

# DECATUR CITY BOARD OF EDUCATION



## POLICY MANUAL

Adopted February 14, 2017

*Decatur City Board of Education  
Policy Manual*

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## Preface

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

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

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

Any provision, feature, or aspect of Board policy that does not conform to governing law should be deemed void and superseded by such law.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

## Definitions

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

- a. “Board” or “Board of Education” means and refers to the Decatur City Board of Education.
- b. “State” means and refers to the State of Alabama.
- c. “System” or “school system” means and refers to all schools, facilities, and operations of the Decatur City Board of Education.
- d. “State Board of Education” means and refers to the Board that exercises general control and supervision over the public schools of the State of Alabama as constituted and authorized by ALA. CODE § 16-3-1, *et seq.* (1975).
- e. “Alabama (State) Department of Education” means and refers to the state agency that is charged with implementing the policies, procedures, and regulations of the State Board of Education as provided in ALA. CODE § 16-2-1, *et seq.* (1975).
- f. “Law” includes local, state, and federal statutes, regulations, ordinances, court decisions, and binding administrative orders or directives.
- g. “Certified” or “certificated,” when used to modify the words “teacher,” “personnel,” “employee,” “staff,” or similar terms, means and refers to Board employees who hold certificates or comparable forms of licensure issued by the State Superintendent of Education under authority of ALA. CODE §16-23-1 (1975).
- h. “Classified” or “support,” when used to modify the words “personnel,” “employee,” “staff,” or similar terms, means and refers to Board employees who do not hold certificates issued by the State Superintendent of Education under authority of ALA. CODE §16-23-1 (1975) and who, in general, hold employment positions of the type identified in ALA. CODE §16-24C-3(2) (1975), of the Code of Alabama (1975).

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

# I. Governing Principles

## *Mission Statement*

The Mission of Decatur City Schools is to provide an innovative learning community committed to academic excellence and meeting the unique needs of every individual.

## *Beliefs*

We believe that:

- All students can learn.
- A safe and supportive learning environment promotes student achievement.
- The collaboration of teachers, administrators, parents, and the school community is essential to the advancement of the school system's mission and goals.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- The commitment to continuous improvement is expected of all stakeholders of the school system.
- Diversity enriches our school system through the recognition of the contributions of a variety of ideas, values, and cultures.
- Our educational programs must prepare students to become contributing members in a rapidly changing, diverse, and global society.
- Quality schools make a vibrant community.

## *Nondiscrimination Statement*

The Decatur City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/or Title: Dr. Stefanie Underwood  
Address: 302 Fourth Avenue NE, Decatur, AL 35601-1972  
Telephone No.: 256-552-3000

For further information on notice of non-discrimination, visit <http://wdcrobc01p01.ed.gov/CFAPPS/OCR/contactus.cfm>.

## II. School Board Operations

### 2.1 *Board Composition and Organization*

2.1.1 Composition – The Decatur City Board of Education is composed of five (5) members who are elected to four (4) year terms by qualified electors of the City of Decatur, Alabama. Board members must be residents of the City of Decatur and may not be a member of the City Council.

[Reference: LOCAL ACT NO. 95-363]

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

[Reference: ALA. CODE §16-11-5, 16-12-3 (1975)]

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

[Reference: ALA. CODE §16-11-5, 9 (1975)]

### 2.2 *Duties and Authority of Board Members*

The Board has the authority and responsibility to administer and supervise the public schools that are located within the City of Decatur, Alabama. Board authority will only be exercised collectively through action taken in accordance with applicable statutory and parliamentary procedures. Individual Board members have no authority to bind the Board or to act on behalf of the Board except when authorized to do so by official action of the Board.

### 2.3 *Board Member Compensation*

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

[Reference: Ala. Act 95-363 (1995)]

### 2.4 *Board Member Training*

Board members will participate in orientation and ongoing training provided by the Alabama Association of School Boards or approved in advance through an application process administered by AASB to develop and enhance their knowledge and

effectiveness as Board members and to improve Board governance and operations in accordance with the requirements of state law.

[Reference: Ala. Code §16-1-41 (1975)]

## **2.5 Board Meetings**

2.5.1 General Provisions – The Board will hold regular and specially called meetings in accordance with applicable statutory requirements and as dictated by the needs of the school system. All meetings of the Board will be open to the public except as may otherwise be required or permitted by law.

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

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

[Reference: ALA. CODE §16-11-5, 36-25A-1, *et seq.* (1975)]

2.5.3 Special (Called) Meetings – Special meetings shall be called by the President of the Board, upon the written request (which may be conveyed by electronic mail) of a majority of the members of the Board to the President, or by the Superintendent. Notice of the call or request shall be simultaneously conveyed to all board members and to the Superintendent, together with a statement of the reason for the call or request and the matters to be addressed at the meeting. The meeting shall be set as soon as is practicable, taking into account the reasonable availability of board members and the Superintendent, the urgency of the matters to be addressed, and the necessity to provide public notice of the meeting as provided by law.

2.5.4 Rules of Order – Board meetings will be conducted in accordance with the most recently revised edition of *Robert's Rules of Order*, provided that strict adherence to the formalities of the Rules of Order may be reasonably relaxed in order to facilitate conduct of Board businesses. A majority of the whole Board will constitute a quorum for purposes of transacting Board business except as may otherwise be provided by law. Deviations from or errors in executing parliamentary procedure do not invalidate Board actions or decisions that are otherwise consistent with the intent of the Board.

[Reference: ALA. CODE §16-11-5 (1975)]

2.5.5 Public Participation – The Board encourages citizens of the community to appear and bring before the Board any matter deemed important to the improvement of the school system, at a time deemed appropriate.

While addressing the Board, individuals shall not engage in debate with the Board or address questions to any individual member of the Board. The Board, in its discretion, may address questions to persons who address the Board after the presentation is completed.

The Board shall have authority to terminate the remarks or remove any person when such remarks become personal in nature or such person disrupts, become boisterous, or interferes in any manner with the orderly process of the meeting.

- 2.5.6 Executive Sessions – The Board may vote to retire to executive session to discuss the good name and character of an individual or when an executive session is otherwise authorized by law. Only members of the Board, the Superintendent, other persons authorized or required by law and, except as otherwise prohibited by law, other persons designated by the Board whose presence is necessary to adequately inform the Board concerning the matter shall attend such sessions. All discussions shall be treated confidentially by all in attendance and no minutes shall be taken. If a formal vote on the disposition of a matter is necessary, said vote must be taken in an open meeting.

## **2.6 *Superintendent’s Responsibilities, Qualifications, and Appointment***

- 2.6.1 Role, Responsibilities, Qualifications, and Term – The Superintendent serves as the chief executive officer of and secretary to the Board. The Superintendent may exercise such prerogatives and duties as are prescribed by statute, as are delegated or specified in an employment contract, or as are otherwise lawfully assigned by the Board. The Superintendent must possess the minimum qualifications for the position that are established by law and such other qualifications as may be specified by the Board. The term of the Superintendent’s appointment will be established by contract and may be renewed, extended, or modified, subject to any limitations regarding the extension or renewal of the appointment as are imposed by law.

[Reference: ALA. CODE § 16-12-3 (1975)]

- 2.6.2 Scope of Executive and Administrative Authority – In addition to specific grants of authority set forth in particular Board policies, the Superintendent is authorized to develop and implement such lawful and reasonable rules, regulations, operating procedures, administrative directives, or like measures as are directed to compliance with legal requirements or attainment of the objects of Board policy.

## **2.7 *Recordkeeping and Retention of Board Records***

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

## **2.8**    *Association Membership*

The Board shall maintain membership in the state, regional, and national school boards associations. The Board recognizes that some of the best sources of continuing insights into good boardmanship are provided through membership in these associations, and it encourages individual members to participate to the extent possible in the activities offered. Authorization to include the required dues and expenses to attend meetings of these associations shall be included in the annual budget.



## **III. Fiscal Management**

### **3.1 Chief School Financial Officer**

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

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

### **3.2 Budget**

A budget will be developed and approved for each fiscal year, which extends from October 1<sup>st</sup> to September 30<sup>th</sup> of the following year. Preparation, presentation, submission, and approval of the budget will be undertaken and completed as provided for in state law and regulations, including providing an opportunity for public input regarding the budget. Budgets will be “balanced” such that the expenditures set forth in the budget for the fiscal year will not exceed revenues and any fund balances on hand.

The Superintendent or Chief School Financial Officer will inform the Board, before the Board votes on a budget or budget amendment that will prevent the establishment or maintenance of a one-month’s operating balance. A one-month’s operating balance shall be determined by dividing the General Fund expenditures and fund transfers out by 12. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment shall be used.

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

### **3.3 Accounting**

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

### **3.4 Finance Manual Authorized**

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

training will be provided by the Superintendent and the Chief School Financial Officer regarding the contents of the manual(s).

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

### **3.5 *Fund Balance Policy in Accordance with GASB Statement No. 54***

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

- a. The General Fund is used to account for and report all financial resources not accounted for and reported in another fund.
- b. Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.
- c. Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt Service Funds should be used to report resources if legally mandated.
- d. Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

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

- a. Nonspendable fund balances include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact. Examples of nonspendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, and long-term receivables.
- b. Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Examples of restricted fund balances include: restricted grants.

- c. Committed fund balances consist of amounts that are subject to a purpose constraint imposed by formal action of the Board before the end of the fiscal year and that require the same level of formal action to remove the constraint.
- d. Assigned fund balances consist of amounts that are intended to be used by the school system for specific purposes. The Board authorizes the Superintendent or Chief School Finance Officer to make a determination of the assigned amounts of fund balance. Such assignments may not exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund. Assigned fund balances require the same level of authority to remove the constraint.
- e. Unassigned fund balances include all spendable amounts not contained in the other classifications. This portion of the total fund balance in the general fund is available to finance operating expenditures.

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

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

### **3.6 Audits**

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

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

### **3.7 Inventories**

The Superintendent is required to establish effective procedures to account for all materials, equipment, and other Board property. These procedures will include an annual inventory and evaluation of tangible Board property (including fixed assets and supplemental property), to be completed no later than the end of each fiscal year, with appropriate reports submitted to the Superintendent and Chief School Financial Officer. Inventories will be kept on forms prescribed or approved by the Chief School Financial

Officer. Inventory forms will show items on hand at the beginning of the fiscal year, items lost, items disposed of, items purchased or otherwise added during the year, and items on hand at the end of the fiscal year.

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

### **3.8 *Purchasing***

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

### **3.9 *Deposit and Expenditure of Funds***

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

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

3.9.3 Expenditures – The Superintendent or his or her designee, subject to applicable laws, Board policies and procedures, and Board-approved budget limitations may expend funds for budgeted operation expenditures without advance Board approval of specific expenditures. All such expenditures shall be included in the monthly expenditure report to the Board.

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

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

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

3.9.5 Authorized Signatures – Checks drawn on the general fund or any special fund, with the exception of 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 school accounts require the signature of the principal and the school bookkeeper, or their alternates as designated by the Board. 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.

### **3.10 *Employee Compensation***

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

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

3.10.2 Local Supplements – School-related booster or support organizations may fund local supplements for individual Board employees if the Board approves such supplemental payments. Such payments may be approved only if the following conditions are satisfied:

- a. The payment is voted on and approved by the membership of the booster or support organization that proposes to fund the supplement at a regular meeting of the organization;
- b. Funding for the payment must be sufficient to cover benefits, expenses, and other payroll costs, contributions, and liabilities, if any;
- c. Sufficient unobligated funds are on hand to provide the supplemental payment;
- d. A check and letter of authorization for the payment is sent to the Board no later than the payroll cutoff date for the month in which the payment is to be made;
- e. The payments are accepted by the employee with the understanding that they do not constitute a part of any employment contract, salary schedule, or legal obligation that is enforceable against the Board, and that the Board has no continuing obligation to maintain supplemental payments to any employee that are provided, funded, or underwritten by a booster club, support organization, or similar third party; and
- f. The payments are subject to any payroll deductions that are required by law.

3.10.3 Salary Administration – Employees are expected to fulfill the work requirements of the position held for the full term of their appointment. Compensation will be prorated to reflect the number of days actually worked, subject to appropriate adjustments, credits, and allowances for available leave. Salaries for full time employees will be paid over twelve (12) months, regardless of the contract term. However, employees in the first year of employment with the Board may opt to be paid over thirteen (13) months. Personnel will be paid in accordance with customary payroll procedures, which may be modified from time to time as the

needs of the system require. No employee is entitled to compensation except for work performed by the employee in accordance with an approved contract or the applicable terms of appointment. Compensation may be withheld pending the employee's timely, accurate, and complete submission of all required records, data, and reports.

- 3.10.4 Salary Deductions – Mandatory salary deductions will be made in accordance with applicable law. Employees are required to complete and submit all forms and provide such information as may be required or reasonably required for such purpose. The Board will make voluntary salary deductions upon written request of the individual employee as permitted by law.

Deductions for membership dues may be made for organizations as established by membership lists provided to the Board by the organization, if such deductions are allowed under state law and the organization has timely provided to the Board all certifications and expenditure reports required by law. Such membership lists will be corrected, updated, and returned to the organization no later than November 10 of each school year. Deductions will be based on the membership lists unless an employee revokes authorization for such deductions by providing written notice to the Board on or before September 15th of each school year. Deductions will remain constant during the school year, except by the authorization of the Superintendent. The Board will not be liable for any good faith error made in implementing a salary deduction that has been authorized by the employee.

Upon termination of employment, any amounts owed under the terms of an employee authorization will be deducted from the employee's final pay.

[Reference: ALA. CODE §16-22-6; 17-17-5]

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

- 3.10.6 Compensatory Time – Non-exempt employees who work more than forty (40) hours in a workweek may, upon agreement between the employee and the Board, be paid overtime in the form of compensatory time. Compensatory time will be based on time worked beyond forty (40) hours in a workweek, and will be recorded in minimum time units of one-quarter hour rounded to the nearest quarter of an hour. No more than two hundred forty (240) hours of compensatory time may be accumulated. The Board reserves the right to require an employee to

use compensatory time as its needs require and may “pay down” any compensatory time balance in its discretion. The Superintendent is hereby authorized to develop procedures and forms for use in implementing this policy.

### **3.11 *Expense Reimbursement***

Board members and employees will be reimbursed for reasonable travel and subsistence expenses incurred in connection with official Board business outside the City of Decatur. Reimbursement will be in accordance with Board approved rates and such procedures and standards for submitting and documenting such expenditures as may be developed by the Chief School Financial Officer or provided in the approved Finance Manual.

### **3.12 *Fees, Payments, and Rentals***

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

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

### **3.13 *School Accounts***

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

### **3.14 *Authority to Execute Contracts***

3.14.1 General Authority – The president of the Board, or, in the absence of the president, the vice-president, will have authority to execute contracts on behalf of the Board upon approval of the contract by the Board. The Superintendent, pursuant to Ala. Code §16-12-7(b), shall approve in writing all contracts of whatever kind entered into by the Board. The Board may also authorize the Superintendent to execute contracts on behalf of the Board as its chief executive officer.

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

### **3.15 *Affiliated Organizations***

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

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

### **3.16 *Fundraising***

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

- a. The activity will be held at a time and in a manner that will not be disruptive to the instructional program or to any other school or school system activity or function;
- b. The activity is designed and intended to support a *bona fide* school or school system program or activity, or an activity that is consistent with the mission and purposes of the school system;
- c. Adequate provision has been made for the security and proper accounting of funds collected;
- d. Other information regarding the nature, scope, and purpose of the activity is provided to school officials upon request; and
- e. Appropriate arrangements have been made for any special activities to be held in conjunction with the fundraising event.
- f. The activity is approved by the Superintendent or his or her designee.

### **3.17 *Child Nutrition Procurements***

The Superintendent may enter into a written agreement with the Child Nutrition Program at the State Department of Education in order to procure food and other food related



products and services. The Board will comply with applicable state and federal laws and regulations governing participation in such child nutrition program.

Charged meals are not considered an allowable expense. Therefore, all uncollected charges will be the responsibility of the school where the charge was made. All charges must be paid to the Child Nutrition Program at the end of the school year using non-public funds.

[Reference: Ala. Admin. Code 290-080-030-.01, *et seq.*]

### **3.18 *Worthless Checks***

The Board will take action to collect the amount of a worthless check in accordance with such corresponding rules, regulations, and procedures as may be set forth in the Board's Finance Manual.

### **3.19 *Classroom Instructional Support***

The Superintendent shall develop procedures by which state allotments for classroom instructional support are made available for use by classroom instructors in the manual and for the purposes authorized by statute and corresponding state regulations.

[Reference: ALA. CODE §16-1-8.1(b)(7).]

### **3.20 *OMB Part 200***

3.20.1 Cash Management for Federal Funds –The Board will minimize the time between the receipt of federal funds from the United States Treasury, the Alabama Department of Education, or other pass-through entity, and the disbursement of those federal funds. Federal funds will only be requested to meet immediate cash needs for reimbursement not covered by prior receipts and anticipated disbursements that are generally fixed, such as monthly program salaries and benefits.

The Chief School Financial Officer will maintain financial records that account for the receipt, obligation, and expenditure of each federal program fund. Cash balances for each federal program fund and for the aggregate of all federal program funds will be monitored by the Chief School Financial Officer or designee.

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

### 3.20.2 Determination of Allowable Costs –

- a. Before instituting a financial transaction that will require the expedition of federal funds the federal program director and the Chief School Financial Officer or designee will determine that the proposed transaction meets the requirements for allowable costs for the federal program. Actions to determine allowable costs will assure that:
  1. The proposed expenditure is included in the federal program budget;
  2. The proposed expenditure is reasonable and necessary for the federal program;
  3. The proposed expenditure is consistent with procedures for financial transactions of the board including:
    - A. Purchase order approval procedures;
    - B. Contract review and approval procedures;
    - C. Applicable competitive purchasing procedures; and
    - D. Documentation supports allowability of transaction.
- b. Before payments are made from federal funds the federal program director and the Chief School Financial Officer or designee will determine that the federal program expenditure complies with generally accepted accounting principles and complies with state, local, and federal laws, rules and regulations

3.20.3 Travel Policy – Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by board employee 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 from state or local funds.

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

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

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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 a tangible personal benefit from the firm considered for a contract. The board's officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontractors.

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

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

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

Situations and circumstances presenting an actual conflict of interest or the appearance of a conflict of interest should be brought to the immediate attention of the Superintendent. A board employee, board members, 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.

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

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

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

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

The board will request proposals for those professional service contracts (excluding architectural and engineering services) that are exempt under state procurement laws if the contracts exceed \$150,000 and will be paid from federal or child nutrition program funds. The board will utilize a team of three or more qualified individuals to conduct a technical evaluation of proposals received and for selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals is in compliance with the board's conflict of interest policy.

*(Added 8/9/17)*

## IV. General Administration

### 4.1 *Security / Access to Schools*

- 4.1.1 Security Measures Authorized – The Superintendent or his or her designee and the school principal are authorized to take reasonable and lawful measures to protect against personal injury, trespass, vandalism, theft, and like threats to personal safety, property damage, and financial loss to or on Board property or at school functions and activities. The Superintendent should be made aware of any extraordinary or special measures that may be proposed in anticipation of or in response to any unusual security threat or risk (e.g., unusual surveillance, assignment of additional security personnel).
- 4.1.2 Access Restrictions Authorized – The Superintendent or his or her designee and the school principal are authorized to regulate and restrict access to Board schools, buildings, and facilities in order to maintain appropriate security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to a student or employee. To that end, the Superintendent or his or her designee and the school principal are authorized to implement building-level requirements and procedures governing access to Board owned or controlled buildings, grounds, property, events, and activities by school and non-school personnel, including family members and relatives, vendors, attorneys, and other visitors, and to adopt “check-in” and “check-out” requirements and procedures for students and employees.
- 4.1.3 Trespassing and Vandalism – Any unauthorized person who loiters in and around school buildings or on school campuses shall be declared as trespassing. School administrators are authorized to order loiterers and trespassers to leave the Board's property. School administrators are authorized to seek aid from law enforcement agencies, as necessary, to remove and prosecute such individuals.

Employees shall report any incident of vandalism, including the names of those responsible, if known. Those who engage in acts of vandalism shall be prosecuted. To the extent authorized by law, parents or guardians shall be held accountable for payment of damages or stolen items in the event the acts are committed by minors.

Students who engage in trespassing or vandalism on school campuses shall be disciplined in accordance with provisions of the Code of Student Conduct.

- 4.1.4 Restraining Orders – Employees, parents, and students are encouraged to make the Superintendent or his or her designee aware of any legal restraining order, protection from abuse, or other similar legal ruling they have obtained that could lead to a disruption of normal Board operations, provided, however that this policy shall not be construed as imposing an affirmative duty of any kind on the Superintendent or his or her designee, or any other employee, agent, or representative of the school or school system.

- 4.1.5 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 or her designee before entering school property or attending the K-12 school activity;
  - b. immediately report to the principal of the school or his or her designee upon entering the property or arriving at the K-12 school activity; and
  - c. cooperate with any efforts undertaken by the principal of the school or his or her designee to discreetly monitor their presence on school property or at the K-12 school activity.

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

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

[Reference: Ala. Code § 15-20A-17]

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

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

- a. *Penalties for violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of firearms:
  1. *Students* – Students will be expelled for a minimum of one year. The expulsion requirement may be modified in writing by the Board upon recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes, but may be permitted to attend alternative schools or education programs established by the Board. Discipline of students with disabilities who violate the firearm possession policy will be determined on a case-by-case basis in accordance with federal and state law. Parents of students

who violate this policy will also be notified by the principal of violations.

2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
3. *Other Persons* – Other persons may be denied re-entry to school property.

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

[Reference: ALA. CODE §16-1-24.1, 24.3 (1975); Ala. Admin. Code 290-3-1-.02; Federal Gun Free Schools Act, 20 U.S.C. 7151; Federal Gun Free School Zone Act of 1995 (18 U.S.C. §922(q))]

- 4.2.2 Prohibition on the Possession of Weapons – The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel. For purposes of this policy, the terms “deadly weapon” and “dangerous instruments” include but are not limited to explosives, incendiary devices, projectiles, a bowie knife or other knife of like kind or description, a switch-blade knife, a gravity knife, a sword, a dagger, any knife with a locking blade, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under city, state or federal law, and any device designed, made, adapted, used or intended to be used in such manner as to inflict bodily harm, provided that the terms “deadly weapon” and “dangerous instruments” will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.

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

1. *Students* – Students will be disciplined in accordance with the Board’s Code of Student Conduct.
2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
3. *Other Persons* – Other persons may be denied re-entry to school property.

- b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local

district attorney, will be notified by the principal of violations of this policy.

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

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

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

1. *Students* – Students will be disciplined in accordance with the Board’s Code of Student Conduct.
2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
3. *Other Persons* – Other persons may be denied re-entry to school property.

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

4.2.4 Tobacco – The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation.

a. *Penalties for Violation*

1. *Students* – Students who violate the tobacco prohibition will be disciplined in accordance with the Board’s Code of Student Conduct.
2. *Employees* – Employees who violate the tobacco prohibition will be subject to adverse personnel action, which may include termination.
3. *Other Persons* – Other persons who violate the tobacco prohibition may be denied re-entry to school property.



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

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

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

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

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

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

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

### **4.3 *Accreditation***

The Board will implement and adhere to such accreditation policies, principles, standards, and procedures as may be established or required by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (“SACS CASI”) accreditation division of AdvancED as a condition to receiving or maintaining accreditation.

### **4.4 *Use of Board Property***

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

- 4.4.2 Use of Board Facilities – Schools and other Board owned or controlled facilities may be made available for use by sanctioned or generally recognized school support organizations if the use of the facility will not disrupt school operations or be inconsistent with the purpose and mission of the school system, and if adequate advance provision is made for security, supervision, maintenance, damage prevention, post-event clean-up, liability insurance, and other risk management measures appropriate to the proposed use. Use of Board facilities for non-school organizations may be approved if the foregoing conditions are satisfied and a rental contract (or the equivalent thereof) that includes a reasonable fee or rental charge and other appropriate terms and conditions is approved by the Board.
- 4.4.3 Limited Open Forum – 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 noninstructional 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 noncurriculum 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 non-school persons.
7. The non-curriculum related student group shall 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 noninstructional time shall submit a written application to the school principal.

4.4.4 Advertising – Board property will not be used for commercial advertising except upon such terms and conditions as may be expressly approved by the Superintendent.

4.4.5 Markers/Plaques on Board Property – The Decatur City Board of Education has the sole authority to approve and authorize installation and location of any markers or plaques, including but not limited to, historical markers or plaques on school system property.

Any such marker or plaque that is installed on school board property without prior Board approval is subject to removal by the school system.

(Added 4/9/19)

#### **4.5 *Naming Board Facilities***

At the discretion of the Board, schools, buildings, and facilities may be named or renamed to commemorate individuals, whether living or deceased, who have made outstanding contributions to society. If a school, building, or facility is named or renamed for a living individual, that individual must be a least 60 years old, and must not have been an elected official in the State of Alabama or an employee of the school system **for at least five years**.

When a school facility, building, or special area therein is to be named or renamed, the Superintendent will appoint a committee to recommend a name. The committee will include the Superintendent or his or her designee as chair, at least one building-level administrator, two teachers, and at least three members from the community. Citizens, members of the Board, school personnel, and students may submit names for consideration by the committee.

In selecting a name, special consideration will be given to those names that will have relevance to the community as well as to the facility.

Only the Board has the authority to name properties owned by the Board in accordance with the procedures set forth. Furthermore, the action of the Board to name or rename such properties must be pursuant to a recommendation from the Superintendent and a unanimous Board vote.

#### **4.6 *Complaints and Grievances***

4.6.1 General Complaints (Grievances) – Subject to the limitations set forth below and

elsewhere in this policy manual, any employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of complaints and grievances. Such procedures may not unreasonably burden or delay the presentation or processing of such matters, and will be subject to Board review, modification, and approval.

- 4.6.2 Limitations Regarding Availability and Application of General Complaint/Grievance Policy – The general complaint/grievance policy and any procedures adopted thereunder do not apply to specific complaint or grievance policies and procedures that are established by Board policy or law for application to special factual or legal circumstances (e.g., sexual harassment grievance procedures; review of personnel matters under the Students First Act; “due process” hearings provided under the Individuals with Disabilities Education Act). In such instances, the specific statutory, regulatory, or policy-based process is the applicable procedure. The general complaint/grievance procedures that are authorized under the terms of this policy may not be invoked for the purpose of challenging or seeking review or reconsideration of adverse personnel decisions that have received final Board approval. A grievance may be based on an alleged misapplication of Board policies, regulations, or procedures, but may not be used to challenge the Board’s exercise of its discretion to adopt, approve, modify, or repeal a policy, regulation, or procedure or on its failure to exercise such discretion (e.g., adoption of a school calendar, compensation policies, etc.).
- 4.6.3 Student Complaints and Grievances –The general complaint/grievance policy (and any procedures) do not apply to student complaints and grievances. Student complaints and grievances including, but not limited to, disciplinary matters will be handled in accordance with the Code of Conduct, as the Board of Education does not handle discipline appeals.
- 4.6.4 Public Complaints – Nothing in this policy shall be construed to deny any member of the public the right to petition the Board for consideration or action regarding any matter of public concern falling within the statutory jurisdiction of the Board, provided that the person can demonstrate that he or she is impacted by the alleged violation to a greater extent than the impact on the public at large.
- 4.6.5 Americans with Disabilities Act Complaint Procedure
- a. *Complaint Criteria* – Persons who believe that they have been discriminated against on the basis of disability in the provision of services, activities, programs, or benefits covered by Title II of the Americans with Disabilities Act may file a written complaint with the ADA Coordinator.

- b. *Complaint Form* – The complaint should be in writing and contain information about the alleged discrimination including the name, address, phone number of complaining party and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.
- c. *Complaint Process* – The complaint should be submitted to the ADA Coordinator as soon as possible, but no later than thirty (30) days after the alleged violation. The ADA Coordinator will meet with the complaining party to discuss the complaint and possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complaining party, such as large print, Braille, or audio tape. The response will explain the position of the Board and offer options for substantive resolution of the complaint.
- d. *Appeal Procedure* – If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complaining party may appeal the decision within fifteen (15) calendar days after receipt of the response to the Superintendent. Within fifteen (15) calendar days, the Superintendent will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- e. *Records Retention* – All written complaints received by the ADA Coordinator, appeals to the Superintendent, and records relating thereto will be retained by the Board for at least three (3) years.
- f. *Additional Procedures Authorized* – The Superintendent is authorized to develop such procedures as are necessary to implement this policy. Additionally, the Superintendent shall publish the name and contact information of the ADA coordinator annually in such publication as appropriate.

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

#### **4.7 Risk Management**

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

#### **4.8 Use of Private Vehicles**

The Board encourages the use of state inspected vehicles in transporting students to school related activities. However, students may be transported in private vehicles to

curricular or extracurricular activities in accordance with the following provisions:

- a. The principal of each school has a signed permission slip from the parent/guardian of the student giving permission for the student to be transported to events in private vehicles.
- b. The driver of any private vehicle furnishes to the principal verification of appropriate insurance coverage on the vehicle to be used. The minimum acceptable coverage shall be \$100,000 per person for bodily injury with an aggregate bodily injury limit of \$300,000, a \$100,000 limit for property damage, \$2,000 per person for medical payments, and \$20,000 per person for uninsured motorist coverage.
- c. No elementary school student or any student under five (5) feet in height shall be allowed to ride in the front seat of a private vehicle.
- d. The Superintendent shall purchase motor vehicle liability insurance for bus drivers or any other employee who is required to transport pupils, which insurance shall cover personal liabilities of bus drivers and such other employees arising from moving motor vehicular accidents. This requirement may be satisfied by purchasing a liability insurance policy which names bus drivers and other employees who may be engaged in transporting pupils as insureds or by reimbursing individual employees for any additional cost incurred by them in adding 'drive other car broad form liability' riders or coverage to their individual vehicle liability insurance policies. The coverage provided by the policies acquired by the Board shall be no less than the limits specified in Section b. above.

#### **4.9 *Emergency Closing of Schools***

- 4.9.1 Authority of Superintendent to Close Schools – The Superintendent or his or her designee is authorized to close schools if such action is warranted by weather conditions or other circumstances that pose a risk to the safety and welfare of students and employees, or that render meaningful instruction impossible (e.g., loss of power or other utility services).
- 4.9.2 Make-Up Dates – To the extent not provided for in the school calendar, any days or required instructional hours lost by reasons of an emergency closing will be made up and a revised school calendar approved, if necessary, to reflect any extension or adjustment of the school year required by such action, unless approval to waive the days or required instructional hours is obtained in accordance with state law.

#### **4.10 *Internet Safety and Use of Technology***

- 4.10.1 Access to Technology Resources – The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the “Internet,” network storage areas, and electronic mail. Such

access and use is restricted to employees, students, and other persons who are engaged in *bona fide* educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an “Acceptable Use and Internet Safety Agreement,” agree to abide by all Board policies, rules, and regulations regarding technology use. The Acceptable Use Agreement will be developed by the Superintendent for approval by the Board.

4.10.2 Restriction or Loss of Technology Privileges – Persons who violate any Board policy, rule, or regulation regarding technology use may be denied use of the

Board’s technology resources and may be subject to additional disciplinary action.

4.10.3 Ownership of Technology Resources and Data – All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board’s policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources.

4.10.4 Adoption of Rules and Regulations – The Superintendent is authorized to develop for Board approval additional or more specific rules and regulations regarding access to and use of its technology resources and to require adherence to such rules and regulations through such means as the “Acceptable Use Agreement” and application of appropriate disciplinary policies and procedures. Such rules and regulations will address or provide:

- a. Measures to block or filter Internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors;
- b. Restriction of access by minors to inappropriate material on the Internet;
- c. The safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- d. Prevention of “hacking” and other forms of unauthorized use of or access to computer or Internet files, sites, databases or equipment; and
- e. Unauthorized disclosure, use, and dissemination of personal information regarding minors;

- f. Restriction of minors' access to harmful material; and
- g. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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

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

#### **4.11 *Data Governance and Use***

The Superintendent is authorized to establish, implement, and maintain procedures governing the quality, security, storage, use, and sharing of data maintained digitally by the school system. Procedures to be established shall comply with applicable state and federal law and shall include establishing a data governance committee to define security classifications, implement procedural and electronic security controls, and maintain records regarding security access that shall include physical security and access. Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy.

This data governance and use policy and all procedures and measures established hereunder will apply to Board employees, contracted workers, school resource officers, and all Board operations. Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or other individual, may result in disciplinary action that may include a recommendation for termination, expulsion, and/or other legal action.

#### **4.12 *Political Activity***

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

- a. Employees may not appropriate Board property or resources for use in political campaigns, and may not engage in partisan political activities (including but not limited to the distribution of campaign material or literature) during regular school or duty hours or at Board sponsored or sanctioned events, functions, or at activities at which the employee is on duty or assigned official responsibilities;
- b. Employees may not represent their political beliefs or positions on political matters to be those of the Board or other Board officials, or to falsely assert or imply that their political activities or positions are endorsed by or undertaken in the name of the Board or other Board officials;



- c. Candidates and representatives of candidates for political office may not be invited or allowed to address student groups except when such candidates are participating in a forum or like format that is designed to provide all candidates the opportunity to participate. Such forums may be conducted only for appropriate age groups, and with the advance approval of the school principal and the Superintendent; and
- d. Political signs may not be placed on schools or school board property. Campaign literature and other material may not be distributed on Board property during the regular school or work day. Campaign literature and other material may be distributed at Board sponsored events or activities that are open to the general public if the distribution does not impede the normal and safe movement of pedestrian or vehicular traffic, does not create any other safety hazard or risk, and does not disturb or disrupt the function, activity, or event.

**4.13** *Automatic External Defibrillator (AED)*

The Superintendent is authorized to develop procedures regarding the use of AEDs.

## V. Personnel

### 5.1 *Employee Qualifications and Duties*

- 5.1.1 General Requirements – Employees have a duty to perform their jobs responsibly and in a conscientious manner. In addition to any specific job requirements set forth in job descriptions or elsewhere, employees are expected to meet the following general performance and service standards:
- a. Employees are required to be punctual and to attend work regularly.
  - b. Employees are required to perform the duties and responsibilities that are assigned to them by the Board, the Superintendent, or their supervisor(s). Such duties and assignments may extend beyond or outside the instructional day and may include off-campus functions, events, and activities.
  - c. Employees are expected to treat all students, co-employees, visitors, and guests of the Board with respect. Employees are expected to demonstrate moderation, restraint, and civility in their dealings with others and, in general, to serve as appropriate role models for students in their behavior and demeanor.
  - d. Employees are required to obey all laws, ordinances, Board policies, and supervisory directives, and are expected to follow the Alabama Educator Code of Ethics and other pertinent authority while carrying out duties for the Board.
  - e. Employees whose duties include the instruction or supervision of students must provide effective supervision, discipline, organization, and instruction of the students.
  - f. Employees must complete and submit required reports accurately and in a timely fashion.
  - g. Employees must respect, protect, and exercise due care in the handling, use, and operation of Board property and equipment.
  - h. Employees shall at all times maintain appropriate, “professional” distance from students and shall not engage in conduct (including communication of any kind) that constitutes, solicits, or suggests sexual, romantic, or inappropriately familiar interaction with students.
  - i. *Employee Attire* – Employees are required to report to work or to school functions in attire that is appropriate to their position and the nature of the function and that is in keeping with generally accepted standards of

decorum and professionalism. Service and other employees who are issued uniforms shall wear uniforms when required.

- j. Employees shall promptly disclose to the Board any fact that would disqualify them from employment or that renders them unable to perform their essential job functions.
- k. To permit an informed evaluation of the circumstances and in order to protect the school system and the students it serves, employees are required to report to the Superintendent, in writing, by telephone, or in person, within seventy-two (72) hours, any of the following:
  - 1. A felony charge, indictment, complaint, conviction, or plea agreement; or
  - 2. A misdemeanor charge, indictment, complaint, conviction, or plea agreement involving drugs, moral turpitude, or that would negatively impact the employee's ability to perform their duties for the Board.

#### 5.1.2 Special Requirements

- a. *Work Schedules (Teachers)* – Except as may otherwise be provided or required by the Board, the minimum instructional day for teachers is seven (7) hours. Supervisory and instructional duties of teachers commence a minimum of fifteen (15) minutes prior to the actual arrival and conclude fifteen (15) minutes after the departure of students. Assignments and duties may extend beyond the instructional day and may include off-campus functions, events, and activities; conferences and meetings with parents; supervision of student arrival and departure; and preparation for the following instructional day. Teachers will be provided a minimum of thirty (30) minutes free of instructional and supervisory responsibilities each instructional day.
- b. *Work Schedules (Support Personnel)* – The Superintendent is authorized to establish work schedules, including minimum work times, for support personnel.

#### 5.1.3 Certification Requirements

- a. *Professional Certification* – In addition to requirements established by the State Board of Education and the pertinent job description, professional employees must hold a degree from an accredited college or university and hold a current, valid, and properly endorsed Alabama Teacher's Certificate or as documented by the State Department of Education, which will be maintained in the Superintendent's office. A teacher who has completed the certification process but has not received the certificate may be employed on tentative or temporary compensation pending verification

of certification from the State Department of Education. If a teacher earns a higher certificate/degree that merits increased compensation under the approved salary schedule, any salary increase will become effective upon the receipt of documentation of an official transcript from the conferring institution and documentation of the new certification/higher degree from the State Department of Education.

- b. *Instructional Aides/Paraprofessionals*–Instructional Aides/Paraprofessionals must, at a minimum, possess (i) a high school diploma or its equivalent; (ii) a two year diploma from a college or university (or the equivalent hours) or pass the Work Keys Assessment.
- c. *Bus Drivers*– In addition to the requirements established by the State Board of Education, a bus driver must: (i) hold a valid commercial driver’s license of at least Class B with a School Bus (s) and Passenger (P) Endorsement, (ii) complete a minimum of twelve (12) hours of approved instruction in school bus driving, and (iii) satisfactorily complete a written examination driver’s performance test approved or administered by the State Department of Education or State Superintendent. A bus driver must also meet any requirements of the entity providing the Board’s automobile liability coverage.

[Reference: ALA.CODE§16-27-4 (1975)]

## **5.2 Hiring**

- 5.2.1 Application Procedures – Job applicants for all positions must file a formal application with the Human Resources Department of the Board through the use of Search Soft. Applications must be completed in full. All information provided in the application must be truthful. Any misrepresentation of a material fact on an employment application may disqualify the applicant from consideration for the position and may subject an employee to adverse employment action, including termination.
- 5.2.2 Qualifications – Applicants must meet the minimum qualifications of the position as provided in Board policy, the job description for the position, the posted advertisement for the position, or as may otherwise be established by the Board, applicable law, or regulation. Applicants must hold such degrees, licenses, certificates, and like credentials as may be necessary, appropriate, or customary for the position in question.
- 5.2.3 Hiring Authority – The Board is responsible for making all final hiring decisions, and no hiring decision is official, final, or effective unless and until it is approved by a vote of the Board. No principal, administrator, supervisor, or other employee has authority to hire an applicant without Board approval or to commit the Board to specific action regarding employment.

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

5.2.5 Nepotism

- a. *Supervisory Relationships* – Employment decisions and relationships that violate any provision of Alabama law, including state ethics and nepotism laws, are prohibited. The Superintendent is authorized to take action to identify and correct violations of the policy in a manner consistent with applicable law.
- b. *Employment of Family Members* – Board members, administrators, or supervisors may not use their positions to directly or indirectly seek or secure the employment of any family member as defined in the Alabama Ethics Law.
- c. *Selection of Impartial Person* – When law or policy mandates the recusal of a board member, official, or employee (“disqualified official”) from involvement in a decision involving the employment or possible employment of a relative or other person and permits or requires an objective, neutral, or impartial person (“the surrogate official”) to exercise some or all of the functions of the disqualified official with respect to the decision or action in question, the surrogate official shall be deemed objective, neutral or impartial if he or she:
  1. Is not related by blood or marriage to the disqualified official or the person whose employment status is at issue, or of any applicant in a multi-member field of persons under consideration for employment or advancement;
  2. Does not work under the direct or indirect supervision of the disqualified official, of any person who selects the surrogate official, of any person whose employment status could be affect by the action or decision at issue;
  3. Has no personal or financial connection to the disqualified official, to any person whose employment status could be affected by the action or decision at issue, to any other person involved or affected by the action or decision at issue in a way that would call into question the surrogate official’s objectivity, neutrality, or impartiality; and
  4. By education, training, and experience has a sufficient understanding of the employment qualifications and other factors

and considerations that bear upon the action or decision at issue to make an informed report and recommendation to the Board.

After considering any report or recommendation that may be made by the surrogate official, the Board may approve such recommendation or remand the matter in question for a different recommendation.

[Reference: ALA. CODE §16-22-15.1]

### **5.3 *Probationary Employment***

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

### **5.4 *Non-Teaching Supplemental Duties***

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

### **5.5 *Professional Development***

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

### **5.6 *Employee Conflicts of Interest***

Employees may not use their offices or positions for personal gain and must adhere to applicable provisions of the Alabama Ethics Law. Employees may only engage in outside employment under the following terms and conditions:

- a. Employees will not engage in outside business activities or render any service for another employer during such time as duties and responsibilities have been assigned by the Board;

- b. Employees will not accept outside employment that would interfere with or impair the ability of the employee to perform duties as a Board employee effectively;
- c. Employees may not accept work that could compromise the employee's independent judgment in the exercise of duties for the Board;
- d. Employees may not use or disclose confidential information acquired through Board employment for their personal gain or for the benefit of a third party.

### **5.7 *Employee Gifts***

Employees may accept gifts from students or other members of the public if the gifts are in accordance with the Alabama Ethics law and any other applicable law. Pursuant to the Alabama Ethics law, board employees cannot solicit a gift of any kind from

- a lobbyist;
- the employee's subordinate;
- any person that the employee directly inspects, regulates, or supervises in their official capacity (e.g. a student in a teacher's class or an employee that person evaluates).

Furthermore, board employees cannot solicit or receive a gift that is considered to be a "thing of value" under the Ethics law from:

- a lobbyist;
- a subordinate of a lobbyist; or
- a principal (defined by the Ethics law as a person or business which employs, hires or otherwise retains a lobbyist).

In addition, employees cannot through some act use their position to obtain a gift (e.g. initiate the idea of gift giving) or solicit or receive any gift that is given to them for the purpose of corruptly influencing an official action or in exchange for any action, inaction or decision (e.g., better test grades, promotion, positive recommendation, etc.).

Subject to the restrictions outlined above, employees may accept gifts or gift cards purchased from pooled donations within a class, team, or other school group or organization for the employee's personal use. Absent additional facts indicating otherwise, gifts with a value of twenty-five dollars (\$25.00) or less are presumed not to be a violation of the law by the Ethics Commission as such gifts do not qualify as personal gain and are presumed not to be given for the purpose of influencing official action. The Board encourages persons that coordinate pooled donations to request donations in an amount of twenty-five dollars (\$25.00) or less in order to safeguard against such donations violating the Ethics law or being financially burdensome.

Nothing in this policy should be construed to create restrictions on gifts beyond those that are specifically provided for by law or to allow conduct specifically prohibited by law. Any person with a question about the application of the Ethics law to a particular gift should contact the Ethics Commission for clarification.

[Reference: ALA. CODE §36-25-1, *et seq.*; Alabama Ethics Opinion 2011-12 & 2016-34]

## **5.8 *Employee Evaluations***

- 5.8.1 Certified Personnel – Certified employees (other than contract principals) will be evaluated in accordance with an evaluation program approved for use by the Alabama State Board of Education. Contract principals will be evaluated in accordance with rules, regulations, and requirements promulgated by the State Department of Education or as may otherwise be permitted by law.
- 5.8.2 Non-Certified Personnel – Non-certified personnel may be evaluated in accordance with criteria and procedures to be developed by the Superintendent.
- 5.8.3 Use of Evaluations in Connection with Employment Decisions – Unless prohibited by law (including applicable regulations) or the terms of the evaluation instrument, employment evaluations may be considered in making employment decisions, together with such other information and considerations as may reasonably bear upon the wisdom, necessity, or advisability of the employment decision. However, employment evaluations are intended to enhance the overall quality of the school system’s instructional program and are not intended to confer, constitute, or give rise to any individual right, entitlement, or enforceable expectation of continued employment or advancement. Accordingly, except as may be specifically provided otherwise in state law applicable to “contract principals,” employees do not acquire any employment right or right of legal action based on any actual or alleged failure on the part of the Board or the evaluator to follow specific evaluation policies, regulations, or procedures.
- 5.8.4 Special Evaluation Situations – The Superintendent, the Chief School Financial Officer, and other employees who serve in positions of special trust or sensitivity may be evaluated by such means as may be permitted by law or applicable regulation or as agreed to in an employment contract
- 5.8.5 Exempt Personnel – Except when required by law or contract, temporary, substitute, and occasional employees, or employees appointed to supplemental positions (e.g., coaches, extracurricular activity sponsors) will not be formally evaluated in those roles.



## **5.9 Personnel Records**

- 5.9.1 Content of Personnel Files – A central personnel file will be maintained for all regular employees. The personnel file may contain information regarding the employee’s current assignment, payroll status, and work history, including but not limited to job qualifications, certification, licenses, employment contract(s), evaluation data, disciplinary information, and such other documents, written materials, and data as may be reasonably deemed necessary and appropriate by the Board for sound and efficient personnel administration. Anonymous material and other matters that are prohibited by law, regulation, or Board policy from being maintained in personnel files may not be included therein. Employees may reasonably supplement or respond in writing to any material contained in the personnel file with which they disagree and such responses will also be included in the personnel file.
- 5.9.2 Alternate Data Storage – Personnel file data may be stored or maintained electronically or digitally.
- 5.9.3 Confidentiality – In general, the contents of an employee’s personnel file will be deemed confidential except for documents, information, and materials that are matters of public information or public record under applicable state or federal law.
- 5.9.4 Access to Personnel Files – Board members, the Superintendent, supervisory staff, employees of the Human Resources Department, and other persons whose duties reasonably require access to personnel files are authorized to view, copy, and use the contents of personnel files for purposes that are required by or in keeping with their official duties on behalf of the Board.

## **5.10 Employee Leave**

- 5.10.1 Work Attendance an Essential Job Function – Punctual, regular attendance is an essential job function of every job and position, and employees are expected to report to work when scheduled to work and to remain at work each working day.
- 5.10.2 Absences – Except as otherwise authorized under Board policy, employees may be absent from work only in the following circumstances:
- a. Illness, injury or other qualifying reason for sick leave or on-the-job injury leave under state law or the Family Medical Leave Act;
  - b. Personal leave;
  - c. Vacation leave;
  - d. Professional leave;
  - e. Military leave;

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

Employees who know in advance that they will be absent from work must notify the Board of the expected absence in accordance with procedures specified by the Superintendent or the Board. In the event of an emergency or incapacity that makes advance notice impractical, employees must notify the Board of their absence as early as possible. Except as otherwise provided or permitted, an employee who is absent from work without approved leave will be considered absent without leave in violation of Board policy and subject to appropriate disciplinary measures. Employees who are approved for paid leave or absences will be paid at the regular daily rate of pay; however, a day of paid leave or absence will not be counted as a day worked for the purposes of computing overtime under the Fair Labor Standards Act. Pay will be reduced on a *pro rata* basis for leaves or absences not covered by sick, vacation, personal, or other appropriate form of paid leave. The continuation of benefits during an approved absence is subject to the provisions of the particular benefit policy or plan.

#### 5.10.3 Paid Sick Leave

- a. *Persons Eligible for Paid Sick Leave* – All regular full time employees are eligible for paid sick leave.
- b. *Earning and Accumulation of Paid Sick Leave* – All eligible employees earn sick leave days at the rate provided for in state law. Nine or ten month employees who work during summer school earn one sick day for the entire summer session. Eligible employees may accumulate sick leave as provided by state law.
- c. *Use of Sick Leave* – Eligible employees may only use paid sick leave for absences caused by the following:
  - 1. Personal illness;
  - 2. Incapacitating personal injury;
  - 3. Attendance upon an ill member of the employee’s immediate family, defined as a spouse, parent, child, sibling or any person with a close personal tie;
  - 4. Death of a family member, including a spouse, parent, child, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, nephew or niece, grandparent, grandchild, aunt or uncle;

5. Death or care of an individual with whom unusually strong personal ties exist because of a relationship other than those listed above.
- d. *Certification* – Employees must certify that sick leave was used for one of the reasons provided in state law and specify the reason. If the employee’s principal or department head has probable cause to believe that an employee has abused or misused sick leave, a physician’s statement verifying the existence and nature of the illness or medical condition may be required by the Board. Abuse of sick leave may subject the employee to disciplinary action.

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

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

- a. The employee submits a signed written account of the accident attested by a principal or department head within twenty-four (24) hours after the injury occurred. If the injured employee is not able to notify the Board, another person reasonably knowledgeable about the employee’s condition and circumstances leading to the injury may provide the required notification.
- b. The injured employee submits written medical certification from the attending licensed physician stating that the employee was injured and cannot return to work due to a specified injury, if there is a reasonable expectation that the employee will return to work and, if so, the expected date of that return. The Board may require a second opinion from a Board specified physician, at its expense.

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

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

5.10.5 Personal Leave –

*Certified Personnel* – The Board shall grant certified personnel five (5) days of non-cumulative personal leave each year during the time school is in session. State-funded personal leave is earned at the rate of one day per semester, and the Board will pay for the substitutes. In addition, the Board will pay for substitutes for certified employees to take personal leave days according to the following schedule based on years of service in the Decatur City School System:

<b>Years of Service</b>	<b>Days Paid by Board</b>	<b>Days Paid by Employee</b>
0-5	2	3
6-10	3	2
11-15	4	1
16+	5	0

The remaining personal leave days may be taken with the daily leave rate for certified employees funded by the State being deducted from the employee’s salary, whether or not a substitute is required.

For personal leave days not used, employees may receive compensation at the highest daily rate paid to substitute teachers.

*Non-Certified Personnel* – The Board shall grant five (5) days of non-cumulative personal leave each year for non-certified personnel who work 20 or more hours per week. Personal leave shall run concurrent with the regularly scheduled work year.

State-funded personal leave is earned at the rate of one day per semester, and the Board will pay for the substitutes. In addition, the Board will pay for substitutes for non-certified employees to take personal leave days according to the following schedule based on years of service in the Decatur City School System:

<b>Years of Service</b>	<b>Days Paid by Board</b>	<b>Days Paid by Employee</b>
0-5	2	3
6-15	3	2
16+	4	1

Days paid by the non-certified employee will be deducted from the employee’s salary based on the reimbursement rate set by the State. For personal leave days not used, employees may receive compensation at the rate determined by the Board.

Certified and non-certified personnel may choose to convert personal leave days to sick leave days at the end of the school year. Personal leave should be requested in writing and approved by the local building principal or other appropriate supervisor. Certified and non-certified personnel must make adequate preparation for the substitute before departing.

The leave must involve minimum interruption to the educational program or department. Personal leave should not be taken on the day prior to or immediately following a scheduled holiday.

No more than 10% of the faculty or 10% of the non-certified personnel within a building may take personal leave on any given day without permission of the principal or appropriate supervisor.

No employee, as a condition to receiving personal leave, shall be requested to divulge his or her reasons for requesting such leave, except that employees will be asked to certify whether such leave is being taken for a reason covered under the Board's Family and Medical Leave Act Policy.

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

#### 5.10.6 Vacation

- a. *Eligible Employees* – Twelve-month full-time employees are eligible for paid vacation.
- b. *Vacation Benefits* – Eligible employees will earn vacation benefits as follows:
  1. Each eligible employee shall be granted ten (10) working days of paid vacation upon completion of one (1) full year's employment. Those with 15 consecutive years or more the Board shall be granted 15 days per year.
  2. Only consecutive service with the Board will be considered in establishing length of service for purposes of determining vacation benefits.
- c. *Accrual and Accumulation of Vacation Time* – Vacation leave is earned July 1 of each year. An employee who fails to utilize the vacation earned during such year shall be paid within 90 days after the end of the year for the unused vacation earned during such year. Upon the death, retirement, resignation, or other termination of an employee who is then in good standing, the employee shall be entitled to payment for all unused vacation earned during the year of termination, together with any vacation earned but not used or paid for in prior years. Such payment shall be made at the employee's daily rate of pay in effect on the death, retirement, resignation, or other termination. Payments due on account of the death of a married employee may be made to the spouse of the employee or to his or her

estate, unless prior to the death of the employee, the employee shall have designated in writing and filed with the Board that said vacation pay is to be distributed to another distributee. The payment so made shall be in full discharge of the Board's obligation to the employee for the payment of accrued but unused vacation pay.

- d. *Scheduling* – All vacation requests must be approved by the Superintendent or his or her designee.

5.10.7 Professional Leave – The Superintendent is authorized to grant professional leave with pay to Board employees to engage in educational activities which, in the judgment of the Superintendent, serve the needs and interests of the school system. The number of days approved for such leave will be at the discretion of the Superintendent; provided, however, that any such leave exceeding five (5) consecutive days in a scholastic year must be approved by the Board. The Superintendent will notify the Board Chair of all approved out of state travel.  
*(Revised 1/23/18)*

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

5.10.9 Court Leave – Permanent and full-time employees are entitled to regular compensation while performing jury duty (ALA. CODE §12-16-8) or when the employee is summoned for school-related purposes under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceedings constituted under the statutory authority of the agency conducting the proceedings. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board. All subpoenas or other legal documents summoning employees should be forwarded to the Superintendent or his or her designee.

5.10.10 Unpaid Study Leave – The Board may provide an employee an unpaid leave of absence of up to one year to pursue professional growth opportunities by means of graduate study or by other means approved by the Superintendent. Such leave is only available to non-probationary or tenured personnel. Except as provided to the contrary by applicable law, the employee shall not be entitled to return to the same position held before the commencement of leave, and may be assigned to a different work location or position upon return from leave at the discretion of the Board.

Twelve month employees may request leave to attend school for not more than six (6) weeks each summer. Approval must be given by the Superintendent for such leave.

5.10.11 Medical Leave – Personnel who are unable to perform their duties due to physical disabilities or extended illness may apply for medical leave. The application must include the nature of the medical problem and the projected length of the leave

requested. The application shall be accompanied by a statement from the attending physician indicating the need for the leave based on the inability to work and perform the regular duties of the position. Such leave shall be without pay and may be granted by the Board for a period up to one year. If medical leave is requested to begin during a school year, the maximum one year period of time shall be considered to commence at the beginning of the next term. Leave granted shall be effective upon the exhaustion of any accumulated sick leave. Such leave may terminate as soon as the ability to work is restored, which shall be attested by the attending physician or at the beginning of the next term as the parties may mutually agree.

The Board shall have the right to have a physician of its own selection determine the ability or inability of any personnel to work and perform the regular duties of the position. Personnel who are tenured shall retain tenure status; however, no step raise shall be granted during such leave. Prior to taking medical leave pursuant to this policy, the employee shall exhaust any leave available under the Board's Family and Medical Leave policy and the leave so taken will be charged against the leave available under this policy.

5.10.12 Leave and Flex Time for Elected Officials – The Board encourages its employees to participate in the political process and to run for public office. Employees who are elected to public office must be careful to observe the terms and provisions of laws and regulations applying to public officials and public employees, including the Alabama Ethics Law. Ordinarily, where any employee must be away from his or her place of employment in the performance of his or her duties as an elected official, the employee must take annual leave, personal leave, or leave without pay while performing the duties of such office. The Board realizes that, from time to time, an employee who is also an elected official may receive telephone calls during the regular workday associated with the employee's duties as a public official. So long as these phone calls and communications do not substantially interfere with the performance of the employee's duties, the employee may engage in such telephone communications to a limited extent without violating the policy of the Board.

a. *Flex Time* – An employee whose duties by their nature do not require his or her presence at a particular place, at a particular time, and whose primary duties do not involve the direct instruction or supervision of, or interaction with, students may be allowed to utilize a flexible working schedule to accommodate the employee's service as a public official. Such flexible working schedules will be permitted only if the following conditions are satisfied:

1. The employee's immediate supervisor certifies to the Superintendent, and the Superintendent concurs, that he employee's duties may be performed efficiently and effectively on the flexible work schedule proposed;
2. No more than 3 hours per day or an aggregate of 6 hours per

week of regular working time is missed pursuant to such flexible work schedule;

3. A written report is made to the Superintendent when work time is missed pursuant to the flexible working schedule, reporting how much time was missed on such day and the date on which the employee plans to make up such time, which date shall be no more than 30 days after the date on which such time was missed; and
4. Arrangements are made for some other employee to coordinate the response to any emergency while the elected official is not present at work.

## **5.11 Family and Medical Leave Act (FMLA)**

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

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

- a. The birth and first year care of a newborn child;
- b. The placement of a foster child or adoption;
- c. The care of an immediate family member, defined as a spouse, child or parent, with a serious health condition;
- d. The taking of medical leave because of the employee’s own serious health condition.

For the birth, adoption, or foster placement of a child, the entitlement to leave for child care expires at the end of the twelve (12) month period beginning on the date of birth, adoption, or placement. Leave associated with the illness of a child will only be provided if the child is under eighteen (18) years of age or is incapable of self care due to physical or mental disability.

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

- a. Any period of incapacity in connection with or following inpatient care in a hospital, hospice, or residential medical care facility.
- b. Continuing treatment by a health-care provider, to include any period of incapacity due to:



1. A health condition, including treatment and recovery, lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition;
2. Pregnancy or prenatal care;
3. A chronic, serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve episodes of incapacity (e.g., asthma and diabetes);
4. A permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, severe stroke) and for which supervision of a health-care provider is required;
5. Multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated.

#### 5.11.4 Military Family Leave Provided by the Act

- a. *Qualifying Exigency Leave* – Under the FMLA, an eligible employee with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may utilize the twelve (12) week medical leave entitlement to address qualifying exigencies resulting from that service.
- b. *Military Caregiver Leave* – An eligible employee, who is the spouse, child, parent, or next of kin of a covered service member, is entitled to take up to twenty-six (26) weeks (including any medical leave provided by the Act) of unpaid leave during any twelve (12) month period (beginning the first day of the leave) to care for an individual covered service member with a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating. A covered service member is a member of the Armed Forces, including the National Guard and Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

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

- 5.11.6 Intermittent Leave – An employee may take leave intermittently or on a reduced leave schedule only when medically necessary to care for a spouse, parent, or child or to receive planned medical treatment. Intermittent leave should be scheduled to the extent practicable so as not to unduly disrupt the operations of the Board. Intermittent leave may be further limited for teachers in accordance with federal law.
- 5.11.7 Use of Vacation and Sick Leave – If an employee has available sick leave, vacation leave or other applicable paid leave, the employee must utilize those forms of leave before taking unpaid leave under the FMLA. In that instance, the paid leave and the FMLA leave will run concurrently and the employee’s twelve (12) weeks of unpaid FMLA leave will be reduced by the paid leave utilized, as long as the need for such leave results from one or more of the qualifying reasons under the FMLA. However, if an employee requests to designate up to five (5) already accrued, paid leave days for use after returning from FMLA leave, the employee will not be required to utilize those designated days during the employee’s FMLA leave and such days will be available to the employee upon their return from FMLA leave.
- 5.11.8 Notice – Employees seeking leave under the FMLA must provide thirty (30) days advance notice of the need to take leave when the need is foreseeable. When the need for leave is unforeseeable, employees should notify their supervisors as soon as possible. Employees must also provide notice of the need for qualifying exigency leave as soon as practicable.
- 5.11.9 Certification for Medical or Military Caregiver Leave – Every request for FMLA leave based upon the serious health condition of the employee or employee’s spouse, children, or parents, or leave as a military caregiver must be supported by medical certification issued by the appropriate health care provider on forms provided by the Board.
- For leave based on a serious health condition of the employee or employee’s spouse, child, or parent, the Board reserves the right to obtain a second opinion from an independent health-care provider designated by the Board. If the opinion received by the employee and the second opinion conflict, the Board and the employee must agree on a third provider to issue a binding opinion. Both the second and third opinions (if necessary) will be at the expense of the Board.
- 5.11.10 Certification for Qualifying Exigency Leave – Certification will be required by the Board for requests for qualifying exigency leave. Certification must be timely submitted on forms available from the Board. For the first such request, certification may include a copy of the military service member’s duty orders or other military documentation.
- 5.11.11 Return to Work – The Board may require an employee who has taken leave due to the employee’s own serious medical condition to provide the Board with a healthcare provider’s certification in order to return to work. Any employee who

takes leave under these provisions will be entitled to be restored to the original position held when the leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

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

5.11.13 Instructional Employees – Medical leave taken by eligible instructional employees is subject to further limitations and provisions established by the FMLA. The Superintendent or his or her designee is authorized to develop additional information and guidelines concerning Instructional Employees.

## **5.12 Sick Leave Bank**

A “Sick Leave Bank” plan for full-time certified and classified employees is hereby established in accordance with applicable provisions of state law. A Sick Leave Bank Committee will be established to oversee the operations of the Sick Leave Bank in accordance with state law and the following provisions:

- a. *Sick Leave Bank Committee* – The Sick Leave Bank Committee will be composed of one member representing the Board and four members representing participating members of the sick leave bank.

*Board Representative* – The Member representing the Board will be appointed by the Superintendent, subject to Board approval.

*Participant Representatives* – The participant representatives will be selected by the sick leave bank members.

- b. *Procedures for Selecting Employee Representatives on Committee*

1. *Nomination* – Before each election of participant representatives, the Board will hold an open nomination period. Any employee who is eligible to participate in the sick leave bank may be nominated for one of the participant representative positions. Nominations must be written and must be received in the Human

Resources Supervisor by the deadline specified in a notice to be provided by the Superintendent or his or her designee through Board publications and other means of communication that are generally used for such purposes.

2. *Voting* – Each eligible nominee will be placed on the Sick Leave Bank Committee ballot. Voting will take place by ballot at Board facilities at the time specified or as may otherwise be provided by the Board. Supervision of voting will be by local facility personnel. Voting members will be required to verify their ballot by signing the Board’s voter record. Votes will be forwarded to the Human Resources Supervisor for final tabulation. The four candidates receiving the highest number of votes will serve as participant representatives on the Sick Leave Bank Committee.
- c. *Term of Committee Members* – Sick Leave Bank Committee members will serve for a term of one year and may not serve for more than five years.
- d. *Chairman of the Sick Leave Bank Committee* – The Sick Leave Bank Committee will elect a chairman from among its representatives at its first annual meeting. The chairman will be responsible for recording organizational minutes, for conducting meetings, and for organizing meetings as necessary.
- e. *Meetings* – The Sick Leave Bank Committee will meet at least annually following each enrollment period. The Committee will also meet as necessary in its discretion.
- f. *Sick Leave Bank Committee Duties* – The Sick Leave Bank Committee will develop proposed rules and regulations for the Sick Leave Bank, to be submitted to participating members for approval. At a minimum, said rules and regulations must include those terms and provisions that are required by statute. The Committee has the authority to review both participation in the Bank and requests for leave to ensure compliance with state law, Board policy, and such rules and regulations as may be adopted by the Sick Leave Bank Committee.
- g. *Employee Participation* – Participation in the Sick Leave Bank is voluntary and open to all full-time employees of the Board. However, employee participation is subject to such rules and regulations regarding enrollment procedures, deposits, withdrawals, and participation as may be developed by the Committee.

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

### **5.13 Administrative Leave**

The Superintendent is authorized to place an employee on administrative leave upon

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

## **5.14 *Equal Employment Opportunity***

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

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

## **5.15 *Sexual Harassment***

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

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

- a. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of employment or other employment benefits provided by the Board;
- b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, or other benefits provided by the Board; or

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

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

- a. Verbal harassment or abuse of a sexual nature, including graphic or derogatory comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- b. Repeated unwelcome solicitation of sexual activity or sexual contact;
- c. Unwelcome, inappropriate sexual touching;
- d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment status.

5.15.3 Employee Complaint Resolution Procedure

- a. *Reporting* – Any employee with reason to believe that he or she has been or is being subjected to any form of sexual harassment should report the matter immediately. Under no circumstances will an employee be required to present the complaint to the person who is the subject of the complaint.
- b. *Informal Complaint* – An employee may choose to submit a sexual harassment complaint to a supervisor for investigation and resolution at the departmental or local level without resorting to formal complaint procedures. If the supervisor is the subject of the complaint, the complaint may be submitted to the Superintendent for resolution. If the complaint is not resolved informally to the satisfaction of the complaining employee, the employee must contact the Superintendent to initiate formal complaint procedures.

5.15.4 Formal Complaint Procedure

- a. *Persons Responsible For Receiving and Investigating Formal Complaints* – The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Special Services Supervisor and the Human Resources Supervisor are additional officials to which formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, one of the alternates should be contacted regarding the formal complaint.
- b. *Complaint form, contents* – Formal complaints should be made in writing, signed by the complainant, and fully describe the

circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or designated alternate official.

- c. *Investigation* – The Superintendent will promptly investigate the complaint, review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The complainant will be informed of any action that is taken as a result of the investigation.
- d. *Review by the Superintendent and the Board* – A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Superintendent take additional or different action or present the complaint to the Board for its review and action. In such case, the Board will render a final decision as soon as practicable.

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

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

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

## **5.16 Reduction-In-Force**

5.16.1 Definition and Scope –

- a. This policy applies to reductions-in-force that are implemented by “layoffs” as contemplated by Ala. Code §16-1-33 (1975).
- b. A reduction-in-force may be declared by the Board of Education and layoffs approved thereunder if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board’s financial, legal, or operational obligations.
- c. A “layoff” within the meaning of this policy is a separation from employment with the Board of Education. However, employees who are laid off under authority of this policy are eligible for recall to employment as conditionally provided in this policy. The term “layoff” does not include or apply to the expiration of temporary, occasional, or “at-will”

appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

5.16.2 Criteria for Implementing Layoffs –

- a. The order, priority, rank, or selection of individual employees who are to be laid off under authority of this policy shall be determined on the basis of objective criteria. However, nothing herein shall be deemed or construed to limit or abridge the Board’s legislative discretion to identify areas, departments, groupings, or classifications for reductions (layoffs). (For example, the Board is not required to justify by objective criteria or otherwise a decision to implement layoffs in noninstructional categories or employees before doing so with instructional staff).
- b. The criterion or criteria on which the layoffs are to be based shall be announced or otherwise made known by the Board to employees affected by the layoff no later than the date notice of the layoff is provided to the employees.
- c. “Objective criteria” within the meaning of this policy may include any lawful selection standard (or combination of standards) that is verifiable, calculable, measurable, or otherwise determinable by means or methods other than the personal or subjective judgments or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons. For purposes of this policy, objective criteria may include, but are not limited to:
  - Seniority, longevity, or time in service that will be more specifically described in the notice of layoff that is provided to affected employees
  - Years of experience
  - Degrees, certification, or licensure
  - Job classification
  - Written or otherwise documented performance evaluations that can be fairly, accurately, and objectively compared to other similarly situated employees for the purpose of ordering or ranking, provided that such evaluations predate the RIF announcement or declaration by not less than thirty days

5.16.3 Recall – Employees who have been laid off under the terms of this policy will be given priority in filling positions as enrollment or financial circumstances warrant, provided that:



- a. The nature of the position and qualifications therefore have not materially changed;
- b. The laid-off employee remains properly qualified, licensed, or certified; and
- c. The laid-off employee confirms in writing his or her availability for and interest in re-employment to the Board's Director of Human Resources in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.

Circumstances permitting, and to the extent practicable, the selection of employees for recall will be based on the criteria that were applied to the layoffs themselves if there are more employees eligible for recall than positions available to fill. When layoffs occur over a period of time, the Board will take relative length of separation from service into consideration in assigning recall priority, other factors being equal. In no case will any right to be recalled to employment extend beyond one year from the effective date of the employee's layoff. Recalled employees will retain credit for the tenure, years of service, and the pay and benefit status they held on the effective date of their layoff. No pay, benefits, status, or additional rights will accrue or be credited to the recalled employee for the time he or she has been laid off.

5.16.4 Notice – Notification of layoff and recall shall be by United States certified or registered mail, hand delivery, or such other means as are reasonable under the circumstances. Upon receipt of notification of recall, a laid-off employee shall respond affirmatively to the notice of recall in accordance with such specific directions or instructions as may be contained therein. Any laid-off employee who does not so respond or who otherwise declines an offer of reemployment by the Board will be deemed to have waived any right to be recalled under the terms of this policy.

[Reference: Ala. Code §16-1-33 (1975)]

## **5.17 *Unauthorized Payments***

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

reasonable schedule of repayment so as to avoid undue hardship to the employee.

- 5.17.2 Retention and Recovery Authorized – If no objection to the proposed withholding is received within a reasonable time (to be specified in the notification letter), monies may be retained in the manner and to the extent described in the notification. If the employee objects to the proposed withholding, the Superintendent or his or her designee may, upon consideration of the objection and information and argument (if any) submitted in connection therewith, take such action as may be warranted under the circumstances and inform the employee in writing of the decision. If the employee is dissatisfied, he may contest the decision through the Board’s complaint procedure. Monies may be withheld by the Board pending completion of the grievance process, provided that, should the Board later pay over to the employee monies that have been retained under authority of this policy, such payment(s) will reflect all appropriate deductions and will include accrued interest from the date of withholding at the rate specified by the then-effective rate applicable to interest on unpaid judgments under Alabama law. If, after exhausting reasonable efforts to do so, the Board is unable to contact the employee in the first instance, the Board may retain or withhold from compensation or other payments due the employee an amount sufficient to satisfy the indebtedness; provided that any such retention or withholding will be subject to review and reconsideration at the request of the employee.
- 5.17.3 Repayment Required as a Condition of Reemployment – The Board reserves the right to require repayment of any outstanding indebtedness as a condition to reemployment of any former employee.
- 5.17.4 Procedures Not Exclusive – The provisions, procedures, and method of review specified herein are in addition to those that are otherwise available to the parties under law for the retention or recovery of funds, and for administrative or judicial review thereof.

## **5.18 Drug Free Workplace –**

- 5.18.1 General – National policy, as reflected by adoption of the Drug-Free Workplace Act of 1988 (Pub. L.100-690; 41 U.S.C.S. §§701 et seq.) and state policy, as reflected by state law, promote the goal of eradicating alcohol and drug abuse by employees. The Board places great importance on promoting this goal and hereby adopts as policy and requires the Superintendent to publish a statement and require employees to acknowledge receipt of such and give the assurances required by 41 U.S.C. §702.

The Board hereby declares that the unlawful manufacture, distribution, dispensation, sale, use, and possession of controlled substances, alcohol, or illegal drugs are prohibited in the workplace for all employees of the Board.

5.18.2 Definitions – For purposes of this policy, the following terms are defined, to-wit:

- a. "Controlled substance" means any drug, substance or immediate precursor included in the definition of the term "controlled substance" in §§13A-12- 215 and 216; 20-2-2, and 20-2-22 through 20- 2-31, Code of Alabama, 1975; and in schedules as revised and republished annually by the State Board of Health pursuant to §20-2-32, Code of Alabama, 1975. 2.
- b. "Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced, and shall include alcoholic beverages as defined in §28-2-1, et seq., Code of Alabama, 1975.
- c. "Public employee" means any person employed on a full-time, part time, temporary, or intermittent basis by the Board.
- d. "Convicted" or "conviction" means a final conviction in a court of competent jurisdiction or the acceptance of a plea of guilty or nolo contendere.
- e. "Workplace" means a geographic location at which an employee performs his or her work pursuant to employment with the Board, including all Board property and Board owned vehicles, and shall include travel while in travel status related to the employee's employment, including entities contracting with the Board, including all Board property and Board vehicles.

5.18.3 Standards of Conduct and Employee Rights – Prior to employment, all applicants given a conditional job offer shall be tested for drug use. The Superintendent or his or her designee shall determine where and when such drug testing will be conducted, and the expense of said drug testing shall be borne by the Board.

The Board reserves the right to require that sobriety or drug tests or screenings be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that any employee has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state, and federal laws and the Board's drug testing protocols.

Any employee who drives, operates, works on or maintains a vehicle owned or used by the Board, or operates or works on safety-sensitive equipment, shall be subject to random drug testing in accordance with the same procedures as apply to school bus drivers. The expense of said random drug testing shall be borne by the Board. The Superintendent or his or her designee shall maintain and revise from time to time as needed a list of safety-sensitive equipment.

Any employee who is convicted under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, dispensation, sale, use or possession of alcohol, a controlled substance or illegal drug shall be disciplined in appropriate fashion, up to and including termination. Any such employee shall be required as a condition of completion of suspension to complete a drug abuse treatment and education program approved by the Board.

If, prior to an arrest for an offense involving alcohol, a controlled substance, or an illegal drug, an employee notifies the Board that the employee illegally uses a controlled substance or an illegal drug or has a problem with alcohol and is receiving or agrees to receive treatment under a drug and alcohol treatment and education program appropriately licensed, the employee shall be entitled to maintain his or her employment with the Board for up to one year as long as the employee continuously follows the treatment plan and abstains from the use of any such drug, controlled substance, or alcohol. Under this portion of this policy, notification to the Board shall mean notification to the employee's immediate supervisor. During the one year period, the employee shall not be separated from his or her employment with the Board solely on the basis of the employee's drug and/or alcohol dependence, but the employee's work activities may be restructured if practicable to protect persons and/or property. The Board shall not be prevented from taking any and all personnel action against the employee for any other reason for which disciplinary action is authorized under Alabama law. The rights granted to an employee under this provision of this policy shall be available to said employee only once during a five year period.

Any treatment of any employee under a drug and/or alcohol abuse and education program shall be at the expense of the employee.

5.18.4 Program Procedures – The Superintendent shall establish procedures to carry out the components of this policy, and shall develop a drug-free awareness program to inform employees of the following, to-wit:

- a. The dangers of drug abuse in the workplace;
- b. The Board policy regarding a drug-free workplace and any accompanying administrative procedures concerning the maintenance of a drug-free workplace;
- c. Any available drug counseling or rehabilitation program;
- d. Penalties to be imposed upon employees for drug abuse violations occurring in the workplace.

### **5.19 *Drug and Alcohol Testing of Safety Sensitive Employees***

5.19.1 Scope – The Board will conduct employee drug and alcohol testing for

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

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

- a. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the Federal Highway Administration (FHWA);
- b. Being on duty or operating a vehicle while possessing alcohol
- c. Consuming alcohol while performing safety-sensitive functions;
- d. Consuming alcohol within eight (8) hours following an accident for which a post-accident alcohol test is required, or prior to undergoing a post-accident alcohol test, whichever comes first;
- e. Refusing to submit to alcohol or controlled substance test required by pre-employment, post-accident, random, reasonable suspicion, or follow-up testing requirements;
- f. Consuming alcohol or being under the influence of alcohol within four (4) hours of going on duty, operating, or having physical control of a vehicle;
- g. Report for duty or remain on duty requiring the performance of safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to perform any safety-sensitive duty; or
- h. Reporting for duty, remaining on duty, or performing safety sensitive functions if the driver tests positive for controlled substances.

No supervisor who has actual knowledge of the violation by a covered employee of any of the foregoing prohibitions shall permit the employee to perform or continue to perform any safety-sensitive functions.

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

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

- a. *Pre-employment Testing* – Prior to the first time a covered employee performs a safety-sensitive function for the Board, the employee must undergo testing for alcohol and controlled substances.
- b. *Post-accident Testing* – Each surviving driver who is involved in an accident involving a school bus shall submit to testing as soon as practicable following such accident if such driver:
  1. Was performing a safety-sensitive function with respect to such vehicle and the accident involved the loss of human life, or
  2. Such driver receives a citation within eight (8) hours of the occurrence under state or local law for a moving traffic violation arising from the accident and the accident involved either:
    - (i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or
    - (ii) One or more motor vehicles incurs disabling damage requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Each such driver shall remain readily available for such testing and if he does not remain so readily available, may be deemed to have refused to submit to testing. Transportation supervisors shall provide drivers with necessary post-accident information, procedures and instructions, prior to the driver operating the school bus, so that drivers will be able to comply with the requirements of this policy.

The tests required by this subsection shall be administered as soon as practicable following the accident. If the alcohol test is not administered within two hours following the accident, the supervisor will prepare and maintain a record stating the reasons. If the alcohol test is not administered within eight hours, and the controlled substances test within 32 hours, the same record shall be made and further efforts to administer such tests shall cease.

- c. *Random Testing* – The Board will conduct unannounced random alcohol and controlled substance testing of its covered employees.
- d. *Reasonable Suspicion Testing* – Whenever an authorized supervisor has reasonable suspicion to believe that a covered employee has violated the provisions of Section 5.19.2 of this policy such supervisor shall require the

covered employee to submit to an alcohol test, or a controlled substances test, as the case may be. The authorized supervisor's reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. These observations may include indications of the chronic and withdrawal effects of controlled substances. Only an authorized supervisor may require such testing, but such person shall not conduct an alcohol test of said employee. Alcohol testing pursuant to this paragraph is authorized only if the observations required are made during, just preceding, or just after the period of the work day when such driver is required to be in compliance with this policy. The requirements for records and reports with respect to reasonable suspicion tests are the same as those prescribed for post-accident testing.

Notwithstanding the absence of a reasonable suspicion alcohol test, no covered employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. Nor shall any supervisor permit the covered employee to perform or continue to perform safety-sensitive functions until:

1. An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
2. Twenty-four (24) hours have elapsed following the determination under the preceding provisions of this section that there is reasonable suspicion to believe that the employee has violated the prohibitions of this policy concerning the use of alcohol.

Except as provided above, no adverse action shall be taken against a covered employee solely on the employee's behavior and appearance, in the absence of an alcohol test, unless such action is otherwise authorized or required by law independent of this policy.

A written record shall be made of the observations leading to a controlled substances reasonable suspicion test and such shall be signed by the authorized supervisor who made the observations within twenty-four (24) hours of observing the behavior or before the results of the controlled substances test are released, whichever is earlier.

- e. *Return-to-Duty Testing* – A covered employee must submit to return-to- work alcohol and/or controlled substance testing before being permitted to return to work following a positive alcohol or controlled substance test or other violation of this policy or federal regulations.
- f. *Follow-up Testing* – Any employee who continues performing safety-sensitive functions for the Board, following a determination that the

employee requires assistance in resolving problems associated with alcohol misuse or the use of controlled substances, shall be subject to unannounced follow-up alcohol or controlled substance testing as directed by the Board's substance abuse professional (SAP).

- 5.19.4 Training of Supervisors – Each supervisor who is designated to determine whether a reasonable suspicion exists to require an alcohol or controlled substances test shall receive at least 60 minutes of training on alcohol misuse and an additional 60 minutes of training on controlled substances use, which training shall cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances. The Superintendent shall insure that such training is received.
- 5.19.5 Administration of Program – This policy shall be administered by the Superintendent or his or her designee and/or by the Supervisor or Director of Transportation. The Director of Transportation shall be available to answer any questions concerning this policy or other materials delivered to covered employees. A copy of this policy and additional materials and information concerning the effects of alcohol and controlled substances' use on an individual's health, work, and personal life; signals and symptoms of an alcohol or controlled substance problem (the employee's or a co-worker's) and available methods of intervening when an alcohol or controlled substances problem is suspected shall be delivered to all covered employees. All covered employees shall be requested to receipt for a copy of this policy and such additional materials.

[Reference: Omnibus Transportation Employee Testing Act of 1991]

## **5.20 Searches (Personnel)**

- a. *Board Property* – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, storage areas, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.
- b. *Employee Property* – The Board reserves the right to inspect employees' vehicles, purses, files, phones, computers, PDAs and other personal property if a supervisor forms a reasonable individualized suspicion that the property contains evidence of a violation of Board policy or contains any material, object, or substance that otherwise creates or presents a risk of harm or injury to the school, the workplace, or persons therein.
- c. *Use of Recovered Items* – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.



## VI. Students

### 6.1 *Admissions and Attendance*

- 6.1.1 Compulsory Attendance and Entrance Age – All persons between the age of six (6) and seventeen (17) years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law.

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

6.1.2 Eligibility for Admission to Decatur City Schools – revisions made 8/9/17

- a. *Eligibility in General* - The Board is charged with the responsibility of establishing and maintaining a system of public schools for the benefit of children who are bona fide residents of and who live within the corporate limits of Decatur. Only those children who are bona fide residents and who live within the corporate limits of Decatur, and who are otherwise eligible for admission, shall be admitted to the Decatur public schools, subject to the exceptions provided for in Section c. of this Policy.
- b. *Definition of a Bona – Fide Resident* – A child's status as a bona fide resident of Decatur shall be determined on a case by case basis. As a general rule, a child shall be considered a bona fide resident of the place where the parent or legal guardian having the legal primary/physical custody or control of such child permanently resides. Where it appears that a child is living at an address in Decatur for the sole or primary purpose of establishing residency for school zone or admission purposes, such child shall not generally be considered a bona fide resident. Where the family of a child has heretofore resided in a permanent home outside Decatur and the child and one or more, but less than all, members of the family obtain a dwelling within Decatur, but the remainder of the family remains in the same permanent house outside Decatur, such child generally shall not be considered a bona fide resident of Decatur except in those cases where there has been a divorce or legal separation and the child is in the legal primary/physical custody of a parent who has established residency in Decatur incident to the divorce or legal separation. It is the intent of this policy to deny resident status to those who are living in Decatur solely or primarily for purposes of establishing residency for school purposes.

In order for a child to establish a bona fide residence in Decatur, or in a particular school zone in Decatur, separate and apart from the residence of the child's parent or other person having lawful custody or control of such child under a court order, such child must establish to the reasonable satisfaction of the Superintendent or his designee that (a) the child

presently intends to remain in Decatur or such school zone permanently, or for an indefinite period of time or for a definite period of time ending on a date after, and ascertainable without reference to, the current school year; and (b) the child's presence in Decatur or such school zone is not primarily or solely for the purpose of attending the Decatur public schools or the school facility serving students residing in such school zone.

The bona fide resident child of a Board employee shall attend either (1.) the school for which the student is zoned based upon the residence address; (OR) (2.) the school at which the Board employee works, or such applicable school zone as if the student lived at the school facility. If a Board employee's resident child was accepted for attendance during the previous school year at a school other than as defined herein, then that student shall be "grandfathered" and shall be allowed to continue at such school until the end of the grade levels at such school. At that time, the student must return to the correct zone system provided herein.

All children who do not qualify as bona fide residents of Decatur under the above definitions and standards shall be considered "nonresidents."

c. *No Admission of Non- Residents – Exceptions –*

Nonresidents shall not be admitted to the Decatur public schools, unless such nonresident qualifies for admission under one or more of the following exceptions:

- i. Such nonresident, or a sibling of such nonresident, attended a Decatur public school during the 1999-2000 school year when such child or sibling was a nonresident of Decatur and during each subsequent school year when such nonresident or sibling was enrolled in a public school.
- ii. Such nonresident is the child of a Board employee who has primary/physical custody of the child. In such event, the Board employee may request that the employee's child be allowed to attend the Decatur public schools. This request shall be made to the Superintendent. The physical address of the educational or school facility to which the requesting Board employee is assigned, or in which the Board employee works, shall be considered the residence of the student for school zoning purposes. The student shall attend those schools whose zones encompass the physical address of the educational or school facility to which the employee is assigned, or in which the Board employee works as of the date of the request, as if the student lived at such school facility. If the employee is assigned to multiple facilities, the Superintendent shall select one facility for determining those schools which the child may

attend. The Superintendent shall determine if there are personnel and facilities available and whether the child's admission can be accomplished without materially affecting the quality of educational opportunities afforded to children who are bona fide residents of the City of Decatur.

- iii. Such nonresident resides in the jurisdiction of another local board of education which has a contract with the Board to provide educational services to such nonresident.
- iv. (1) Such nonresident is a "homeless" child who is required to be admitted to the Decatur public schools by reason of the McKinney-Vento Act, or is a student in foster care as defined by the Every Student Succeeds Act ( ESSA ) and implementing rules, regulations and plans, if any, of the Alabama State Board of Education.

(2) All migrant, immigrant and/or 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.

*(Revised 8/9/17)*

- v. *Repealed 6/13/18*
- vi. Such nonresident child resides in the jurisdiction of another local board of education and meets criteria established by the Board and the Superintendent for admission as a "tuition paying nonresident" to attend Decatur's virtual school program. Such student shall be required to apply for readmission on a year to year basis for each school year. Virtual students shall make continual and adequate progress or their initial admission or readmission to the program will be revoked. This decision shall be made by the Superintendent or his/her designee, whose decision shall be final. *(Revised 6/13/18)*
- vii. Such nonresident child resides in the jurisdiction of another local board of education and meets criteria established by the Decatur City Board of Education and the Superintendent for admission as a "tuition paying nonresident".

(1) In order to be considered for admission, "tuition paying nonresident" students must comply with the following:

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(i). meet all criteria for admission and complete all application requirements established by the Board and the Superintendent;

(ii). be in good standing academically and behaviorally with regular and prompt attendance from their previous school/schools;

(iii). reside with their parent(s) or their legal guardian who has the legal primary/physical custody or control of such child. Such resident must be within a reasonable commuting distance of Decatur City Schools;

(iv). meet all tuition payment requirements and deadlines;

(v). maintain a good academic standing and good disciplinary record during their period of admission to Decatur City Schools as determined by the Superintendent or his/her designee;

(vi). comply with the Decatur City Board of Education Code of Conduct.

(2) If accepted, the school assignment of the “tuition paying nonresident” child will be determined by the Superintendent or his/her designee, and such decision will be final.

(3) Admission of a “tuition paying nonresident” cannot result in a financial hardship on the Decatur City Board of Education and acceptance is further subject to assignment consideration of personnel and space availability in the grade and program requested. Such admission shall not materially affect the quality of education afforded to children who are bona fide residents of the City of Decatur.

(4) Decatur City Schools does not provide transportation services for “tuition paying nonresidents”.

(5) Students admitted as “tuition paying nonresidents” are subject to behavioral and attendance review and revocation of admission at the end of each grading period or at such time the Superintendent or his/her designee deems appropriate.

(6) The “tuition paying nonresident” must reapply for

admission for each year of attendance.

(7) A student who becomes a nonresident and whose parent(s)/legal guardian moves out of the jurisdiction of the Decatur City Board of Education during the school year and who wishes to remain in attendance must (a) notify the school immediately of their move; (b) complete an application as required of all other “tuition paying nonresident”; (c) pay a prorated portion of the tuition; (d) comply with all other admission requirements of “tuition paying nonresident”.

(8) If the Board determines to cease accepting “tuition paying nonresidents”, those accepted prior to such action shall be deemed to be “grandfathered” for acceptance, and shall be required to apply for admission on a year to year basis under such conditions established by the Superintendent or his/her designee. The decision whether to accept such request shall be made by the Superintendent or his/her designee, whose decision shall be final.

*(revised 6/13/18)*

*(Numbering cleaned up 3/13/19)*

viii. Such non-resident child is the child of an employee of the City of Decatur who has primary/physical custody of the child. In such event, the City employee may request that the employee’s child be allowed to attend the Decatur Public Schools. This request shall be made to the Superintendent **or** his/her designee. The Superintendent or his/her designee shall select the school which the child may attend. The Superintendent or his/her designee shall determine if there are personnel and facilities available and whether the child’s admission can be accepted without materially affecting the quality of educational opportunities offered to children who are bona fide residents of the City of Decatur. In addition, the provisions applicable to tuition paying non-residents set forth in paragraphs 6.1.2.c.vii shall apply, except the child of a City of Decatur employee shall not pay tuition.

*(added 3/13/19)*

- d. *Transfers and Withdrawals* – The Superintendent and staff shall develop procedures necessary for the transfer and withdrawal of students from one school to another within the system and from this system to another school system. The procedure must be in compliance with State law, State Board of Education policy, and with the policies of the Decatur City Board of Education.

Students whose parents change their legal residence but remain within the city limits of Decatur shall have the option of continuing in the same

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school until the end of the school year in which the change of residence occurred. If the student has completed the eleventh grade, the parents have the option to request that their child complete graduation in the present school.

Students who are victims or offenders of serious violations of the Code of Student Conduct may be assigned to a school outside the attendance zone if the Superintendent considers such to be appropriate under the circumstances.

- e. *Contracts with Other Systems* – To the extent that there are personnel and facilities available, and to the extent that the Superintendent determines that such can be accomplished without materially affecting the quality of educational opportunities afforded to children who are bona fide residents of Decatur, the Superintendent is authorized to contract with other boards of education for the provision of educational services to children who are residents of the jurisdiction served by other local boards of education.

The Decatur City Board of Education does not accept students for enrollment from other school systems pursuant to the provisions of Alabama Act No. 2013-265 including, but not limited to, the student transfer program provided in such Act.

- f. *Homeless, Migratory, Immigrant and Limited English Proficient Students* –

- (i) *Enrollment.* Such students will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Such students may also be entitled to other accommodations under federal law.

Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for the remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

- (ii) *Dispute Resolution.* When a dispute arises regarding school placement, the system will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the placement decision. The principal of the school will notify the Superintendent or his or her designee of the dispute.

- (iii) The Superintendent or his or her designee will expeditiously carry out the system’s dispute resolution procedures as detailed in the Board’s homeless student plan.
  - (iv) The enrollment of homeless, migrant, and immigrant students, children in foster care, and limited English proficient children and youth shall not be denied or delayed due to any barriers that are specifically prohibited by applicable law, which may include the following:
    - Lack of birth certificate
    - Lack of school records or transcripts
    - Lack of immunization or health records
    - Lack of proof of residency
    - Lack of transportation
    - Guardianship or custody requirements
    - Lack of social security card
- g. *Admissions Policy for State Funded Pre-K.* Pre-K admissions will follow the most recent guidelines published by the Department of Early Childhood Education. Priority for admission to the school system’s Pre-K program will be given to students who reside within the attendance zone served by the school where the program is located. If the available spots are not filled by those students, the Superintendent, or his/her designee, has the discretion to offer admission to students who reside in the attendance area for Decatur City Schools. Any remaining spots may be filled by students residing outside the Decatur City Schools’ attendance zone. All students must be residents of the State of Alabama.  
(added 3/13/19)

### 6.1.3 Attendance Zone and Class Assignment

- a. *Attendance Zone Assignment* – Students will be assigned to the school serving the attendance zone in which his or her parent(s) or legal guardian who has physical custody reside(s). A student whose parent or legal guardian moves from one attendance zone to another during the school year will be transferred to the school attendance zone in which the new residence is located. The student may be permitted to remain in the school attendance zone that serves the former residence until the end of the school year with the approval of the Superintendent. A parent or legal guardian who has documented plans to move to a new attendance area during the first or second grading period of the school year may have his or her child enrolled in the school serving the new residence upon approval by the Superintendent or his or her designee.
- b. *Class Assignment* – Principals will assign students to classes in keeping with school accreditation standards and any procedures or criteria that may be established at the system or school level.

6.1.4 Absences and Excuses – Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

- Illness (for Pre K-8 a doctor's note may be required after the 10th absence; for grades 9-12 a doctor's note may be required after the student's 7th absence in any course, subject or any semester)
- Death in immediate family
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal or other appropriate administrator
- Legal quarantine
- Emergency conditions as determined by the principal or his/her designee

Documentation supporting an excused absence must be submitted in a timely manner or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation as set forth in the Code of Student Conduct.

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

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

## **6.2 *Student Fees, Fines, and Charges***

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

## **6.3 *Extracurricular Activities***

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

- a. The organization or activity must be approved by the school principal and must have an assigned faculty supervisor or sponsor;
- b. The organization or activity must promote or serve the intellectual,



cultural, personal, or physical development of the student in a manner that is consistent with the purposes of public education, the Board’s legal mandate, mission statement, policies, and regulations, and with applicable requirements of state and federal law;

- c. The organization or activity must operate under and subject to general supervision of school officials; and
- d. The nature of the organization and its activities are not inconsistent with and do not interfere with instructional activities or requirements.

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

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

6.3.3 Eligibility Requirements — Participation in Board sanctioned athletic programs will be on such terms and conditions as may be approved by the Board, provided in applicable law or established by any athletic association of which the Board is a member.

[Reference: Ala. Admin. Code 290-3-1-.02(18)]

#### **6.4 *Off-Campus Events***

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

- a. The destination is an activity, event, or function that services a *bona fide* educational or related extracurricular purpose, or is an athletic event or function sponsored or sanctioned by the school or the school system and the state athletic association;
- b. If transportation is provided by the school system, adequate information regarding the trip (e.g., destination, duration, purpose, educational purpose, mode of transportation, nature and extent of student participation) has been provided to the principal, program director, and Superintendent.
- c. Adequate arrangements are made for supervision and other risk management considerations (e.g., parental permission, medical treatment authorization, special

insurance requirements);

- d. Properly certified and qualified drivers have been selected and arrangements for the costs of the trip (e.g., salary, fuels, maintenance, lodging) have been made; and
- e. Approval of the trip is obtained from the Superintendent or his or her designee.

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

### **6.5 *Student Publications***

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

### **6.6 *Equal Educational Opportunities***

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

### **6.7 *Title IX***

6.7.1 Prohibition – In accordance with Title IX (20 U.S.C. §1681, *et seq.*), the Board strictly prohibits discrimination on the basis of sex or gender in its programs or activities, including sexual harassment, as defined by law and Board policy. Sexual harassment complaints should be filed and reviewed under the Board’s student sexual harassment policy. All other complaints under Title IX will be filed and reviewed according to the Board’s general complaint and grievance procedures.

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

Name and/or Title: Dr. Yvette Evans and/or Mr. Dwight N. Satterfield  
Address: 302 Fourth Avenue NE, Decatur, AL 35601-1972  
Telephone No.: 256-552-3000

### **6.8 *Voluntary Religious Expression***

The Board does not discriminate against students or their parents or guardians on the basis of their religious viewpoints or their expression of such viewpoints. Such views and expressions are treated in the same manner as nonreligious viewpoints, activities, or

expressions.

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

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

## **6.9 *Student Sexual Harassment***

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

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

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

sponsored activities, or any other aspect of the student's education;

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

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

- a. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- b. Repeated unwelcome solicitations of sexual activity or sexual contact;
- c. Unwelcome, inappropriate sexual touchings;
- d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to the student's educational status.

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

6.9.4 Initial Confrontation of Accused Harasser Not Required – A student who invokes the harassment complaint procedure will not be required to present the complaint to the accused or suspected harasser for resolution. Students will be permitted to report allegations of suspected harassment to any appropriate Board administrator, teacher, counselor, or employee, and such persons have a duty to promptly refer such allegations to the Superintendent or to take such action as may be required by the procedures established under “Sexual Harassment Complaint Procedures Authorized” (6.11.3) above. In no case will any employee who is the subject of a complaint be permitted to conduct, review, or otherwise exercise decisionmaking responsibility in connection with the processing of the complaint.

6.9.5 Notice of Policy to be Promulgated – The Superintendent will promulgate and disseminate this policy and the complaint procedures to the schools and will take

such other steps and measures as may be reasonably available and expedient for informing the school community of the conduct prohibited by this policy and the recourse available to students who believe that they have been subjected to sexual harassment.

## **6.10 Protection of Pupil Rights Amendment**

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

- a. Political affiliations or beliefs of the student or student's parent(s);
- b. Mental or psychological problems of the student or student's family;
- c. Sexual behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of others with whom respondents have close family relationships;
- f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- g. Religious practices, affiliations, or beliefs of the student or parent(s); or
- h. Income, other than as required by law to determine program eligibility.

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

- a. Any survey that is designated to obtain protected information from a student, regardless of the source of funding;
- b. Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, that is administered by the school or its agent, and that is not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
- c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or for the purpose of selling or otherwise distributing the information to others.

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

- a. Protected information surveys of students;
- b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c. Instructional material used as part of the educational curriculum.

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

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

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

## **6.11 *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 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 CFR 99.3]

## **6.12 *Student Health Services***

The Board may offer limited student health services that are designed to address minor medical issues that may arise during the school day or to assist with special or chronic health problems. In cases of acute or contagious illnesses, parents or guardians may be notified and required to pick up the student. If a parent or guardian is not available, the principal or school nurse may contact the Department of Public Health. School officials are authorized to take reasonable and appropriate steps to provide or arrange for the provision of emergency medical services to students who require immediate medical attention. In case of illness or accidental injury not requiring immediate medical attention, standard first aid procedures may be followed. The Superintendent is authorized to develop and promulgate procedures, rules, and regulations concerning the taking, administration, and handling of medication, and the treatment of anaphylaxis at school consistent with state law and appropriate health standards.

### 6.13 *Student Conduct*

The Superintendent or his or her designee will prepare and present to the Board for adoption and periodic revision a Code of Student Conduct (“CSC”), with input from teachers, school personnel, students, parents and guardians, and other members of the education community and, as appropriate, the community at large. The CSC will comprehensively describe the rules and standards of conduct and discipline that will be maintained and enforced within Decatur City Schools. The CSC will set forth the specific grounds for disciplinary action, the penalties, sanctions, or consequences that may be imposed for a violation of the CSC, the methods and procedures by which violations of the CSC will be determined, and any appeal or review procedures that are available to students. The CSC will incorporate applicable statutory and regulatory requirements, and the hearing and appeal procedures specified in the CSC will conform to applicable statutory and constitutional standards and requirements. The CSC may be incorporated in a student handbook and will be made available to all teachers, school personnel, students, parents and guardians at the beginning of each school year. The CSC will be deemed an extension of Board policy and will have the force and effect thereof.

[Reference: ALA. CODE §§16-28-12, 16-28A-1 to 3 (1975); Ala. Admin. Code 290-3-1-.02, 290-8-9-.09]

### 6.14 *Searches (Students)*

- a. *Board Property* – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.
- b. *Personal Property* – Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and “personal digital assistant” (PDA) devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community or that the property contains evidence of an actual or suspected violation of the law, of Board policy, of the code of student conduct, or of other school rules, provided that the nature and extent of such search is reasonably related and limited to the suspected violation.
- c. *Personal Searches* – Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community, provided that the nature and extent of such search is reasonably related and limited to the suspected violation. Student searches must be conducted by a school administrator in the presence of another

certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent or his or her designee. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.

- d. *Use of Recovered Items* – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.
- e. *Construction* – This policy shall not be construed to prevent:
  - (1) School Resource Officers or other law enforcement officials from taking independent, lawful action regarding activities that occur on campus; or
  - (2) The Board or its employees from seeking the assistance of School Resource Officers or other law enforcement officials to assist in a search.

## **6.15 Corporal Punishment**

The Board permits the use of reasonable corporal punishment only after a teacher or administrator has already attempted to correct the behavior in question. These methods must include, at least, a conference with a student about his or her behavior and a conference with the student's parent or guardian. In the conference with the parent or guardian, the teacher or administrator must notify the parent or guardian that continued misbehavior by the student may result in the use of corporal punishment. Should corporal punishment be needed, it must be administered according to the following:

1. The student has been notified of the offense for which he is to receive corporal punishment and the student has been given an opportunity to explain his or her actions.
2. The punishment is administered by the school principal or his or her designee with the knowledge and consent of the principal and witnessed by a certified school employee.
3. The punishment is administered out of view of any other students.
4. A record of the corporal punishment will be made in accordance with the school system's disciplinary recordkeeping requirements.

The Superintendent is authorized to develop and implement procedures for administering and documenting corporal punishment, consistent with the terms of this policy.

[Reference: ALA. CODE §16-28A-2 (1975)]



## **6.16 *Seclusion and Physical Restraint***

The Superintendent is authorized to develop written procedures governing the use of seclusion and physical restraint as required by state law. The procedures will be published in accordance with the requirements of state law.

[Reference: ALA. ADMIN. CODE §§290-3-1-.01, 290-3-1-.02]

## **6.17 *Student Suspension (including Students with Disabilities)***

In order to maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected violation of school or school system rules, standards, or policies, principals may temporarily suspend a student pending a conference with the parent or guardian of the

student and a final disciplinary decision. Suspension may also be imposed as a disciplinary measure as provided in the Code of Student Conduct. Suspensions will be counted as excused absences. Make up work may be permitted for such absences unless permitting such work under the circumstances would be impractical or impossible, would serve no purpose, would place school personnel at risk of harm, or would be unreasonable in light of the grounds for the suspension. Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (“IDEA”) and its implementing regulations.

## **6.18 *Student Expulsion (including Students with Disabilities)***

Upon recommendation of the Superintendent, students may be expelled from school for offenses serious enough to warrant such action as provided in Code of Student Conduct or other Board disciplinary policies. Students who are recommended for expulsion may be suspended until such time as the Board meets to consider the recommendation for expulsion. Reasonable notice of the proposed action, the reasons therefore, and an opportunity to be heard will be afforded to the student and the student’s parent or guardian prior to a final decision by the Board regarding expulsion. The Superintendent will notify the student or the student’s parent or guardian, in writing, of any action taken by the Board. The term of an expulsion may extend to the maximum permitted by law. The Board may impose such reasonable limitations on the student’s right to re-enroll in the school system following expiration of expulsion as may be permitted by law. A student who withdraws from school prior to the Board’s consideration of a proposed expulsion may not re-enroll in the school system until the Board holds a hearing or other appropriate proceedings regarding the recommended expulsion. Expulsion of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (“IDEA”) and its implementing regulations.

## **6.19 *Electronic Communication Devices***

Allowing a student to bring electronic devices, including, but not limited to, cell phones, or other devices to school is a privilege afforded by Decatur City Schools. Use or visible possession of any such device during school hours is strictly prohibited unless such use is

authorized by the Principal or the student is using a device issued to students by the school system for educational purposes. In addition, students may use personally-owned technology such as e-readers, tablets, notepads, laptops, or similar devices according to specifications within Decatur City Schools' Bring Your Own Device guidelines. The Board assumes no responsibility for theft, loss, or damage to any electronic device.

The Board permits restricted and conditional access to, and use of, its technology resources, as well as personally-owned devices, for instructional purposes only and not for personal use. Students may use only accounts, files, software, and/or other technology resources that are assigned to, provided to, or approved for him/her.

The Board reserves the right to place conditions on, restrict, or prohibit the use of personally-owned technology resources, including all electronic devices and storage media on its property. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the code of student conduct, or of other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

[Reference: ALA. CODE §16-1-27 (1975)]

## **6.20 Drivers' License**

6.20.1 Drivers' License – Unless exempted from the requirement by Board policy, a person under the age of 19 years may not under state law obtain a driver's license or a learner's permit without being enrolled in school or meeting alternative criteria established by law. Additionally, a driver's license may be suspended or revoked if a student withdraws or fails to attend school. Students may be exempted or excused from otherwise applicable statutory requirements if their withdrawal or nonattendance is caused by circumstances beyond the control of the student. Circumstances beyond the control of the student may be found with respect to:

- a. Students who are mentally or physically unable to attend school;
- b. Students who are regularly and legally employed in compliance with the provisions of the Child Labor Law; and
- c. Students who, because of the lack of public transportation, are compelled to walk more than two miles to attend a public school.

Students who are denied a driver's license by virtue of their nonenrollment may appeal a decision affecting the student's eligibility for a driver's license to the Superintendent or his or her designee or the principal. The appeal should be in writing and filed within 15 days of the decision from which the appeal is taken, and should set forth the reasons on which the appeal is based. The Superintendent or his or her designee shall be the sole judge of whether the withdrawal is due to circumstances beyond the control of the student.

6.20.2 Administrative Procedures Authorized – The Superintendent is authorized to develop procedures to implement the provisions of this policy and to comply fully with state law.

[Reference: ALA. CODE §16-28-40, *et seq.* (1975)]

## **6.21 *Tobacco, Alcohol, and Drug Policy for Student Drivers and Students Participating in Competitive Extracurricular Activities***

6.21.1 Policy Statement – The Decatur City Board of Education (Board) values students and their participation in athletics and other extracurricular activities. These students, as role models for other students, are keys to the Board’s goal of providing the best possible education program for all students. To achieve this goal and to maximize the skills and talents of all students, it is important that every student and employee of the school system understand the dangers of tobacco, alcohol, and drug abuse.

It is the objective of the Decatur City Board of Education to assure that all students who wish to take advantage of the privilege of driving or parking a motor vehicle on school property or any other site off campus during regular school hours at which a student is participating in or observing any school activity, be completely free of the effects of alcohol, and/or the presence of other illegal or controlled substances. In an effort to meet this objective, the Decatur City Board of Education reserves the right to require that any student desiring to drive or park a motor vehicle on school property be subject to and submit to random drug testing at any time while on school property, or attending school sponsored activities during regular school hours.

This policy statement clarifies the Board’s position on student tobacco, alcohol, and drug use as it pertains to athletic and competitive extracurricular participation and student drivers. For the purposes of this policy, students who participate or intend to participate in high school athletic teams, cheerleading squads, and extracurricular organizations of a competitive nature as listed in Section 6.22.8 are termed “competitive students.” For the purposes of this policy, “student drivers” includes any student currently enrolled in the Decatur City School System who drives or parks a motor vehicle on school property or at any other site off campus during regular school hours at which a student is participating in or observing a school activity. Participation in competitive activities and driving or parking a motor vehicle on school property or at any other site off campus during regular school hours at which a student is participating in or observing any school activity, are privileges which can be taken away for failure to comply with this policy. The Board may change the provisions of this policy at any time in accordance with law. Students covered by this policy will be informed of any changes.

6.21.2 Policy Objectives –

- a. To reduce the likelihood of incidents of accidental personal injury and/or

damage to students or property.

- b. To encourage any student who uses, is dependent upon, or is addicted to tobacco, alcohol or other drugs to seek help in overcoming the problem.
- c. To create and maintain a safe, drug-free environment for all students.
- d. To minimize the likelihood that school property will be used for illicit drug activities.
- e. To protect the reputation of the school system and its students.

Substance abuse is a serious threat to the school system, its students, visitors, and employees. The Board believes that benefits derived from this policy outweigh the potential inconvenience to competitive students and student drivers. The Board earnestly solicits the understanding and cooperation of all school staff, students, and parents in implementing this policy.

6.21.3 Requirements of Competitive Students – After October 1, 2002, no competitive student shall be permitted to participate in athletics, cheerleading, or any of the competitive extracurricular activities described in Section 6.22.8 of this policy unless:

- a. Such student and their parent or legal guardian agree in writing, in such form and at such times as the Superintendent may require, to be randomly tested and automatically retested for tobacco, alcohol, and drug use pursuant to the provisions of this policy.
- b. Such student duly and timely submits to each request by a Board employee that the student undergoes a tobacco, alcohol, and drug test pursuant to the requirements of this policy and fully cooperates in providing the testing specimen and abstains from adulterating the same.
- c. Such student abstains from using tobacco, alcohol, and drugs at or away from school. For purposes of this paragraph of this policy, the term “drugs” means any substance which an individual may not sell, possess, use, distribute, or purchase under either federal or Alabama law, including, but not limited to, all scheduled drugs defined in the Alabama Uniform Control Substances Act, all prescription drugs obtained without authorization, and all prescribed and over the counter drugs being used for an abusive purpose, whether or not such are tested for under this policy. Admitted use of tobacco, alcohol, or drugs, for purposes of this policy, shall be equivalent to a Medical Review Officer (MRO) verified confirmed positive test for the presence of tobacco, alcohol, or drugs, as the case may be, and subject the student to the consequences prescribed in Section 6.22.6.

To avoid creating safety problems or violating this policy, competitive students must inform their coaches/assistant coaches/directors/sponsors when they are

legitimately taking medication or have a medical condition which may affect their ability to practice or compete.

6.21.4 Requirements for Student Drivers – After August 1, 2008, no student driver shall be permitted to operate or park a motor vehicle on school property or any other site off campus during regular school hours at which a student is participating in or observing any school activity, unless:

- a. Such student and their parent or legal guardian agree in writing, in such form and at such times as the Superintendent may require, to be randomly tested and automatically retested for alcohol and drug use pursuant to the provisions of this policy.
- b. Such student duly and timely submits to each request by a Board employee that the student undergoes an alcohol and drug test pursuant to the requirements of this policy and fully cooperates in providing the testing specimen and abstains from adulterating the same.
- c. Such student abstains from using alcohol and drugs at or away from school. For purposes of this paragraph of this policy, the term “drugs” means any substance which an individual may not sell, possess, use, distribute, or purchase under either federal or Alabama law, including, but not limited to, all scheduled drugs defined in the Alabama Uniform Control Substances Act, all prescription drugs obtained without authorization, and all prescribed and over the counter drugs being used for an abusive purpose, whether or not such are tested for under this policy. Admitted use of alcohol or drugs, for purposes of this policy, shall be equivalent to an MRO verified confirmed positive test for the presence of alcohol or drugs, as the case may be, and subject the student to the consequences prescribed in Section 6.22.6.

6.21.5 Enforcement – The Board requires all competitive students and student drivers to submit to tobacco, alcohol, and drug tests to maintain safety and security. The Board has developed this student testing program to follow, as the Superintendent deems appropriate and practicable, the process of 49 CFR Part 40 and the Omnibus Transportation Employee Testing Act of 1991. The Board encourages, and may require, its employees to be trained in tobacco, alcohol, and drug usage recognition skills.

Pursuant to this policy and procedures to be developed by the Superintendent, competitive students and student drivers with appropriate parental consent may be tested on a random basis throughout the school year.

A competitive student or student driver who has a confirmed positive test verified by the Board’s MRO will be subject to the consequences outlined in Section VI of this policy. Refusal to comply with the testing requirements of this policy (including refusal to test or to cooperate in testing or submit to testing in a timely manner and as directed by school personnel) will result in the same consequences as apply to the Third Occurrence of Positive Test Results (Other Than Tobacco).

6.21.6 Consequences – Consequences are outlined based upon the number of occurrences of a positive test. After one calendar year, if no other positive tests have occurred and all requirements of a positive test have been met, the student will be returned to the random sampling pool. All automatic split sample and private retests will be at parent’s or student’s expense.

Newly enrolled competitive students and student drivers will be placed into the random pool. These students will begin with a clean record, except that a student moving into the district who has not completed consequences for a positive test in his previous district must complete such consequences either in that district or in the Decatur City Schools according to this policy.

Consequences for a confirmed positive test (mandatory or random) and for admitted tobacco, alcohol, or drug use at or away from school are as follows:

a. *Positive Test Results – Tobacco Only*

The competitive student or student driver’s parents or legal guardians, school administration, and sponsor of competitive activity shall be notified of the positive test. Upon notification the student will return to the random pool.

b. *First Occurrence of Positive Test Results (Other than Tobacco)*

i. The competitive student or student driver, student’s parents or legal guardians, school administration, and any activity sponsor or coach shall be notified of the positive test.

ii. The competitive student or student driver will be suspended from all competitive activities or driving privileges for 21 calendar days from the notification of the First Occurrence of Positive Test Results (Other Than Tobacco) and thereafter until completion of the following:

A. The student shall be enrolled and attending Mandatory Substance Abuse Counseling as approved by the Superintendent or alternative substance abuse counseling program as approved by the Superintendent or Drug Testing Coordinator (DTC). The Board is not responsible for costs associated with such counseling.

B. The student shall automatically be retested on the next regularly scheduled drug testing date (scheduled no earlier than 21 calendar days after notification of testing results) and at every subsequent drug testing date for one calendar year from the date of notification of a First Occurrence of

Positive Test Result. However, for a student to be eligible for automatic testing, the student must have been enrolled and attending Mandatory Substance Abuse Counseling.

- c. *Second Occurrence of Positive Test Results (Other than Tobacco)*
  - i. The competitive student or student driver, student's parents or legal guardians, school administration, and any activity sponsor or coach shall be notified of the positive test.
  - ii. Upon the second violation, the competitive student or student driver will be suspended from all competitive activities or driving privileges for a minimum of 9 school weeks following such date of notification of positive test results. If such suspension is not completed during the current year, it shall be completed in the ensuing school year. In addition to the foregoing:
    - A. The student must complete Mandatory Substance Abuse Counseling.
    - B. The student shall automatically be retested on the next regularly scheduled drug testing following the student's suspension and thereafter for one calendar year.
    - C. Upon completion of suspension, the competitive student must test negative before the student is allowed to participate in competitive extra-curricular activities. Upon completion of suspension, the student driver must test negative before the student is allowed to drive or park on campus or at any site off campus during regular school hours while the student is participating in or observing any school activity at such off campus site.
    - D. The student of the student's parent/guardian must pay in advance the cost of the student's first automatic retest.
- d. *Third Occurrence of Positive Test Results (Other than Tobacco)*
  - i. The competitive student or student driver, student's parents or legal guardians, school administration, and activity sponsor or coach shall be notified of the positive test.
  - ii. Upon the third violation, the competitive student or student driver will be suspended from all competitive activities or driving privileges for minimum of 18 school weeks from the date of notification of positive test results. If such suspension is not completed during the current year, it shall be completed in the ensuing school year. In addition to the foregoing:

- A. The student must complete Mandatory Substance Abuse Counseling.
- B. The student's parent or legal guardian must complete an approved parenting program or be actively involved in family counseling sessions.
- C. The student shall automatically be retested on the next regularly scheduled drug testing following the student's suspension and thereafter for one calendar year from the date of notification for the positive test results.
- D. Upon completion of suspension, the competitive student must test negative before the student is allowed to participate in competitive extra-curricular activities. Upon completion of suspension, the student driver must test negative before the student is allowed to drive or park on campus or at any site off campus during regular school hours while the student is participating in or observing any school activity at such off campus site.
- E. The student or the student's parent/guardian must pay in advance the cost of the student's automatic retest.

#### 6.21.7 General Provisions –

The student or the student's parents or guardians may request a retest of a portion of the sample taken from the student within 72 hours of notification of test results. Any such retest shall be at a facility approved by the Superintendent or his or her designee. The student, parent or guardian requesting a retest shall pay the cost for any such retest in advance.

Competitive students or student drivers will not be penalized academically if they test positive, refuse to test, refuse to cooperate with testing, or for being in violation of this policy. All information, interviews, reports, statements, memoranda, and test results, either written or otherwise, received by the Board through its tobacco, alcohol, and drug testing program are confidential and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except as follows:

- a. As directed by the specific, written consent of the parent/guardian and/or student authorizing release of the information to an identified person.
- b. In a lawsuit, grievance, or other proceeding initiated by or on behalf of the competitive student or student driver.
- c. As otherwise required by law or legal process.

Information, including test results, will not be released to criminal or juvenile authorities unless required by state or federal laws.



A student who is suspended from competitive extracurricular activities pursuant to this policy or who is ineligible to participate in such activities because of failure to comply with the terms and provisions of this policy shall not be permitted to engage in or enjoy the benefits of any game, competition, travel, award, reward, practice, tryout or other activity or event related to the team or other organizational activity, except for practice at the in-town customary site if permitted by the coach or sponsor of such team or activity. In addition, where the only opportunity to try out for a team or competitive activity occurs during the period of suspension, the student may be allowed to try out for such team or activity if the student otherwise qualifies to try out for such team or activity, but the student's selection for such team or activity shall be subject to the student fulfilling and completing the conditions of suspension and being in good standing under this policy prior to otherwise participating in such competitive extracurricular activity.

6.21.8 Competitive Activities/Organizations –

The following are the competitive extracurricular activities/organizations in the Decatur City Schools affected by this policy:

- a. All athletic activities recognized and/or sanctioned by the Alabama High School Athletic Association Eligibility Standards, including cheerleading
- b. Band
- c. Chorus
- d. ROTC Drill Team, Rifle Team, Color Guard
- e. Forensics
- f. Drama-Trumbauer competition
- g. Scholars Bowl
- h. Math Team
- i. Decatur / Austin Robotics Coalition (DARC)
- j. Chess Team
- k. TSA (technology team)
- l. FBLA (district/state competition)
- m. FCCLA (district/state competition)
- n. Foreign Language Teams (state competition)
- o. SECME (district/state competition)
- p. DECA (district/state competition)

- q. Such other competitive extracurricular activities as the Superintendent or his designee may determine. The Superintendent shall notify the Board and the high school principals of such determinations.

#### 6.21.9 Identification of Drugs –

In addition to being tested for tobacco and alcohol, competitive students and student drivers will initially be subject to testing for the following drugs, to wit:

- a. THC
- b. Amphetamines (including Methamphetamine and Ecstasy)
- c. Cocaine
- d. Opiates
- e. PCP
- f. Benzodiazepines
- g. Propoxyphene
- h. Methadone
- i. Barbiturates
- j. Methaqualone
- k. Bath Salts or Synthetic Marijuana

From time to time, the Superintendent, with reasonable notice to students and parents, may eliminate some of such drugs and may add others to the testing list.

#### 6.21.10 Procedures –

The Superintendent is requested to develop appropriate procedures and forms for the implementation of this policy and to cause one or more orientation sessions to be conducted to familiarize parents, students, and employees with the requirements of this policy.

#### 6.21.11 Relationship to Other Policies: Effective Date –

This policy is in addition to and is not intended to be used in place of Board Policy and School Rules pertaining to the use, possession, distribution, and manufacturing of tobacco, alcohol, or other drugs at or away from school, Board property, or at school sponsored events. If a competitive student or student driver violates such other policies and rules, disciplinary consequences will be through normal school channels and procedures associated with said policies and rules.

## **6.22 Harassment, Violence, and Threats of Violence Prohibited**

6.22.1 Prohibition - No student shall engage in or be subject to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

### 6.22.2 Definitions –

1. The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 6.23.3(b) below. To constitute harassment, a pattern of behavior may do any of the following:
  - a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
  - b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  - c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
  - d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  - e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
2. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
3. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
4. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from

participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

5. The term “student” as used in this policy means a student who is enrolled in the Decatur City school system.

#### 6.22.3 Description of Behavior Expected of Students -

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- b. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
  1. The student’s race;
  2. The student’s sex;
  3. The student’s religion;
  4. The student’s national origin; or
  5. The student’s disability.

6.22.4 Consequences for Violations – A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

6.22.5 Reporting, Investigation, and Complaint Resolution Procedures – Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

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

The person reporting the violation may, upon request, be given an explanation of the outcome of the investigation and of any steps taken to prevent a recurrence of the violation, subject to any limitations on the disclosure thereof that may be imposed by law. A person reporting a violation who is not satisfied with the outcome of the investigation may appeal the decision in writing to the Superintendent.

Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

6.22.6 Promulgation of Policy and Related Procedures, Rules, and Forms – This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes.

6.22.7 Construction of Policy – This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in

harassment, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

[Reference: Ala. Code §16-28B-1, *et seq.* (1975)]

## **6.23 *Suicide Awareness and Prevention***

6.23.1 Program Authorized – To the extent that the Legislature appropriates funds or the Board provides funds from other sources, the Superintendent is authorized to develop a program to implement the following statutory requirements of the Jason Flatt Act in an effort to prevent student suicide:

- a. Foster individual, family, and group counseling services related to suicide prevention.
- b. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
- c. Foster training for school personnel who are responsible for counseling and supervising students.
- d. Increase student awareness of the relationship between drug and alcohol use and suicide.
- e. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
- f. Inform students of available community suicide prevention services.
- g. Promote cooperative efforts between school personnel and community suicide prevention program personnel.
- h. Foster school-based or community-based, or both, alternative programs outside of the classroom.
- i. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
- j. Engage in any other program or activity which the Board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
- k. Provide training for school employees and volunteers who have significant contact with students on the Board policies to prevent harassment, intimidation, and threats of violence.

- l. Develop a process for discussing local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence with students.
- m. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing inservice training programs or as a part of required professional development offered by the school system.

Students are expected to comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.

6.23.2 Promulgation of Policy and Related Procedures, Rules, and Forms – This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes.

[Reference: Ala. Code §16-28B-8 (1975)]

## VII. Instructional Program

### 7.1 Curriculum

The Superintendent will coordinate the design and development of a comprehensive curriculum plan in accordance with state law and any requirements of the State Department of Education for approval by the Board.

### 7.2 Textbooks

Textbooks will be purchased and distributed in accordance with State Department of Education regulations. Only textbooks recommended by the local textbook committee will be approved by the Board, upon the recommendation of the Superintendent. The local textbook committee will be appointed by the Board and upon recommendation by the Superintendent. Students are loaned textbooks for the duration of the course that requires the textbook and are responsible for the care of the textbook. Students must reimburse the Board for the cost of any textbooks that are lost or damaged beyond reasonable wear and tear.

[Reference: ALA. CODE §16-36-62 (1975)]

### 7.3 Academic Standards

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified.

7.3.1 General Grade Scale – Grades for academic course work will be awarded according to the following scale:

<u>Letter Grade</u>	<u>Numerical Grade (100 point scale)</u>	<u>Grade Point Average Points (4 point scale)</u>
A	90 – 100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	Below 60	0.00

7.3.2 International Baccalaureate (IB), Advanced Placement (AP), Dual Enrollment, and Advanced – Numerical grades in Advanced Placement courses (approved by the College Board), IB (HL) and College Dual Enrollment courses will be weighted by adding ten (10) points. Advanced courses and IB (SL) will be weighted by adding five (5) points to the numerical average. When calculating the grade point average on a four point scale one (1) point will be added for Advanced Placement, IB (HL) and College Dual Enrollment. One-half (.5) point will be added for Dual Enrollment, Advanced courses and IB (SL).



- 7.3.3 Special Education Grading Standards – Students who are receiving special educational services may be graded according to an individualized educational plan, and nothing in Board policy or procedure prohibits the extension of appropriate academic modifications or accommodations to students who may be eligible for such modifications or accommodations under provisions of state and federal law.
- 7.3.4 Report Cards – Report cards reflecting student progress will be provided to the parents or legal guardians of students at the end of each grading term.
- 7.3.5 Promotion – Students are promoted from grade to grade on the basis of academic credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board. Students who are eligible for promotion from grade to grade may nevertheless be retained by agreement of the parents and appropriate school officials.
- 7.3.6 Class Rankings – Beginning with the ninth grade of high school, all students will be ranked based on their numerical grade point average (GPA) (calculated and weighted as described herein). The calculation will be carried out five decimal places and not rounded off.
- 7.3.7 Credit Recovery – The Superintendent is authorized to develop procedures for a program through which a student may recover credits in one or more failed courses, in compliance with regulations promulgated by the State Department of Education. The curriculum will align with the State Board of Education course of study and study content standards in which the student seeking credit recovery is deficient.

[Reference: Ala. Admin. Code 290-3-1-.02(10)]

#### **7.4 *Testing***

The Superintendent is authorized to develop and implement a standardized testing program that will include, at a minimum, all testing required under state and federal law. All standardized tests are to be conducted in accordance with the appropriate test administration manual guidelines and any rules or regulations that are intended to ensure their security and validity. Teachers are authorized to conduct tests for their courses in order to determine their students' abilities, knowledge and skills, and to use in calculating a student's grade.

#### **7.5 *Summer School Operations***

A "summer school" program may be implemented in compliance with regulations promulgated by the State Department of Education. Summer school is provided as a service by the Board and is separate and distinct from the regular academic year. The Superintendent is authorized to develop and maintain rules and regulations for the

operation of summer school, including requirements for enrollment, attendance, transportation, and tuition, which will be subject to approval by the Board.

[Reference: Ala. Admin. Code 290-3-1-.02(6)]

## **7.6 *Dual Enrollment***

Upon recommendation of the Superintendent, the Board may establish guidelines in accordance with the regulations of the State Department of Education by which qualified high school students are allowed to take post-secondary college courses for high school credit.

[Reference: Ala. Admin. Code 290-3-1-.02(11)]

## **7.7 *Correspondence or Online Courses***

Credit for correspondence and online courses will be recognized if the conditions and criteria established by the Alabama Department of Education for such programs are met.

[Reference: Ala. Admin. Code 290-3-1-.02(12, 13)]

## **7.8 *Virtual School Option***

7.8.1 Scope and Delivery of Services – The Board provides a virtual school option for grade 6-12 that includes all courses that are needed to obtain a high school diploma. Such courses may be delivered through the Alabama State Department of Education’s ACCESS program.

The Board may also offer locally-developed virtual courses or other virtual courses offered through online instructional programs approved by the Board.

7.8.2 Student Eligibility Criteria – Students enrolled in a virtual course delivered through ACCESS must meet any eligibility requirements of the ACCESS program. In addition, students must meet school system enrollment requirements for the course in question including, but not limited to, those contained in the school system’s curriculum catalog.

The school system reserves the right to develop specific eligibility criteria for particular virtual programs or courses.

Students may be transitioned back to a traditional day program if 1) the student’s participation in the virtual program is impeding the student’s academic progress; 2) the student fails to meet virtual course attendance requirements; or 3) the student repeatedly violates school system policies, procedures, rules or regulations, including, but not limited to, the school system’s rules governing the use of its technology resources.

7.8.3 Monitoring Performance and Testing Requirements – Individual student performance will be monitored pursuant to the school system’s traditional

academic credit requirements and grade scale. Students utilizing the virtual school option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests applicable to traditional public school students enrolled in the traditional public school.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual school students. The school system reserves the right to require students utilizing the virtual school option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

- 7.8.4 Attendance –Students participating in the virtual school option are required to be active and submitting assignments in order to remain enrolled in the program. The school system reserves the right to set specific attendance requirements for each virtual course. The Superintendent or his or her designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. A student’s failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class or a charge of truancy, if appropriate.
- 7.8.5 Additional Procedures Authorized –The Superintendent or his or her designee is authorized to develop such procedures as he deems necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for informing students and parents of the virtual program’s requirements and rules, and a process for making determinations regarding a student’s continued eligibility.

[Reference: Ala. Code § 16-46A-1, *et seq.*]

## **7.9 Career and Technical Education Programs**

The Career and Technical Education Program (CTE) consists of areas of study that blend academic, occupational, and life skills. The CTE program will be administered in accordance with the requirements of the Alabama State Department of Education and the board.

- 7.9.1 Work-Based Learning Experience – A work-based learning experience provides students with educational opportunities in a work setting that typically cannot be obtained in a classroom and may include, but is not limited to, cooperative education, internships, clinical experiences, and other related opportunities. The Superintendent is authorized to develop guidelines and procedures in accordance with the regulations of the Alabama State Department of Education for work-based learning experiences to be conducted in the school system, including, but

not limited to, guidelines for decision making and protocol for solving problems at the workplace and school.

[Reference: Ala. Admin. Code 290-6-1-.04]

7.9.2 **Live Work** – Live work consists of work conducted by students that relates to the knowledge and skills taught as part of a CTE program of study, but is presented from outside the classroom. The Superintendent is authorized to develop for Board approval guidelines and procedures in accordance with the regulations of the Alabama State Department of Education and any applicable Business/Industry Certification requirements for live work to be conducted in the school system, including, but not limited to, a systematic method for managing live work, work requests and orders, and procedures for approval of where and for whom work may be conducted, school liability, and restrictions on live work. Any money collected for live work will be accounted for in accordance with the Board’s Finance Manual.

7.9.3 **Safety** –To the extent practicable, reasonable safety procedures will be implemented in the Career and Technical Education program in accordance with Alabama State Department of Education regulations and any applicable Business/Industry Certification requirements.

[Reference: Ala. Admin. Code 290-6-1-.04]

#### **7.10 *Foreign Exchange Programs***

The Superintendent is authorized to develop guidelines and procedures under which foreign exchange students may attend Decatur City Schools and Decatur City Schools’ students may participate in foreign exchange programs.

#### **7.11 *Extended Programs: Community Education***

Upon their approval by the Board, the Superintendent is authorized to implement programs and projects designed to meet the needs of the community served by the school system in accordance with any laws or regulations governing such programs.

[Reference: Ala. Admin. Code 290-080-050]

#### **7.12 *Graduation, Certificate of Completion, and Commencement***

Students who have satisfactorily completed requisite course work, met minimum attendance criteria, and passed any required examinations are eligible for graduation. Special education students who have fulfilled coursework requirements but who have not passed any required graduation examination are eligible to participate in graduation ceremonies and will be presented with a “certificate of completion.” Student participation in graduation ceremonies and related graduation activities will be subject to the principal’s approval and payment of outstanding financial obligations. Participation in a graduation-related ceremony may be prohibited by the principal if the student violates disciplinary standards or if, in the judgment of the principal, the student’s

participation could lead or contribute to disorder or disruption of the ceremony or activity. Any student assigned to the alternative school at the time of graduation is not eligible to participate in graduation exercises.

#### 7.12.1 Valedictorian/Salutatorian

- a. *Criteria* – The valedictorian and salutatorian for the graduating class of each high school must qualify for the most advanced academic diploma offered. The student with the highest numerical grade average (calculated and weighted on the 100 point scale as prescribed in the grading section above) will be the class valedictorian. The student with the second highest numerical grade average shall be the class salutatorian. In calculating the numerical grade average, all semester grades will be used, beginning with the ninth grade through the final semester preceding graduation. The calculated average will be carried out five decimal places and not rounded off. In the case of a tie, students having the same average will be recognized as co-valedictorians and co-salutatorians.
- b. *Grade Conversion* – Where letter grades are present on a candidate’s transcript from a previously attended school, the candidate must have the respective school(s) submit the grades in numerical form. If school officials of the school the student previously attended cannot or will not convert the letter grades to numerical grades, the letter grades will be converted to numerical grades as follows:

A+ = 100	B+ = 89	C+ = 79	D+ = 69	F = 55
A = 95	B = 85	C = 75	D = 65	
A- = 90	B- = 80	C- = 70	D- = 60	

Issues or uncertainties regarding eligibility or grade calculation will be resolved by the school principal in consultation with the Superintendent.

7.12.2 Fifth Year Seniors – Upon the recommendation of the counselor and approval of the principal, a student who has completed four full academic years of high school but who has not completed the required course work for graduation will be allowed to attend the number of class periods necessary to complete the courses required for graduation.

### 7.13 *School Wellness*

In furtherance of its commitment to fostering healthy nutritional and physical activities that support student achievement and that promote the development of lifelong wellness practices, the Board endorses the following programs, practices, and activities:

7.13.1 Nutrition Education and Promotion – Nutrition education that teaches the knowledge, skills, and values needed to develop healthy eating behaviors and nutrition promotion that promotes and reinforces student health will be integrated

into the curriculum and offered throughout school campuses, including school dining areas and classrooms, by appropriately trained personnel.

- 7.13.2 Nutrition Standards and Guidelines – The Board will ensure that reimbursable school meals meet the program requirements and nutritional standards established by applicable state and federal regulations. The Board will encourage students to make nutritious food choices and will monitor all food and beverages sold or served to students, including those available outside federally regulated child nutrition programs. The Board will consider nutrient density and portion size before permitting food and beverages to be sold or served to students.
- 7.13.3 Physical Education and Physical Activity Opportunities – The Board will offer physical education opportunities that include the components of a sound physical education program. Physical education will equip students with the knowledge, skills, and values necessary to maintain healthful lifelong physical activity. Physical education instruction will be aligned with the curriculum. All students will be provided the opportunity to participate regularly in supervised physical activities that are intended to maintain physical fitness and to impart the benefits of maintaining a physically active and healthy lifestyle.
- 7.13.4 Other School-Based Activities Designed to Promote Student Wellness – The Board may implement other programs that help create a school environment that conveys consistent wellness messages and that is conducive to healthy eating and physical activity.
- 7.13.5 Administrative Implementation – The Superintendent is authorized to develop and implement administrative rules and directives that are consistent with this policy and to oversee the implementation and periodic review and update of the wellness policy based on input from teachers (including specialists in health and physical education), school nurses, parents and guardians, students, representatives of the school food service program, school board members, school administrators, and the public .

The Superintendent will report to the Board, as requested, on programs and efforts that are designed to meet the purpose and intent of this policy and will inform and update the public regarding the content and implementation of the wellness program. The Superintendent will ensure each local schools compliance with the wellness policy and will measure periodically and make available to the public an assessment of the implementation of the wellness policy, including the extent to which schools are in compliance with the policy, the extent to which the policy compares to model policy and to describe the progress made in attaining the goals of the policy.

#### **7.14 *Selection of Instructional Materials and Materials for the School Libraries***

The Superintendent is authorized to develop criteria for approval by the Board for selection of materials (other than textbooks) that are used in conjunction with student

instruction and for circulation in school libraries. The Superintendent is further authorized to develop a procedure for review of objections to instructional and library materials.

## **7.15 *Parent/Family Involvement* –**

- 7.15.1 Parental Involvement, Partnerships Encouraged – Training and appropriate resources will be provided for teachers, administrators, and parents to strengthen the ability of strong parent-school partnerships to enhance student achievement. Parents will be involved in jointly developing appropriate parental involvement policies and in reviewing school improvement through meetings with the school system’s Parent Advisory Committee. Policies developed through this process will be distributed to parents of students attending Title I schools. Additionally, the Board will provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parental involvement activities to improve student achievement and school improvement. The Board will coordinate and integrate parental involvement strategies with other programs as appropriate.
- 7.15.2 Annual Evaluation of Initiatives – An annual evaluation will be conducted, with the involvement of parents, to determine the effectiveness of the parental involvement policy in improving the academic quality of the schools. The evaluation will include parent surveys, focus groups, and student assessment data. Parents will also be given the opportunity to submit suggestions and concerns regarding the parental involvement policy to the parent advisory committee. This information will be reviewed annually and used to make revisions to the school system plan as necessary.
- 7.15.3 Impediments to Parent Participation to be Identified – The Board will identify barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or whose racial or ethnic background may impede effective participation. To the extent practicable, all information required under Section 1111 of the Elementary and Secondary Education Act (“ESEA”), 20 U.S.C. §6301 *et seq.*, will be provided to parents in a uniform, understandable format and upon request, in an alternative format and language that the parents understand.
- 7.15.4 Elementary and Secondary Education Act Compliance – The school system will work with its schools to ensure that school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA and each includes a school-parent compact consistent with section 1118(d) of the ESEA. This policy will specify that each school will:
- a. Convene an annual meeting to explain the school programs to parents and inform them of their responsibilities and right to be involved in the program;

- b. Offer a flexible number of informational parent meetings, including building a strong home/school connection, parenting skills, and literacy development;
- c. Involve parents in an organized, ongoing, and timely way in planning, review, and improvement of school programs;
- d. Provide timely information about its school programs to parents, describe the curricula, student assessments, opportunities for regular meetings where parents can provide input, and respond promptly to parent suggestions; and
- e. Provide parents with an opportunity for meaningful and ongoing consultation and communication about the academic quality of the school.

7.15.5 Notice of Rights and Information – The Board will comply with the *Parents Right to Know* provision of the *No Child Left Behind Act of 2001*, including the rights of parents to be informed of the credentials/qualifications of their child’s teacher(s) and their school choice and/or supplemental educational services options when schools are identified for school improvement or determined to be unsafe within the meaning of the Act.

Initially adopted February 14, 2017