTS

The District acknowledges the unique needs of limited English proficiency students, who are those students with a limited ability in speaking, reading, writing or understanding the English language and whose native language is a language other than English; or who live in a family or community environment in which a language other than English is the dominant language.

The District shall offer limited English proficiency students instruction in programs designed to address their affective, linguistic and cognitive needs. The District shall further take appropriate steps to ensure that limited English proficiency students are provided with equal access to the same substantive knowledge provided by the District curriculum as their English speaking peers.

Source: Autauga County Board of Education

Adopted: January 31, 2002

Revised: June 24, 2010

Legal Ref: *Equal Educational Opportunities Act*, 20 U.S.C. §1703(f); *Lau v. Nichols*, 414 U.S. 563 (1974); *Castaneda v. Pickard*, 648 F.2d 989 (5th Cir. 1981)

Old: IDDF
New: 6.26

SPECIAL EDUCATION

The District fully recognizes basic tenets, policies and philosophies, which guide the planning, implementation and evaluation of programs for students with disabilities. The District is committed to provide a free, appropriate educational opportunity for all qualifying students with disabilities. The District's special education program shall be outlined in the Local Educational Agency Plan, as approved by the Board, and is considered an extension of this policy statement. The District shall comply with the rules and regulations of the State Department of Education and *Individuals with Disabilities Education Improvement Act* in providing special education programs.

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: June 24, 2010

Legal Ref: *Individuals with Disabilities Education Improvement Act*, 20 U.S.C. § 1401 *et. seq.*, 34 C.F.R. 300.1 *et. seq.*; *Alabama Administrative Code* § 290-9-9 *et. seq.*

Old: IDDD
New: 6.27

GIFTED STUDENTS

Intellectually gifted students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience or environment. These students require services not ordinarily provided by the regular school program. Gifted students may be found within any race, ethnicity, gender, economic class or nationality. In addition, some students with disabilities may be gifted.

To facilitate students' development of academic talent, the program for gifted education shall be in compliance with the policies and procedures of the State Department of Education. A student may be referred for testing for the gifted program by teachers, counselors, administrators, parents/ guardians, peers, himself or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010, July 14, 2014

Old: IDEB, JSAC
New: 6.28

ADVANCED PLACEMENT

To provide appropriate educational opportunities for high school students at advanced instructional levels, the District recognizes the Advanced Placement Program of the College Entrance Examination Board and authorizes that opportunities for instruction through this program be made available through District high schools according to the needs of students and the availability of staff and instructional resources.

Source: Autauga County Board of Education
Adopted: October 16, 1986
Revised: June 24, 2010

New: 6.29

DUAL ENROLLMENT / DUAL CREDIT

Dual Enrollment – Postsecondary Institutions

The District has established a dual enrollment program allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for the high school diploma and/or a postsecondary degree at both the high school and participating postsecondary levels.

Eligible Students

Students participating in a dual enrollment program shall pay normal tuition as required by the postsecondary institution and shall meet the following requirements:

1. Have a “B” average, as defined by Board policy, in completed high school courses;
2. Have written approval of the student’s principal and Superintendent; and
3. Be in grade 10, 11 or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student’s principal and Superintendent and in accordance with State Department of Education regulations regarding gifted and talented students.

Course Offerings

1. Courses shall be postsecondary/college level. Postsecondary/college level remedial courses shall not meet the requirements of this program.
2. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the student’s principal, Superintendent and the participating postsecondary institution president.
3. The parent/guardian of each student must submit a written and signed approval statement prior to his/her child’s participation in the dual enrollment program.
4. All course fees and travel costs related to a student’s participation in the dual enrollment program shall be borne by the student and/or hisparent/guardian.

New: 6.29

DUAL ENROLLMENT / DUAL CREDIT

Credits

The ten quarter/six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements may be developed between the Board and participating postsecondary institutions.

Source: Autauga County Board of Education

Adopted: June 24, 2010

Legal Ref: *Alabama Administrative Code* § 290-3-1.02(10)

Old: IDCCA
New: 6.30

CORRESPONDENCE STUDY

GENERAL

The District approves the use of appropriate correspondence courses in its schools provided:

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 accredited agency recognized by the United States Department of Education.
3. The school principal and Superintendent gives prior written approval for each correspondence course before the course is begun.
4. The school principal identifies and approves a qualified school faculty member to serve as the cooperating teacher for such course.

STUDENT ELIGIBILITY

The above and following guidelines are applicable for a student to be approved to take and apply earned credit (Carnegie Units) toward meeting District requirements for promotion or graduation:

1. A required course may not be taken by correspondence unless:
 - a. It previously has been attempted and failed by the student requesting it; and
 - b. The school principal gives prior written approval.
2. Enrichment/elective courses for credit must have the prior written approval of the school principal.
3. All costs associated with the correspondence course must be borne by the student.
4. All requirements and guidelines imposed by the institution(s) offering the correspondence course must be met.
5. Not more than one-fourth of the total units required for graduation may be taken by correspondence.

New: 6.30

CORRESPONDENCE STUDY

CREDIT DEADLINES

To apply credit earned through correspondence courses, the following guidelines shall be met:

1. A student and his parent/guardian must assume the responsibility for having the correspondence institution send an official grade report to the school. No grades/Carnegie Units earned through correspondence study can be applied to a student's records until the official grade report is received.
2. A graduating senior must have any applicable correspondence study grade reports on file with the school on or before the date set for the beginning of final examinations in order to participate in graduation exercises.

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: June 24, 2010

Legal Ref: *Alabama Administrative Code* § 290-3-1.02(11)

Old: IDCF
New: 6.31

WORK STUDY PROGRAMS

School Approved Programs

The Board may authorize work-study programs in those areas of the curriculum which have gained approval from the State Department of Education and which conform to the guidelines for such programs.

Employment

Student employment during regular school hours is permissible provided:

1. Employment does not in any way conflict with State law;
2. Employment is approved by the local school principal;
3. Employment is approved in writing by the student's parent/guardian;
4. Employment does not conflict with student's school work;
5. Employment is necessary for the student to continue in school or is an extension of course work;
6. The student is legally eligible for employment; and
7. The student presents proof of employment.

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

Early Release

Students shall not be permitted to leave school early on a continuing basis except for the reasons stated above.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 25-8-32, *et seq.*

Old: IDDC
New: 6.32

HOMEBOUND INSTRUCTION

To be eligible for instruction in the homebound program, a student must be formally enrolled in the District.

Home or hospital instruction may be provided to any student with a health or physical impairment which, in the opinion of a licensed medical examiner, will cause a student to be absent from school for more than twenty days and who school personnel determine can educationally benefit from such instruction.

The program may include not only direct teaching services but also telephone instruction and email. The operation of the program shall be based on the number of children with health or physical impairments who require such services.

Homebound instruction may require any or all of the following:

1. A physician's statement declaring the child physically or emotionally unable to attend school or any school activities;
2. The physical or emotional incapacity of a student to attend school continuously over 20 days;
3. For a student with disabilities, the IEP team's recommendation that homebound instruction is the most appropriate program to meet a child's disabilities; and/or
4. For a student with a 504 plan, the 504 team's recommendation that homebound instruction is the most appropriate program to meet a child's disabilities.

In the event a student is identified who may benefit from homebound instruction, but who does not qualify pursuant to the requirements set out above, the school administration may, in its discretion, recommend the student for inclusion in the homebound program. This provision may be used only in extraordinary circumstances and such must be approved by the Superintendent or his designee prior to the student's inclusion in the homebound program.

A student may be declared ineligible if the primary disability is defective vision, defective hearing, defective speech, or other physical handicaps when special education programs and services are available unless the nature of the physical disability prevents attendance in such programs.

The amount of instructional service provided through homebound instruction shall be determined in relation to each student's educational needs and his/her physical and mental health.

Every effort will be made to include homebound students in state and federal testing.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: January 26, 2006, June 24, 2010

Old: IG, JE
New: 6.33

GUIDANCE PROGRAM

The District's guidance program shall be incorporated into the curriculum to aid students in making informed and responsible decisions and in utilizing effective decision making processes. The goals of these services are to promote self-understanding, self-respect, self-reliance, respect for others and an understanding of one's place within our society. Following a developmental approach, the program provides guidance and counseling services which assist each student in making important decisions regarding his or her educational, vocational, personal and social well being. These services are best provided by offering appropriate information and a climate of understanding and support.

While guidance department services are focused primarily on working directly with students, it is recognized that maximum effectiveness is achieved through a harmonious working relationship with parents, teachers, administrators and the community. Only through mutual concern and support can the goals be accomplished. The guidance program shares with the entire District a commitment to provide equal services and opportunities without regard to race, color, creed, sex or disability. The implementation of guidance services at the various educational levels differs according to the maturity and needs of the students.

Guidance counseling services shall be provided to students in all grades. The purpose of the guidance service is to help students:

1. Select and participate in academic and other school activities that will best ensure achievement of defined educational and personal goals;
2. Identify, analyze, and make contact with those agencies and institutions that can provide follow-on programs or services related to the student's goals and plans for the future;
3. Resolve problems and overcome obstacles that are preventing a student from achieving his educational and personal goals; and
4. Assist a student to maintain productive relationships with other students, employees, parents, and other adults and/or organizations and institutions in the community.

Source: Autauga County Board of Education
Adopted: May 15, 1986, September 25, 1986
Revised: June 24, 2010

Old: IDBA
New: 6.34

CHARACTER EDUCATION

It is the policy of the Board that each student in all grades receive daily instruction in a planned comprehensive program of character education. Instruction shall be held during the normal school day. The comprehensive character education program for all grades and for all students shall consist of not less than ten minutes of instruction per day.

The character education program shall focus on students' development of the following character traits: courage, patriotism, citizenship, honesty, fairness, respect for others, kindness, cooperation, self-respect, self-control, courtesy, compassion, tolerance, diligence, generosity, punctuality, cleanliness, cheerfulness, school pride, respect for the environment, patience, creativity, sportsmanship, loyalty and perseverance.

Teaching materials utilized in the program should be approved by a school committee appointed by the principal and consisting of the principal and four other tenured teachers. Each plan of instruction shall include the Pledge of Allegiance to the American Flag. The religious rights and responsibility of each student shall be respected.

Source: Autauga County Board of Education
Adopted: January 28, 1999
Revised: June 24, 2010
Legal Ref: *Ala. Code* § 16-6B-2(h)

Old: IDB
New: 6.35

HEALTH EDUCATION

The Board shall ensure that one semester of health education is offered to all students in the tenth grade or above. The contents of the course shall be in accordance with the guidelines developed by the State Department of Education. The curriculum shall include, but not be limited to, suicide awareness, including mental and emotional health.

One half unit of credit shall be awarded for successful completion of the course. The course is required for graduation.

Instruction in cardiopulmonary resuscitation (CPR) shall be provided by Health Education teachers certified as CPR instructors through the American Red Cross or the American Heart Association. All students in grades 5-12 shall receive instruction each year on an appropriate level about the prevention of HIV/AIDS.

Source: Autauga County Board of Education

Adopted: December 17, 2002

Legal Ref: *Ala. Code* § 16-40-8; *Alabama Administrative Code* § 290-3-1.02(8.3)(b)

Old: IDBC
New: 6.36

DRIVER EDUCATION

Beginning with the tenth grade, the District shall provide each high school student an opportunity to take a driver education course. School officials shall notify students and parents/guardians during the preceding semester of the notice requirement in sufficient time that a declaration of course need may be submitted. The notification from the District to the students and parents/guardians of course availability shall contain information relative to course fee and the fee waiver in cases of financial hardship. The student or parent/guardian shall notify school officials of the student's need for a driver's education course during the preceding semester the student intends to complete the course.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010
Legal Ref: *Alabama Administrative Code* § 290-3-1.02(16)

Old: IDBB
New: 6.37

DRUG EDUCATION

A drug education program shall be taught at all grade levels, which is comprehensive in scope and directed toward the acquisition of factual information to promote the development of positive attitudes and values as it relates to the harmful effects of illegal drugs. The program shall concentrate on the physical and psychological causes of drug abuse, the consequential effects and symptoms of drug abuse and the prevention of drug abuse. The program shall include the following:

1. Age-appropriate, information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for students in all grades from early childhood level through grade 12;
2. Information conveying to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and is punishable by fines and imprisonment; and
3. Standards of conduct that are applicable to students in all District schools and that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises, or as part of any activities of the school.

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: June 24, 2010

Legal Ref: *Ala. Code* § 16-1-24.1; *Alabama Administrative Code* 290-3-1.02(15)

Old: IFCB

New: 6.38

FIELD TRIPS

GENERAL INFORMATION

Field trips should be educational in nature, related to the Alabama Course of Study and grade level appropriate. Instructional field trips that take place during the school day must provide a strong correlation to current content being taught. Participation in field trips shall be non-discriminatory and shall provide equal educational opportunities to all students in the District. Extra-curricular field trips should be confined to outside of the instructional day, except where the school is engaged in an event, competition, etc.

Teachers planning field trips for students must adhere to individual school guidelines and the following procedures:

1. Field Trip Request forms must be approved by the principal and submitted to the Director and/or Coordinator of elementary, middle and high schools, Transportation Supervisor and Superintendent for approval no less than 10 days prior to the date of the field trip. Incomplete plans and/or late requests may be denied or returned.
2. Attach a detailed itinerary with the field trip request form.
3. Field trips are not approved unless the form is returned to the teacher with all completed signatures.
4. Arrange for procurement of the financial resources to pay all costs associated with the field trip.
5. Students who neglect to return their permission form will be unable to attend the field trip.
6. No student should be denied access to a field trip or other activity on the basis of a disability.
7. Special education, Section 504, and any other disabled students attending a general education class may not be excluded from the class field trips.
8. All administrators and teachers are directed to provide students with disabilities an equal opportunity for participation, including transportation to and from the destination, and all planned educational and recreational activities that take place at the field trip site(s).
9. All administrators and teachers are directed to provide students with disabilities the opportunity to participate in field trips with students without disabilities to the maximum extent appropriate, in accordance with students' IEPs and Section 504 Plans.
10. Notify the school's nurse if a student requires medical assistance on the field trip.
11. School personnel should accompany students on field trips along with an appropriate number of chaperones for adequate supervision.

12. Pre-school children and/or other siblings or guests are not allowed to accompany teachers, parents, bus drivers or other chaperones on field trips.
13. School rules and regulations as stated in the Code of Student Conduct and bus safety rules will prevail at all times.
14. Each school must develop a field trip safety plan (student names, emergency contact information, and medical needs) which includes steps for off-campus, extended day, overnight, and out-of-state field trips. Please submit copy to the transportation department, front office and have a copy at your disposal.

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: December 17, 2012

New: 6.38

FIELD TRIPS

FIELD TRIP TRANSPORTATION

A. Private Transportation

District buses should be used for local field trips when possible. Private buses/common carriers should be used only if District buses are unavailable and within the following guidelines:

1. Field trips extending beyond the normal school day and only upon approval by the principal and Superintendent.
2. Private buses/common carriers shall be driven by an adult with a valid Commercial driver's license. No student shall be permitted to serve as a driver on such field trips.
3. The owner of the private vehicle must show proof of liability insurance and be aware that the District does not carry liability insurance to cover field trips by private buses/common carriers.

B. District-Owned Buses

The following provisions will apply when District-owned buses are used:

1. Buses shall be operated according to terms and conditions that apply specifically to such buses. Reservations for the buses must be made through the Director of Transportation by the principal or his designee.
2. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
3. All field trip bus passengers must be enrolled in the District, be an employee of the District or be designated as chaperone by the field trip sponsor and approved by the school principal.
4. The principal of each school is responsible for handling the scheduling of such trips.
5. The Director of Transportation is responsible for arranging for field trip buses following contact with the school principal, assigning a permit number, employing the driver and making arrangements for fuel.
6. Only adult drivers with a state-approved school bus driver's license will be permitted.

New: 6.38

FIELD TRIPS

7. The field trip sponsor shall return the District-owned bus in a clean condition as determined by the Director of Transportation.

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: August 16, 1994, June 24, 2010

Old: IDFA
New: 6.39

INTERSCHOLASTIC ATHLETICS

The District provides an interscholastic athletic program as a supplementary part of the instructional program. Students shall be allowed to participate in individual sports on the basis of their physical condition and desire. Qualified personnel shall be provided for coaching and supervising individual sports. The athletic program shall encourage participation by as many male and female students as possible and should be carried on with the best interests of the participants as the first consideration.

Although most athletic activities take place after school hours, they are considered an extension of the regular school program. The same rules of conduct and behavior of the regular school day will also apply to after school athletic programs and events.

The following regulations shall apply to athletic programs conducted by schools of the District:

1. Individuals having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the District's educational program as established by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools and health and safety regulations.

2. Those programs governed by the Alabama High School Athletic Association ("AHSAA") will adhere firmly to the rules and regulations of that body and to the philosophy of sports which AHSAA encourages. The eligibility of students to participate in the athletic program is determined in accordance with AHSAA regulations and the policies of the District.

3. No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor and until written consent has been obtained from the parent/guardian.

4. District participation in interscholastic athletics will be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences and of rules for student participation.

5. Proof of insurance against accident or injury must be provided by the parents/guardians for students engaging in interscholastic athletics.

6. An attempt will be made to have immediate medical supervision or CPR trained personnel at all athletic competition and practice sessions at all levels of competition. Any student who incurs an injury requiring a physician's care is to have the written approval of the physician prior to his/her return to participation.

7. To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

New: 6.39

INTERSCHOLASTIC ATHLETICS

8. Participants, athletes, fans and coaches/advisors shall encourage, promote, and practice good sportsmanship by respecting the officials and each other, as well as refraining from using profane/indecent or derogatory language. (See Public Conduct at School Activities policy 7.6).

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: June 24, 2010

Old: IDED, JCDBA
New: 6.40

INTERIM / ALTERNATIVE PROGRAM

An Interim / Alternative program shall be implemented and maintained to meet the needs of students with behavioral or emotional problems. This program shall also serve as a disciplinary function by isolating potentially disruptive students from the regular school population and maintaining rigorous adherence to rules and procedures.

The program shall provide the students a curriculum that stresses the following:

1. Skills in recognizing and managing anger;
2. Alternatives to aggression;
3. Strategies for developing self-control and personal responsibilities;
4. Skills for getting along with others;
5. Success through academic achievement; and
6. Skills for success in the work place.

The curriculum shall be based on successful research and best practices, involve input from the school's principal, faculty, staff and, as appropriate, students and parents. This curriculum shall supplement the general curriculum provided to students enrolled in District schools.

This program is made to continue the educational process of the disruptive student for an indefinite period of time from the normal school environment to a more restrictive setting. This will reduce the number of school days lost by suspension to both the student and District, as well as preventing a student from having "free days" during frequent suspension. The student will be encouraged to develop a positive attitude and appropriate behavior through counseling, evaluation, and a high level of discipline. The student will have an opportunity to maximize his educational potential while under adequate supervision of a staff experienced in working with students with behavior problems.

- A. Assignment of Students – Students referred to the Interim / Alternative Program may be drawn from grades 3-12. Eligible students will be repeat discipline offenders. The principal, when appropriate, will refer the student after all normal and available disciplinary measures have been taken to correct the student's behavior and all actions have failed. In rare instances, exceptions may be made for admittance due to the seriousness of the offense at the discretion of the Administrative Committee. Admission to the Program must be approved by the Administrative Committee.

A student that has completed a term of commitment with the Department of Youth Services shall attend the Alternative School At-Risk Unit until he completes the Step Program (minimum 45 days).

New: 6.40

INTERIM / ALTERNATIVE PROGRAM

A student that is convicted but not sentenced to a term of imprisonment in a penal facility shall attend the Alternative School At-Risk Unit until he completes the Step Program (minimum 45 days).

Administrative options for students in grades 7-12 found to have participated in Major Offenses C(3) Fighting and/or C(5) Aggravated Battery will be either recommended for expulsion or referral of the student to the STEP program at the Alternative School for a minimum of forty-five (45) days.

- B. Length - A student's length of placement at the At-Risk Unit will be based on his progress as shown by records that must indicate a behavior pattern of compliance with his educational and social goals. Minimum assignment will be 45 days, but no longer than one year.

Source: Autauga County Board of Education

Adopted: January 31, 2002

Revised: June 24, 2010, May 16, 2016

Legal Ref: *Ala. Code*. §§ 12-15-215, 16-1-14, 16-1-16, 16-1-24.1, 16-28-3, 16-28-12; *Alabama Administrative Code*, § 3-1-7(a), 290-3-1.02(1)(c).

Old: IDCA
New: 6.41

SUMMER SCHOOL

The District may authorize and operate summer schools when needed to serve the educational goals its students. All summer sessions will comply with State law and State Department of Education regulations. The Board must authorize and approve all summer school offered by the District. The Superintendent and principal(s) are responsible for organizing and submitting all reports on summer schools to the State Department of Education.

Summer School Personnel

All summer schools offered by the District shall:

1. Be administered by a certified principal; and
2. Be taught by teachers certified in each subject taught.

High School Credit

1. One Carnegie unit of credit requires a minimum of 140 clock hours of instruction;
2. The time required for a repeated subject shall be the same as for a new subject;
3. No more than two (2) Carnegie units may be earned during any summer session; and
4. No more than one-fourth of the Carnegie units required for graduation may be earned in summer school sessions.

High School Course Restrictions

Core Courses - Earning summer school credit for a core course (defined as any specifically named course required by the State Department of Education for the diploma being pursued) shall be permissible only when:

1. The student has previously attempted and failed the core course(s); or
2. It is necessary that the core course(s), which is part of the student's approved program of study, be taken during the summer in order for the student to take another course during the regular scholastic year; or
3. The student's age is projected to be at least 21 years at the time he would graduate and special permission has been granted by the principal.

New: 6.41

SUMMER SCHOOL

Core Course Instruction - Core courses offered in summer schools shall meet the following criteria:

1. Each individual core course shall be offered as an individual course, (i.e., Algebra I would be offered as an individual course; Algebra II will be offered as an individual course); and
2. Each individual core course offered shall be taught by an individual teacher for 140 clock hours.

Junior High/Middle School Credit

A student may make-up no more than two courses in any given summer school session.

Elementary School Students

School administrators and teachers may recommend and advise a student and his parent/guardian that the student could benefit educationally from attending summer school and/or strongly recommend summer school attendance. However, summer school attendance will not be used as a source for promotion when the student has been retained at the end of the regular school year, nor will it be used as a condition of promotion in any circumstances.

Determining Promotion and Retention - Grades 7-8 and 9-12

When a student retakes a course in summer school that he failed in the regular academic year, the summer school grade shall determine pass/fail, (i.e., the regular academic year grade shall not be used in any way to determine pass/fail).

Summer School Availability and Costs

The availability of summer course offerings at all grade levels shall be based on sufficient student demand to financially support each respective course. The basic costs associated with the operation of summer schools shall be borne by the enrolled students.

Approval for Summer School Credit Outside The District

A student at any grade level who wishes to take summer school course(s) at a school outside the District must obtain prior written permission from the principal or designee of the school in which the student is regularly enrolled in order for the course to be considered for credit.

New: 6.41

SUMMER SCHOOL

Errors and Omissions

The student and his parent/guardian are to be held responsible for errors in subject selection and appropriate approvals unless the above procedures are followed.

Source: Autauga County Board of Education

Adopted: September 25, 1986

Revised: June 24, 2010

Legal Ref: *Alabama Administrative Code* § 290-3-1.02(6)

Old: IKBA
New: 6.42

OUTSIDE PRESENTERS / LECTURERS

The Board requires that in classrooms or in assembly programs presenters/lecturers who are neither members of the student body, faculty, nor administration of the school or District have prior approval of the local school principal.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010

New 6.43

**AUTAUGA COUNTY TECHNOLOGY CENTER
LIVE WORK POLICY**

Live work (paid or non-paid) is work brought into the school from outside the classroom and may be from community sources, school-based projects, tax-supported programs and institutions, public employees, students at the ACTC, etc. Live work shall be conducted when, in the opinion of the instructor and administrator, the training program requires such projects for acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor as part of the student's training program, to correlate with sequential courses of study as possible reinforcement.

Restrictions of Live Work

Live work may be performed only when tasks are directly related to the skills currently being taught in the program as part of a CTE program or to reinforce skills previously taught.

No person, regardless of his/her connection, shall use the Autauga County Technology Center for personal gain or profit.

Live work shall not be conducted in competition with private enterprise.

Work Orders Procedure/Vehicle Identification

All live work done at the ACTC must be accounted for on a work order. Numbered work orders will be issued through the ACTC bookkeeper's office and will be paid through the office. All work orders must be signed by the Administrator and the individual requesting the work. Work will not be delivered to the individual until payment is received.

All live work materials will be purchased by the instructor completing a local purchase order form stating the work number on it. This purchase order must have the vendor's correct address and the correct totals. The Administrator approves all purchase orders prior to a purchase order number being issued in the office. Do not order anything without a purchase order number. Instructors are required to sign all invoices with the work order number indicated on it. If materials cannot be delivered to the ACTC, instructors will have to pick these up during their planning time or after school hours. Under no circumstances will an instructor give a student permission to leave the ACTC campus to purchase materials for live work or for any other reason.

New: 6.43

**AUTAUGA COUNTY TECHNOLOGY CENTER
LIVE WORK POLICY**

Instructors must plan each day's instruction very carefully so that materials and items for live work are available when needed.

Release of School Liability

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

- (1) Assume all responsibility for the results of the work being done by students;
- (2) Bear all actual cost of materials and parts involved;
- (3) Pay a service charge according to the schedule established by the Administrator of the school to cover indirect expenses; and
- (4) Sign a form agreeing to the above conditions and specifically stipulating the work to be performed

Service Charges for Live Work Projects

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

- (1) Actual cost plus percentage established by the Administrator (20% is suggested) and approved by the local board;
- (2) A minimum of \$5.00 for live work will be charged, provided the cost of material or supplies (plus percentage) does not exceed \$5.00

In exceptional cases, such as the construction of a public building, a reduced charge for the indirect expense of live work projects may be used provided the Administrator or his representative concurs in writing. Income from live work is deposited into the local fee account of the program instructor performing the live work.

Source: Autauga County Board of Education

Adopted: September 10, 2012

Reviewed: September 14, 2017

Legal Reference: *Alabama Administrative Code* § 290-6-1.04

VIRTUAL SCHOOL OPTION POLICY

SCOPE AND DELIVERY SERVICES

The Autauga County Board of Education provides a virtual school option for grades 9-12 that includes, but is not limited to, all courses that are needed to obtain a high school diploma.

Such courses will be delivered through the ACCESS virtual learning program provided by the Alabama State Department of Education, and/or other online instructional programs approved by the school district.

The Superintendent or his designee is authorized to develop 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 as well as the process for making determinations regarding a student's continued eligibility.

STUDENT ELIGIBILITY CRITERIA

Students who meet the following requirements are eligible to participate in the virtual school program:

1. Must meet all enrollment guidelines for attending Autauga County Schools and remain in good standing during the enrollment period.
2. Be on track to graduate and have earned necessary credit in each core area of study such as English, Math, Science, Social Science, and other requisite courses needed for a particular diploma type.
3. Have and maintain an overall B average (3.0 GPA).
4. Meet eligibility requirements of the Alabama State Department of Education's ACCESS Virtual Learning program.
5. Meet and follow the Autauga County Schools Guidelines and Procedures as well as as expectations outlined in the Virtual School Option packet given to parents and students participating in the Virtual School Option.
6. Have consistent and daily access to the Internet.
7. Demonstrate proficiency in reading/comprehension, math, writing and computer navigation.
8. Exhibit behavior that does not contain disciplinary records which reflect expulsions or major offenses.

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. Students

New: 6.44

VIRTUAL SCHOOL OPTION POLICY

will be subject to the same rules and regulations regarding the administration of such tests applicable to traditional public school students enrolled in traditional public schools.

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.

The Superintendent is hereby also authorized to take whatever action may be necessary to facilitate the integrity of classroom assessments. The school system reserves the right to require students utilizing the virtual education option to complete specified assessment activities on campus at a date and time selected by the school system.

ATTENDANCE

Students participating in the virtual school option will be considered as being in attendance if the student is successfully progressing in the virtual learning program coursework.

The school system reserves the right to set specific attendance requirements for each virtual course. 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 referred for truancy if appropriate action is necessary.

REMOVAL

Students may be transitioned back to a traditional day program if:

1. The student's participation in the virtual learning program is impeding the student's academic progress;
2. The student fails to meet virtual course attendance requirements; or
3. The student repeatedly violates the school system policies, procedures, rules or regulations, including but not limited to the school system's rules governing the use of its technology resources.

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.

Source: Autauga County Board of Education

Adopted: June 27, 2016

TRANSCRIPT/GRADE CHANGE

The Autauga County Board of Education is committed to ensuring that all students meet or exceed rigorous performance and achievement standards. It is the intent and commitment of the Board to ensure that all grades are reported accurately and in a timely manner. All grades are intended to be final and permanent. However, the Board recognizes that a grade or transcript may have errors and may need to be changed based on extraordinary circumstances. Grades submitted by teachers at the end of the grading term are final and are not subject to change based solely on the teacher's judgment, on the basis of a second trial, such as a new examination or additional work under taken or completed after the grade report has been recorded, or by retaking the course. The procedures outlined in this policy provides the Principal or his/her designee with guidelines and procedures for evaluating and/or changing grades or transcripts.

Transcript or Grades May Only Be Changed Due to:

1. Correction of Error in Grading; or
2. Grade Appeal.

If a student/parent/guardian believes that a grade was entered in error, he or she should first address the concern with the teacher who issued the grade. In the event of a grade error, the teacher is the only individual that can change the grade using the grade change process. In the event the teacher is unavailable, the Principal can change the grade if appropriate. Any correction or appeal of a grade must take place no later than the term following the one in which the grade was assigned. The Principal and the teacher must sign the grade change document attesting the change is accurate.

If a satisfactory resolution is not achieved between the contestor of the grade and the teacher, the contestor must then consult with the Principal and give a definitive reason why the grade is incorrect. If a resolution cannot be reach at the school level, a written request may be given to the Central Office to initiate the district level grade appeal process.

The following should occur if there is a request for a change as it relates to a grade or transcript:

1. Examine official documents for authenticity.
2. Consult with the teacher if further clarification is deemed necessary
3. Interview the student and parent/guardian to review the grade/transcript and prior studies in order to obtain clarification on curriculum, amount of time spent in each course, grading policies and other pertinent information helpful to the evaluation process.
4. Consult with Central Office designee when further clarification is needed.
5. Follow established school procedures for ensuring that grades/credits are updated on the student's official transcript.
6. Follow the procedures for informing students and parents of the results of the evaluation.
7. Maintain all documentation in the student's official cumulative file, and ensure the evaluation process is completed in a timely manner.

The initial reporting of a grade does not require the grade change process; if the grade was not recorded or if the course is listed as an incomplete, a memo on school letterhead will suffice to report the grade.

Transcript/Grade Change

Teacher Grade Change Form

School: _____ Date: _____

Student Name: _____ Student ID: _____

Course Name: _____ Course No: _____

Teacher Name: _____ Semester/Year: _____

Current Grade:

1 st nine weeks	2 nd nine weeks	3 rd nine weeks	4 th nine weeks	Final Exam	Sem/Final Ang
_____	_____	_____	_____	_____	_____

New Grade:

1 st nine weeks	2 nd nine weeks	3 rd nine weeks	4 th nine weeks	Final Exam	Sem/Final Ang
_____	_____	_____	_____	_____	_____

Reason for change: (check only one)

There was an error in the computation of the student's grade

An error was made marking the grade sheet or submitting the grade through the teacher's electronic grade book

Please list documentation that was reviewed for the grade change (i.e. grade book, attendance, any accommodations for 504 or an IEP, or other extenuation circumstances:

Documentation: _____

Teacher Signature

Principal Signature

Date submitted: _____

Data grade change was completed in student data system _____

Registrar/Record Clerk Signature

New: 6.46

WORK-BASED LEARNING/COOPERATIVE EDUCATION POLICY

Work-based learning provides students with educational opportunities that typically cannot be replicated in the classroom, and may include, but is not limited to, cooperative education, internships, clinical experiences, and other related opportunities. The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) emphasizes the necessity of providing students with strong experiences in, and comprehensive understanding of, all aspects of the industry that the student is preparing to enter. Experiences should include rigorous, relevant learning in the classroom and in a work-based learning setting. 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.

Cooperative Education and other Work-based Learning experiences offered by the Autauga County Schools shall adhere to Alabama Department of Education (ALSDE) policies as found in the *Alabama Work-Based Learning Manual*. As per ALSDE policy, Cooperative education must be supervised by a teacher who holds a Class B or higher certificate in CTE with the Cooperative Education Coordination endorsement (C01) and who completes one hour of Child Labor Law training annually.

Cooperative education programs have as their central purpose the development of occupational competence using actual employment opportunities as a source of learning. The school selects as training agencies firms that will provide the occupational experiences sought by the students, and the school supervises the students' experiences. Class work in CTE programs provide the lessons basic to employment and to the occupation sought. Cooperative education involves the development of a training agreement, which is signed by the employer, parent, teacher, and school administrator. Prior to training, the cooperative education coordinator works with the employer to develop a training plan that specifies competencies to be developed while at the job site.

See *ALABAMA WORK-BASED LEARNING MANUAL*. This document is available on the Alabama Department of Education Web site at www.alsde.edu.

Approved by the Autauga County Board of Education

Source: Autauga County Board of Education
Adopted: September 28, 2017
Legal Reference: *Alabama Administrative Code* § 290-6-1

New: 7.1

COMMUNITY INVOLVEMENT AND COMMUNICATION

With respect to the community, the Board will actively encourage input and engagement, especially with parties that are directly affected by District operations. Accordingly, the Board and/or District shall:

1. Be responsive, whether directly or through appropriate staff, in timely communications with parents/guardians.
2. Utilize personal communications.
3. Seek evaluative feedback from persons directly affected by District operations.
4. Seek input from parents/guardians into major changes in District operation.
5. Inform parents/guardians about major changes in the District.
6. Establish and maintain processes to engage, and a variety of opportunities to involve, citizens in the education of Autauga County children.
7. Encourage the parents/guardians of students attending District schools to actively participate in their respective school's PTA/PTSA.
8. Promote the visibility of the Board when representing the District at external functions and with elected leaders on political issues.

Old: LDA
New: 7.2

LOCAL GOVERNMENT RELATIONS

The Board, as an independent body, shall cooperate with other governing agencies, both educational and civic, to achieve the goal of all governmental bodies, namely the best interests of the students and the citizens of the community.

While the Board will maintain complete autonomy at all times, it will work cooperatively with the agencies in the community.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010

Old: KB
New: 7.3

PUBLIC INFORMATION AND COMMUNICATION

The Autauga County School District believes that open and accurate two-way communication with stakeholders – including school employees, students, parents/guardians, vendors and the tax-paying public – develops support for public education and builds a relationship of trust with the community.

GOALS AND OBJECTIVES

Educational public relations is a planned and systematic two-way process of communication between the District and its stakeholders, both internal and external. Its program serves to stimulate a better understanding of the role, objectives, accomplishments, and needs of the District. Educational public relations is a management function which interprets public attitudes, identifies the policies of the Board of Education, and executes a program of action to encourage public involvement and to earn public understanding and acceptance. Therefore, the District shall keep the general public informed about its schools, keep school employees informed, and stimulate interest in and build support for the District and its programs.

NEWS RELEASES, CONFERENCES, AND INTERVIEWS

The District shall maintain a working relationship with newspapers, radio and television stations and other news media. The Board of Education and the District, through the Superintendent or his designee, will endeavor to keep the public informed of the achievements and challenges of the District and to interpret the school program to the citizens of this community.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010

New: 7.4

MEDIA RELATIONS

The Board recognizes the need to provide accurate, relevant, and current information concerning the operation of the District to parents, students, employees and the public. In many instances such information can best be disseminated in a timely manner through media. Therefore, District personnel shall seek to work cooperatively with the media. To accommodate the media and the goals of the District, the following procedures shall be used when releasing information to the media.

PRESS RELEASES

District Press Releases – All press releases to and/or communications with the media relative to administrative and educational operations of the District shall be coordinated through the Superintendent.

Press Releases -Press releases and/or communications relative to a local school shall be coordinated through the Superintendent and school's principal. In instances where a local school's media release involve issues that may have implications for the District, the principal should coordinate them through the Superintendent or his designee.

INTERVIEWS

All requests for interviews with employees and/or students during school hours by media organizations concerning the administration and operation of the District shall be coordinated through the Superintendent and/or the school principal/supervisor at the respective school/worksite. Requests for interviews with students involving sensitive/controversial issues should be coordinated with the Superintendent prior to granting any approvals.

WRITTEN INFORMATION/COMMUNIQUES

Requests for the release of written information related to the administrative and educational operation of the District shall be coordinated through the Superintendent

GENERAL/ROUTINE INFORMATION

General/Routine information releases and interviews relative to local school administration and operation, and/or curricular and extracurricular program activities, may be released through the Superintendent.

Old: KN
New: 7.5

PUBLIC COMPLAINTS

The District has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful or negative criticism and complaint. However, constructive criticism of the schools is welcomed by the Board whenever it is motivated by a sincere desire to improve the quality of the education program or to equip the schools to do their tasks more effectively. The District advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. The written complaint to the Board must detail all steps taken to resolve the grievance prior to being submitted to the Board. Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible regarding solution. The Board directs that all citizen complaints brought to it while the Board is in official session, and which challenge or question the “good name” or “character” of an individual, shall be heard in executive session. The Board may also refer the matter back to the school administration to be resolved.

Source: Autauga County Board of Education
Adopted: September 25, 1986
Revised: June 24, 2010

New: 7.6

PUBLIC CONDUCT AT SCHOOL ACTIVITIES

School-sponsored or approved activities are an important part of the educational program and offer students the opportunity to participate in a variety of activities not available during the regular school day. School-sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted and encouraged to attend these activities as guests of the District, and accordingly, as a condition of such permission they must comply with the District's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school-sponsored or approved activities. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is disruptive and embarrassing to students, the District and the entire community.

To protect the rights of students to participate without fear of interference and to allow sponsors and officials of such activities to perform their duties without interferences, the following conduct will not be tolerated:

1. Abusive verbal or physical conduct of spectators directed at participants, officials or staff involved in or attendance at such activities.
2. Verbal or physical conduct of spectators that interferes with the performance of students, officials or staff involved in such activities.
3. The use of vulgar, obscene or demeaning expressions directed at students, officials or staff participating in or in attendance at such activities.

If a spectator at an approved or sponsored activity becomes physically abusive, verbally abusive, uses vulgar, obscene or demeaning language or in any way impedes the performance of an activity, the spectator may be asked to leave the event by the school official in charge of the event. The Superintendent or his designee may recommend to the Board the exclusion of the spectator at future sponsored or approved activities.

Upon the recommendation of the Superintendent, the Board shall cause a notice of exclusion at school-sponsored or approved activities to be sent to the spectator involved. The Superintendent or designee shall advise the spectator of the District's right to exclude the individual from District activities and events for the duration of the exclusion. If the spectator disobeys school officials and the District's order, law enforcement authorities may be contacted and requested to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a school-sponsored or approved activity, the spectator shall be advised that his or her attendance will result in prosecution. The District may seek to obtain a court order to bar the individual from future District sponsored or approved activities and/or individual may be prosecuted for trespassing.

Source: Autauga County Board of Education
Adopted: June 24, 2010

Old: JFAD, KM
New: 7.7

SCHOOL VISITORS

The District believes that parents/guardians should be actively involved in the education of their children. The Board further believes that visits to the school should be constructive, related directly to the educational needs of students, and implemented in an orderly manner.

School administrators shall have the responsibility and authority to:

1. Protect students and staff from intimidation and injury;
2. Protect school property from damage and theft; and
3. Prevent disruption of the educational process or school-sponsored meetings or events arising from the presence of unauthorized persons.

School administrators shall have the absolute right and authority to determine the time, place and manner in which any person is allowed to visit or volunteer in or otherwise enter any school district building during the school day or attend any school-sponsored meeting or event. Upon entering the building for any reason, all school visitors are required to report immediately to the principal's office to identify themselves and purpose for being at the school.

School visitors may be required to show identification. **All school visitors will receive a visitor's badge** which must be visible at all times. No school visitor may remain in a school building or on school district property without receiving permission and maintaining a visitor's identification badge.

Parents/guardians who wish to observe their child's classroom shall notify the principal of their child's school and schedule an appointment at least 24 hours prior to the anticipated visit. Parents/guardians will be permitted to visit their child's classroom following approval by the principal. Classes shall not be disrupted by the visit

As used in this policy, an "**unauthorized person**" is anyone who is not a District employee or a duly enrolled student and who:

1. enters a school building without complying with the requirements of this policy; or
2. enters District property or a school-sponsored meeting or event without permission;
or
3. refuses or fails to promptly leave any school or District building or property or any school-sponsored meeting or event after being requested or directed by a school administrator.

New: 7.7

SCHOOL VISITORS

The provisions of the “unauthorized persons” section of this policy shall not apply to:

1. Parents/guardians entering the building at the beginning of the school day to drop off their children or at the end of the school day to pick up their children;
2. Parents/guardian entering the building to attend Parent meetings held in school buildings after regular business hours;
3. Person entering the building to attend Student programs, athletic events or other performances given for the entertainment of the public.
4. Person entering the building to attend events or meetings of persons, groups or public entities who have rented or otherwise obtained permission to use a school building or school district facility pursuant to the provisions of the District’s Equal Access Policy 2.26.
5. Person entering the building to attend open public meetings, including Board meetings, held in school or District buildings.

Old: IFCD
New: 7.8

SCHOOL VOLUNTEERS

Volunteers provide significant services to students by supplementing the work of paid professional and paraprofessional staff, but are not substitutes for paid staff. Typical assignments include the reinforcement of instruction and assisting with non-instructional student activities under the supervision of the professional staff. The school volunteer coordinator and principal shall cooperatively recruit, screen, direct pre-service orientation and supervise the volunteers.

QUALIFICATIONS AND REQUIREMENTS

Volunteers shall be community members of good standing and possess an aptitude/interest for working with students and teachers. Volunteers should also be dependable and of appropriate character to work with students and teachers.

SELECTION AND ASSIGNMENT

1. The assignment of volunteers shall be made by the school coordinator of volunteers with the concurrence of the school principal and the cooperating teacher based on the qualifications and availability of the volunteer.
2. Volunteers shall be assigned only to those teachers who have requested volunteer assistance.
3. Staff should request volunteers through administrative channels for selected activities and as resource persons.
4. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing District standards.
5. A volunteer may be asked to terminate his or her services when circumstances in the judgment of the administrator necessitate termination.

DUTIES AND RESPONSIBILITIES

1. All volunteers must sign in and out each time they work in a building.
2. Assignment shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks.
3. Assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

New: 7.8

SCHOOL VOLUNTEERS

4. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.
5. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor or principal.
6. Volunteers will refer to a regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

New 7.9

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

For the purposes of this subsection, a school activity is an activity sponsored by a school in which students are the primary intended participants or for whom students 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 to impose 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.